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1. About this Manual

1.1 Introduction

Welcome to Oracle FLEXCUBE Investor Servicing™, a comprehensive mutual funds automation software.

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

1.2 Related Documents

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

1.3 Audience

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

1.4 Organization

The Fund Manager User Manual is organized under the following chapter sequence:

Chapter 1	*About This Manual* Acquaints you with the use, structure and audience of the manual.
Chapter 2	*Overview* enables you learn about the Reference Information.
Chapter 3	*Reference Information – Maintaining System Parameters* explains how to maintain system parameters.
Chapter 4	*Reference Information – Maintaining Currencies and Capturing Exchange Rates* Explains how you can maintain currencies, exchange rate sources, pair currencies and also, how you can capture prevailing exchange rates.
Chapter 5	*Reference Information – Importing Bulk Client Information* takes you through the processes involved in configuring the system to process bulk import of business information.
Chapter 6	*Reference Information – Setting up Loads* The process of setting up the different fees and incentives that would be applied by your AMC is explained.
Chapter 7	*Reference Information – Maintaining Time Zones T*he process of capturing time zones for different modules is explained.

1.5 Conventions used in this manual

Before you begin using this User Manual, it is important to understand the typographical conventions used in it.

1.5.1 General Conventions

Convention	Type of Information
Italic type	Functional /foreign terms Names of fields on a screen Validations for fields on a screen References to related Headings/Users Manuals For emphasis
Numbered Bullet	Step by step procedures
STOP	This symbol when placed before text indicates a warning or an important note that you should read.

1.5.2 Keyboard Conventions

Convention	Type of Information
Keys	All keys of the keyboard are represented in capital letters. For example, <CTRL>.
Shortcut keys	All short cut keys are contained in brackets. For example, <ALT+SHIFT>.

1.6 Abbreviations and Acronyms

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

Abbreviation/ Acronym	Meaning
ADMIN	User Administrator
AGY	The Agency Branch component of the system
AMC	Asset Management Company
BOD	Beginning of Day
CDSC	Contingent Deferred Sales Charge
CGT	Capital Gains Tax
CIF	Customer Information File
EOD	End of Day

EPU	Earnings per unit
FCC	FLEXCUBE Corporate
FC-IS	FLEXCUBE Investor Servicing
FMG	The Fund Manager component of the system
FPADMIN	FLEXCUBE Administrator
ID	Identification
IHPP	Inflation Hedged Pension Plan
Abbreviation/ Acronym	Meaning
IPO	Initial Public Offering
LEP	Life and Endowment Products
LOI	Letter of Intent
NAV	Net Asset Value
REG	The Registrar component of the system
ROA	Rights of Accumulation
ROI	Return on Investment
SI	Standing Instructions
SMS	Security Management System
URL	Uniform Resource Locator
VAT	Value Added Tax
WAUC	Weighted Average Unit Cost

1.7 Getting Help

Online help is available for all tasks. You can get help for any function by clicking the help icon provided or by pressing F1.

2. Overview

2.1 Introduction

Oracle FLEXCUBE Investor Servicing ™ (FCIS) is flexible, comprehensive automation software for mutual fund investor services. It provides both online and offline automation for a network for the purpose of distributing open-ended as well as close-ended funds.

With FC-IS, you can set up highly parameterized funds, create and service investor accounts, organize the declaration and disbursement of dividends and automate your bookkeeping.

2.1.1 Changing your Password

To change the Password, after logging into the system, click on the change password button which is on the Toolbar at the top of the screen. The Change Password screen will be displayed. You must key in your new desired password in the New Password field, and confirm the same by re-keying it in the Confirm New Password field. This new password entered will be verified, encrypted and stored.

For security reasons, you should change your password at regular intervals. At the end of this interval, the Change Password screen will appear automatically as soon as you login.

If you exceed the number of specified invalid logon attempts, your user profile is disabled, and must be created again.

2.1.2 Performing Record Maintenance Operations

2.1.2.1 Detail and Summary screens

There are generally two types of screens in the agency branch system. Each business function is therefore operable in either or both of the following screens:

The Detail screen

To perform any of the following operations use the Detail option:

- Enter the New Record
- Query the existing record
- Delete the existing Record
- Unlock the existing Record
- Copy the existing Record

The Summary screen

To perform any of the following operations on a previously entered business function record, use the Summary option:

- View Authorized and Unauthorized Records
- Advance query
- Reset
- Refresh

Once you specify the search criteria for retrieving the records, the system will display the appropriate records. If there are more than 15 records, you can specify the number of records that has to be listed in the screen. You can also navigate between the pages using the arrow buttons or specify the Page Number.

As a user, you can perform any of the operations in a Summary screen, provided the operation has been allowed for your user profile (or role profile).

A user can perform any of the following operations for the purpose of record maintenance, in any screen, provided the operation has been allowed for the user profile.

2.1.2.2 Entering New Records

The Detail screens in the system are opened in the Disable mode. You can enable all the fields to enter the values in the fields. To enable the fields, click .

To enter a new record in a Detail screen, follow the steps given below:

1. Click . Specify the record details as desired, in the fields on the screen.
2. Click the Save button provided.
3. You must specify all mandatory details before you click the Save button. If you do not, the system prompts you to specify the same when you choose the Save button.
4. When the Save operation is successfully completed, a message “Record Saved”, along with any ID generated for the record is displayed.

2.1.2.3 Editing Records

If you specify incorrect or incomplete information while creating a new record, an edit facility is provided to correct these situations. You can edit/amend to make changes before authorization is performed. To edit/amend a record, click .

To edit a record in the Detail screens, follow the steps given below:

1. Retrieve the maintenance record that you want to edit by querying the record, by pressing F7 and F8.

2. Click , then all the fields will be enabled for editing.

3. Click the Save button in the Detail screen to save your changes. The Detail screen is then closed and the changed details are displayed in the Summary screen, in the lower grid list portion of the screen.

Even when you are editing, you must specify all mandatory details before you choose the Save button in the Detail screen. If you do not, the system prompts you to specify the same when you choose the Save option.

When the Save operation is successfully completed, a message “Record Saved” is displayed.

The system will not allow more than one user to edit/ delete a Record simultaneously.

2.1.2.4 Viewing Records

You can select records for viewing in any Summary screen, in any of the modes.

To view a record in any of the Summary screens, follow the steps given below:

1. In the Authorization Status field, choose the status of the record which is to be viewed.

2. Retrieve the maintenance record that you want to view from the database by specifying search parameters in the Summary screen. The search parameters for each business function are different.

3. When the record or record list is displayed in the lower grid portion of the screen, double click on the record. The record is displayed in view mode in the Detail screen for the function, and you can view the details. You will not be able to change any information displayed on the Summary or Detail screen in the View mode.

2.1.2.5 Deleting Records

Only unauthorized records can be deleted from the system. When you delete a record, it is physically deleted from the database and you cannot retrieve such a record again under any circumstances.

To delete a record from the Summary screen, follow the steps given below:

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

1. Invoke the Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for deletion.

3. Specify any or all of the details and click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

4. Double click the record that you want to delete. The Detail screen is displayed.

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

To delete a record from the Detail screen, follow the steps given below

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

1. Press F7

2. Input the Identification Number.

3. Press F8

You can perform Delete operation by selecting from the Action list.

The system will not allow more than one user to edit or delete a record simultaneously.

2.1.2.6 Saving Records

When you save a record in any Detail screen, the details that you have specified (or changed) in the record are accepted and written into the database in the system. In the case of records such as fund rule records, unit holder account records, transaction request entry records and Load details records, the information you have specified is accepted as unauthorized information if it is entered for the first time (or if you have edited the record, i.e., you have made changes using the Edit option). This information must subsequently be authorized to make it effective in the system.

To save a record in any Detail screen, follow the steps given below

1. Specify all the details necessary to save a record in the fields on the screen. In particular, specify all the mandatory details.

2. Click 'Ok' button to save your specifications, or changes made to a record. If you specify incomplete information and omit mandatory details, the system prompts you to specify the same when you click the Save button, and the record will not be saved until you specify these details.

3. If the record is invalid for any other reason, the system will display an error message.

4. When the Save operation is successfully completed, a message "Record Saved", along with any ID generated for the record is displayed.

The system does not allow more than one user to Save a record simultaneously.

2.1.2.7 Finding Records

In any of the Summary screens, you can retrieve any record to perform any operation as follows:

1. Invoke the Summary screen from the Browser, and specify the details in the corresponding fields.

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

You can also retrieve the individual transaction detail from the detail screen by doing query in the following manner:

1. Press F7.

2. Input the Identification Number.

3. Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Identification Number by using the combination of % and alphanumeric value as follows:-

- Search by A%: System will fetch all the records whose Identification Number starts from Alphabet 'A'. For Example: AGC17, AGVO6, AGC74 and so forth.
- Search by %7: System will fetch all the records whose Identification Number ends by numeric value' 7'. For Example: AGC17, GSD267, AGC77 and so forth.
- Search by %17%:- System will fetch all the records whose Identification Number contains the numeric value 17. For Example: GSD217, GSD172, AGC17 and so forth.

If there are more than 15 records, you can specify the number of records that has to be listed in the screen. You can also navigate between the pages using arrow buttons or specify the Page Number.

2.1.2.8 Closing Active Screen

When you close the active screen, the system prompts you that any information that you have specified in the active Detail screen will be lost if you close the screen.

To close the active screen, click the Close button found at the right top portion of the screen. The system will close the active screen.

2.1.2.9 Getting Help

To get help on the active screen, click the Help button found at the right top portion of the screen. The system will display help on the active screen.

2.1.2.10 Amending Authorized Records

When you authorize a record, it becomes effective in the system. If, after authorization, you need to change the details in a record, you can amend it. The Amend operation is available only on authorized records. You can access the amend operation through the Summary screen of the desired business function menu item.

It is important to remember that before a record is authorized, you can make any changes to it by editing it. After authorization, you cannot edit the record, but you can make any further changes to it by amending it.

When you amend a record and save the changes you have made, it is saved as an unauthorized record. You must subsequently authorize the record to make it effective.

To amend an authorized record in the Summary screen,

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

1. Invoke the Summary screen from the Browser.
2. Select the status of the transaction that you wish to retrieve for amendment. You can only amend only authorized records.
3. Specify any or all of the details of the Detail screen. All records with the specified details are retrieved and displayed in the lower portion of the screen.
4. Double click the record that you want to amend. The Detail screen is displayed in Amendment mode. Click the Unlock operation from the Action list to amend the record.
5. Amend the necessary information. Click the Save button to save the changes.

2.1.2.11 Viewing Record

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

1. Invoke the Summary Screen from the Browser.
2. Select the status of the transaction that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized / Authorized option.

3. Specify any or all of the details of the transaction in the corresponding fields on the screen, and click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

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

2.1.2.12 Authorizing Records

Any business maintenance or processing information that is entered into the system must be authorized for it to be effective in the system database. A user other than the one who entered it must perform the authorization.

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

1. Invoke the Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.

3. Specify any or all of the details of the record in the corresponding fields on the screen. Click 'Search' button. All transactions with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

4. Double click the transaction that you wish to authorize. The Detail screen is displayed. Select Authorize operation from Action.

Assigning a record for editing

If a record requires to be edited, and the user that entered the record (the maker) is not available, a user with authorization rights can assign the record to another user who can make the necessary edits.

You can assign a transaction through Delegation screen. Select the Delegate operation and select the user to whom the record is being assigned.

Assigning of records in this manner is audit trailed.

2.2 Structure

Oracle FLEXCUBE Investor Servicing consists of inter-dependent components:

- Fund Manager
- Agency Branch

The Fund Manager component automates all the fund-related administrative functions within the AMC.

The Agency Branch component facilitates the maintenance of investor accounts, and processing of investor transactions.

2.3 Fund Manager

The Fund Manager is the entity that handles all administrative functions within the AMC. This involves the following operations and activities:

1. The set up and maintenance of reference and static data concerning all entities, currencies, exchange rate sources and exchange rates.

2. The set up and maintenance of all funds floated by the AMC

3. Authorization of all data related to static information, unit holder accounts, information change requests, amended transactions, closure of accounts and bulk clients information

The Fund Manager component, therefore, acts as an administrative core that seamlessly integrates with the rest of the system in an offline hand-off mode or an online mode.

2.3.1 Maintaining Reference Information

In Fund Manager, you maintain basic reference information that would be used for processing in the system. This includes:

- Entities that the AMC would transact with, such as agents, agency branches, banks, bank branches, registrars, trustees, bulk clients, check vendors, underwriters and custodians. You can also maintain different AMC's as entities.
- The different values for static system parameters, such as countries, identification, corporation and occupation types, account types, investor categories, fee categories, and so on.
- Currency information, such as the different currencies, exchange rate sources and pair currencies. On a daily basis, you can also capture the prevalent exchange rates.
- Tax processing information that would be applicable to investor categories, country tax laws, cash dividends, brokers and funds floated by the AMC.
- The different fees, incentives or loads that would apply to transactions of investors in the funds of the AMC. This includes fees such as contingent deferred sales charge (CDSC), trailing commissions and ongoing management fees.
- The holiday calendar for the AMC

2.3.2 Maintaining Funds and Products

In Fund Manager, you can maintain the different funds that your AMC would offer to investors for investment. If your AMC offers investment in umbrella funds, or fund families you can maintain these in the system. You can also maintain the different products for retirement plans, or endowment policies, and so on.

Fund Hierarchies

Your AMC could offer investors opportunities to invest not just in a single fund, but into umbrella funds, or fund families. You can maintain these hierarchies in the system.

Fund Rules

For each individual fund, you can maintain exhaustive guidelines for processing investment. These guidelines are organized into different sets of rules, which you can maintain for each fund. The rules will apply cumulatively, on all investment into the fund, and they are called the fund rules, as given below:

- Fund Demographics (the basic profile of the fund including the name and effective date)
- Corporate Actions (rules governing the processing of dividends and distribution of earnings derived by investors from investment into the fund)
- General Operating Rules (guidelines for pricing policies, automatic redemption, check writing, and so on)
- Shares Characteristics (guidelines for scrip-based and scrip-less funds, for certificate processing)
- Transaction Processing Rules (the processing limits for each transaction type, allocation rules, limits for investor categories, standing instructions and transaction requests coming through each communication mode)
- Fund Load Setup (associating the fees, charges or incentives to be applicable to investment transactions in each fund)
- Fund Formula Maintenance (maintaining expressions for calculation of NAV or transaction base price, for each transaction type)
- Fund Sale Country (identifying the countries of domicile in which the AMC can offer the fund for sale)
- Fund Transaction Currencies (identifying the currencies in which the AMC can accept investment into the fund)
- Fund Residency Restriction (identifying the nationalities of investors that can invest in the fund)
- Specific Price Dates for funds (identifying specific dates on which prevalent prices can be used for ascertaining the value of investment in the fund)
- Amount Limits for IRA Transactions (identifying the limits for investment into funds that are part of the portfolio of a retirement product)
- SI Specific Information (maintaining rules for standing instruction generation for a fund)
- Fund Delivery Instruction
- Fund Investment Account (associating the fund investment account types allowed with a fund)
- KYC Maintenance(maintaining the list of KYC documents specific to the fund)
- Additional Information (maintaining additional information under the information heads specific to an AMC)

If you do not maintain fund rules for a fund, you cannot process investment into the fund, in the system.

Associating entities with funds

You can associate entities such as agents with a fund that you maintain. Such agents would be allowed to market the fund.

If check writing facilities are allowed for a fund, you can also associate the check vendors that would print the checks, for the fund.

Groups of funds with common load characteristics

You can maintain groups of funds, for which common loads are applicable on transactions. The group of funds (or load group) facility is especially useful for loads that are applicable in the case of privileges of the investor such as rights of accumulation (ROA) or a letter of intent (LOI).

Investment Products

You can also maintain processing guidelines for investment products that you offer to investors. You can maintain products with different attributes, to attract specific investors. The attributes could be funding, retirement features, premium and annuity features, loans, withdrawals and so on.

Fund Prices

You can also maintain the NAV and the transaction base prices for each fund, for each transaction type, for each business day.

Other Fund Activities

You can also maintain bank accounts used by the fund, in each currency in which the fund transacts.

Refer the following chapters in Fund Manager User Manual for a full discussion of all maintenance functions in Fund Manager.

- Maintaining Reference Information
- Setting up Loads
- Maintaining Currencies and Capturing Exchange Rates
- Other Maintenance Functions in the Maintenance Module
- Setting up Funds

2.3.2.1 Hedge Funds

Hedge funds are special type of investment funds that use leveraging and other investment strategies to hedge the exposure of a portfolio against the movements in the equity market. They can take both short and long positions, use arbitrage, trade options and bonds and invest in any opportunity where they can make impressive gains at reduced risk.

Hedge funds are handled by hedge fund managers. They charge the investors a fee called performance fee, which is a percentage of the gains received by the investor. As investors enter and exit hedge funds at different points in time, the performance gains received by them also differ accordingly. Hence, the performance fee calculations are carried out using a special accounting methodology called equalization accounting which ensures that the fund manager is paid the correct performance fee and also that the fees are fairly allocated between each investor in the fund. The investors also receive profit only for the period during which they stay invested in the fund.

Hedge funds can be of any of the following types or structures:

Simple

A simple hedge fund is a regular fund with normal processing rules. These funds usually have monthly dealing frequency and valuation points. Performance fee is generally accrued on monthly basis and paid out on yearly basis.

Master-Feeder

A master-feeder fund structure is set up to accept assets from both foreign and domestic investors in the most tax and trading efficient manner possible. A traditional setup consists of a master fund company into which different feeder funds invest. The transactions of feeder funds will be fed into master fund either on net or non-netted basis.

Fund of Funds

A fund of hedge fund invests in hedge funds rather than investing in individual securities. Performance fee will be collected at two levels; one for the underlying hedge funds and the other for the fund of funds. Net asset value also is calculated separately for the underlying funds and the fund of funds.

The details related to the minimum and maximum number of investors investing is maintained in case of fund of funds. For fund of funds, the investors usually need to give a notice period which signifies the number of days in advance that the investor must notify the fund in order to receive the payment.

Side Pockets

A side pocket is a special type of account used in hedge funds to separate illiquid assets from other more liquid investments. Once an investment enters a side pocket account, only the present participants in the hedge fund will be entitled to a share of it. Future investors will not receive a share of the proceeds in the event the asset's returns get realized. Investors who leave the hedge fund will still receive a share of the side pocket's value when it gets realized.

Investments that get locked into a side pocket cannot be redeemed until a realization event happens and the side-pocket gets converted back into a tradable series. The dealing and valuation frequencies and the net asset value of the side pockets will be different from that of the main fund.

Refer the following chapters for more details on the maintenances required for hedge funds and the calculation of performance fees.

- Maintaining Reference Information

- Setting up Fund Rules
- Other Fund Activities
- Fund Rule Upload Formats

2.3.3 Authorization Functions in Fund Manager

Each of the reference data and fund-related maintenances must be authorized within the system for them to be effective in processing.

The creation of new investor accounts (known as unit holder accounts), with all the investor preferences, and the entry of any transactions in the account are all functions that are managed in the Agency Branch. However, any changes made to authorized accounts or authorized transactions will require the scrutiny and approval of the fund manager, and can only be authorized through the Fund Manager component.

You can also authorize any interface defined with an external system as well as any defined job (associated with the Scheduler Services).

2.3.4 Interfaces to External Systems

FCIS provides the facility to define and process interfaces to external systems for the purpose of effecting data transfers and information exchanges. For instance, the NAV for a fund may be imported from an external Asset Management system by processing an internally defined interface.

You can define and execute these interfaces through Fund Manager.

2.3.5 Scheduler Services

The FCIS system provides a facility that you can use to schedule any internal activities that need to be executed either on a periodic basis, or event-based frequency. When you schedule these activities, they will be executed by the Scheduler Services as pre-programmed proceedings according to the frequency defined for them.

2.3.6 Security and Control

The Fund Manager System provides application level security features that will prevent unauthorized users from accessing the system.

Refer the Ensuring Security chapter in this User Manual for a detailed discussion of the Security Management System of Oracle FLEXCUBE Investor Servicing.

Typically, the business user roles associated with the Agency Branch component of the system are the following:

Fund Administrator

The Fund Administrator is responsible for maintenance of reference information and the fund related information.

Supervisor

The Supervisor is responsible for any authorization activities carried out in Fund Manager.

Operator

The Operator is responsible for carrying out the End of Day activities.

2.3.7 Reports

The Fund Manager component allows you to view and print various kinds of reports either on a daily basis or at periodic intervals. E.g. If you want to print the transfer transactions that have taken place, you can print the Transfer Summary Report, which shows all the Transfer transactions received for a given date on which units have been allotted.

The reports that are available for generation, preview and print include:

- Performance Across All Funds (Amount)
- Performance Across All Funds (Units)
- Unit Holder Register
- Transaction Load Listings
- Check Printing
- Payment Summary
- Letter Of Intents
- Login Tracking Report
- Unit Holder Transaction
- Unit Holder Transaction Fee
- Rejected Transactions Report
- Maturity Date Report
- Account Transfer Payments
- Exchange Rate Override Report
- Bulk Account Client Related Reports
- Fund Bank Account Transfer Report

Refer the Reports chapter in this User Manual for a full discussion of these reports.

2.3.8 End of Day Processes

The Fund Manager is responsible for running the End of Day (EOD) activities of the Fund Manager component of the system. The Fund Administrator user typically performs EOD activities. The Fund Manager is also responsible for those branches that have not completed the activities for the day. The EOD activities include:

- Allocation of transactions of any transaction type
- EOD Maintenance
- Execute Pre-EOD
- Execute EOD

- Execute BOD
- Branch Sign-on/Sign-off
- EOD Log Report
- Sending / Receiving Messages

You can also execute and process any authorized interface that has been defined with an external system, through the Online Execution of Interfaces option.

For a full discussion of the End of Day Operations Module refer the End of Day Activities chapter in this User Manual.

2.3.9 Other Functions

Defaults Maintenance

In Fund Manager, the implementers maintain the system default information that will be used in processing, that is specific to your installation. You can make changes to this information subsequently, if necessary, through the Defaults Maintenance function in Fund Manager.

Query Builder

Fund Manager provides a query facility that allows you to extract business information from the system database by constructing simple query statements, called the Query Builder.

2.3.10 Conventions to be Followed in Screens

- The words “screen” and “form” (noun) are used interchangeably throughout the entire document. They refer to the active interface presented to the user for the purpose of data entry operations throughout the system.
- In the screens, all checkboxes can accept only two valid entries – “Yes” or “No”. If the user checks a checkbox, a cross-mark or a tick-mark appears in the box, indicating to the system that the value specified is a “Yes”. If the box is not checked, and is empty, the value indicated to the system is a “No”.

For example, if the “On-line Allocation” checkbox has a cross mark or a tick-mark in it, it indicates to the system that on-line allocation is to be allowed. If the box is empty, it indicates to the system that on-line allocation is not to be allowed.

Entering Dates:

The user is advised to check all dates that he has specified in any of the forms before executing a “Save” operation.

2.3.11 Before You Login

Before you attempt to log in to Fund Manager, ensure that all the following activities have been performed:

- The user profile has to be defined by the system administrator for all the users of the back-office.

- The Defaults required for Fund Manager, namely the default language; currency and so on must already have been defined.

2.3.12 Logging in to Fund Manager

Invoking Fund Manager

When the Fund Manager component is installed on the workstation, you can access it through the browser. You must specify the URL of the installation in the Address box in the Internet Explorer Address Bar.

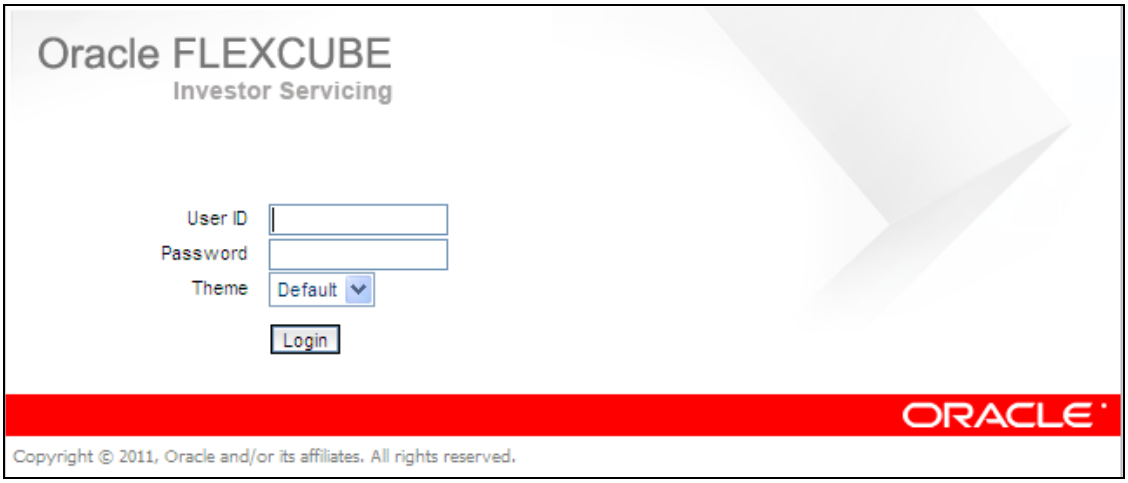
For instance, if the URL of the installation is //install/fundmanager/flexsms/emg, you must key in this URL in the Address box in the Address Bar in the Internet Explorer.

You can configure the Internet Explorer to invoke the URL of the Fund Manager installation by default.

The Login Screen

When Fund Manager is successfully invoked in the manner described above, the login screen is displayed. In the Login screen, specify your name and password to login to the system.

If you are logging in for the first time, specify the password allotted to you by the System Administrator. After you have logged in for the first time, the system forces you to change your password. Whenever you login subsequently, you must use this password.



2.3.13 Fund Manager –Menu

When you successfully log into the system, the Fund Manager Main Menu screen is displayed and the various options are enabled or disabled based on the rights given to you in your user profile.

2.3.13.1 Choosing Fund Manager AMC Module

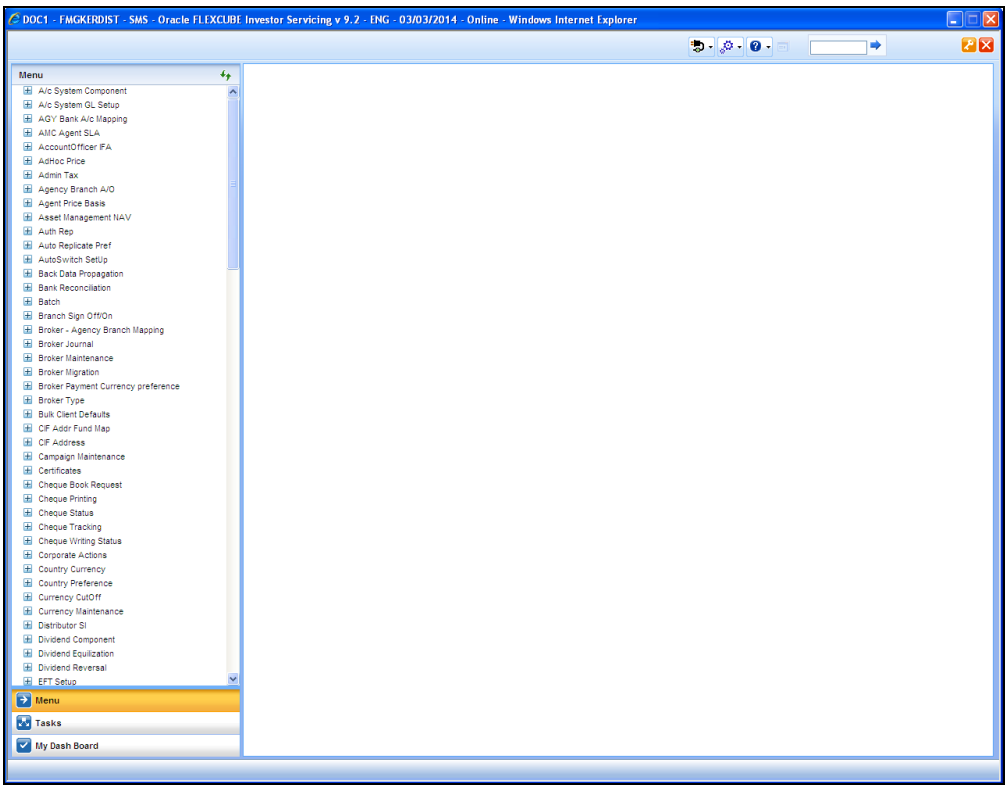
You must choose the module of your Fund Manager AMC installation in which you are going to operate in, in the AMC Branch field. When you choose the module, the menu that is accessible to you, according to the definitions made in your user profile, are displayed.

2.3.13.2 Logging in to Different Branch

To login to a different AMC Fund Manager module, click the Chg Brn button, and choose the relevant branch in the AMC Branch field.

2.3.13.3 Main Menu Screen

The main menu screen is as shown below. You can choose any of the options from the left hand side of the screen.



In each screen, you will only be allowed to perform those operations that are allowed in your user profile.

If you do not perform any activity for more than ten minutes, the system will automatically log you out, after displaying a message.

2.4 Agency Branch

The Agency Branch is the entity that actually interacts with the investors or unit holders in an AMC scenario.

In Oracle FLEXCUBE Investor Servicing, the following operations are handled by the web-enabled interface of the Agency Branch:

- The servicing and maintenance of unit holder accounts and daily unit holder operations.
- The servicing and maintenance of brokers
- The entry, maintenance and processing of transactions
- The setting up of standing instructions for unit holders
- The maintenance of the clearing status of payment instruments used in transaction processing.
- Other functions that include maintenance of deals for unit holders, income distribution options, letters of intent, non-tax limits, and so on.
- Maintenance of static data such as system parameters, defaults for the agency branch or the AMC, additional information heads for unit holders, fee categories for unit holders, and mapping of information heads for entities.

2.4.1 Servicing Investors

The service and maintenance of unit holder accounts involves the following operations and activities:

- Creating and maintaining new unit holder accounts
- Setting up deals, standing instructions, letters of intent options, income distribution options and non-tax limits for unit holder accounts.
- Making changes to the information in authorized unit holder accounts
- Closing unit holder accounts
- Capturing details of authorized representatives for unit holders

For a fuller understanding of how unit holder servicing is facilitated in the system, refer the “Managing Investor Accounts”

2.4.2 Entry, Maintenance and Processing of Transactions

Applications for any transactions that the investors want to enter into using their accounts in the AMC are accepted and processed in the Agency Branch. The transactions are entered into the system, and they can be tracked at all stages in the processing cycle.

The following transaction types can be processed in the system:

- IPO subscription transactions

- Subscription transactions
- Redemption transactions
- Switch transactions involving switching of units from one fund to another for a unit holder.
- Transfer transactions involving transferring of units from one unit holder to another within a fund.
- Blocking of units (lien processing)
- Unblocking of units (lifting of lien)
- Consolidation of units
- Splitting of units
- Reissue of units
- Enrichment of payment details for a transaction

For a fuller understanding of how the entry and processing of transactions is facilitated in the system, refer the “Processing Transactions”

2.4.3 Setting up Standing Instructions for Unit Holders

Any Regular Savings/ Withdrawal Plans that an investor desires to issue standing instructions for can be set up and maintained in the Agency Branch.

The system provides for the maintenance of standing instructions for a unit holder.

For a fuller understanding of how the entry and processing of standing instructions transactions is facilitated in the system, refer the “Maintaining Standing Instructions”

2.4.4 Clearing of Payment Instruments

The clearing status of payment instruments used for transactions and standing instructions can be updated at the Agency Branch.

For a complete understanding of how the clearing of payment instruments is facilitated in the system, refer the “***Data Entry*”**

The system provides an option to print the acknowledgment/confirmation slips on-line. They can be printed again, if required, for investor related operations.

2.4.5 Unit Holder Account Servicing Operations

2.4.5.1 Opening New Unit Holder Account

The investor fills out an account opening application and hands it over to the agent along with supporting documents. The Account Administrator crosschecks the application and the supporting documents and enters the details into the system. The system prints an acknowledgment slip on saving the new account. After the new account is authorized, the unit holder number for the account is generated.

The request for opening an account could be made by any means, through telephone, fax, etc.

2.4.5.2 Closing Unit Holder Account

The unit holder fills out an account closure application along with the redemption slips to redeem the units held in various funds and hands them over to the agent. The agent checks the details and enters them into the system. The system marks the account as “pending closure”. If the number of units in all the funds for a unit holder becomes zero, then the system closes the corresponding unit holder account automatically. An account once closed can be re-opened.

2.4.5.3 Making Changes to Unit Holder Account

The unit holder fills out a change request application and hands it over to the Agent. The agent checks the details and inputs it into the system. The agent will then hand over the acknowledgment slip to the unit holder.

2.4.6 Transactions Operations

2.4.6.1 Making Transaction Requests

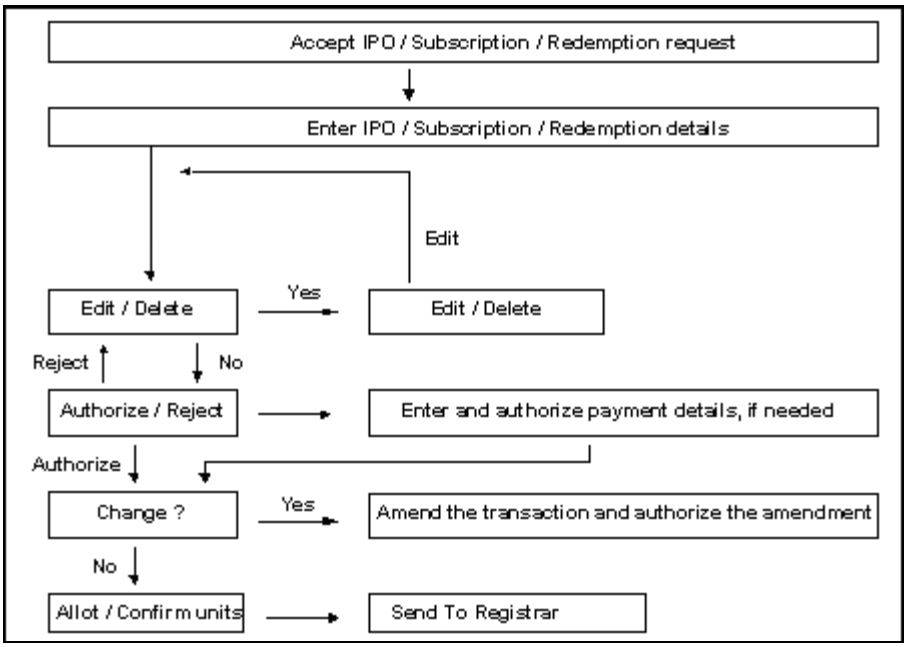
If the transaction request is being made directly over the counter, the unit holder fills out a transaction application and hands it over to the teller. Alternatively, the transaction requests can be made by any means, such as by telephone, through fax, and so on. The unit holder can pay by cash, transfer, check, credit card or demand draft. The teller checks the completeness of the form and inputs the transaction details into the system. If a fee is to be collected from the unit holder at the time of accepting the application form, the system prompts for this.

2.4.6.2 IPO Subscription/ Subscription Transactions

The system validates the details that were entered against the fund rules. The fund manager allocates the IPO subscription/ subscription based on the NAV declared for the fund for that day. After the allocation, the agency branch can print the confirmation/ rejection note.

If the fund is scrip-based, the certificate-related information is also captured either from the fund or the unit holder based on the fund rule definition.

IPO Subscription/Redemption



2.4.6.3 Redemption Transactions

The fund manager allocates the redemption based on the NAV or any other formula that is computed for the fund for that day or the last fund price declaration day. If the redemption allocation is partial on a given date, the unit holder will receive multiple confirmation notes for the transaction. After the allocation, the agency branch can print the confirmation / rejection note. The check or the draft as specified by the unit holder that is equal to the redemption consideration handed over.

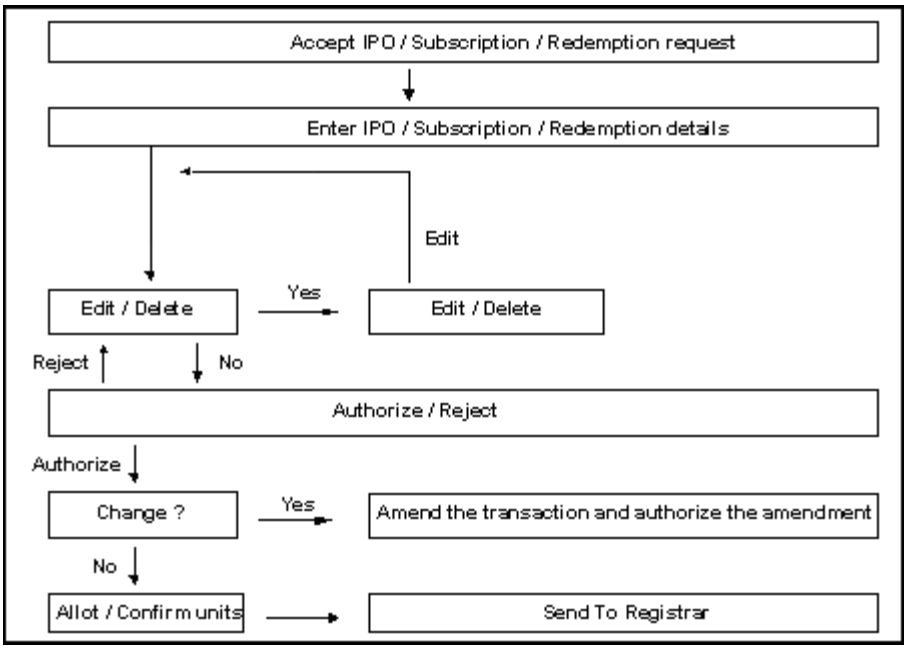
If the fund is scrip-based, the certificate-related information, including the denominations, is also captured either from the fund or the unit holder based on the fund rule definition. Wherever certificates are to be surrendered to the AMC, the certificate numbers are captured and validated against the certificate information defined in the system.

2.4.6.4 Switch Transactions

The system validates the details that were entered against the fund rules for switch transaction. The fund manager allocates the switch based on the NAV declared for the fund or based on any other formula for that day or the last day of declaration of price. If the switch allocation is partial on a given date, the unit holder will receive multiple confirmation notes for the same transaction. The other activities are same as those that are followed in a normal transaction, as for any of the transaction types

If the fund is scrip-based, the certificate - related information, including the denominations, is also captured either from the fund or the unit holder, based on the fund rule definition. Wherever certificates are to be surrendered to the AMC, the certificate numbers are captured and validated against the certificate information defined in the system.

Switch/Transfer Transactions



2.4.6.5 Transfer Transactions

The system validates the details that were entered, against the fund rules and issues an acknowledgment slip to the unit holder for a transfer transaction. The fund manager allocates the transfer based on the NAV declared for the fund for that day or any other transfer price. After the allocation, the agency branch can print the confirmation/ rejection note. The allocation information is then used to update the transferee and transferor.

If the fund is scrip-based, the certificate related information is also captured either from the fund or the unit holder based on the fund rule definition.

2.4.6.6 Block (Lien Processing) Transactions

The system validates the details that were entered, against the fund rules and issues an acknowledgment slip to the unit holder for a block transaction. The fund manager allocates the block based on the NAV declared for the fund for that day or on any special block prices that could be derived through any specific formula. All the other activities are the same as those followed for any of the transaction types. The scrip-based funds are also handled in the same manner as for the other transaction types.

2.4.6.7 Unblock (Lien Processing) Transactions

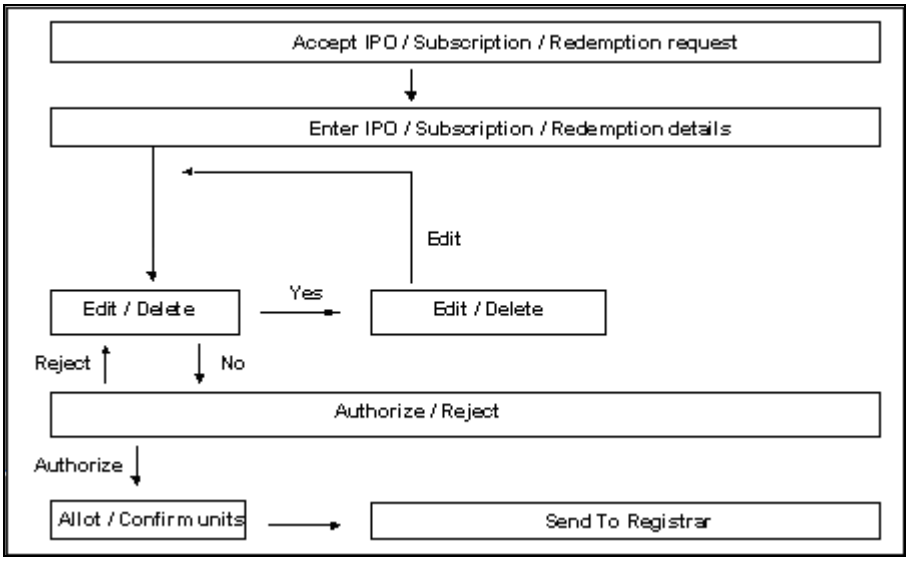
The system validates the details entered, against the fund rules and issues an acknowledgment slip to the unit holder for the unblock transactions. The fund manager allocates the unblock transaction based on the NAV declared for the fund or any special unblock price for that day. All the other activities are the same as those followed for any of the transaction types.

2.4.6.8 Consolidation Transactions

The system validates the details entered, against the scrip-based fund rules and issues an acknowledgment slip to the unit holder for the consolidation transaction. The fund manager allocates the consolidation based on the NAV declared for the scrip-based fund for that day or any other formula based price. After the allocation, the agency branch can print the confirmation / rejection note. The certificate related information is also captured either from the fund or the unit holder based on the fund rule definition. In the system, consolidation transactions are supported only for scrip- based funds.

2.4.6.9 Split Transactions

The system validates the details entered against the scrip-based fund rules for a split transaction. The fund manager allocates the split based on the NAV declared for the scrip-based fund for that day. After the allocation, the agency branch can print the confirmation/ rejection note. The certificate related information of the certificate is also captured either from the fund or the unit holder based on the fund rule definition. In the system, split transactions are supported only for scrip based funds.



2.4.6.10 Reissue Transactions

The system validates the details entered, against the scrip-based fund rules and issues an acknowledgment slip to the unit holder for the reissue transaction. The fund manager allocates the reissue based on the NAV declared for the scrip-based fund for that day. After the allocation, the agency branch can print the confirmation/ rejection note. The certificate related information is also captured either from the fund or the unit holder based on the fund rule definition. In the system, reissue transactions are supported only for scrip-based funds.

2.4.7 Security and Control

The Oracle FLEXCUBE Investor Servicing system provides application level security features that will prevent unauthorized users from accessing the system.

For a detailed discussion of the Security Management System of Oracle FLEXCUBE Investor Servicing, refer Ensuring Security

Typically, the business user roles associated with the Agency Branch component of the system are the following:

- Teller – This role is responsible for accepting the transaction requests from investors. The teller will check all the application forms and enter the transactions in the system.
- Supervisor – This role is responsible for authorizing the transactions entered by the teller group.
- Accounts Officer – This role is responsible for opening, maintaining and closing unit holder Accounts.

2.4.8 Conventions to be followed in Screens

- The words “screen” and “form” (noun) are used interchangeably throughout the entire document. They refer to the active interface presented to the user for the purpose of data entry operations throughout the system.
- In the screens, all checkboxes can accept only two valid entries – “Yes” or “No”. If the user checks a checkbox, a cross-mark or a tick-mark appears in the box, indicating to the system that the value specified is a “Yes”. If the box is not checked, and is empty, the value indicated to the system is a “No”.

For example, if the “On-line Allocation” checkbox has a cross mark or a tick-mark in it, it indicates to the system that on-line allocation is to be allowed. If the box is empty, it indicates to the system that on-line allocation is not to be allowed.

Entering Dates

The user is advised to check all dates that he has specified in any of the forms before executing a “Save” operation.

2.4.9 Before You Login

Before you attempt to log in to the Agency Branch component, ensure that all the following activities have been performed:

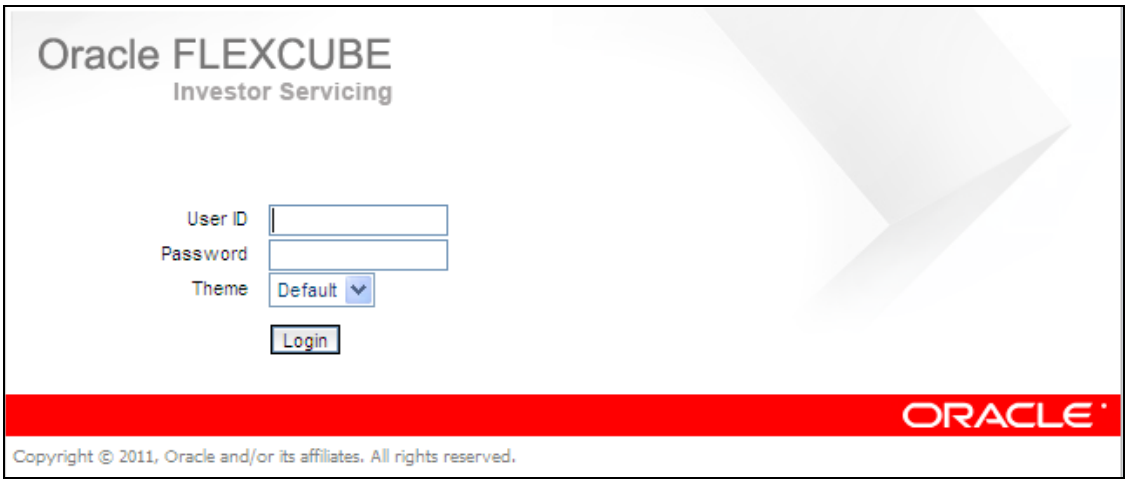
- The user profile has to be defined by the system administrator for all the users of the branch.
- The Defaults required for the branch namely the default language; currency and so on must already have been defined.

2.4.10 Logging in to Agency Branch

When the Agency Branch component is installed on the workstation, you can access it through the browser.

In the Login screen, specify your name and password to login to the system.

If you are logging in for the first time, specify the password allotted to you by the System Administrator. After you have logged in for the first time, the system forces you to change your password. Whenever you login subsequently, you must use this password.



2.4.11 Agency Branch - Menu

When you successfully log into the system, the Agency Branch Main Menu screen is displayed and the various options are enabled or disabled based on the rights given to you in your user profile.

2.4.11.1 Choosing your AMC Branch

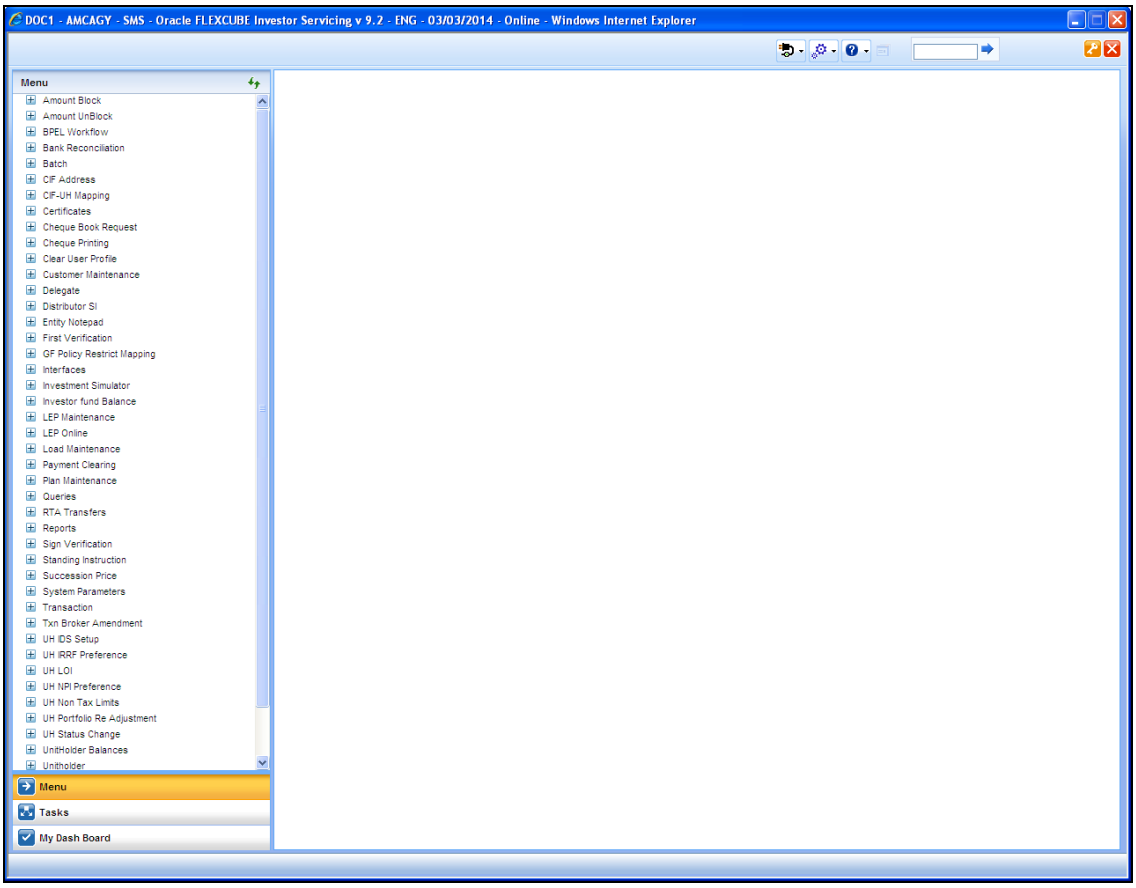
You must choose the branch of the AMC that you are going to operate in, in the AMC Branch field. When you choose the AMC branch, the menu that is accessible to you, according to the definitions made in your user profile, are displayed.

2.4.11.2 Logging in to Different Branch

To login to a different branch, click the Chg Brn button, and choose the relevant branch in the AMC Branch field.

2.4.11.3 Main Menu Screen

You can specify the operations from the main menu items in your user profile. If you do not perform any activity for more than the time maintained as the session timeout, the system will automatically log you out, after displaying a message.


DOC1 - AMCAGY - SMS - Oracle FLEXCUBE Investor Servicing v 9.2 - ENG - 03/03/2014 - Online - Windows Internet Explorer
Menu
Amount Block
Amount UnBlock
BPEL Workflow
Bank Reconciliation
Batch
CIF Address
CIF-UH Mapping
Certificates
Cheque Book Request
Cheque Printing
Clear User Profile
Customer Maintenance
Delegate
Distributor SI
Entity Notepad
First Verification
GF Policy Restrict Mapping
Interfaces
Investment Simulator
Investor fund Balance
LEP Maintenance
LEP Online
Load Maintenance
Payment Clearing
Plan Maintenance
Queries
RTA Transfers
Reports
Sign Verification
Standing Instruction
Succession Price
System Parameters
Transaction
Txn Broker Amendment
UH IDS Setup
UH IRRF Preference
UH LOI
UH NPI Preference
UH Non Tax Limits
UH Portfolio Re Adjustment
UH Status Change
UnitHolder Balances
Unitholder
Menu
Tasks
My Dash Board

3. Maintaining Reference Information

3.1 Introduction

Before you begin to use the Oracle FLEXCUBE Investor Servicing system (FCIS), you must ensure that all data that will eventually be used by the system to help you operate funds has been set up in the system. You must prepare the system to recognize this data and process it the way you want it to. Therefore, you must ensure that the following activities are done:

- Setting up System Parameters
- Setting up Reference Information, including entities
- Setting up Currencies and capturing Exchange Rates
- Setting up Funds
- Setting up miscellaneous maintenance functions

Only after these maintenance activities are completed, can you actually set up your unit holders and accept transactions for the funds. The maintenance activities that fall under each of the categories mentioned above are available as menu items in the Maintenance Menu Item of the Fund Manager component.

This chapter deals with the first category, the maintenance of reference information.

3.2 Setting up Reference Information

Information that is static and will need to be set up only the first time, and subsequently altered very little or not at all, constitutes reference information. This includes:

- Entities that the AMC would transact with, such as agents, agency branches, banks, bank branches, registrars, trustees, bulk clients, check vendors, underwriters and custodians. You can also maintain different AMC's as entities.
- The different values for static system parameters, such as countries, identification, corporation and occupation types, account types, investor categories, fee categories, and so on.
- Currency information, such as the different currencies, exchange rate sources and pair currencies. On a daily basis, you can also capture the prevalent exchange rates.
- Tax processing information that would be applicable to investor categories, country tax laws, cash dividends, brokers and funds floated by the AMC.
- The different fees, incentives or loads that would apply to transactions of investors in the funds of the AMC. This includes fees such as contingent deferred sales charge (CDSC), trailing commissions and ongoing management fees.
- The holiday calendar for the AMC, and the holiday calendar for the fund, if required.

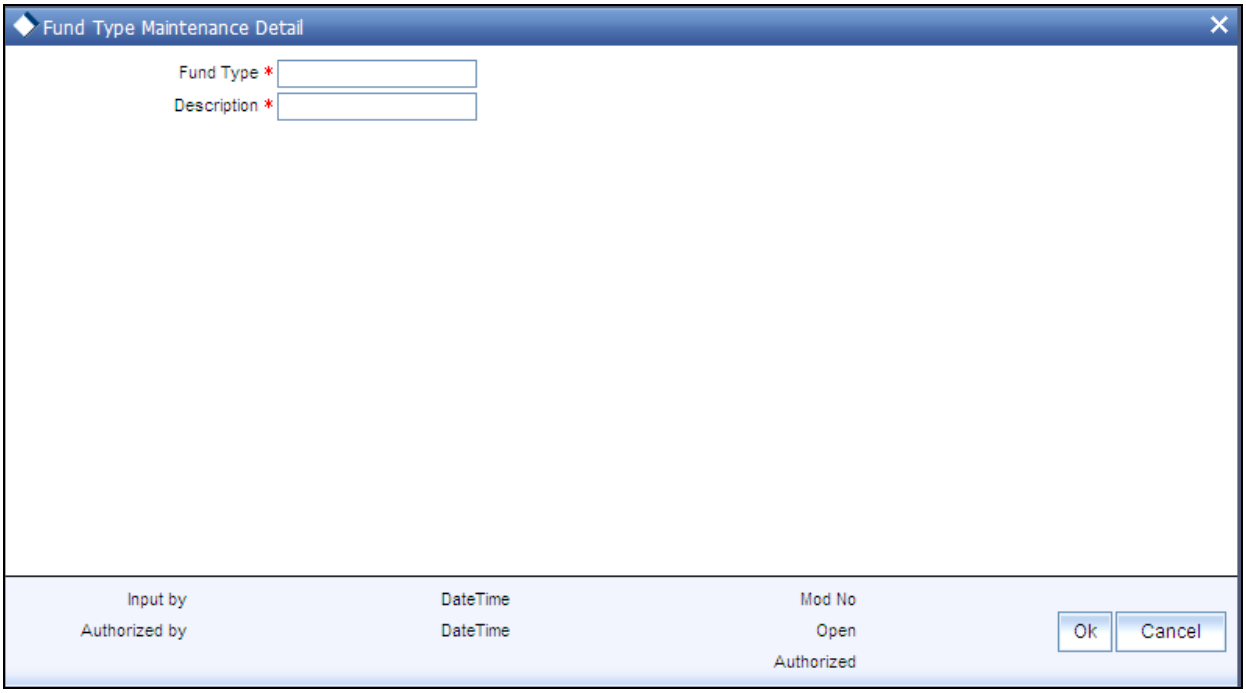
This chapter deals with setting up the following reference information:

- Fund Types

- Entities
- Withholding Tax
- Modes of Payment
- Holidays
- Static maintenance for switch transactions
- Indexation values for capital gains tax

3.3 Setting up Fund Types

Before any fund may be set up in the system, the types of funds that can be maintained must be set up in the 'Fund Type Maintenance Detail' screen. You can invoke the 'Fund Type Maintenance Detail' screen by typing 'UTDFNTYP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The 'Fund Type Maintenance Detail' screen is displayed. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the Fund Type.



3.3.1 Fields in Fund Type Maintenance Screen

Fund Type

4 Character Maximum, Numeric, Mandatory

Specify an identification for the fund type that you wish to set up.

Description

AlphaNumeric, Mandatory

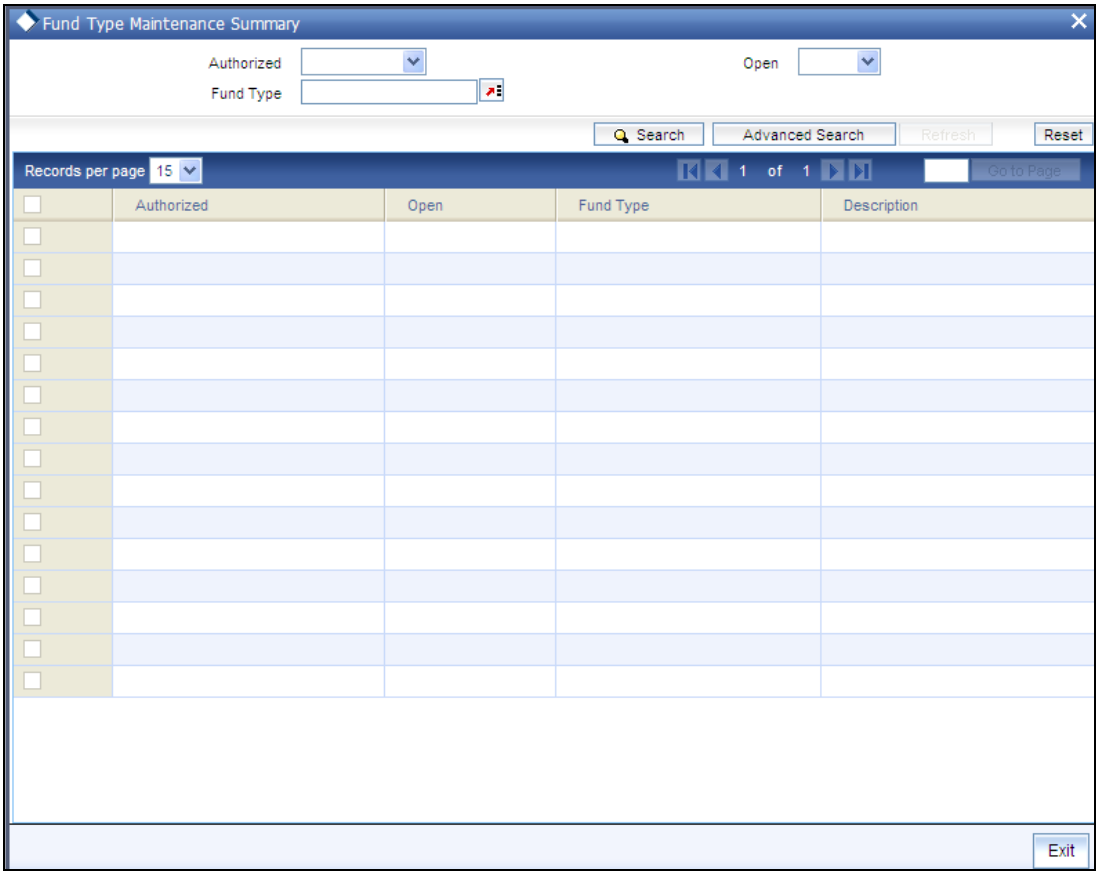
Enter a brief description for the fund type.

3.3.2 Fund Type Maintenance Summary Screen

You can use the 'Fund Type Maintenance Summary' screen to:

- Edit an existing fund type
- View existing fund types
- Delete an existing fund type
- Authorize a fund type
- Amend an authorized fund type

You can invoke the 'Fund Type Maintenance Summary' screen by typing 'UTSFNTYP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



3.3.2.1 Retrieving Fund Type in Summary Screen

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

- Invoke the Fund Type Summary screen and specify the following :
  - The status of the fund type in the Authorization Status field. If you choose the “Blank Space” option, then all the fund types are retrieved.
  - The status of the fund type in the Record Status field. If you choose the “Blank Space” option, then all the fund types are retrieved.
  - The Fund Type
- After you have specified the required details, click ‘Search’ button. All Fund Types with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual fund type detail from the detail screen by doing query in the following manner:-

- Press F7.
- Input the Fund Type.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Fund Type or Fund Type description by using the combination of % and alphanumeric value as follows:-

- ***Search by M%***: The system will fetch all the records whose Fund Type description starts from Alphabet ‘M’. For example, Mutual Fund.
- ***Search by %7*** : The system will fetch all the records whose Fund Type ends by numeric value’ 7’ For example, 217,267,77 and so forth.
- ***Search by %17%***: The system will fetch all the records whose Fund Type contains the numeric value 17. For example, 3217, 2172 and so forth.

3.3.2.2 Editing Fund Type

You can modify the details of a fund type that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

- Invoke the Fund Type Summary screen from the Browser.
- Select the status of the fund type that you want to retrieve for modification in the Authorization Status field. You can only modify records of fund types that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.

- Specify any or all of the details of the fund type in the corresponding fields on the screen to retrieve the fund type that is to be modified.
- Click 'Search' button. All unauthorized fund types with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the fund type that you want to modify. The Fund Type Maintenance screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Fund Type Maintenance screen is closed and the changes made are reflected in the Fund Type Summary screen.

3.3.2.3 Viewing Fund Type

To view a fund type that you have previously entered:

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

3.3.2.4 Deleting Fund Type

You can delete only unauthorized fund types in the system.

To delete a fund type:

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

3.3.2.5 Authorizing Fund Types

An unauthorized fund type must be authorized in the system for it to be processed.

To authorize a fund type:

- Invoke the Fund Type Summary screen from the Browser.
- Select the status of the fund type that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
- Specify any or all of the details of the fund type in the corresponding fields on the screen.
- Click 'Search' button. All fund types with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the fund type that you wish to authorize. The Fund Type Maintenance screen displayed. Select Authorize operation from Action.

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

3.3.2.6 Amending Fund Types

After a fund type is authorized, it can be modified using the Unlock operation from Action list. To make changes to a fund type after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

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

3.3.2.7 Authorizing Amended Fund Types

An amended fund type must be authorized for the amendment to be made effective in the system.

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

3.3.2.8 Copying Attributes

If you want to create a Fund Type having the same attributes of an existing Fund Type, you can copy the attributes of an existing fund type to a new fund type.

To copy the attributes:

- Retrieve the fund type whose attributes the new fund type should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the ID for the new Fund Type. You can however change the details of the Fund Type if required.

3.4 Setting up Entities

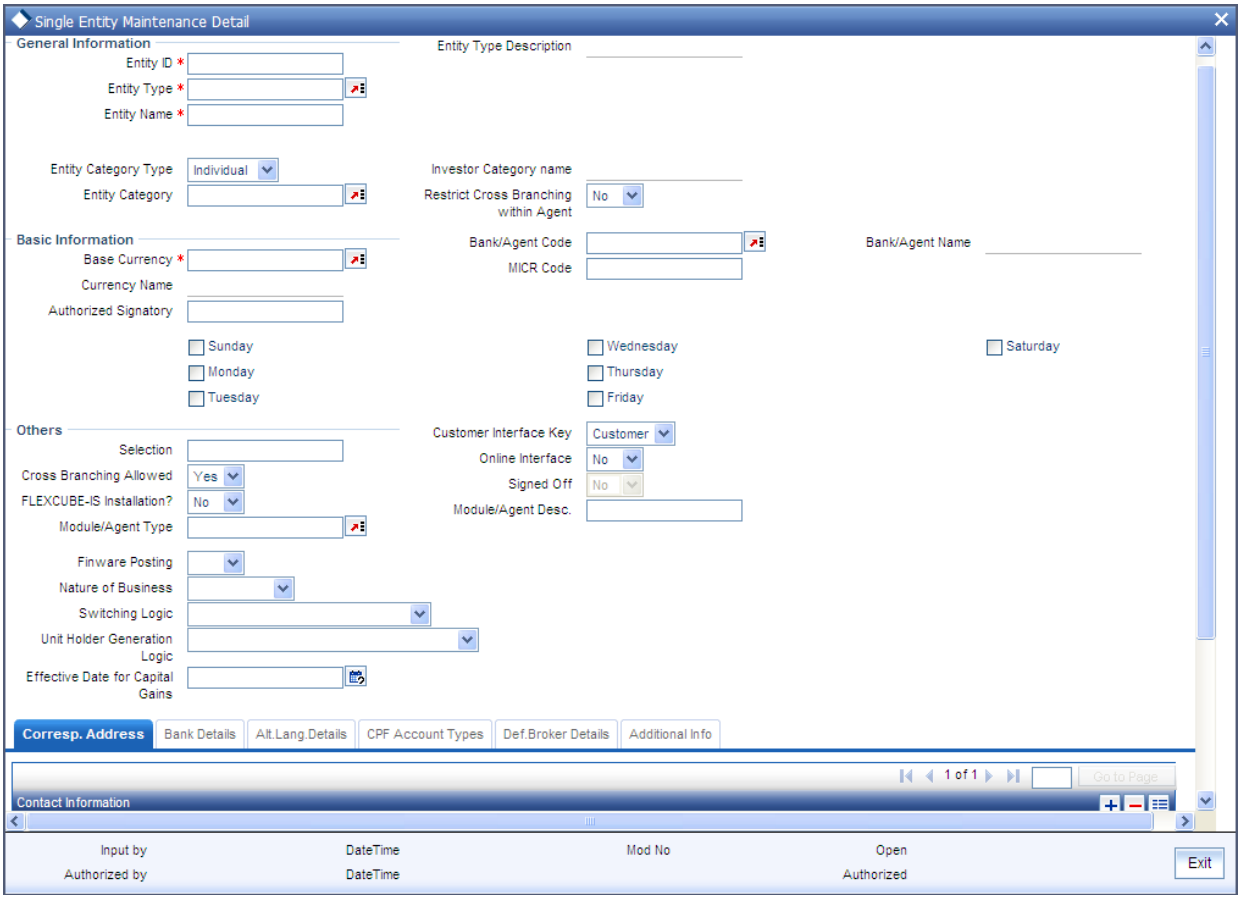
Each business entity that the AMC interacts with in the course of managing investment can be profiled in the FC-IS system with a unique profile. You can use the Single Entity Maintenance screen to set up the following entities in the system:

- Agency Branches
- Agents
- AMC
- Banks
- Bank Branches
- Bulk Clients
- Registrars
- Trustees
- Check Vendors
- Underwriters
- Custodians
- Clearing Agents
- Account and Valuation Agents
- Independent Financial Advisors (IFA)
- Participating Employer
- Account Officers
- Paying Agent
- Cash Management Account

AMCs can only be maintained at Distributor installations. At an AMC installation, the profile of the logged in AMC can be viewed in the Single Entity screen, but a new profile cannot be created.

You can invoke the 'Single Entity Maintenance Detail' screen by typing 'UTDENTMN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The Single 'Entity Maintenance Detail' screen is displayed. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details of the entity.



3.4.1 Fields in Single Entity Maintenance Screen

Entity Type

Alphanumeric, Mandatory

Specify the type of entity being set up. This could be any of the following:

- Agency Branch
- Agent
- AMC

- Bank
- Bank Branch
- Bulk Client
- Registrar
- Trustee
- Check Vendor
- Underwriter
- Custodian
- Clearing Agent
- Account and Valuation Agent
- Independent Financial Advisors (IFA)
- Participating Employer
- Paying Agent
- Cash Management Account
- Fund Manager

Entity Type Description

Display Only

The system displays description for the specified entity type here based on the details maintained in the system.

Entity ID

12 characters maximum, Alphanumeric, Mandatory

The Entity ID is a unique Identification for an entity in the system. Any detail regarding an entity is obtained by using the entity ID for reference. The ID you specify here must be unique and not already in use for any other entity in the system.

Entity Name

60 Character Maximum, Alphanumeric, Mandatory

Specify the name (or description) of the entity being set up in the system.

Entity Category Type

Alphanumeric; Optional

Specify whether the entity being maintained belongs to the Individual or Corporate categories. This specification is optional; if specified, you must also select the appropriate category in the Entity Category field.

Entity Category

Alphanumeric; Conditional

From the drop down list, select the category to which the entity belongs.

Category Name

Display Only

The system displays investor's category name here based on the details maintained in the system.

Base Currency

Alphanumeric, Mandatory

Select the base currency of the entity, from the drop down list. This is the currency in which the entity normally transacts.

Authorized Signatory

70 Character Maximum, Alphanumeric, Optional

Enter the name of the Authorized Signatory at the office of the AMC.

Bank/Agent Code

3 characters maximum, Numeric, Mandatory

An Agent Code is a unique Identification for an Agent in the system. Using the Agent code for reference can retrieve any detail with regard to an Agent. Select the Agent for whom you want to set the branch from the list provided.

An Agency Branch can be set up only after the Agent has been set up. The list will be populated with valid Agent codes existing in the system.

Bank/Agent Name

Display Only

The system displays the name of the specified Bank or Agent name here.

If you are maintaining Bank Branch as agent, then the system displays Bank name. If you are maintaining Agency Branch as agent, then the system displays Agent name.

MICR Code

Optional

Specify MICR code of the specified Bank here. This code is applicable for both Bank and Bank Branch entity.

WeekEnd

The Fund Manager System weekend options that were designated at the time of installation will be considered as default options for an AMC, but you can alter them, if necessary, while setting up the AMC record in the Single Entity Maintenance screen.

You can only specify two days as weekend days. The days you specify here are defaulted as weekend holidays for the AMC in the AMC calendar.

Section

Alphanumeric, Optional

Specify any descriptive text about or qualification for the AMC being maintained.

Cross Branching Allowed

Optional

Select 'Yes' if you want to allow cross branching for the specified entity ID from the adjoining drop-down list. If you need to disallow cross branching, then select 'No' from the adjoining drop-down list.

Online Interface

Optional

Select 'Yes' to utilize the created Bulk Client as online interface from the adjoining drop-down list, if you have maintained 'Entity Type' as 'Bulk Client'. This field is not applicable for other entity types.

Module/Agent Type

Alphanumeric, Optional

Select the type of the Module that is being set up.

Module/Agent Desc

Display Only

The system displays description for the specified agent type.

Nature of Business

Alphanumeric, Mandatory

Specify the business avenues supported by the AMC, by selecting the desired option from the drop down list. This option is only available for entities where the entity type is AMC.

Finware Posting

Choose 'Yes' if you wish to allow FINWARE posting. By default this option would be set to 'No'.

Switching Logic

Alphanumeric, Mandatory if Entity Type is AMC

Select the type of logic to be enforced by the AMC in accepting switch transactions. There are two possible approaches provided by the system:

- Switch transactions restricted to fund family: In this case, switch transactions will be accepted only if the From and To funds are part of the same fund family. Cross-fund family switching is not allowed.
- Switch transactions within AMC: In this case, switch transactions are accepted across fund families so long as both families belong to the same AMC.

For distributor installations, the switching logic will not be applicable.

Unit Holder Generation Logic

Alphanumeric, Mandatory if Entity Type is AMC

Click on the drop-down menu and choose any one of the options available. This option enables multiple AMC branches to opt for different unit holder ID generation logic. Therefore the UH Generation Logic field will be a valid value from UH generation table for a specific AMC, service provider, or a distributor.

- The first option i.e., AGT&BRN&SERIAL&CHK stands for the Agent Code, Branch Code, Serial Number and Check Digit.
- The second option i.e., SERIAL&AMC&CHK stands for the Serial Number, AMC ID (or Distributor ID) and Check Digit.
- The third option i.e., SERIAL&AGT&CHK stands for the Serial Number, Agent Code and Check Digit.
- The fourth option i.e., LEADINGZERO&SERIAL stands for Leading Six Zeros and a running Serial Number.
- The fifth option i.e., Unit Holder ID is assigned with User entered Unit Holder Reference Number.
- The sixth option i.e, Ctry(1)&Busi(1)&FMG/DIST(4)&A-Z(1)&NUM(5) stands for Country Code, Business Type, AMC ID (or Distributor ID), a running Serial character and running Serial Number.

STOP The above option is applicable only for service provider installations.

FLEXCUBE-IS Installed

1 Character Maximum, Boolean, Mandatory

Click in the check box to check if Oracle FLEXCUBE Investor Servicing is installed at the Agency Branch.

Signed Off?

1 Character Maximum, Boolean, Display

This indicates whether the given Agent has signed off for the day. This is not used at setup time, but used only for EOD purposes. by default, when you set up an agent, the agent record is set up with the status 'signed on', which means this field has a 'No' value.

Customer Interface Key

Alphanumeric, Optional

This facility is to be used if customer information from an installation of *Oracle FLEXCUBE* Corporate (FCC) is to be imported into the FC-IS system using the bulk interface facility, for the creation of unit holder accounts.

The customer interface key determines the level at which unit holder account creation must take place in the FC-IS system, for a given Customer Information File (CIF) in Oracle FLEXCUBE Corporate – either at CIF level or at a customer account level. Accordingly, you can indicate either of the following two options:

- For each CIF, a corresponding unit holder may be created in the FC-IS system. For this option, choose CIF from the drop down list in this field.
- For each CASA (Customer Access System Account) account in a CIF, a corresponding unit holder may be created in the FC-IS system. For this option, choose Account from the drop down list in this field.

The FC-IS system will create corresponding unit holder accounts when the customer information is imported from FCC, according to option you exercise in this field.

STOP If you select either FCR or FCC as the Bulk Client Type, then you must specify the Customer Interface Key as mandatory information.

Effective Date for Capital Gains Calculations

Date Format, Mandatory

Specify the date on which capital gains calculations must begin, for the AMC. This feature is only available if your installation has specifically requested for it.

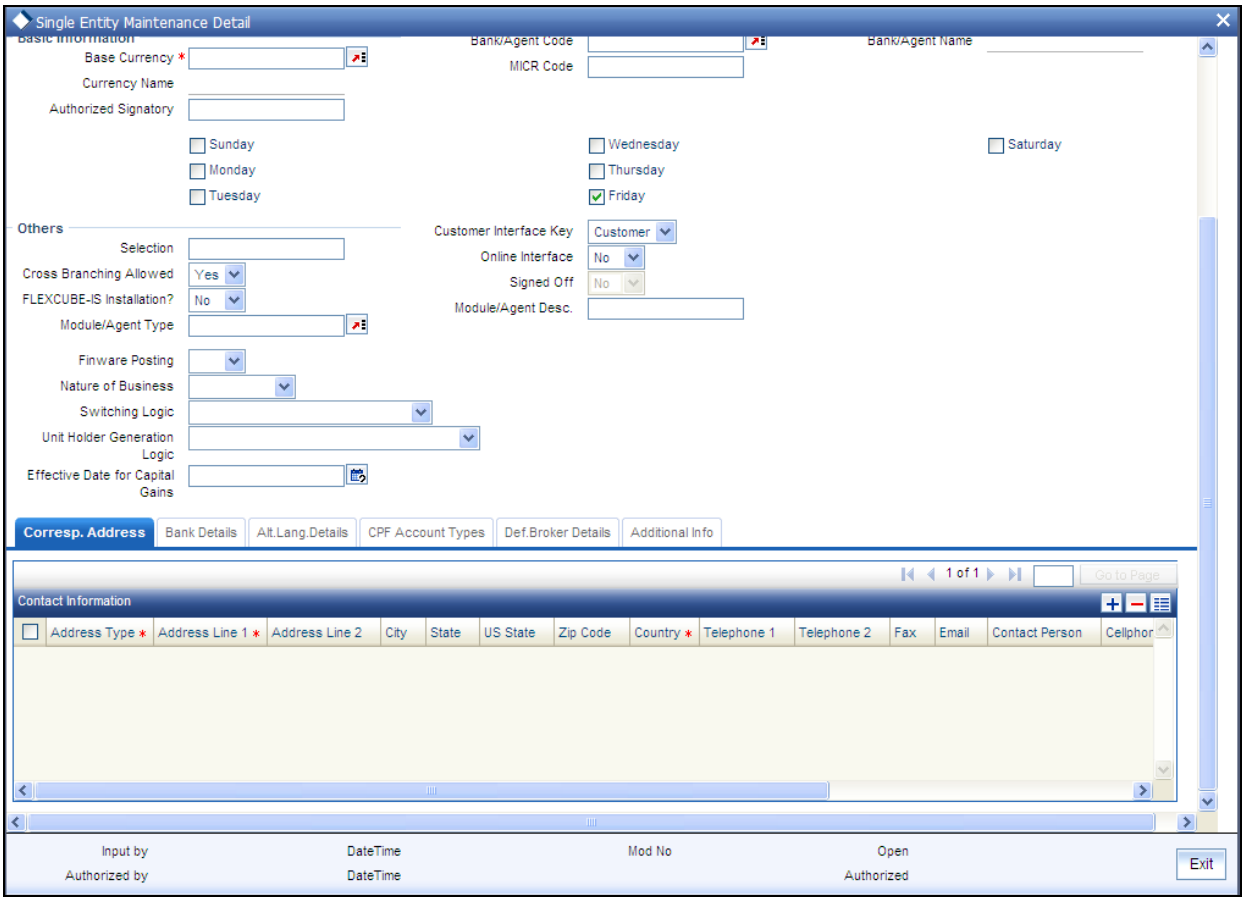
STOP It is mandatory for you to specify the effective date if EUSD average cost is to be computed.

Restrict Cross Branching with Agent

Select Yes Cross Branching is allowed at this branch. By enabling this, the agency branch will be allowed to view details, perform transactions pertaining to the unit holders created by the other agency branches in the system. If this field is not clicked, the agency branch will be able to view details and transact for the unit holders created by him only.

3.4.1.1 Capturing Correspondence Address Details

As part of correspondence details, you can capture correspondence address, alternate address and SWIFT address. Click 'Corresp Address' tab to maintain the correspondence details.



Address Type - Correspondence Address

- Contact Person
- Telephone Numbers 1 and 2
- Fax Number
- E Mail
- SWIFT Address

Address Lines 1-2

Each line is 80 Characters Maximum, Alphanumeric. Address Line 1 is Mandatory

Enter the address of the entity being set up in the system.

City

20 Character Maximum, Alphanumeric, Optional

Enter the city where the entity is located. You can select the city from the drop down list provided. The available options depend on the values defined at the params maintenance. If the city is not available in the list, you can specify the city in the field provided alongside.

State

20 Character Maximum, Alphanumeric, Optional

Enter the State where the City is located. You can select the state from the drop down list provided. The available options depend on the values defined at the params maintenance. If the state is not available in the list, you can specify the city in the field provided alongside.

Country

Alphanumeric, Optional

Select the country in which the entity is based, from the drop-down list. If the Address type is SWIFT Address, enter the country of the SWIFT address for the entity.

US State

Optional

Check this box to indicate that the specified state is a US (United States) state.

Zip Code

6 Characters Maximum, Alphanumeric, Optional

Enter the Zip Code of the Address of the entity being set up.

Contact Person

40 Character Maximum, Alphanumeric, Optional

Enter the name of the contact person at the entity's offices.

Telephone 1 & 2

15 Character Maximum, Alphanumeric, Optional

Enter the telephone number of the entity who is being set up in the system.

Fax Number

15 Character Maximum, Alphanumeric, Optional

Enter the fax number of the entity who is being set up in the system.

E Mail

50 Characters Maximum, Alphanumeric; Optional

Specify the Email address of the entity being set up.

Contact Person

40 Character Maximum, Alphanumeric, Optional

Enter the name of the contact person at the entity's offices.

Cell Phone Number

16 Characters Maximum; Numeric; Optional

Specify the cell phone number of the entity being set up.

Effective From Date

Date Format, Optional

This is applicable if the Address Type is Alternate Address.

Specify the date that marks the beginning of the period for which the specified alternate address is in effect.

Effective To Date

Date Format, Optional

This is applicable if the Address Type is Alternate Address.

Specify the date that marks the end of the period for which the specified alternate address is in effect.

BIC Code

12 Characters Maximum, Alphanumeric; Mandatory

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

3.4.1.2 Maintaining Bank Details for Entities

You can capture details of bank accounts held by the entity, with multiple accounts in foreign currencies, if required. These are the settlement details that would be used for settlement of payment to the entities. You must designate one default account for each currency, which would be deemed to be the default settlement account in the selected currency, for the entities.

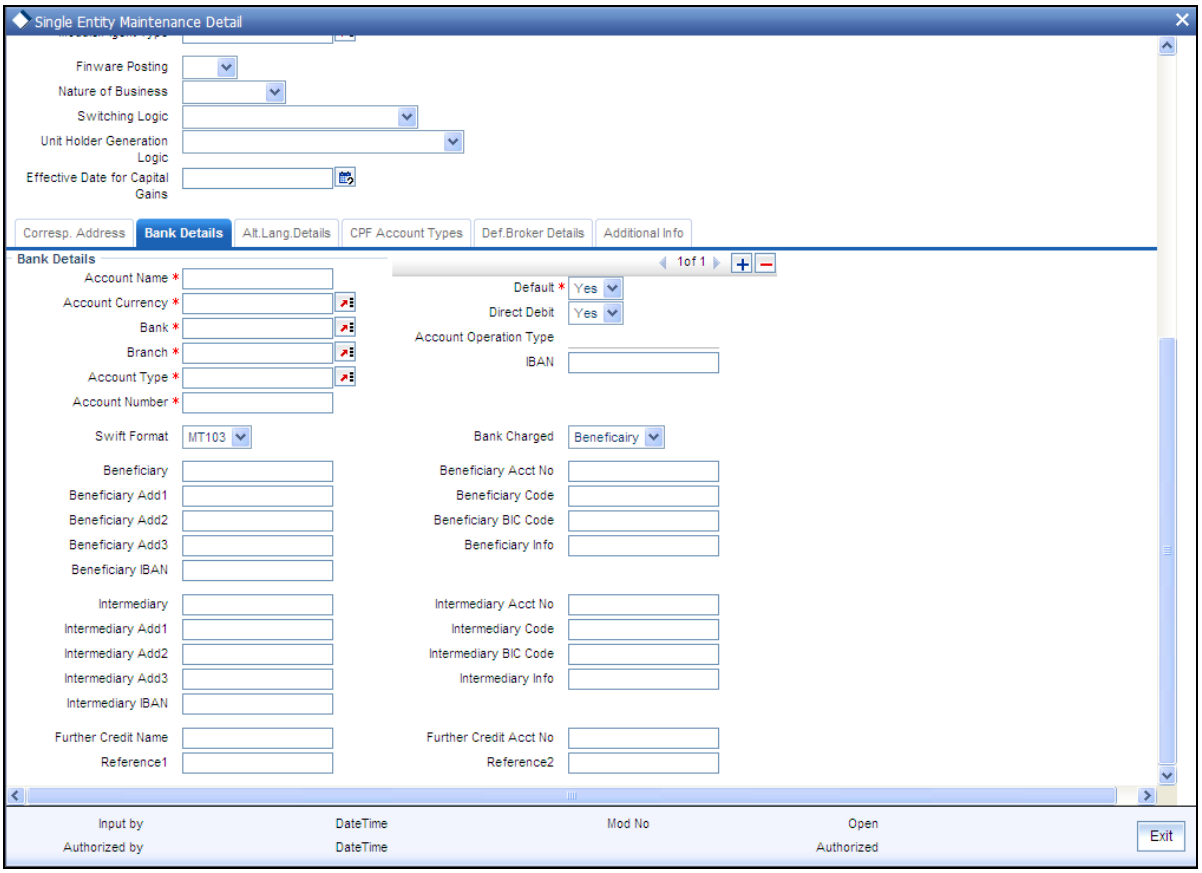
Bank details can be captured for all entities other than Bank Branches, and are optional for all entities except AMCs and Distributors. For Banks, you can capture the details of Correspondent Banks as part of the bank details.

Commission payments for an entity are made to the default settlement account designated in the Income Distribution Setup (IDS) record maintained for the entity. If no IDS have been maintained, the default bank account designated in the entity details record is considered as the default settlement account.

You can capture the following details for each entity bank account:

- Bank and branch in which the account resides
- Account number
- Account name and the owner of the account
- Account currency
- Whether direct debits are allowed for the account
- Whether the account is the default account for the entity

Click 'Bank Details' tab to capture the bank details in the Bank Details section in the Single Entity Maintenance screen.



Account Name

60 Character Maximum, Alphanumeric, Mandatory

Specify the name in which the entity holds the specified bank account.

Account Currency

Alphanumeric, Mandatory

From the list, select the currency that the specified bank account uses. You can maintain any number of accounts in each currency; however, you must designate one default bank account for each currency.

Bank

Alphanumeric, Mandatory

From the list, select the name of the bank in which the account is held.

Branch

60 Character Maximum, Alphanumeric, Mandatory

From the list, select the name of the branch of the bank in which the account is held.

Account Type

Alphanumeric, Mandatory

From the list, select the nature of the account held by the entity.

The list provides all account types that have been set up in the Account Type Maintenance records..

Account Number

15 Character Maximum, Alphanumeric, Mandatory

Specify the number of the account held by the entity in the selected bank.

Swift Format

Indicate one of the following swift formats from the drop-down list:

- MT103
- MT102

Beneficiary

Enter the beneficiary Details

Beneficiary Address1

Specify the first line of beneficiary address

Beneficiary Address2

Specify the second line of beneficiary address

Beneficiary Address3

Specify the third line of beneficiary address

Beneficiary IBAN

Specify the beneficiary IBAN

Intermediary

Specify the intermediary

Intermediary Add 1

Specify the first line of beneficiary intermediary

Intermediary Add 2

Specify the second line of beneficiary intermediary

Intermediary Add 3

Specify the third line of beneficiary intermediary

Intermediary IBAN

Specify the intermediary IBAN

Further Credit Name

Specify the further credit name

Reference 1

Enter the first reference

Default

Use this check box to identify the bank account that is to be reckoned as the default bank account for the entity in the system, for the selected currency.

Direct Debit Allowed

Optional

You can use this field to indicate whether direct debits may be raised in respect of the bank account you are defining for the entity. Check the box to indicate that direct debits are allowed; leave it unchecked to indicate that they are not.

IBAN

36 Characters Only; Alphanumeric; Optional

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

Bank Charged

Indicate one of the following from the drop-down list:

- Beneficiary
- Remitter
- Share

Beneficiary Acct No

Specify the account number of the beneficiary.

Beneficiary Code

Specify the code of the beneficiary.

Beneficiary BIC Code

Specify the BIC code of the beneficiary.

Beneficiary Info

Specify the information about the beneficiary.

Intermediary Acct No

Specify the account number of the intermediary

Intermediary Code

Specify the code of the intermediary.

Intermediary BIC Code

Specify the BIC Code of the intermediary.

Intermediary Info

Specify the information about the intermediary.

Further Credit Acct No

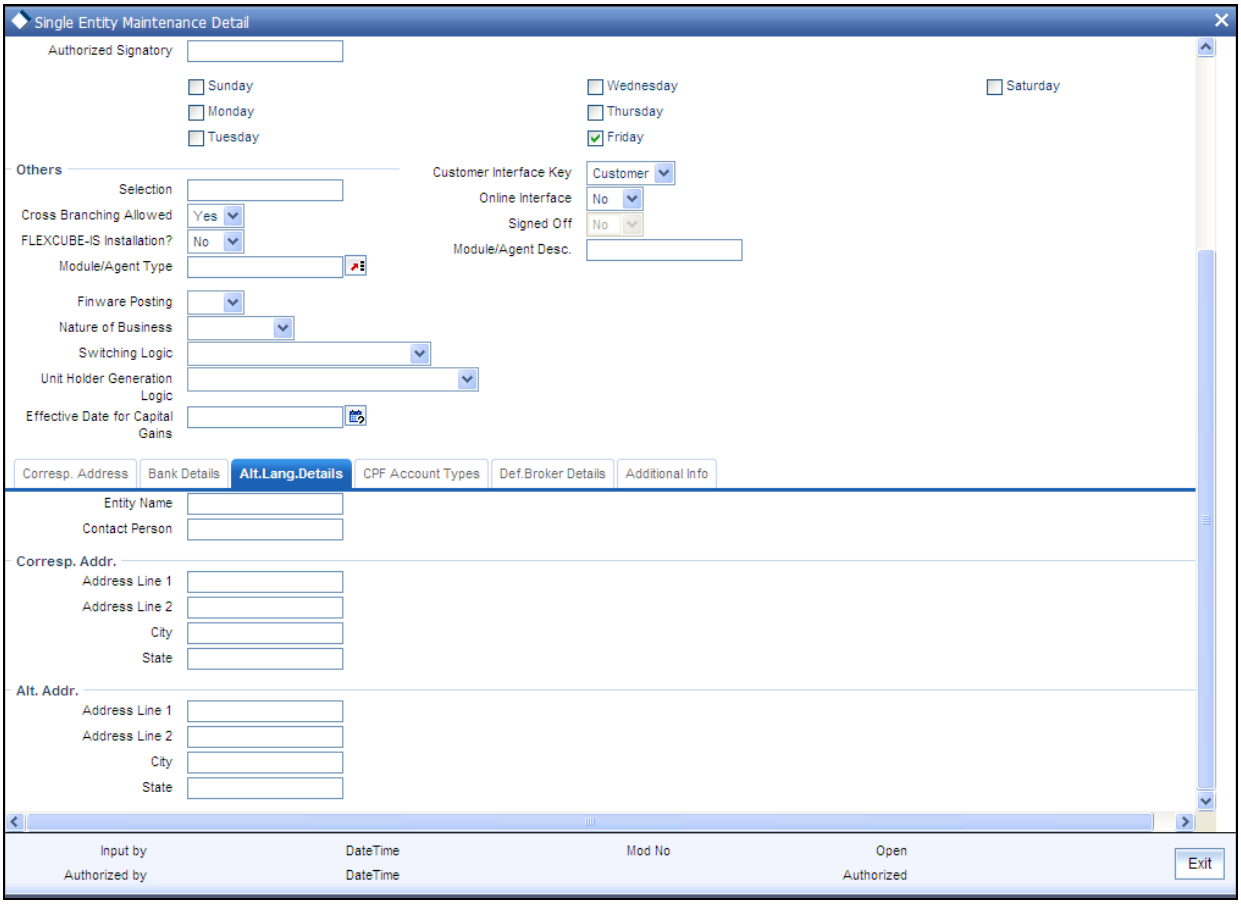
Specify the further credit account number.

Reference2

Specify the second reference

3.4.1.3 Maintaining Alternate Language Details for Entities

The system allows you to capture entity details in an alternate language of your desire. These fields are captured for information purposes only and no processing would be done on them. Click 'Alt Lang Details' tab to maintain the alternate language details.



You can maintain the following information in an alternate language provided you have captured the information in the default language.

Entity Name

Alphanumeric, Optional

Specify the name of the entity being set up in the system.

Contact Person

Alphanumeric, Optional

Enter the name of the contact person at the entity's offices.

Address Lines 1-2

Alphanumeric, Optional

Enter the default postal address that is to be used for correspondence with the entity being set up in the system.

City

Alphanumeric, Optional

Enter the city where the entity is located.

State

Alphanumeric, Optional

Enter the State where the City is located.

Address Lines 1-2

Alphanumeric, Optional

Enter the alternate postal address that is to be used for correspondence with the entity being set up in the system.

City

Alphanumeric, Optional

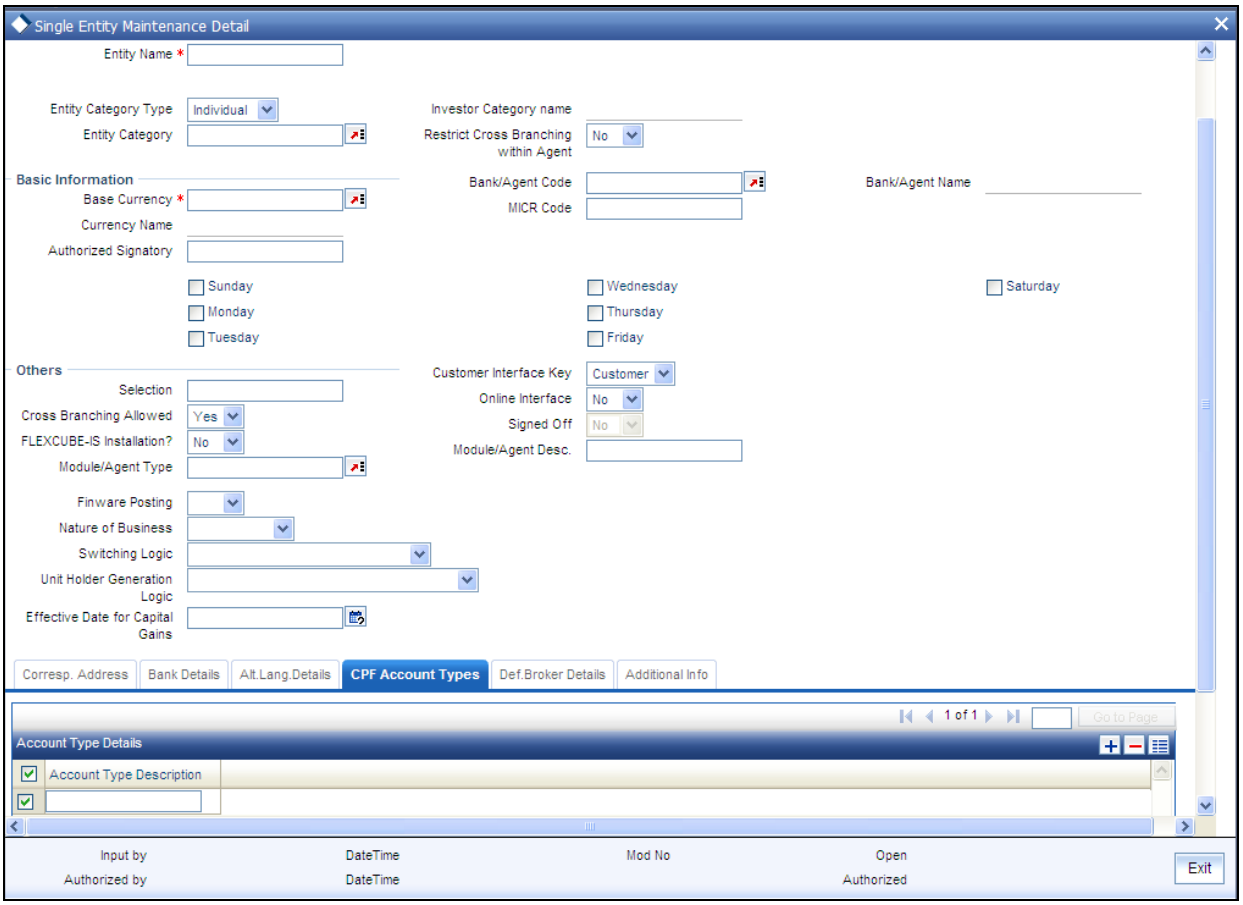
Enter the city where the entity is located.

State

Alphanumeric, Optional

Enter the State where the City is located.

3.4.1.4 Specifying CPF Account Types



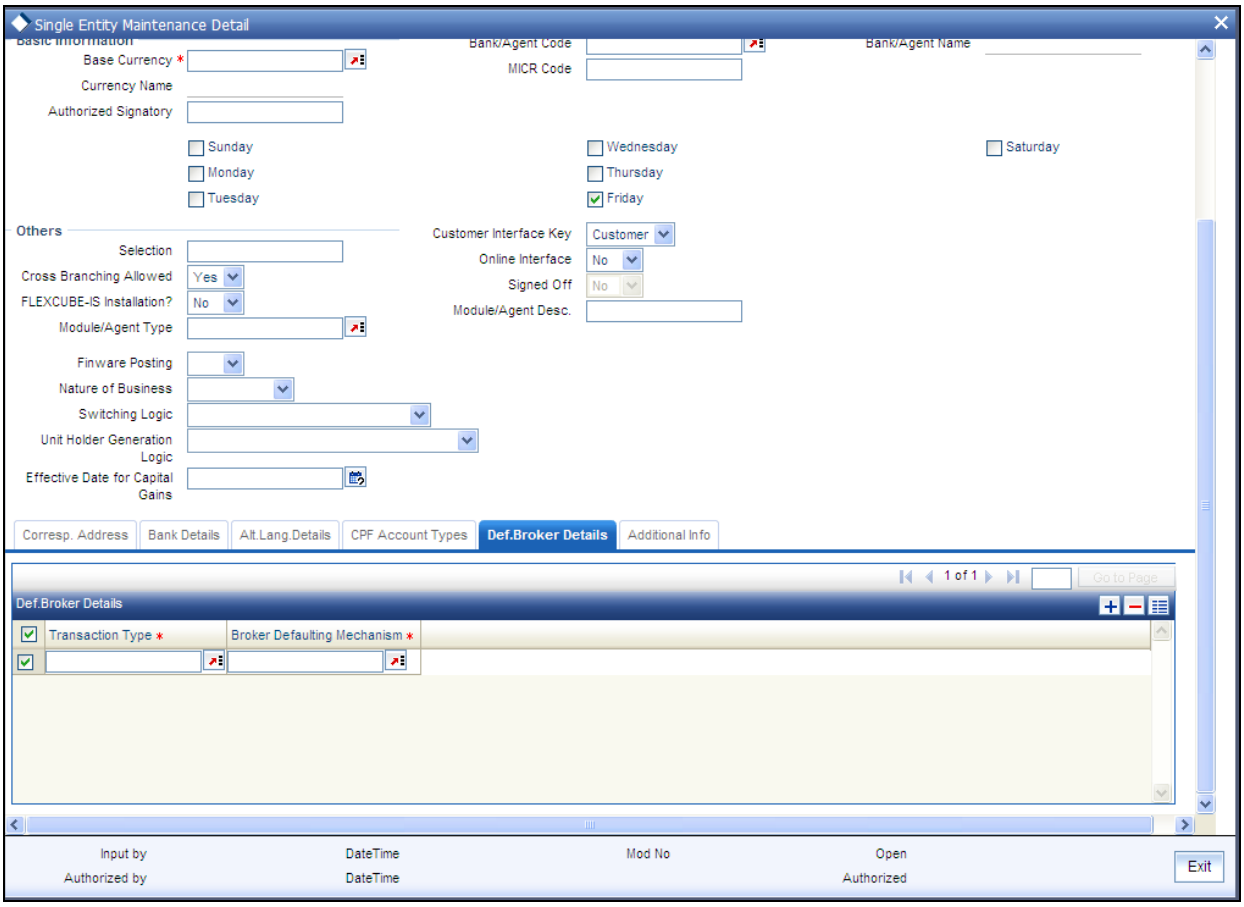
You can specify the following information on CPF account types:

Account Type Description

Enter the CPF account type description.

3.4.1.5 Specifying Defaulting Broker Details

Click ‘Def Broker Details’ tab to enter the defaulting broker details.



Transaction Type

Alphanumeric; Optional

Indicate the type of transaction for which you are specifying the broker details defaulting preferences. You can specify the defaulting preferences for IPO Subscription, Subscription, Redemption, Switch, Transfer and Reinvestment type of transaction.

Broker Defaulting Mechanism

Alphanumeric; Optional

Specify the defaulting preferences for broker details for the AMC. The following options are available in the list:

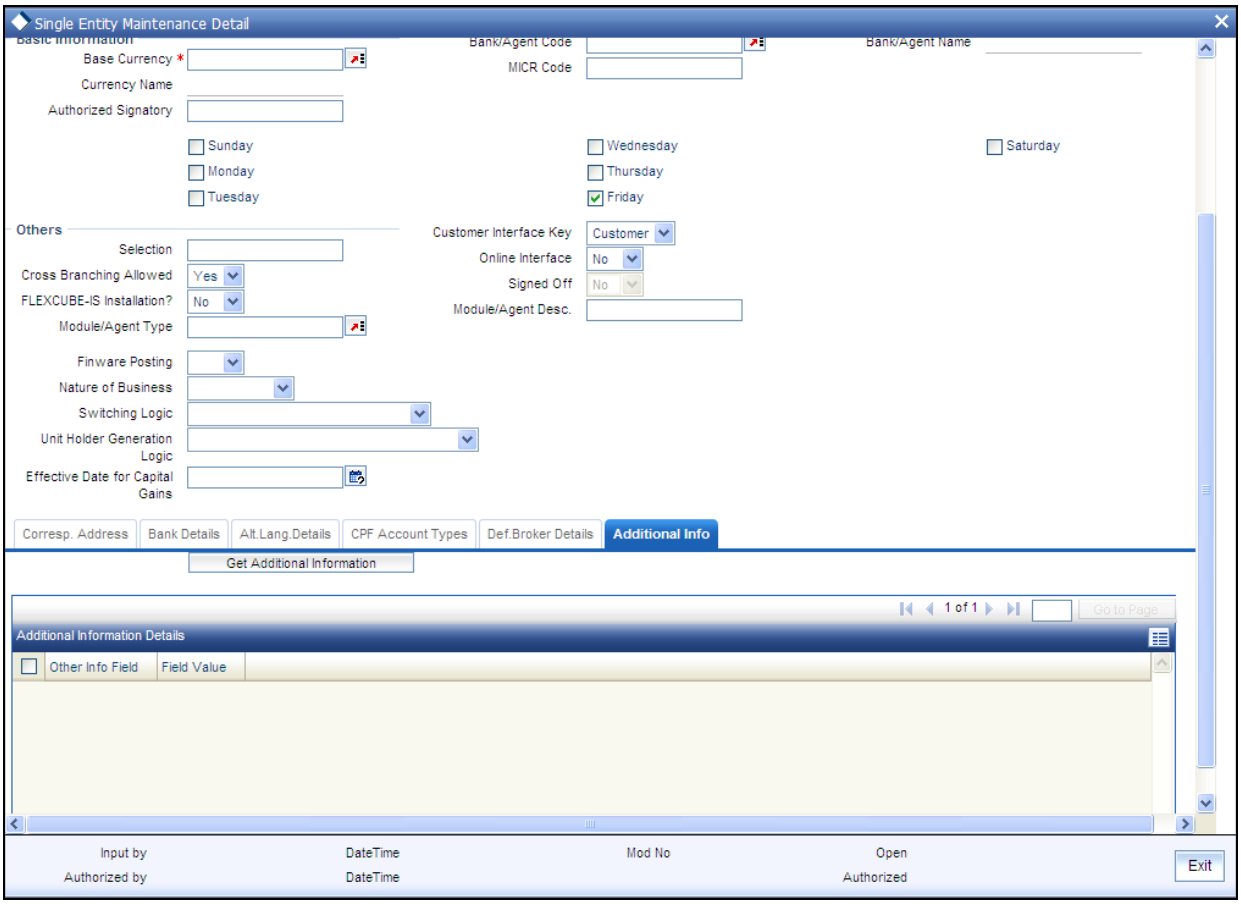
- No Defaulting – Broker details will not be defaulted to DIRECT
- Last Transaction Broker – If the user does not have any transaction in that fund, then system looks for the immediate last transaction (based on the authorized time stored with the system). If the user has not done any transaction, system will default the default intermediary of the unit holder.
  While defaulting, if one of the Brokers is disabled, system will default from the unit holder. If the broker is disabled at the unit holder level as well then system will default to DIRECT

- Split Percentage – This is applicable only Reinvestment type of transactions. System tracks the holdings per broker. During re-investment generation, system will use these brokers as the reinvestment transaction's intermediaries with the appropriate ratio.
- While defaulting, if one of the Brokers is disabled, system will default from the unit holder. If the broker is disabled at the unit holder level as well then system will default to DIRECT.
- Default Broker – Broker maintained at the unit holder will be defaulted

If the broker is disabled at the unit holder level as well then system will default to DIRECT.

STOP You can view the 'Defaulting of Broker Details Section' provided the client country parameter 'TXNBROKERS' is set to True for the installation in your bank.

3.4.1.6 Viewing Additional Information Details



Check against the following fields in the additional tab:

- Other Info Field
- Field Value

Click on the Get Additional Information button in the screen.

After saving the above listed details in the single entity maintenance screen, click on the Exit button.

3.5 Maintaining Income Distribution Setup (IDS) Options

The different entities involved in transactions in funds of the AMC avail of earnings resulting from their involvement. For instance, an intermediary (such as a broker) derives commission earnings from the transactions in the funds of the AMC.

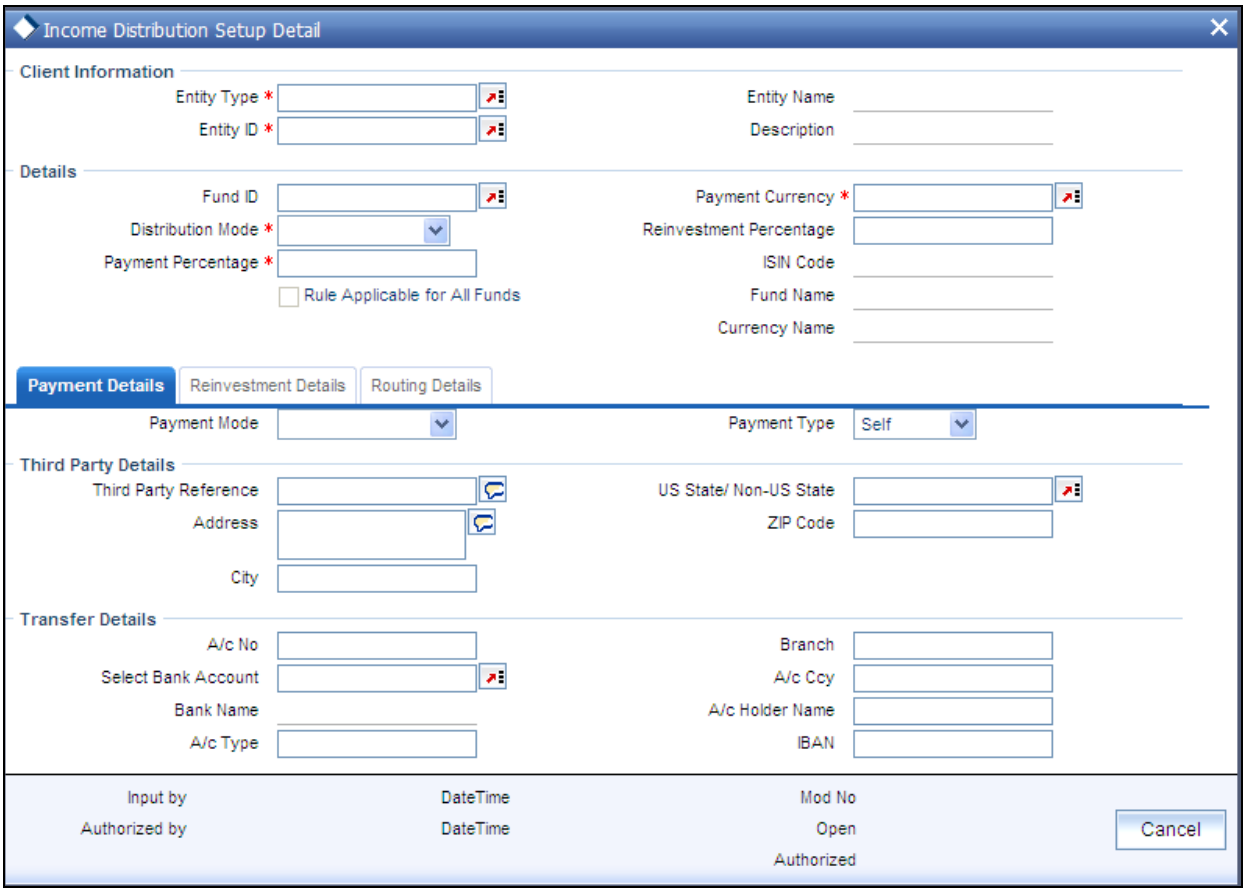
Each of the entities could opt for any of the following ways of using earnings from transactions:

- Receive the entire earnings, dividend or commission, as payment, either entirely through checks or account transfer.
- Not receive the earnings by way of payment, but invest the earnings back into the funds of the AMC. This is known as reinvestment. Also, the reinvestment could be made into a designated unit holder account too.
- Receive a portion of the earnings by way of payment, and reinvest the remaining portion.

The pattern chosen by the entity to use earnings is known as the Income Distribution Setup pattern or the IDS pattern for the entity.

You can capture this pattern for any entity in the Oracle FLEXCUBE Investor Servicing system, in the 'Income Distribution Setup Detail' screen. You can invoke this screen by typing 'UTDBRIDS' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details.



In this screen, you set up the IDS pattern by:

- Specifying the type of entity for which the IDS options are being maintained.
- Indicating the entity for which the option is being set up, by specifying the entity ID.
- Specifying the fund for which the option is applicable, in the Fund ID field. You can also specify the ISIN Code for the fund. The option you will set up will be applied only for dividend earnings on the fund you select here. If you wish to set up income distribution options to be applicable for all funds, you can do so by setting the 'Rule Applicable for All Funds' option (this option is available for all entity types except brokers and unit holders)
- Specifying the mode of distribution, in the Distribution Mode field. For brokers, distribution by payment or reinvestment, or both, can be set. For all other entities, only distribution by payment can be set.
- For brokers, specifying the percentages that represent the portions of dividend earnings to be paid and reinvested, as desired by the broker, in the Payment Percentage and Reinvestment Percentage fields.
- For brokers, specifying the payment details for the paid portion, in the Payment Details section, and the reinvestment details, for the reinvestment portion, in the Reinvestment Details section.
- For entities other than brokers, specifying the payment details for commission payments, in the Payment Details section.

- Save your changes.

3.5.1 Fields in Income Distribution Setup Screen

3.5.1.1 Client Information Section

In this section, select the code of the broker for whom you are creating an income distribution setup record.

Entity Type

Alphanumeric; Mandatory

Select the type of entity for which you are setting up Income Distribution options. You can select any of the following entity types, as applicable:

- Accounting and Valuation Agent
- Agent
- Agency Branch
- AMC
- Broker
- Bulk Client
- Check Vendor
- Clearing Agent
- Custodian
- Distributor
- IFA
- Registrar
- Trustee
- Underwriter

For entities other than brokers, the IDS options that you set up in this screen are applicable for commission payments only, and only the 'Payment' distribution mode can be set.

Entity ID

Alphanumeric, Mandatory

Specify the ID of the entity for whom you are creating the income distribution options in this screen. The name of the entity that you select is displayed alongside the field.

Entity Name

Display Only

Based on your selection for Entity ID, the system displays the corresponding Entity Name.

Description

Display Only

The system displays description of the specified entity here based on the details maintained at 'Single Entity Maintenance' level.

3.5.1.2 Details Section

In this section, you can indicate the fund, the income earnings from which will be distributed according to the IDS options you are creating for the selected entity. You can also indicate the manner in which the income must be distributed.

For all entity types other than brokers and unit holders, you can define IDS options to be applicable for all funds. Specific IDS options for individual funds can still be defined for the entity even if IDS options have been defined to be applicable for all funds, and these specific options will supersede the option defined for all funds.

Rule Applicable for All Funds

Optional

You can use this field to indicate that the IDS options being defined are applicable for income earned by the entity from all funds. If this option is chosen,

- This cannot be changed through either the edit or amend operations.
- The 'ALL' option is displayed in the Fund ID and ISIN Code fields and cannot be changed.
- The specific IDS options can still be *separately* defined for individual funds, which would mean that the selected entity might have IDS options defined for all funds, as well as specifically for individual funds. In such a case, the specific IDS setup for an individual fund (if any) would take precedence over the IDS options defined for all funds.

STOP This option is available for all entity types except unit holders and brokers.

Fund ID

6 Character Maximum, Alphanumeric, Mandatory

Select the ID of the fund from which the selected entity derives income, which will be distributed according to the IDS options you are creating in this screen.

If the selected entity receives income from many funds, then you must create the IDS options for the income from each fund in this screen as applicable, if so requested by the entity.

When you specify the ID of the fund, the ISIN Code of the fund is displayed in the ISIN Code field.

The ALL option is defaulted in this field and cannot be changed if the 'Rule Applicable for All Funds' option has been chosen. In such a case, the IDS options being defined would be applicable for income earned by the selected entity from all funds. Also, if specific options need to be defined for an individual fund, they can be defined separately. Such specific options, if defined for an individual fund, would take precedence (only for income earnings from the fund for which they are defined) over options defined for ALL funds.

ISIN Code

12 Characters Maximum; Alphanumeric; Mandatory

Select the ISIN Code of the selected fund. If you specify the ISIN Code of a fund, the ID of the fund is displayed in the Fund field.

The ALL option is defaulted in this field and cannot be changed if the 'Rule Applicable for All Funds' option has been chosen. In such a case, the IDS options being defined would be applicable for income earned by the selected entity from all funds. Also, if specific options need to be defined for an individual fund, they can be defined separately. Such specific options, if defined for an individual fund, would take precedence (only for income earnings from the fund for which they are defined) over options defined for ALL funds.

Fund Name

Display Only

The system displays name of the specified fund ID based on the details maintained at 'Fund Maintenance' level.

Currency Name

Display

The system displays name of the specified payment currency based on the details maintained at 'Currency Maintenance' level.

Distribution Mode

Alphanumeric, Mandatory

From the list, indicate the manner in which the selected entity prefers to avail of income earned in the selected fund. This could be any of the following:

- **Full Payment**: Choose this option to indicate that the entity prefers to receive the entire income derived from an income distribution cycle in the selected fund as a payment.

For commission payments for entities other than brokers, the distribution mode is considered to be 'Full Payment' by default. This option is selected and cannot be changed.

Further, the entity can choose to avail of payment either in the form of a check, or an account transfer.

- **Full Reinvestment**: Choose this option to indicate that the entity prefers to reinvest the entire income derived from an income distribution cycle in the AMC back into the funds of the AMC. This option is available only for brokers and not for other entity types.

Further, the entity can choose to have the income reinvested either in the entity's own default unit holder account or the account of another unit holder. In the latter case, the unit holder in whose account the reinvestment is proposed (i.e., the Reinvestment Unit Holder) must belong to the same AMC as the source entity.

- **Both:** Choose this option to indicate that the entity prefers to have the income derived from an entire income distribution cycle in the selected fund divided into two portions, receive one portion as payment, and reinvest the remaining portion. This option is available only for brokers and not for other entity types.

STOP In some funds in which reinvestment is not allowed, according to the Corporate Actions profile for the fund and corporate action type, the entity cannot choose to have income earnings reinvested. In such cases, this field is locked with the "Full Payment" option displayed as a non-editable default option. Also, the Payment Percentage field is locked with a default, non-editable value of one hundred percent displayed, and the Reinvestment Percentage field is locked with a default, non-editable value of zero percent displayed.

STOP If you have chosen the distribution mode in this field as 'Full Reinvestment" or "Both", and the reinvestment fund has a restriction on the nationality of the entity as maintained in the Fund Residency Restriction list, then reinvestment is not allowed at all.

Payment Percentage

Alphanumeric, Optional (Mandatory if distribution mode is either Both or Full Payment)

Specify the percentage of income earned that the entity prefers to receive by way of payment.

- If the distribution mode chosen is Both, specify a percentage that is below one hundred percent.
- If the distribution mode chosen is Full Payment, this field contains one hundred percent as a default value. If so, you cannot specify any other value.
- If the distribution mode chosen is Full Reinvestment, and the reinvestment is disallowed for the selected fund, this field contains one hundred percent as a default value. If so, you cannot change it.

Payment Currency

3 Character Maximum, Alphanumeric, Optional

Specify the currency of income earned that the entity prefers to receive by way of payment.

Reinvestment Percentage

Alphanumeric, Optional (Mandatory if distribution mode is either Both or Full Reinvestment)

Specify the percentage of income earned that the entity prefers to reinvest back into the funds of the AMC.

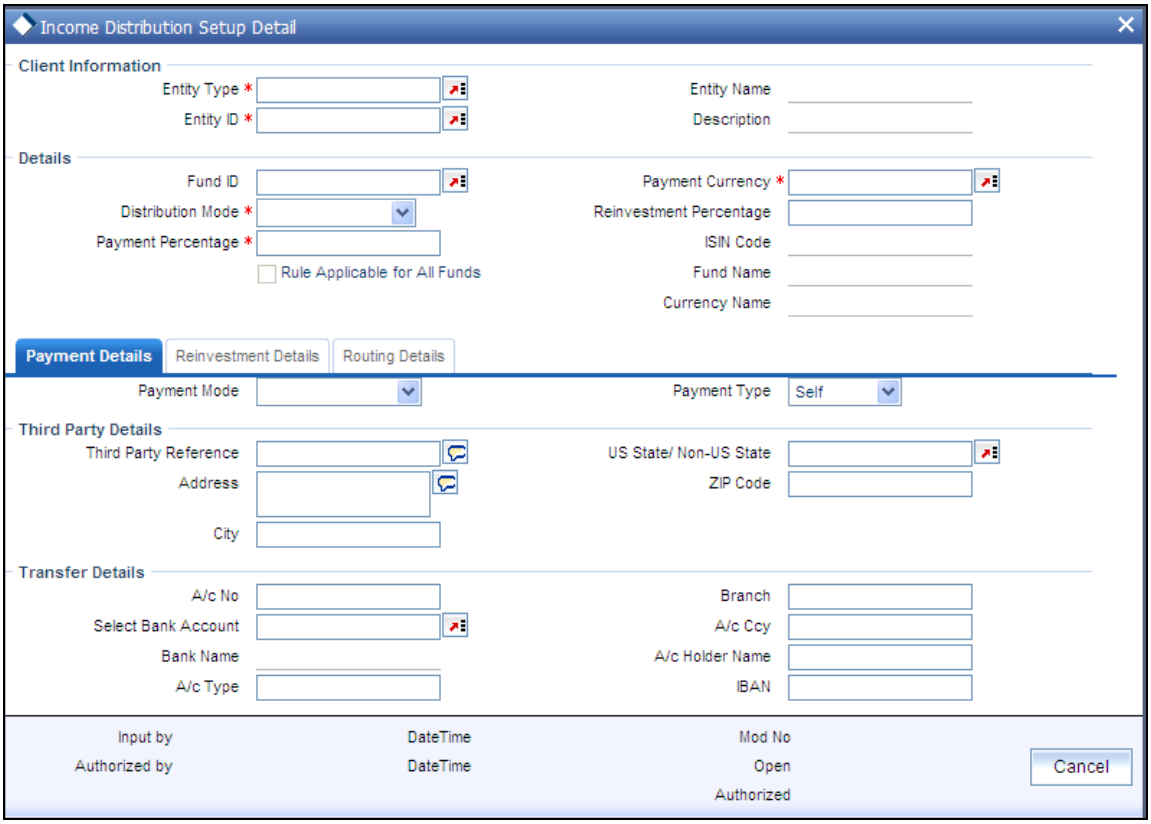
- If the distribution mode chosen is Both, specify a percentage that is below one hundred percent.
- If the distribution mode chosen is Full Reinvestment, this field contains one hundred percent as a default value. If so, you cannot specify any other value.
- If the distribution mode chosen is Full Reinvestment, and the reinvestment is disallowed for the selected fund, this field contains zero as a default value. If so, you cannot change it.

3.5.1.3 Maintaining Payment Details

As part of maintaining the payment details, you can define the pattern in which the entity can receive income earnings in the form of payment. The entity can receive the payment income either in the form of checks or through account transfers.

If you have chosen either Both or Full Payment as the distribution mode, you must specify all information in this section.

Click 'Payment Details' tab in the 'Income Distribution Set Up Detail' screen to specify the payment details for the entity.



Payment Mode

Alphanumeric, Mandatory

From the list, select the mode in which the entity prefers to receive the paid portion of the income earned – either in the form of a check or an account transfer.

Payment Type

Alphanumeric, Mandatory

From the list, indicate whether the check payment instrument must be addressed to the entity (self) or a third party.

Third Party Details Section

You will be allowed to maintain the third party details if you have selected 'Third Party' for Payment Type.

Third Party Reference

Alphanumeric, Mandatory for 'Third Party' payment

Specify the name or reference of the third party for which the check instrument must be made out.

Address

Alphanumeric, Mandatory for 'Third Party' payment

Specify the address of the third party for which the check instrument must be made out.

City

Alphanumeric, Mandatory for 'Third Party' payment

Select the city of residence of the third party for which the check instrument must be made out.

Zip Code

9 Characters Maximum, Alphanumeric, Mandatory for 'Third Party' payment

Specify the zip code of the city of residence of the third party for which the check instrument must be made out.

US State/Non-US State

Alphanumeric, Mandatory for 'Third Party' payment

Select the state of residence of the third party for which the check instrument must be made out.

Transfer Details Section

Select Bank Account

Mandatory for Self payment type

Select the bank account to which the transfer payment of the income must be made.

The details of the account you select are displayed in the bank account details fields.

You must select a bank account for which the currency is a valid fund bank account currency so that the income payment transfer can be affected.

STOP For commission payments for entities other than brokers, the account you specify here is used as the default settlement account. If IDS options have not been set for an entity, (and this account is not specified), settlement of commission payment is made to the entity's default bank account, specified in the Entity Maintenance.

Bank Name

Numeric, Mandatory for Third Party transfer payment

Select the name of the bank in which the transfer account is present, from the drop down list.

Branch

20 Character Maximum, Alphanumeric, Mandatory for Third Party transfer payment

Specify the branch name of the bank in which the transfer account is present.

A/C Type

1 Character Maximum, Alphanumeric, Mandatory for Third Party transfer payment

Select the account type (Fixed, Savings or Current) of the transfer account.

A/C No

16 Character Maximum, Alphanumeric, Mandatory for Third Party transfer payment

Specify the number of the transfer account.

A/C Ccy

Alphanumeric, Mandatory for Third Party transfer payment

Specify the currency of the transfer account. The currency specified here must be a valid fund bank account currency.

A/C Holder Name

Alphanumeric, Mandatory for Third Party transfer payment

Specify the name of the holder of the third party account.

IBAN

36 Characters Only; Alphanumeric; Optional

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

3.5.1.4 Specifying Reinvestment Details

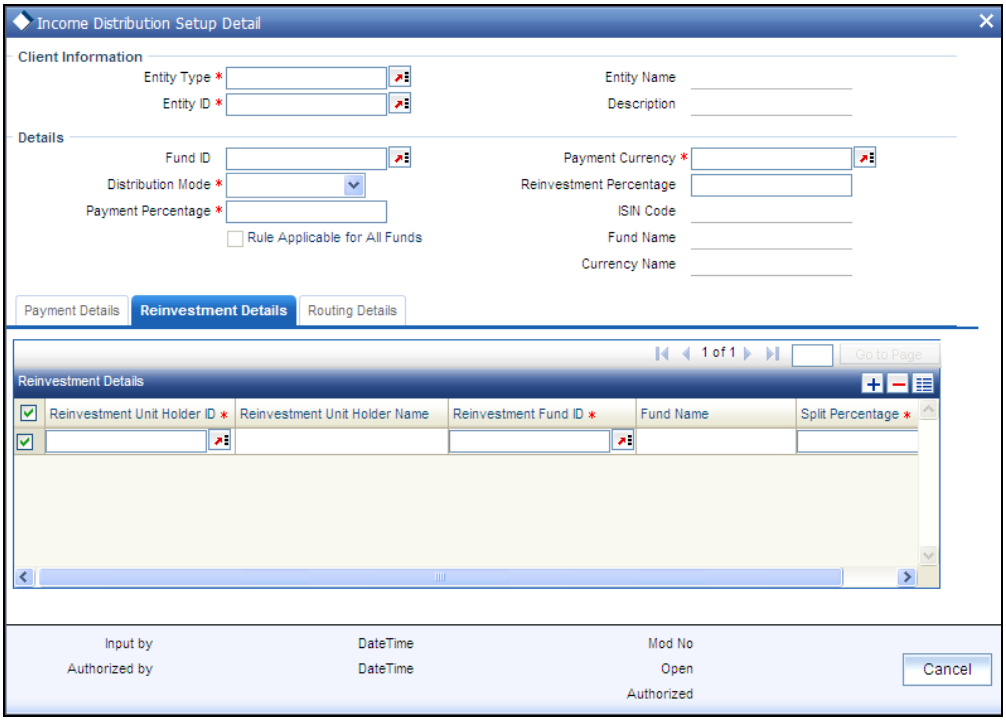
As part of maintaining the reinvestment details, you can define the pattern in which the entity can reinvest income earnings back into the funds of the AMC. The entity can reinvest earned income in any of the following ways:

- Reinvest either in the entity's own default unit holder account, or another unit holder account. In the latter case, the unit holder in whose account the reinvestment is proposed (i.e., the Reinvestment Unit Holder) must belong to the same AMC as the source entity.
- Reinvest the income back into any of the funds of the AMC.
- Reinvest the income in as many target fund/unit holder combinations, subject to the constraints expressed above. This is again subject to the consideration that the sum of the percentages of reinvestment in all these combinations must be equal to 100.

STOP Reinvestment is only allowed into or out of a fund if so designated in the Corporate Actions profile for the fund and corporate action type.

If you have chosen either Both or Full Reinvestment as the distribution mode, you must specify all information in this section mandatorily.

Click 'Reinvestment Details' tab to capture the details.



Reinvestment Unit Holder ID

12 Character Maximum, Alphanumeric, Optional

Specify the ID of the unit holder in whose account the income is to be reinvested. When you select the ID of the reinvestment unit holder, the name of the unit holder is displayed in the Reinvestment Unit Holder Name field.

The entity's default Unit Holder ID is displayed here. If necessary, you can change it.

Re-investment Unit Holder Name

Display Only

The system displays the name of the Unit Holder based on the Reinvestment Unit Holder ID.

Reinvestment Fund ID

6 Character Maximum, Alphanumeric, Optional

Select the ID of the fund in which the income is to be reinvested.

Fund Name

Display Only

The system displays name of the specified reinvestment fund based on the details maintained at 'Fund Maintenance' level.

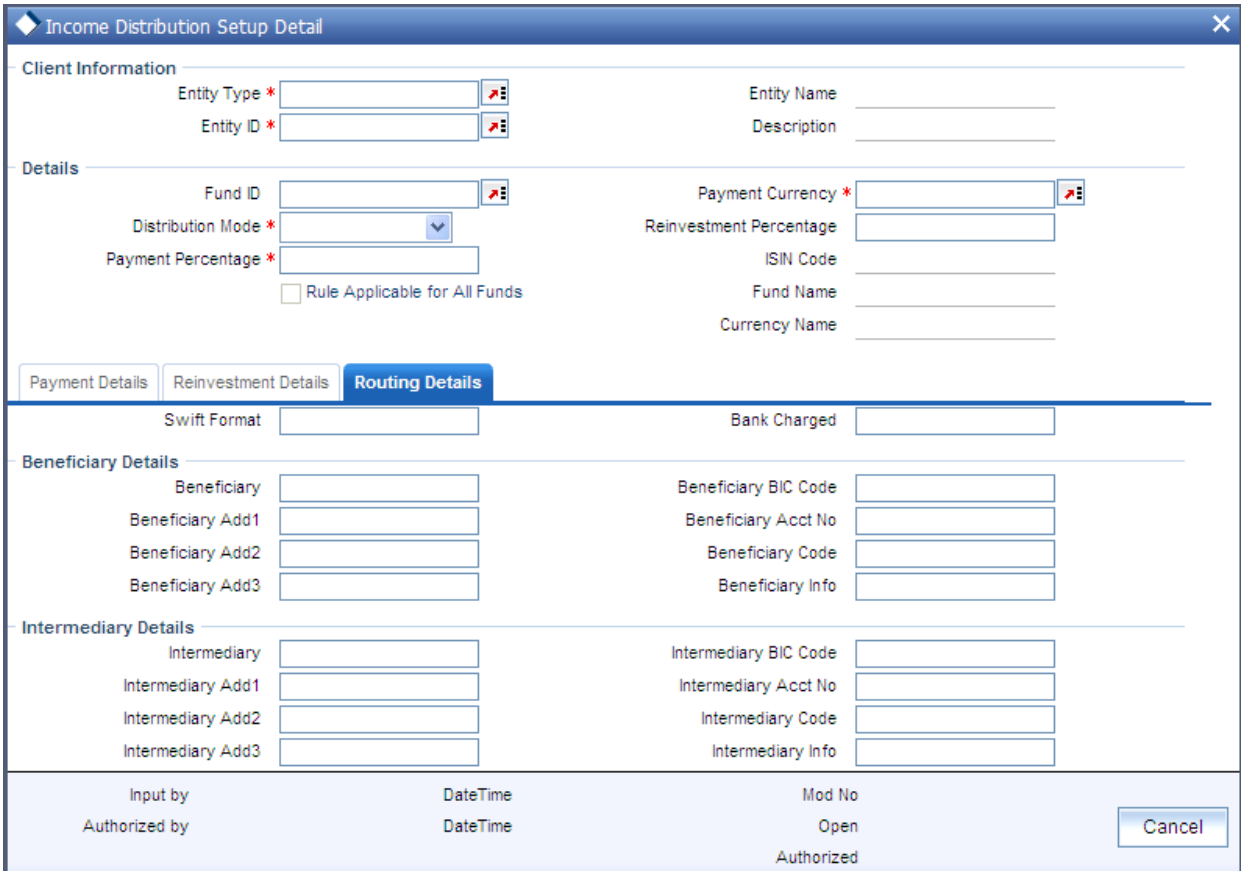
Split Percentage

Numeric, Optional

Specify the percentage of the derived income that is to be reinvested in the specified reinvestment unit holder's account, in the specified reinvestment fund. You can make any number of such entries, specifying a percentage for each combination. The sum total of all split percentages for all reinvestment unit holder – reinvestment fund ID combinations you have specified must be equal to one hundred percent.

3.5.1.5 Specifying Routing Details

Click on the Routing Details tab to enter routing details.



You need to maintain the following details:

Swift Format

Optional

At the time of transaction input, the routing details specified here are picked up for the combination of fund, transaction type and transaction currency.

Bank Charged

Optional

Indicate whether the bank charges must be levied upon the beneficiary, the remitter or must be shared between the two.

Beneficiary Details

Beneficiary

Specify the beneficiary name.

Beneficiary Add 1

Specify the beneficiary address. There are three lines available for the same.

Beneficiary BIC Code

Specify the BIC code of the beneficiary.

Beneficiary Acct No

Specify the account number of the beneficiary.

Beneficiary Code

Specify the code of the beneficiary.

Beneficiary Info

Enter more information about the beneficiary.

Intermediary Details

Intermediary

Specify the intermediary detail.

Intermediary Add 1

Specify the intermediary address. There are three lines available for the same

Intermediary BIC Code

Specify the BIC code of the Intermediary.

Intermediary Acct No

Specify the account number of the Intermediary.

Intermediary Code

Specify the code of the Intermediary.

Intermediary Info

Enter more information about the Intermediary.

Save all the details to proceed or click cancel button to cancel the operation.

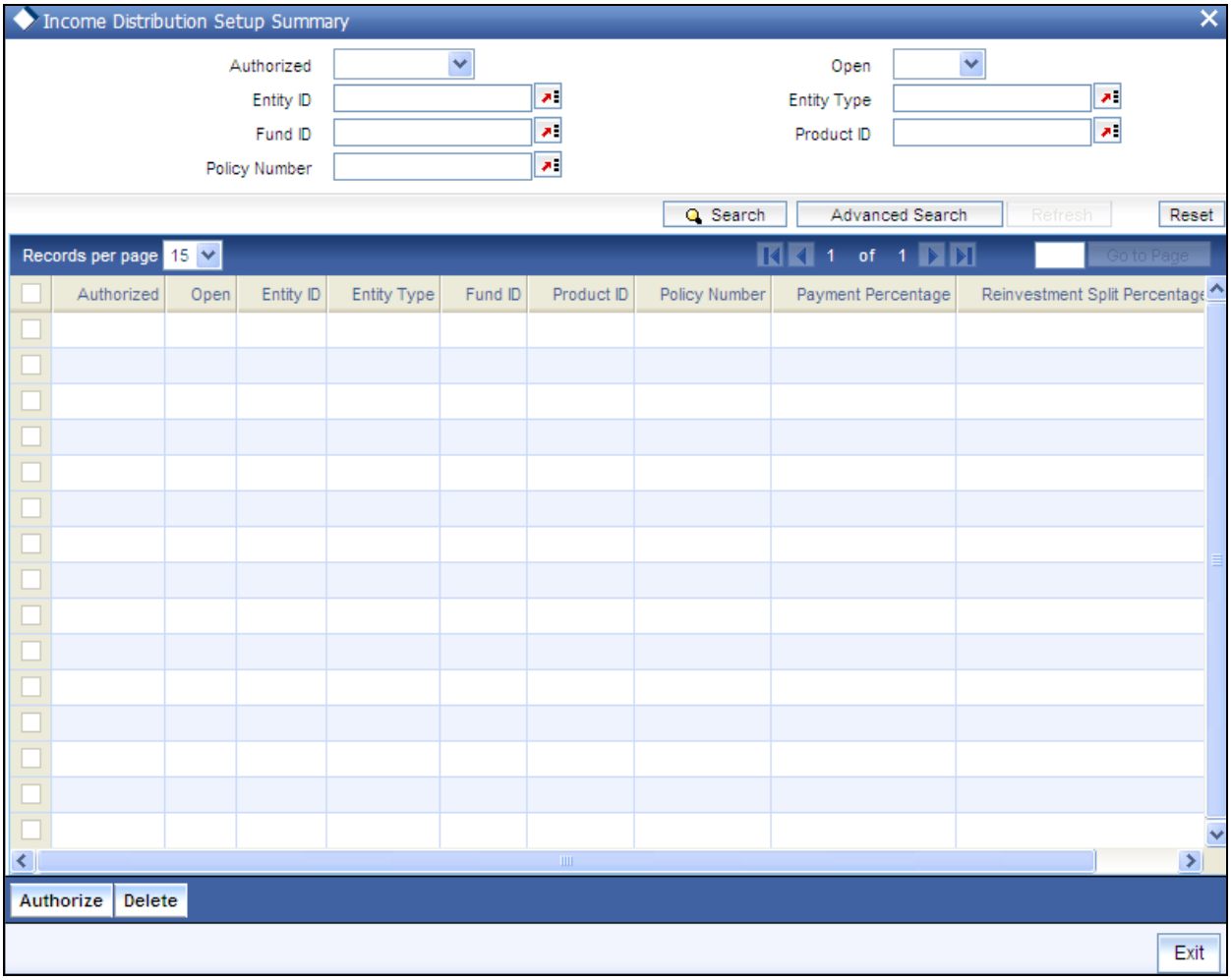
3.5.2 Operations on Income Distribution Setup Records

After you set up the IDS options for an entity in the Income Distribution Setup screen, you can perform any of the following operations before the record is authorized:

- Edit the specified options in the setup. At this stage, you can alter any of the details, other than the fund and the unit holder ID.
- Delete the setup.

After authorization, you can make changes to the options through an amendment operation. To perform any of these operations – Edit, Delete, Authorize or Amend, use the Income Distribution Setup Summary screen.

Invoke the 'Income Distribution Setup Summary' screen by typing 'UTSBRIDS' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



3.5.2.1 Retrieving Income Distribution Setup Record

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

- Specify any or all of the following details in the Income Distribution Setup Summary screen:
  - The status of the record in the Authorization Status field. If you choose the "Blank Space" option, then all the records that involve are retrieved.
  - The status of the Income Distribution Setup record in the Record Status field. If you choose the "Blank Space" option, then all the records are retrieved.
  - The Entity ID
  - The Entity Type
  - Fund ID
  - Policy Number

- Product ID

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

You can also retrieve the individual Income Distribution Setup detail from the Detail screen by doing a query in the following manner:

- Press F7.
- Input the Entity ID.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Entity ID by using the combination of % and alphanumeric value as follows:-

- Search by A%:- System will fetch all the records whose Entity ID starts from Alphabet ‘A’. Ex: - AGC17, AGVO6, AGC74 etc.
- Search by %7:- System will fetch all the records whose Entity ID ends by numeric value’ 7’. Ex: - AGC17, GSD267, AGC77 etc.
- Search by %17%:- System will fetch all the records whose Entity ID contains the numeric value 17. Ex: - GSD217, GSD172, AGC17 etc.

3.5.2.2 Editing Income Distribution Setup Parameters

You can modify the details of Income Distribution Setup parameters that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

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

- Click Save to save your changes. The Income Distribution Setup Detail screen is closed and the changes made are reflected in the Income Distribution Setup Summary screen.

3.5.2.3 Viewing Income Distribution Setup Record

To view a record that you have previously entered, you must retrieve the same in the Income Distribution Setup Summary screen, as follows:

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

3.5.2.4 Deleting Income Distribution Setup Record

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

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

3.5.2.5 Authorizing Income Distribution Setup

An unauthorized Income Distribution Setup must be authorized in the system for it to be processed. To authorize a record:

- Invoke the Income Distribution Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the Unauthorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click 'Search' button. All the records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

- Double click the record that you wish to authorize. The Income Distribution Setup screen is displayed. Select Authorize operation from Action.

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

3.5.2.6 Amending Income Distribution Setup

After an Income Distribution Setup is authorized, it can be modified using the Unlock operation from Action list. To make changes to an income distribution setup after authorization:

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

3.5.2.7 Authorizing Amended Income Distribution Setup Details

An amended Income Distribution Setup record must be authorized for the amendment to be made effective in the system. The authorization of amended records can only be done from Fund Manager Module and Agency branch Module.

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

3.5.2.8 Copying Attributes

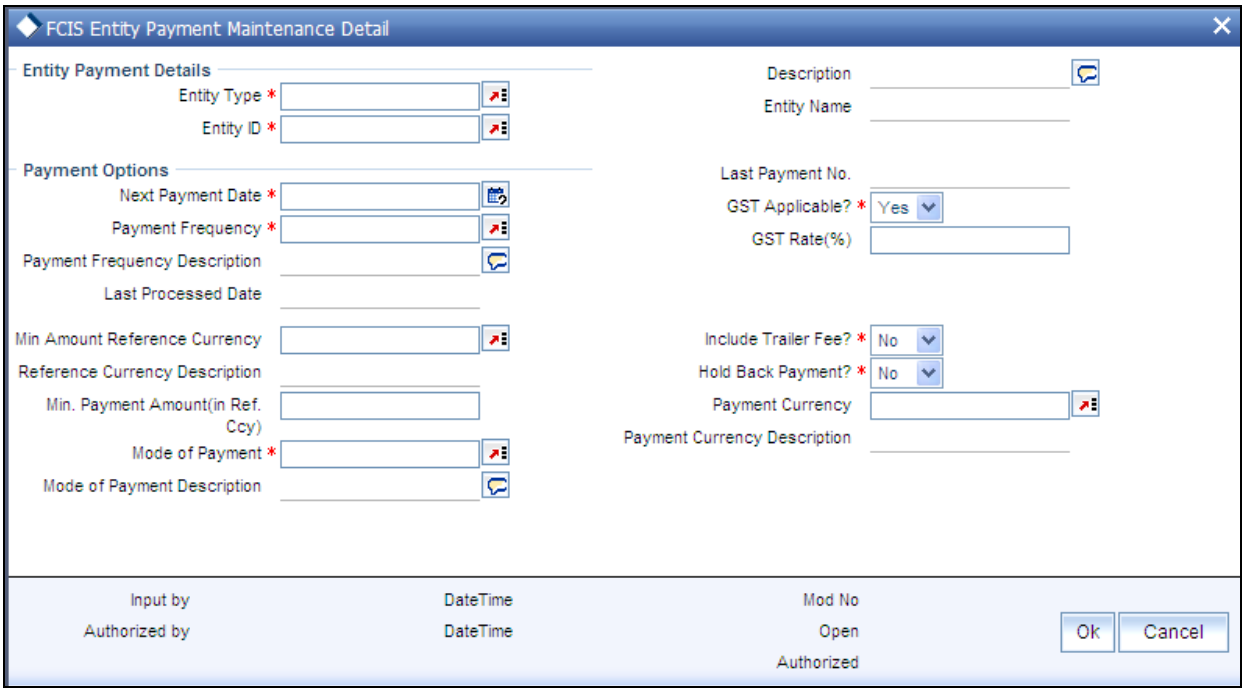
If you want to create a new Income Distribution Setup having the same attributes of an existing Setup, you can copy the attributes of an existing Income Distribution Setup to a new Income Distribution Setup.

To copy the attributes:

- Retrieve the record whose attributes the new Income Distribution should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' from the Action list.
- Indicate the ID for the new Income Distribution Setup. You can however change the details of the new Income Distribution Setup if required.

3.6 Setting up Payment Details for Entities

You can define the payment details for entities, which would be used for commission payments, using the 'FCIS Entity Payment Maintenance Detail' screen. You can invoke the 'FCIS Entity Payment Maintenance Detail' screen by typing 'UTDENTPY' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details.



3.6.1 Fields in Entity Payment Maintenance Screen

3.6.1.1 Entity Payment Details Section

Entity Type

AlphaNumeric, Mandatory

Select the type of entity for which the payment details are being defined.

Entity ID

AlphaNumeric, Mandatory

Specify the ID fo the entity for whom you are defining the payment details.

Entity Name

Display Only

Based on your selection for Entity ID, the system displays the corresponding Entity Name.

Description

Display Only

The system displays description of the specified entity here based on the details maintained at 'Single Entity Maintenance' level.

3.6.1.2 Payment Options Section

Next Payment Date

Date Format, Mandatory

When you are setting up the Payment Details for the first time, specify the next payment date on which the entity is to receive commission payment.

Payment Frequency

AlphaNumeric, Mandatory

Specify the frequency at which commission payment is to be processed for the entity. The following commission payment frequencies are available:

- Monthly
- Quarterly
- Half Yearly

Payment Frequency Description

Display Only

The system displays description of the selected payment frequency.

Last Processed Date

Display Only

The system displays the last date when the entity commission was processed.

Last Payment No

Display Only

The system displays the payment number of the entity commission which was processed last.

GST Applicable

Mandatory

Indicate whether GST is applicable or not for the entity.

GST Rate (%)

Mandatory (If you have indicated GST Applicable)

If you have made GST applicable, specify the GST rate as a percentage.

Min Amount Reference Currency

AlphaNumeric, Mandatory

This indicates the currency of the minimum accrued amount that can be paid to the entity.

Reference Currency Description

Display only

The system displays currency name of the specified reference currency here.

Minimum Payment Amount (in Ref. Ccy)

Numeric, Mandatory

Stipulate the minimum accrued amount that can be paid out to the entity.

If the amount accrued for the payment period is less than the minimum amount specified, the system carries forward this amount to the next payment cycle.

Mode Of Payment

Mandatory

Select the mode of payment - Check or Transfer.

Mode of Payment Description

Display Only

The system displays description of the selected mode of payment.

Include Trailer Fee

Optional

Enable this option if you wish to indicate that trailing commission in respect of the entity must be paid out using the payment details you have specified.

Hold Back Payment

Optional

Indicate if commission payment to the entity is to be held and not paid. If this option is enabled, all commission accrued is carried forward to the next cycle.

Payment Currency

Specify the payment currency. The adjoining option list displays all valid payment currencies maintained in the system. You can choose the appropriate one.

Payment Currency Description

Display

Upon selection of the payment currency, the system displays the description of the specified payment currency.

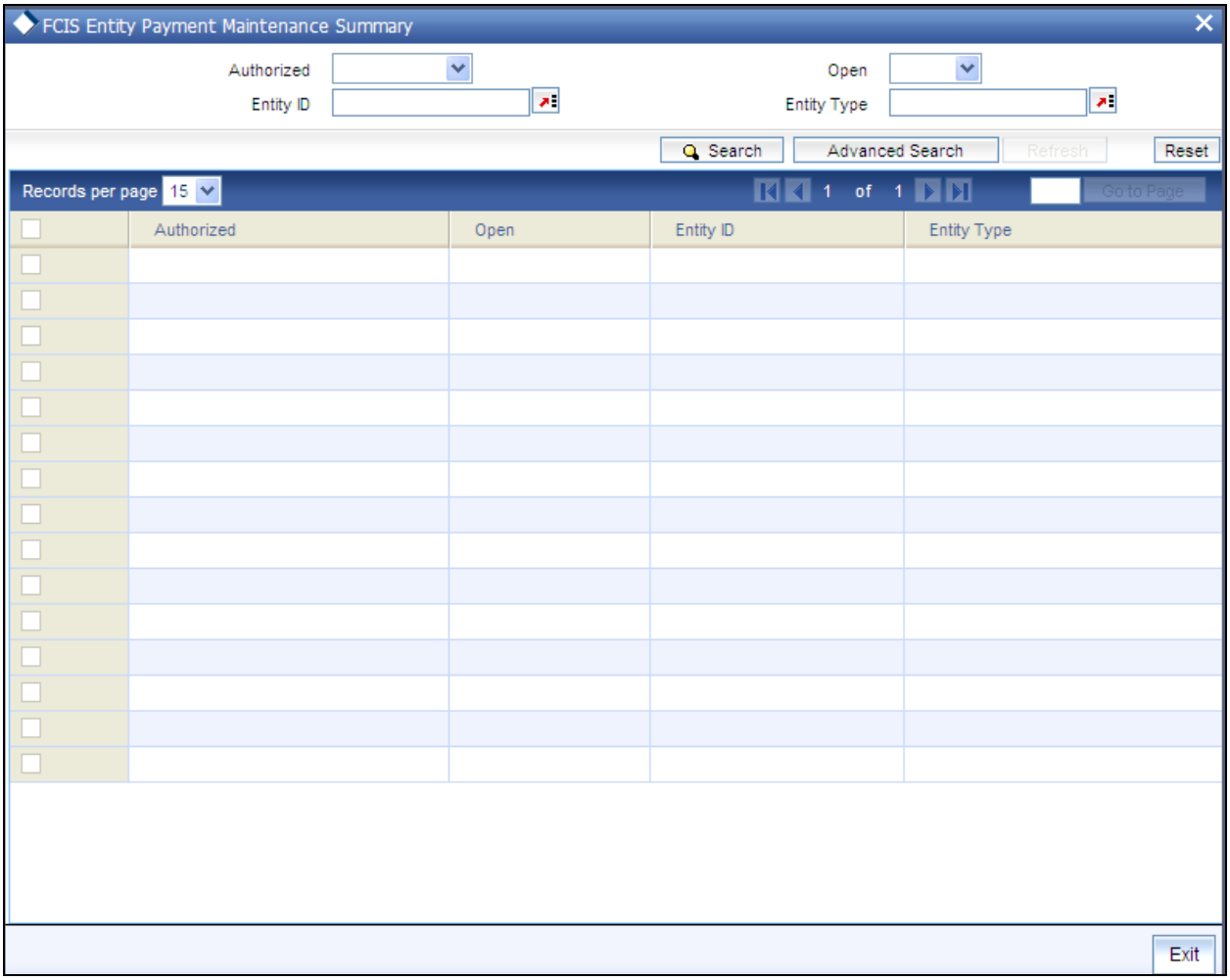
3.6.2 FCIS Entity Payment Maintenance Summary Screen

You can invoke the 'Fund Entity Payment Maintenance Summary' screen by typing 'UTSENTPY' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Enter a unique Identification for the fund type that is being set up. This should not be a valid fund type already existing in the system.

The following operations can be performed in the Fund Entity Payment Maintenance Summary screen:

- Retrieving an Entity Payment Record
- Editing an Entity Payment Record
- Viewing an Entity Payment Record
- Delete an Entity Payment Record
- Authorizing an Entity Payment Record
- Amending an Entity Payment Record
- Authorizing an amended Entity Payment Record
- Copying the Attributes



3.6.2.1 Retrieving an Entity Payment Record

To retrieve a previously entered exchange rate record:

- Invoke the Entity Payment Summary screen and specify the following:
  - The authorization status of the exchange rate record in the Authorized field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the exchange rate records in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The Entity ID
  - Entity Type
- After you have specified the required details, click 'Search'. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve an individual exchange rate detail from the Detail screen by doing query in the following manner:-

- Press F7.

- Input the Entity Type and Entity ID.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

3.6.2.2 Editing an Entity Payment Record

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

1. Invoke the Entity Payment Summary screen from the Browser.

2. Select the authorization status of the records that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.

3. Specify any or all of the search parameters for retrieving the records.

4. Click 'Search'. All unauthorized exchange rate records with the specified details are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you want to modify. The Entity Payment Detail screen is displayed.

6. Select Unlock Operation from Action list to modify the record. Modify the necessary information.

7. Click Save to save the changes. The Entity Payment Detail screen is closed and the changes made are reflected in the Entity Payment Summary screen.

3.6.2.3 Viewing an Entity Payment Record

To view the exchange rate details that you have previously entered:

1. Invoke the Entity Payment Summary Screen from the Browser.

2. Select the authorization status of the exchange rate records that you want to retrieve for viewing in the Authorized field. You can also view all the exchange rate records that are either unauthorized or authorized only, by choosing the Unauthorized / Authorized option.

3. Specify any or all of the search parameters for retrieving the records.

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

5. Double click the record that you want to view. The Entity Payment screen Detail is displayed in view mode.

3.6.2.4 Delete an Entity Payment Record

You can delete only unauthorized records in the system. To delete an exchange rate record:

1. Invoke the Entity Payment Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for deletion.

3. Specify any or all of the search parameters in the corresponding fields on the screen.

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

5. Double click the currency record that you want to delete. The Entity Payment Detail screen is displayed.

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

3.6.2.5 Authorizing an Entity Payment Record

An unauthorized exchange rate record must be authorized in the system for it to come into effect. To authorize an exchange rate:

1. Invoke the Entity Payment Summary screen from the Browser.

2. Select the status of the exchange rate record that you want to retrieve for authorization. Typically, choose the unauthorized option from the drop down list.

3. Specify any or all of the search parameters in the corresponding fields on the screen.

4. Click 'Search'. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you wish to authorize. The Entity Payment screen displayed. Select Authorize operation from Action.

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

3.6.2.6 Amending an Entity Payment Record

After an entity payment record is authorized, it can be modified using the Unlock operation from Action list. To make changes to an exchange rate after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

1. Invoke the Entity Payment Summary screen from the Browser.

2. Select the status of the record that you wish to retrieve for amendment. You can only amend records that are authorized.

3. Specify any or all of the search parameters in the corresponding fields on the screen.

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

5. Double click the record that you want to amend. The Entity Payment Detail screen is displayed in Amendment mode.

6. Click the Unlock operation from the Action list to amend the record.

7. Amend the necessary information. Click the Save button to save the changes

3.6.2.7 Authorizing an amended Entity Payment Record

An amended exchange rate record must be authorized for the amendment to be made effective in the system. The process of authorization is the same as the process of normal authorization.

3.6.2.8 Copying the Attributes

If you want to create an entity type having the same attributes of an existing entity type, you can copy the attributes of an existing entity type to a new entity type.

To copy the attributes:

1. Retrieve the entity type whose attributes the new entity type should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.

2. Click on ‘Copy’ in the Actions list.

3. Indicate the ID for the new entity type. You can however change the details of the entity type if required.

3.7 Setting up Agents

Agents, as mentioned earlier, are conduits that the AMC uses for broad-basing its operations. Each Agent that will be operating for the AMC is given a unique profile in the system.

The term Agents as used in the system is distinct from Brokers. This distinction can be depicted as follows:

- **Level 1** : Fund Manager - representing the AMC
- **Level 2** : Agents - who act for the AMC
- **Level 3** : Agency branches - which act for the agents

- **Level 4** : Brokers - that interact with investors directly and mobilize investments from them

You can set up an Agent in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu item in the Maintenance menu category of the Browser menu.

To set up an agent in the Single Entity Maintenance screen, select the Agent option from the drop down list in the Entity Type field in the Common Information section, and then proceed to enter the details for the agent.

The attributes specific to maintaining agents are:

- Restrict Cross Banking Within Agent
- Agent Type
- Signed Off

Refer to the section 'Fields in the Single Entity Maintenance Screen' in this chapter for details.

3.8 Setting up Agency Branches

Agency branches in the system perform the role of accepting new unit holder related information and transactions from unit holders in various funds.

Only such agency branches as are set up using this screen can have Oracle FLEXCUBE installations.

You can set up an Agency Branch in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu item in the Browser. To set up an agency branch, select the Agency Branch option from the drop down list in the Entity Type field and then proceed to enter the details for the agency branch

The Agent Code - Branch Code combination should be unique, and not already in use for any other entity in the system. If so, an error message is displayed when you save the record.

3.9 Setting Up AMC

You can enter the record of an AMC into the system, by creating it as an entity.

You can set up an AMC in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu in the Browser.

To set up an AMC, select the AMC option from the drop down list in the Entity Type field and then proceed to enter the details for the AMC. You must specify all information such as the common information, basic information and contact details for any AMC that you set up.

STOP AMCs can only be maintained at Distributor installations. At an AMC installation, the profile of the logged in AMC can be viewed in the Single Entity screen, but a new profile cannot be created.

The attributes specific to setting up of AMC's are:

- Weekend
- Section
- Switching Logic
- UH Generation Logic
- Nature of Business
- Effective Date for Capital Gains Calculations
- Finware Posting
- Address Details

Refer to the section 'Fields in the Single Entity Maintenance Screen' in this chapter for details on each of these attributes.

3.10 Setting up Distributors

The details that must be captured for a distributor are the same as those you capture for an AMC.

If your installation is a distributor installation, you can view the record of the default distributor in this screen. You can edit the profile. You cannot, however, create a new distributor record in this screen. The distributor installation feature is only available if your installation has specifically requested for it.

3.11 Maintaining Bank Details

You can enter the record of a bank into the system, by creating it as an entity.

You can set up a bank in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu in the Browser.

To set up a bank, select the Bank option from the drop down list in the Entity Type field, and then proceed to enter the details for the bank.

3.12 Maintaining Bank Branch Entity

You can enter the record of a branch of a bank into the system, by creating it as an entity.

You can set up a bank branch in the Single Entity Maintenance screen. Invoke this screen by clicking the Detail option under the Entity menu in the Browser.

To set up a bank branch, select the Bank Branch option from the drop down list in the Entity Type field in the Common Information section, and then proceed to enter the details for the bank branch.

You must specify all information such as the common information, basic information and contact details for all bank branches that you set up. You must also capture the following additional details specifically for bank branches:

3.13 Setting up Registrars

You can enter the record of a registrar into the system, by creating it as an entity.

You can set up a registrar in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu in the Browser.

To set up a registrar, select the Registrar option from the drop down list in the Entity Type field and then proceed to enter the details for the registrar.

3.14 Setting up Trustees

You can enter the record of a trustee into the system, by creating it as an entity.

You can set up a trustee in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu in the Browser.

To set up a trustee, select the Trustee option from the drop down list in the Entity Type field and then proceed to enter the details for the trustee. You must specify all information such as the common information, basic information and contact details for all trustees that you set up. You must also capture the following additional details specifically for trustees:

3.15 Setting up Check Vendors

The AMC may issue checkbooks to investors who wish to avail the check writing facility. Such checkbooks are typically printed by external agencies called check vendors. You can also maintain records for check vendors as entities in the system. For check vendors, you can maintain basic details such as contact information, signatories and base currency.

You can set up a check vendor in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu in the Browser.

To set up a check vendor, select the Check Vendor option list in the Entity Type field and then proceed to enter the details for the vendor. You must specify all information such as the common information, basic information and contact details for all check vendors that you set up.

STOP You must associate a check vendor that you create a record for, to the fund for which investors avail the check writing facility. You can indicate the association in the Fund Entity screen.

3.16 Setting up Underwriters

Underwriters are entities to which the AMC would pay trailing commission and ongoing management fees for underwriting any of the funds floated by the AMC. You can also maintain records for underwriters as entities in the system. For underwriters, you can maintain basic details such as contact information, signatories and base currency.

You can set up an underwriter in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu in the Browser.

To set up an underwriter, select the Underwriter option from the drop down list in the Entity Type field in the Common Information section, and then proceed to enter the details for the underwriter. You must specify all information such as the common information, basic information and contact details for all underwriters that you set up.

You must associate an underwriter that you create a record for, to the fund for which investors avail the check writing facility. You can indicate the association in the Fund Entity screen. You can also associate an underwriter with the trailing fee load due to the underwriter, in the Periodic Load Maintenance screen.

3.17 Setting up Custodians

You can also maintain records for custodians as entities in the system. For custodians, you can maintain basic details such as contact information, signatories and base currency.

You can set up a custodian in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu in the Browser.

To set up a custodian, select the Custodian option in the Entity Type field and then proceed to enter the details for the vendor. You must specify all information such as the common information, basic information and contact details for all custodians that you set up.

3.18 Setting up Accounting and Valuation Agents

You can enter the record of an accounting and valuation agent into the system, by creating it as an entity, in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu in the Browser.

To set up an accounting and valuation agent, select the Account and Valuation Agent option from the drop down list in the Entity Type field in the Common Information section, and then proceed to enter the details for the agent. You must specify all information such as the common information, basic information and contact details for all agents that you set up.

You must also capture the following additional details specifically for accounting and valuation agents:

3.19 Setting up Participating Employers

You can maintain records for participating employers as entities in the system. For participating employers, you can maintain basic details such as contact information, signatories and base currency.

You can set up a participating employer in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu in the Browser.

To set up a participating employer, select the Participating Employer in the Entity Type field and then proceed to enter the details. You must specify all information such as the common information, basic information, bank details and contact details for all participating employers that you set up.

3.20 Setting up Paying Agents

You can maintain records for paying agents as entities in the system. For paying agents, you can maintain basic details such as contact information, signatories and base currency.

You can set up a paying agent in the Single Entity Maintenance screen. You can invoke this screen by clicking the Detail option under the Entity menu in the Browser.

To set up a paying agent, select the Paying Agent option from the drop down list in the Entity Type field in the Common Information section, and then proceed to enter the details. You must specify all information such as the common information, basic information, and contact details for all paying agents that you set up.

3.20.1 Single Entity Maintenance (Summary) Screen

After you have set up an entity of any type in the system, you must have another user authorize the record so that it would be effective in the system.

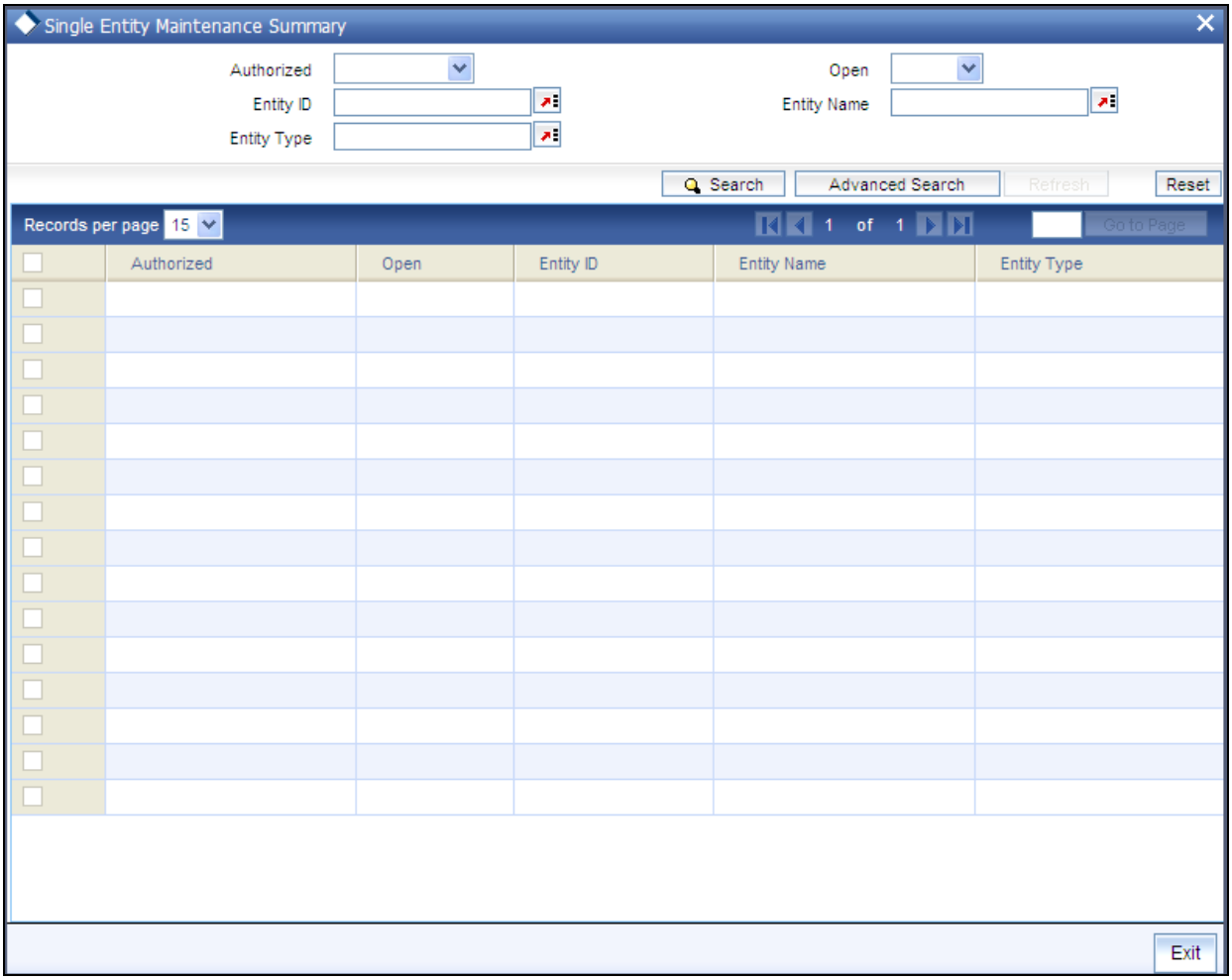
Before the entity record is authorized, you can edit it as many times as necessary. You can also disable an entity before the entity record is authorized.

After authorization, you can only make changes to the entity details through an amendment.

The ‘Single Entity Maintenance Summary’ screen can be used for the following operations on entities:

- Retrieval for viewing
- Editing unauthorized records
- Disabling unauthorized entities
- Authorizing entities
- Amending authorized entities.

Invoke the 'Single Entity Maintenance Summary' screen by typing 'UTSENTMN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



3.20.1.1 Retrieving Entity in Summary Screen

You can retrieve a previously entered entity as follows:

- Invoke the Entity Maintenance Summary screen and specify the following :
  - The status of the entity in the Authorization Status field. If you choose the "Blank Space" option, then all the entities are retrieved.
  - The status of the entity in the Record Status field. If you choose the "Blank Space" option, then all the entities are retrieved.
  - The Entity ID
  - Entity Type
  - Entity Name
- Click 'Search' button after you have specified the required details, all entities with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual entity detail from the Detail screen by doing query in the following manner:-

- Press F7.
- Input any parameter in the screen.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Entity ID by using the combination of % and alphanumeric value as follows:-

- Search by D%:- System will fetch all the records whose Entity ID starts from Alphabet 'D'. For example, Direct.
- Search by %7:- System will fetch all the records whose entity ID Type ends by numeric value' 7'. For example, AGENT7.
- Search by %17%:- System will fetch all the records whose Entity ID contains the numeric value 17. For example, AGEN17.

3.20.1.2 Editing Entity

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

- Invoke the Single Entity Summary screen from the Browser.
- Select the status of the entity that you want to retrieve for modification in the Authorization Status field. You can only modify records of entities that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the details of the entity in the corresponding fields on the screen to retrieve the entity that is to be modified.
- Click 'Search' button. All unauthorized entities with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the entity that you want to modify. The Single Entity Maintenance screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Single Entity Maintenance screen is closed and the changes made are reflected in the Single Entity Summary screen.

3.20.1.3 Viewing Entity

To view an entity that you have previously entered:

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

3.20.1.4 Deleting Entity

You can delete only unauthorized entities in the system. To delete an entity:

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

3.20.1.5 Authorizing Entities

An unauthorized entity must be authorized in the system for it to be processed. To authorize an entity:

- Invoke the Single Entity Summary screen from the Browser.
- Select the status of the entity that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
- Specify any or all of the details of the entity in the corresponding fields on the screen.
- Click 'Search' button. All entities with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the entity that you wish to authorize. The Single Entity Maintenance screen displayed. Select Authorize operation from Action.

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

3.20.1.6 Amending Entities

After an entity is authorized, it can be modified using the Unlock operation from Action list. To make changes to an entity after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

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

3.20.1.7 Authorizing Amended Entities

An amended entity must be authorized for the amendment to be made effective in the system.

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

Copying Attributes

If you want to create an entity having the same attributes of an existing entity, you can copy the attributes of an existing entity to a new entity.

To copy the attributes:

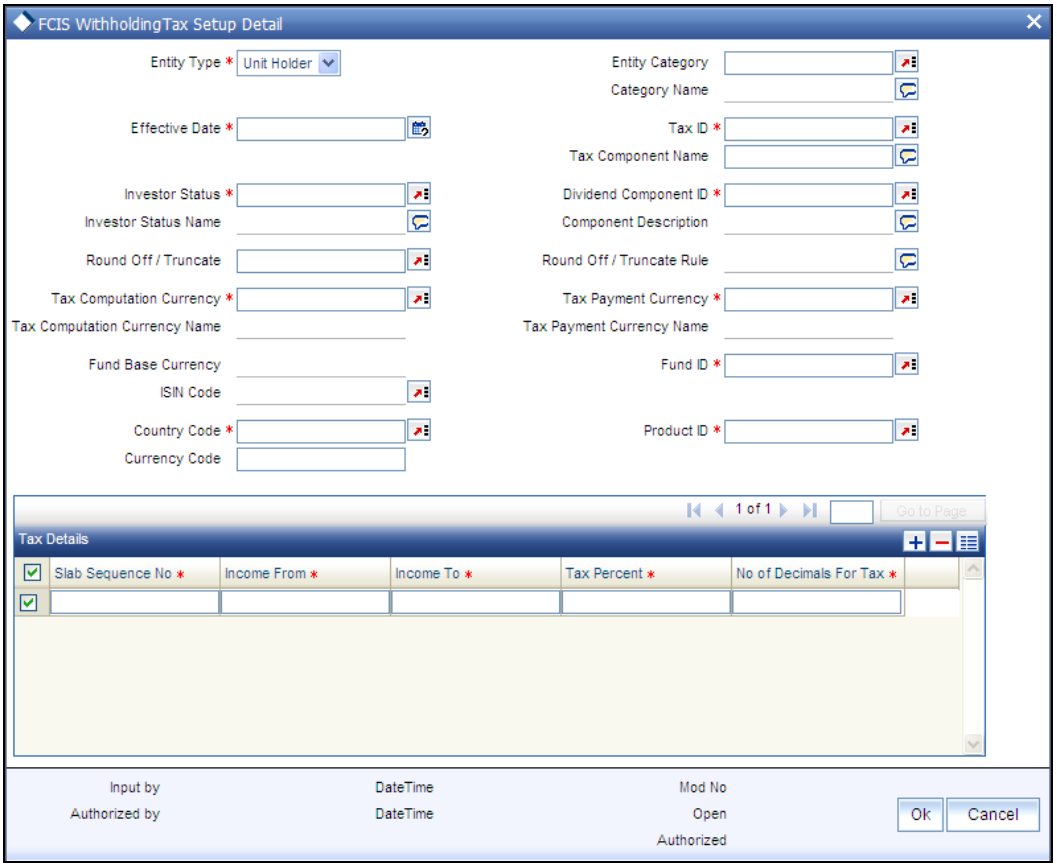
- Retrieve the entity whose attributes the new entity should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the ID for the new Entity. You can however change the details of the entity if required.

3.21 Setting up Withholding Tax

You can configure the system to perform withholding tax (WHT) deductions out of the earnings derived from any investor or a broker. To do this, you must specify the slabs according to which the rates will be determined. WHT is deducted from the earnings of an investor or a broker, according to the WHT slabs that you maintain in the system, before the net earnings are paid out or reinvested depending upon the Income Distributions Setup.

You can maintain such slabs for earnings from cash dividends that involve capital gains as well as income earnings.

In the system, you maintain the slab details for WHT Input in the 'FCIS Withholding Tax Setup Detail' screen. You can invoke this screen by typing 'UTDWHTAX' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details.



You can use this screen to enter the Withholding Tax component slab details that are applicable:

- For a particular investor category
- For a broker category
- For a particular country and currency
- For a specific fund and fund base currency

- For a specific product
- For investors of local residence as well as foreign investors
- For earnings from cash dividends involving capital gains
- For income earnings from cash dividends

You can either to choose to set up tax slabs at the fund level or at the product level. Product level WHT applies to all funds available in that product portfolio.

You can also give each set of slabs a separate tax component ID.

You can define slabs for different income ranges and give each of the slabs a sequence number. You cannot, however, set up duplicate tax slab sequences for the same investor category.

3.21.1 Checks

Before you set up the Withholding Tax details for an investor category for a country, it is desirable to ensure that the following information is already set up in the system:

- The countries have been maintained in the Country Maintenance and the currencies have been set up in the Currency Maintenance.
- The countries have been associated with currencies in the Country Currency Maintenance.
- The different investor and broker categories have been maintained in the System Parameters.

3.21.2 Fields in FCIS Withholding Tax Setup Screen

Entity Type

Alphanumeric, Mandatory

Indicate whether the WHT slabs are being maintained to be applicable to an Unit Holder or a broker.

Entity Category

Alphanumeric

Specify a valid category of the unit holder you need to assign to specified entity type. The adjoining option list displays all valid entity categories maintained. You can select the appropriate one.

If the ‘Entity Type’ is ‘Unitholder’, then maintain ‘Entity Category’ as ‘UH’. If the ‘Entity Type’ is ‘Broker’, then maintain the ‘Entity Category’ as ‘Broker’.

Category Name

Display only

The system displays unit holder's category name, if the 'Entity Type' is maintained as 'Unitholder'.

Effective Date

DD/MM/YYYY, Numeric

Mandatory

Specify the date the system should consider for calculating tax.

Tax ID

Alphanumeric, Mandatory

From the list, select the tax ID to be used for application of withholding tax according to the slabs maintained, for the entity type. The system displays the associated Tax Component Name.

Each set of slabs can be given an ID that reflects the nature of the slabs.

The value list for the Tax ID's is obtained from the system parameter values maintained for the Tax ID system parameter code.

Investor Status

Alphanumeric, Mandatory

You will be allowed to select the status if the entity type is 'Unit Holder'. Select the status for which this tax slab is applicable. The system displays the corresponding 'Investor Status Name'. This will enable the system to decide which tax slab needs to be applied depending on whether the unit holder is a foreign / resident unit holder.

If the entity type is a broker, the system defaults the investor status. You will not be able to modify the status.

Dividend Component ID

Alphanumeric; Optional

Specify whether the tax slab details being maintained apply to capital gains earnings from cash dividends or income earnings from cash dividends, for the fund.

The system defaults the Dividend Component ID and Description for brokers. You will not be able to modify the ID.

Roundoff/Truncate

AlphaNumeric, Mandatory

Indicate whether the decimal portion of the amount should be rounded off or truncated.

Round Off/ Truncate Rule

AlphaNumeric, Mandatory

Indicate the rule which the system should use to round off or truncate the decimal portion of the amount.

Tax Computation Currency

Alphanumeric, Mandatory

Specify the currency in which the tax must be computed for the selected tax ID. By default, it is reckoned to be the currency of the selected country. You will be allowed to specify the currency only for Unit Holders.

Tax Payment Currency

Alphanumeric, Mandatory

Specify the currency in which the tax must be paid for the selected tax ID. By default, it is reckoned to be the fund base currency. You will be allowed to specify the currency only for Unit Holders.

Tax Payment Currency Name

Display

The system displays specified tax payment currency name based on the details maintained at 'Currency Maintenance' level.

ISIN Code

12 Characters Maximum; Alphanumeric; Mandatory

Select the ISIN Code of the fund for which you are setting up the tax slabs, from the options provided. This is applicable only for Unit Holder type of entity .If you specify the ISIN Code of a fund, the ID of the fund is displayed in the Fund ID field.

Fund Base Currency

Alphanumeric, Optional

Enter the currency in which you would like the fund to be denominated.

Fund ID

Alphanumeric, Optional

Select the fund for which you are setting up the tax slabs. The base currency of the fund is displayed in the Fund Base Currency Code field.

Country Code

Alphanumeric, Mandatory

When you select the ID of the fund, the country associated with the fund is displayed in this field, and you can change it by choosing from the drop down list.

This is the country for which the tax slabs that are being set up must be applicable. All tax deductions and computations will be done in this currency.

Currency Code

Display Only

Depending on the Country, the system displays the corresponding currency.

Product ID

Alphanumeric, Optional

Select the product for which you are setting up the tax slabs. The option list contains all valid products maintained in the system. With-Holding Tax will be applicable to all funds mapped to the product. GL entries will be populated with the respective product Id and policy number along with the dividend payment details and tax details.

Tax Details section

In the lower grid portion of the screen, maintain the details of each slab, as follows:

Slab Sequence No

3 Characters Maximum, Numeric, Mandatory

Enter the slab number for this investor category tax definition.

Income From

Numeric, Mandatory

Specify the minimum income for which this tax slab definition is applicable, for the specified investor category. This slab will apply to incomes that range between the values you specify in this field and the Income To field for the specified investor category.

Income To

Numeric, Mandatory

Specify the maximum income for which this tax slab definition is applicable, for the specified investor category. This slab will apply to incomes that range between the values you specify in this field and the Income From field, for the specified investor category.

Tax Percent

5 Characters Maximum, Numeric, including two decimal places, Mandatory

Enter the Tax Percent that is applicable to the given Investor category in the specified slab. This percentage may be equal to or below one hundred percent, but not greater.

Number of Decimals for Tax

1 Character Maximum, Numeric, Mandatory

Indicate the rounding precision or the number of decimals to be applied on the withholding tax amount pertaining to the slab. The decimal portion of the amount will be rounded off or truncated to the number of decimal places you specify here.

3.21.3 Computation of Withholding Tax

Withholding tax is computed for funds for cash dividend corporate action types only. This is applicable for normal UT investments. Dividend tax can be computed based on the source product and With-Holding Tax maintained for the product. For stock dividends, the TDS Basis maintained in Corporate Actions profile is “Tax-exempt”, and the tax is not computed.

For each tax component, the computation currency and payment currency may be specified as two different currencies, so as to enable payment to be made in the desired currency. By default, when you set up a withholding tax record for a fund, investor category and country combination, the computation currency is deemed to be the currency of the country and the payment currency is deemed to be the fund base currency.

3.21.4 Withholding Tax Setup Summary Screen

After you have set up the WHT details, you must have another user authorize them so that they would be effective in the system.

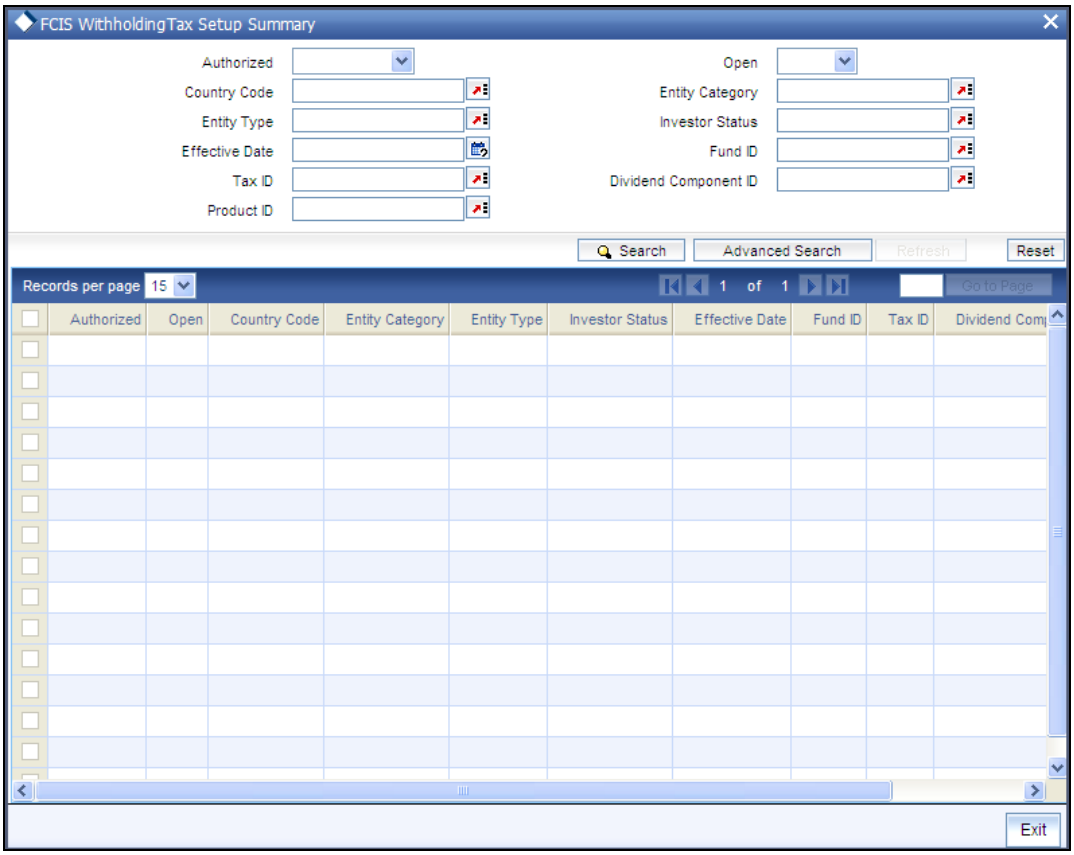
Before the WHT details are authorized, you can edit them as many times as necessary. You can also delete a WHT record before it is authorized.

After authorization, you can only make changes to WHT details through an amendment.

The With-Holding Tax Find screen can be used for the following operations on WHT details:

- Retrieval for viewing
- Editing unauthorized details
- Disabling unauthorized details if necessary. This is possible during editing or amendment.
- Authorizing details
- Amending authorized details

Invoke the ‘FCIS Withholding Tax Setup Summary’ screen by typing ‘UTSWHTAX’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



3.21.4.1 Retrieving Withholding Tax Details Record

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

- Invoke FCIS Withholding Tax Setup Summary screen and specify the following :
  - The status of the entity in the Authorized field. If you choose the “Blank Space” option, then all the entities are retrieved.
  - The status of the entity in the Open field. If you choose the “Blank Space” option, then all the entities are retrieved.
  - Country Code
  - Entity Category
  - Entity Type
  - Investor Status
  - Effective Date
  - Fund ID
  - Tax ID
  - Dividend Component ID
  - Product ID
- After you have specified the required details, click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual Withholding Tax record from the detail screen by doing query in the following manner:

- Press F7.
- Input any Withholding Tax setup parameter.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Product ID by using the combination of % and alphanumeric value as follows:-

- ***Search by P%:*** The system will fetch all the records whose Product ID starts from Alphabet 'P'.
- ***Search by %7:*** The system will fetch all the records whose Product ID contains numeric value' 7'. For example, PRD7..
- ***Search by %17%:*** The system will fetch all the records whose Product ID contains the numeric value 17. For example, PR17.

3.21.4.2 Editing Withholding Tax Setup Record

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

- Invoke the FCIS Withholding Tax Setup Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records of entities that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the details of the record in the corresponding fields on the screen to retrieve the withholding tax setup record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The FCIS Withholding Tax Setup Maintenance screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The FCIS Withholding Tax Maintenance screen is closed and the changes made are reflected in the FCIS Withholding Tax Summary screen.

3.21.4.3 Viewing Withholding Tax Setup Record

To view a withholding tax setup record that you have previously entered:

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

3.21.4.4 Deleting Withholding Tax Setup Record

You can delete only unauthorized records in the system. To delete a withholding tax setup record:

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

3.21.4.5 Authorizing Withholding Tax Setup

An unauthorized withholding tax setup must be authorized in the system for it to be processed. To authorize a record:

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

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

3.21.4.6 Amending Withholding Tax Setup Parameters

After a withholding tax setup is authorized, it can be modified using the Unlock operation from Action list. To make changes to an withholding tax setup record after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

- Invoke the FCIS Withholding Tax Setup Summary screen from the Browser.
- Select the status of the record that you wish to retrieve for amendment. You can only amend records of entities that are authorized.
- Specify any or all of the details of the withholding tax setup in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to amend. The FCIS Withholding Tax Setup Maintenance screen is displayed in Amendment mode.
- Click the Unlock operation from the Action list to amend the tax setup.
- Amend the necessary information. Click the Save button to save the changes.

3.21.4.7 Authorizing Amended Withholding Tax Setup Parameters

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

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

3.21.4.8 Copying Attributes

If you want to create a withholding tax setup having the same attributes of an existing record, you can copy the attributes of an existing tax setup to a new tax setup.

To copy the attributes:

- Retrieve the entity whose attributes the new entity should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the ID for the new Entity. You can however change the details of the entity if required.

3.22 Maintaining Holidays

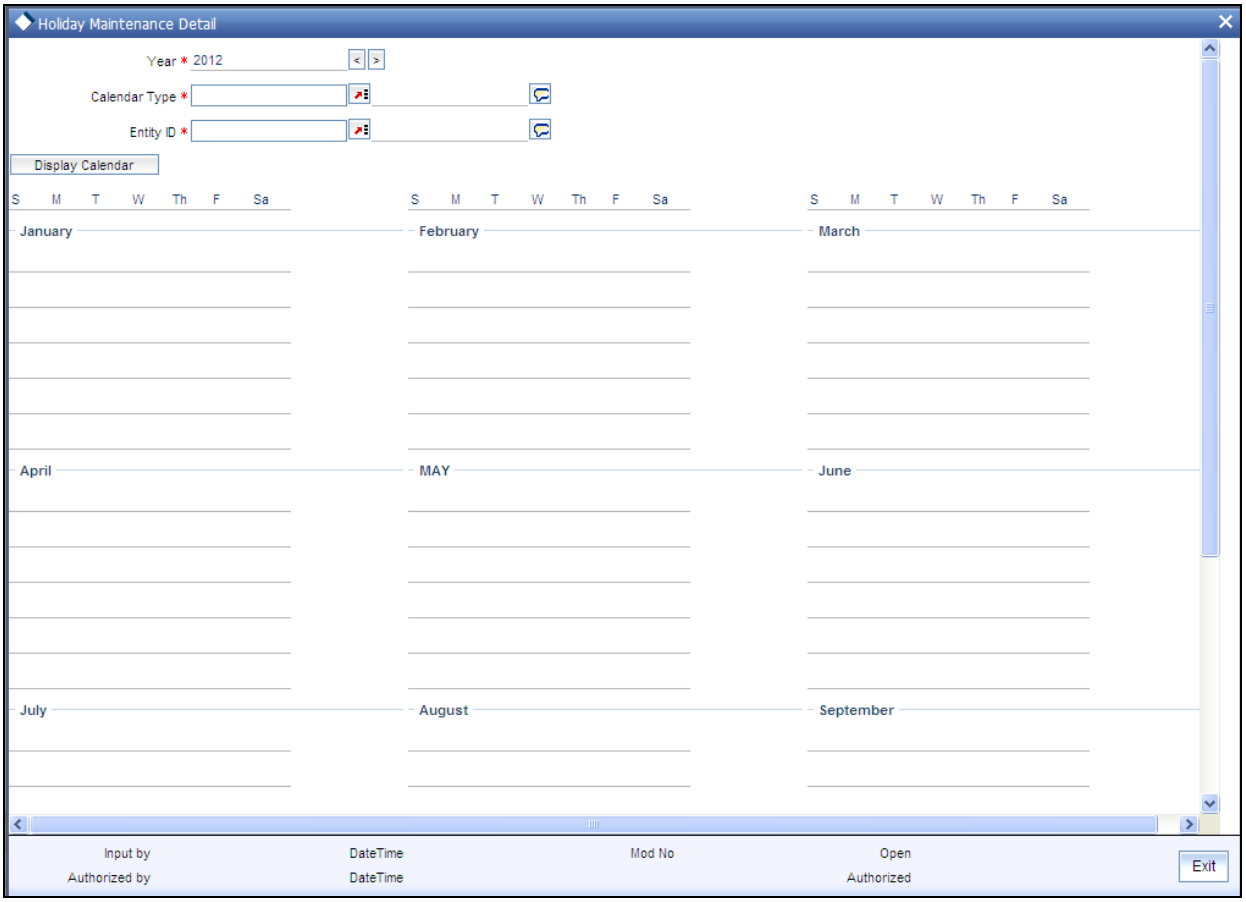
You must define the weekly holidays and yearly holidays in the holiday calendar for each year.

Different AMCs' could have different holiday calendars. Further, for funds floated by a single AMC across different locations, the holiday calendar for specific funds could be different from the AMC holiday calendar. You may, therefore, need to designate holiday calendars separately for the following entities:

- System
- AMC
- Fund
- Currencies

In the system, you designate holidays for any of the above, in the Holiday Maintenance screen. You must first designate the System Calendar, before you designate the other calendars. The system calendar, once designated, is taken to be the default AMC and fund calendar. You can make appropriate changes, if necessary, for each.

Invoke the ‘Holiday Maintenance Detail’ screen by typing ‘UTDHOLID’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can use this screen to:

- View the system holiday calendar for the year
- Designate the system holiday calendar for future years
- Designate a holiday calendar for either an AMC, or a fund, or a currency, or for all, for the year
- Add to the holiday list in the AMC, fund and / or currency calendar
- Make a previously designated holiday a working day in any or all of the calendars

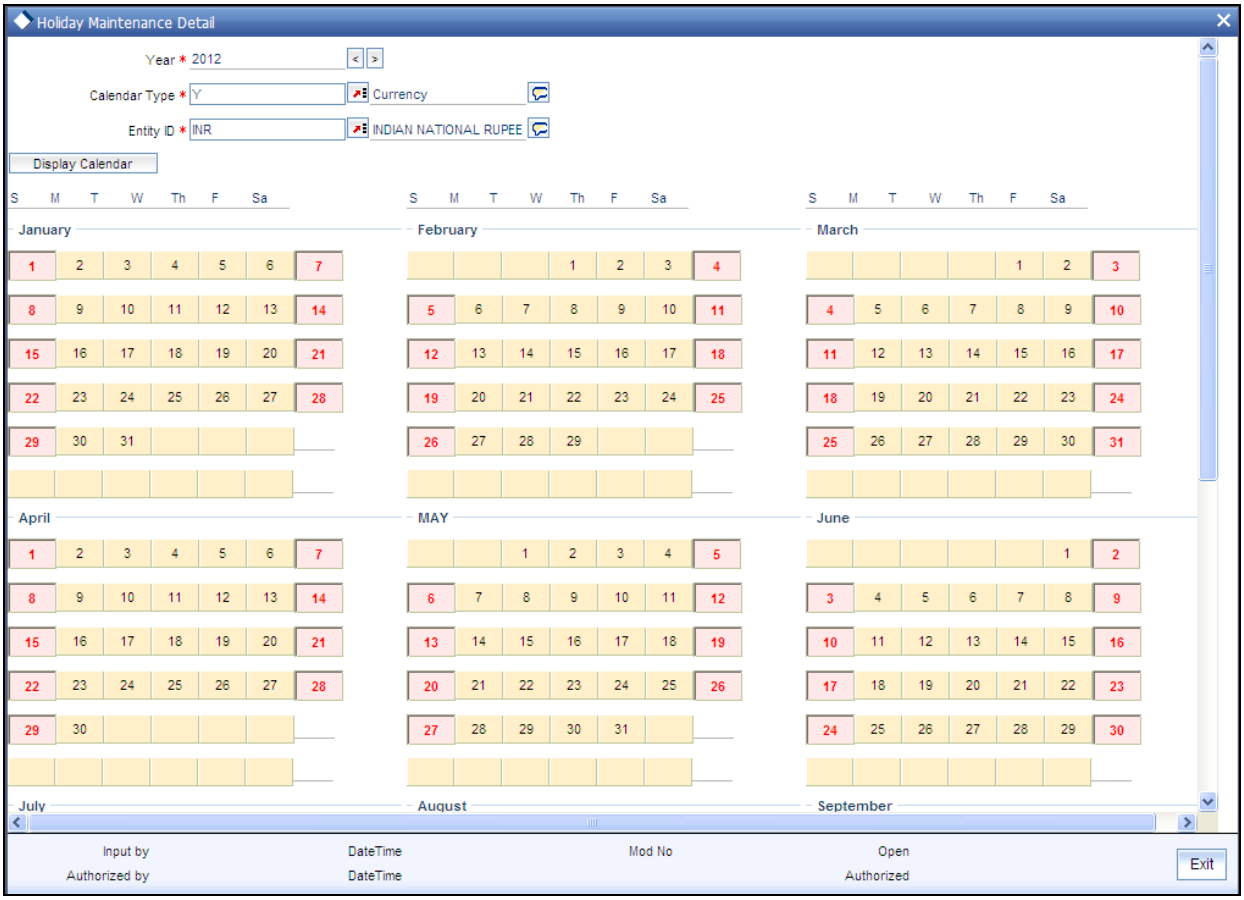
On opening this screen, by default the system holiday calendar for the current year, which was set up at the time of installation, with the designated holiday dates checked off against their respective boxes in each month. You can use the Previous and Next links to navigate between years.

Select the day in the calendar and check the box alongside the date to add it to the list of Holidays. Select the day from the list of holidays and uncheck the box alongside it to remove it from the list of Holidays.

Click ‘Ok’ button to save your changes. The changes must be authorized by another user to be effective in the system.

To maintain an AMC holiday calendar, specify ‘AMC’ in the Calendar Type field, and select the AMC for which the calendar is being maintained, in the AMC field. Similarly, to maintain a fund holiday calendar, specify ‘Fund’ in the Calendar Type field, and select the fund for which the calendar is being maintained, in the Fund ID field, and the ISIN Code for the fund in the Fund ISIN field.

To maintain a currency holiday calendar, select the ‘Currency’ option in the Calendar Type field, and select the currency for which the calendar is being maintained in the Currency Code field.



3.22.1.1 Guidelines for Holiday Calendars

- The main system calendar must be maintained as mandatory reference information, before the AMC and fund calendars can be maintained.
- A separate AMC calendar can only be maintained if the system calendar has already been maintained, and a separate fund calendar can only be maintained if both the AMC and system calendars have already been maintained.

- The system calendar, once maintained, is replicated to be the AMC calendar as well as the fund calendar for all funds of the AMC. If separate calendars are required for the AMC and for a specific fund, these can be maintained after the system calendar is maintained. Therefore, maintaining the AMC and fund calendars is optional.
- If separate calendars are maintained, a day can be designated a working day in the AMC calendar only if it is also a working day in the system calendar. A day can be designated a working day in the fund calendar only if it is also a working day in both the AMC as well as system calendars.
- If a working date in the system calendar is set as a holiday, it takes effect after authorization of the record.
- When a fund calendar is maintained, the rule effective date of the fund cannot be designated as a holiday. Similarly, when the AMC calendar is maintained, the rule effective date of any of the funds of the AMC cannot be designated as a holiday.
- If a working day in the system calendar is subsequently designated a system holiday, it must be a holiday in the AMC and fund calendars too, if they have been maintained.
- The weekend options maintained at the time of installation (i.e., for the system) are reckoned by default to be the weekend options for the AMC calendar; however, you can alter these options when you set up the AMC calendar. Similarly, the AMC calendar weekend options are taken as default options for the fund calendar, and you can alter them when you set up the fund calendar.
- The current system date cannot be set as a holiday.

3.22.1.2 Effect of Defining Holiday Calendars

The effect of setting up holiday calendars in the system is discussed below, for all maintenance or transaction input operation:

Fund Rules

Fund Demographics

The Start Date and Rule Effective Dates for a fund must be working days for the AMC or in the system calendar.

General Operating Rules

The Next Price Date and Maturity Date must be a working day in the system calendar and AMC calendar (if maintained) and the fund calendar (if maintained).

For limit order processing, the ‘prior’ or ‘after’ rule may be specified.

Corporate Actions

The First Dividend Declare Date must be a working day in the system calendar and AMC calendar (if maintained) and the fund calendar (if maintained).

Amendment of Fund Rules

The new (amended) Rule Effective Date for the fund must be a working day in the system calendar and AMC calendar (if maintained) and the fund calendar (if maintained).

Fund Price

The prices for a fund cannot be entered into the system for a holiday in the system calendar or AMC calendar (if maintained) and the fund calendar (if maintained). If fund prices are being uploaded through bulk upload process, the fund calendar is used to arrive at the Next Price Date.

Fund Dividend Maintenance

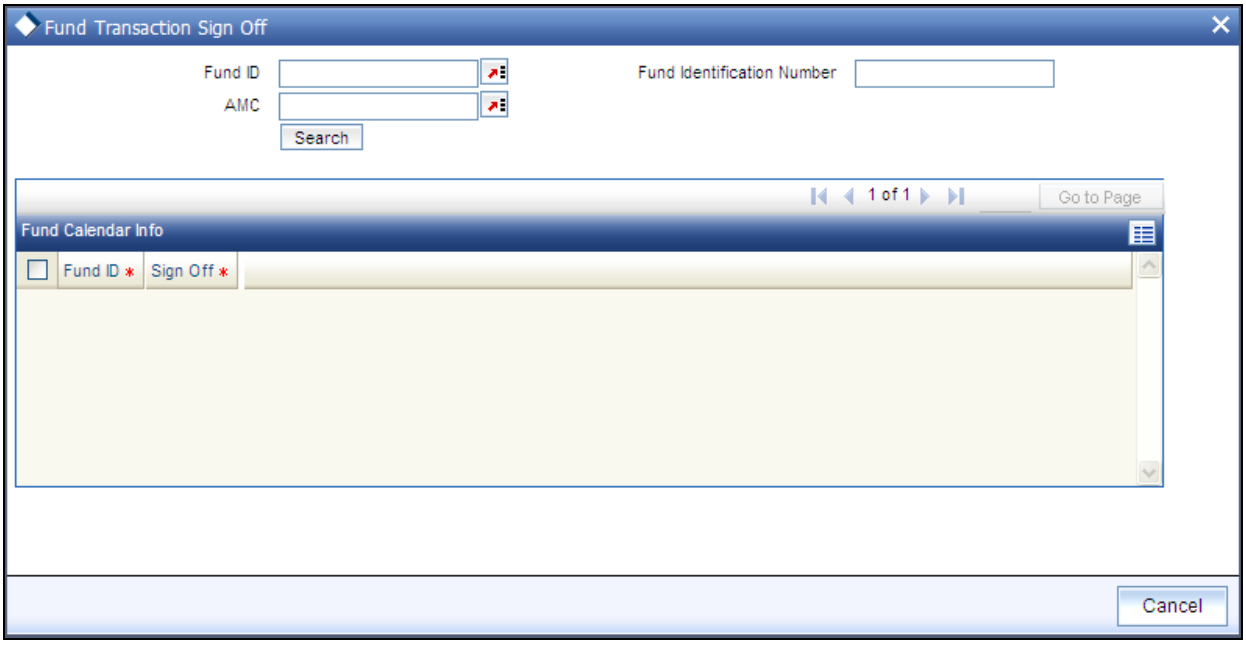
Dividend maintenance for the fund can be done only on working days in the system calendar, AMC calendar (if maintained) and the fund calendar (if maintained).

Also, the Freeze Holdings Date and Ex-Dividend NAV Date must also be working days for the system, AMC (if maintained) and the fund (if maintained).

Specifying transaction sign off on a working day

On a working day for the fund, you can signal the end of transaction input on an ad-hoc basis, if necessary. The transaction date of any transaction that is entered after the sign off status has been marked for the day, will be defaulted to the next working day according to the fund calendar (if maintained) or AMC calendar (if maintained) or the system calendar.

You can mark the sign off status in the 'Fund Transaction Sign Off' screen. You can invoke this screen by typing 'UTDTSOFF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details



In this screen, you can specify the Fund ID and Fund Identification Number of the fund for which you are marking the transaction sign off on the current (application) date. You can also specify the AMC to which the fund belongs.

Trading Transactions

Trading transactions can only be entered on working days for the fund in the fund calendar (if maintained) or AMC calendar (if maintained) or system calendar.

Transactions

The transaction date (date of entry) is defaulted to the application date.

The transaction date is defaulted to next working day for the fund if it falls on a holiday, or if the transaction is entered after marking of transaction sign off for the day, or after cut-off time. The transaction date for switch transactions is arrived at by considering the fund calendar, if any, maintained for the 'switch from' fund; the date must be a working day for the 'switch from' fund, but need not be so for the 'switch to' fund.

The backdating limit for backdated transactions is derived from the fund calendar.

Dates for instrument clearing are also based on the fund calendar.

Settlement Dates

The settlement dates for payments must not be holidays for the settlement currency, as designated in the currency calendar.

During transaction entry, the payment date or clearing date for a subscription is computed based on the transaction date and payment lag. The system checks that the payment date derived is a working date for the transaction currency.

For redemptions, the redemption confirmation process arrives at the payment date (check date) based on payment lag. This date should be a working date for the currency.

Dividend payments in respect of unit holders are in each unit holder's preferred currency. The payment date for a unit holder should be a working date for the currency of payment. Therefore a single dividend payment may still be made on different dates for different unit holders. The payment date for a broker should be a working date for the broker payment currency.

Batch functions

Menu Allocation

Menu allocation is done only for funds working on the application date.

Redemption Confirmation

Redemption Confirmation is done only for funds working on the application date.

Dividend Payments

The payment date must be a working day for the fund.

Dividend Reinvestments

Value date for dividend reinvestment must be a working day in the system calendar.

If the reinvestment fund has a holiday on the reinvestment transaction value date, the transaction date is set to the next fund working day.

Pre-End of Day Checks

The pre-end of day checks are only performed for the funds working on the application date.

End of Day Activities

- Broker reinvestment transactions are only processed for those funds working on the application date.
- Allocations for transactions of all types, for all funds working on the application date, are performed.
- Switch transactions are only allocated if the current date is a working day for both funds. The 'switch from' leg is allocated at the prevalent price on transaction date, and the 'switch to' leg, with the current price. Ageing entries for the 'switch from' leg are booked as of transaction date, and those for the 'switch to' leg, as of the allocation date.
- The Specific Fund Price date is arrived at after applying the 'Prior' or 'After' holiday rule, as specified in the fund rules. Specific price dates for a fund, if applicable, are updated only on fund working days.
- Periodic load processing is done for all funds only on the value date for periodic load processing, which is arrived at after periodic fee computation, and must be a fund working date.
- Trading net settlement processing as well as trading summary calculation is done only for funds working on the current date.
- Fund bank account transfer processing is done only for funds working on the current date.
- Dividend processing, dividend reinvestment processing and the generation of dividend records are done only for funds working on the current date. For those funds working on the current date, the first dividend record will be generated. For other dividends, if the dividend record generation date arrived at is a fund holiday, the 'Prior' or 'After' fund holiday rule is applied to arrive at a valid fund working day from the fund calendar. If this date is the same as the system date, the dividend record for the fund is generated.
- GL Export processing is done only for funds working on the current date.
- Updating of the latest rule for a fund is done only for funds working on the current date.
- The Beginning of Day outstanding units for a fund are only updated if the fund is working on the current date.
- After the system date change, the fund holiday status change process updates the holiday status for all the funds, and resets the transaction sing-on status.

- Standing instructions escalation processing is done only for funds working on the current date. The generation of standing instructions is done on fund working days, and the generation date is arrived at taking into account the fund calendar, after the standing instructions holiday rule has been applied.
- Amount unblock transactions, as well as amount block escalations and amount block transaction generation for the fund are generated only on fund working days.
- Automatic redemption transactions are only generated for funds working on the current date.

3.22.1.3 Restricting Transactions into Fund on Working Day

On a working day for the fund, you restrict sale of the fund, if necessary. On doing so, the current date is marked as a holiday for the fund.

When a sale restriction is marked, it must be authorized for it to be effective in the system.

When you restrict sale of a fund in this manner, you can opt for either of the following options for transactions that have been entered after the restrict sale status has been marked for the day:

Reverse

If you choose this option, any unauthorized transactions entered after the restrict sale status has been marked for the day are deleted. Any authorized transactions including system generated transactions or those that have been entered on the previous system working day after the transaction cut-off time are reversed.

Any transactions allotted after the restrict sale status has been marked are left unaltered. An error message is displayed when the sale restriction is authorized, in respect of these transactions.

Carry forward

If you choose this option, the transaction date of any transaction that is entered *after* the restrict sale status has been marked for the day, will be defaulted to the next working day according to the fund calendar (if maintained) or AMC calendar (if maintained) or the system calendar.

Any transactions allotted after the restrict sale status has been marked are left unaltered. An error message is displayed when the sale restriction is authorized, in respect of these transactions.

3.22.1.4 Uploading Holiday Details

You can use the upload facility to upload holiday details, if required.

For more details on holiday upload file formats, refer Upload File Formats chapter in FC-IS system..

3.22.2 Holiday Maintenance (Summary) Screen

After you have set up the list of designated system holidays in the Holiday Maintenance Detail screen, you must have another user authorize the list.

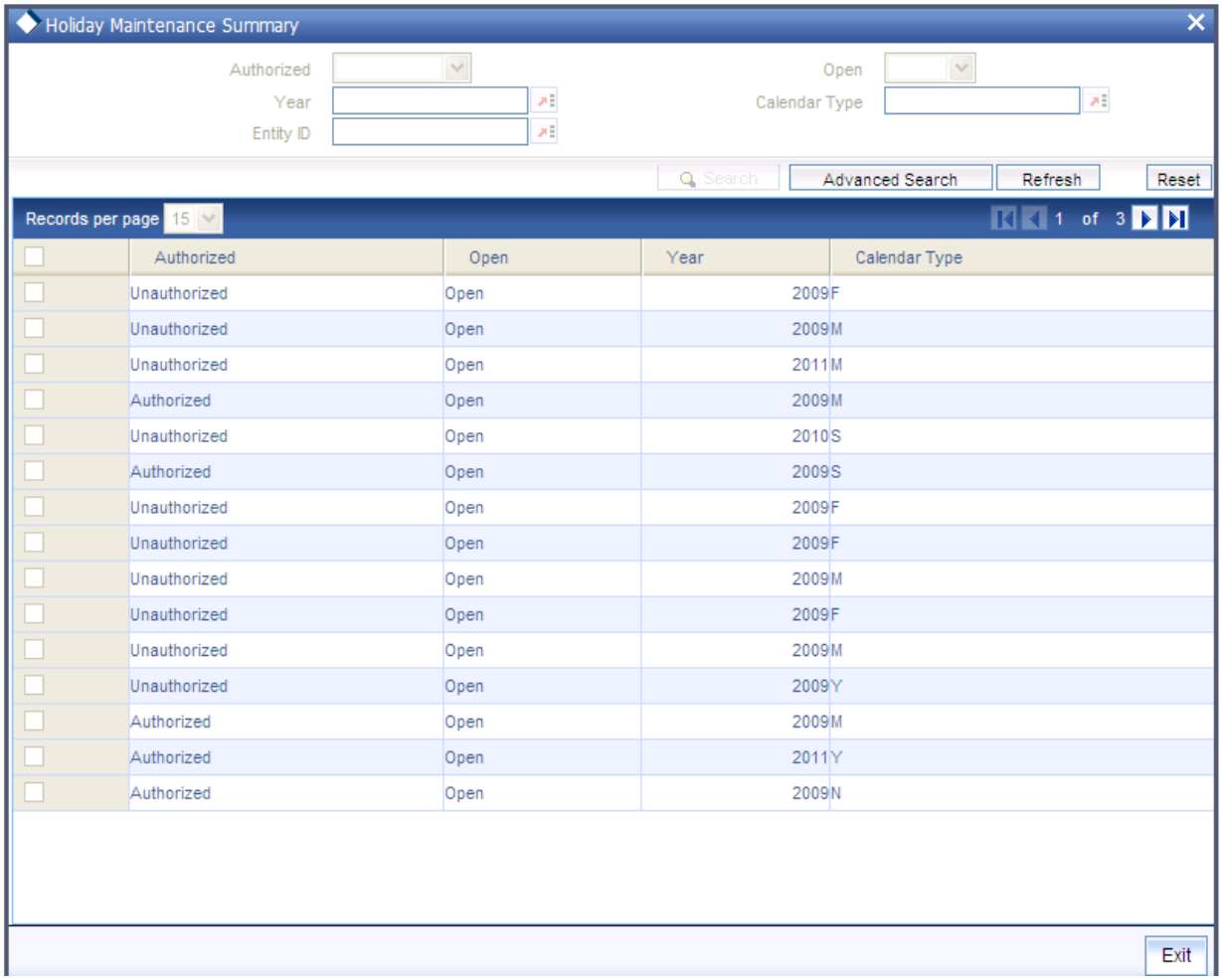
Before the holiday list is authorized, you can edit it as many times as necessary. You can also delete a holiday list before it is authorized.

After authorization, you can make changes to the holiday list through an amendment.

The 'Holiday Maintenance Summary' screen can be used for the following operations on holiday lists:

- Retrieval for viewing.
- Editing an unauthorized list.
- Deleting an unauthorized list.
- Authorizing a list.
- Amending an authorized list.

You can invoke the 'Holiday Maintenance Summary' screen by typing 'UTSHOLID' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Authorized	Open	Year	Calendar Type
Unauthorized	Open	2009	F
Unauthorized	Open	2009	M
Unauthorized	Open	2011	M
Authorized	Open	2009	M
Unauthorized	Open	2010	S
Authorized	Open	2009	S
Unauthorized	Open	2009	F
Unauthorized	Open	2009	F
Unauthorized	Open	2009	M
Unauthorized	Open	2009	F
Unauthorized	Open	2009	M
Unauthorized	Open	2009	Y
Authorized	Open	2009	M
Authorized	Open	2011	Y
Authorized	Open	2009	N

3.22.2.1 Retrieving Holiday List

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

- Invoke the Holiday Maintenance Summary screen and specify the following :
  - The status of the record in the Authorized field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the entity in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
  - Year
  - Calendar Type
  - Entity ID
- After you have specified the required details, click ‘Search’ button. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve an individual record detail from the Detail screen by doing query in the following manner:-

- Press F7.
- Input the Calendar Type, Entity ID and Year.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Entity ID by using the combination of % and alphanumeric value as follows:-

- Search by D%:- System will fetch all the records whose Entity ID starts from Alphabet ‘M’. For example, Direct.
- Search by %7:- System will fetch all the records whose entity ID Type ends by numeric value’ 7’. For example, AGENT7.
- Search by %17%:- System will fetch all the records whose Entity ID contains the numeric value 17. For example, AGEN17.

3.22.2.2 Editing Holiday Maintenance Record

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

- Invoke the Holiday Maintenance Summary screen from the Browser.

- Select the status of the holiday maintenance record that you want to retrieve for modification in the Authorized field. You can only modify records of holidays that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the parameters of the holiday in the corresponding fields on the screen to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The Holiday Maintenance screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Holiday Maintenance screen is closed and the changes made are reflected in the Holiday Summary screen.

3.22.2.3 Viewing Holiday Maintenance Record

To view a holiday record that you have previously entered:

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

3.22.2.4 Deleting Holiday Maintenance Record

You can delete only unauthorized records in the system. To delete an holiday record:

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

3.22.2.5 Authorizing Holidays

An unauthorized holiday must be authorized in the system for it to be come into effect. To authorize a holiday:

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

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

3.22.2.6 Amending Holiday Records

After a holiday record is authorized, it can be modified using the Unlock operation from Action list. To make changes to an entity after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

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

3.22.2.7 Authorizing Amended Holiday Records

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

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

3.22.2.8 Copying Attributes

If you want to create a holiday record having the same attributes of an existing holiday record, you can copy the attributes of an existing holiday record to a new record.

To copy the attributes:

- Retrieve the holiday record whose attributes the new record should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the new parameters for the new holiday record. You can however change the details of the holiday if required.

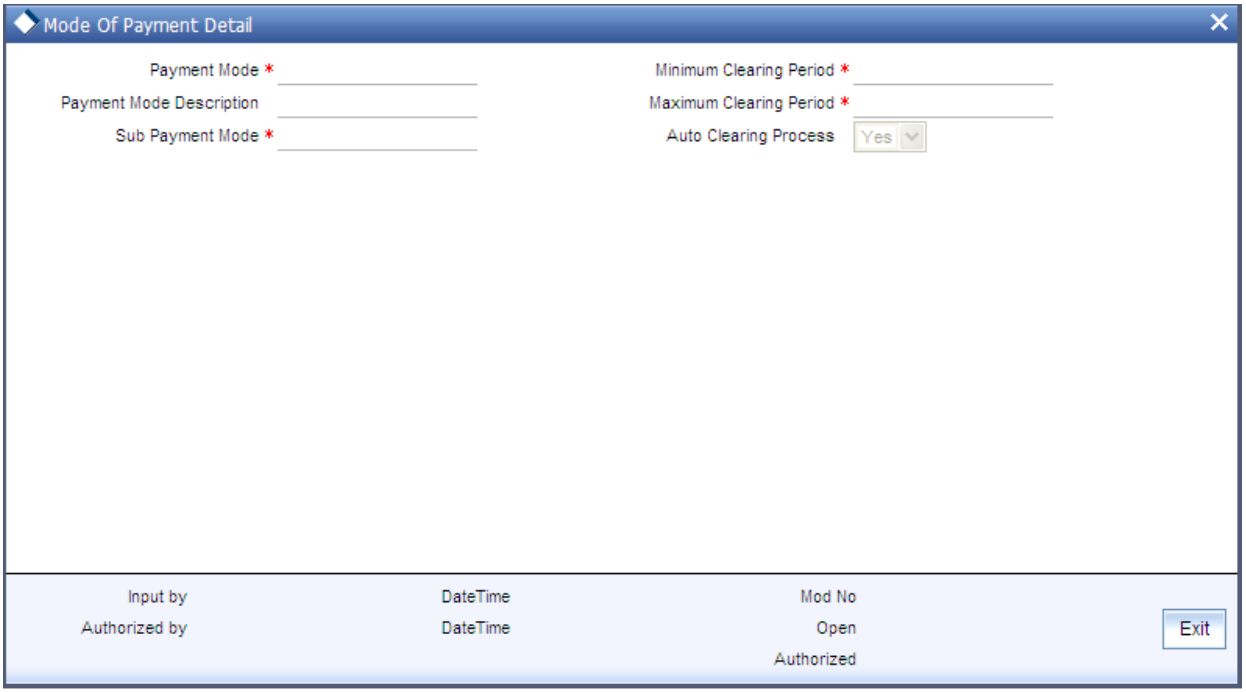
3.23 Mode of Payment

You can use this screen to set up the clearing options for the various modes of payments that are valid in the system. For each mode of payment, you can:

- Enter the clearing options.
- Edit the existing, unauthorized clearing options.
- Authorize the clearing periods.
- View existing clearing options for any of the Modes of Payment.
- Amend the authorized clearing periods. During amendment or editing, it is possible to alter the Clearing Period and set the Auto Clear Option.

During installation, the modes of payment and the default clearing periods for each mode are entered into the system automatically. Subsequently, if you need to view or make a change to any of the clearing options, you can retrieve the record in this screen by clicking on 'Ok' button in this screen. All the clearing options maintained for each of the modes of payment are displayed in the lower portion of the screen.

You can invoke the 'Mode Of Payment Detail' screen by typing 'UTDMPAYS' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



3.23.1 Fields in Mode of Payment Details Screen

Payment Mode

Display Only

The system displays the different modes of payment. The different modes of payments can be Cash, Demand Draft, and Money Transfer and so forth.

Payment Mode Description

Display Only

A description of the mode of payment is displayed here. This could be any of the instruments such as Draft, Check, Transfer, Credit Card, etc.

Sub Payment Mode

Display Only

The code or short name given to any of the payment modes used in the system is displayed here.

Minimum Clearing Period

Numeric, Display (Can be altered)

Specify the number of days after which you will be able to clear the payment instrument for a particular mode of payment. You can alter the value that is displayed here.

For each mode of payment, the Minimum Clearing Period is the period after which you will be able to clear the payment instrument.

Maximum Clearing Period

Numeric, Display (Can be altered)

Specify the number of days before which the payment instrument must be cleared for a particular mode of payment. You can alter the value that is displayed here.

For each mode of payment, the Maximum Clearing Period is the period before which you must clear the payment instrument.

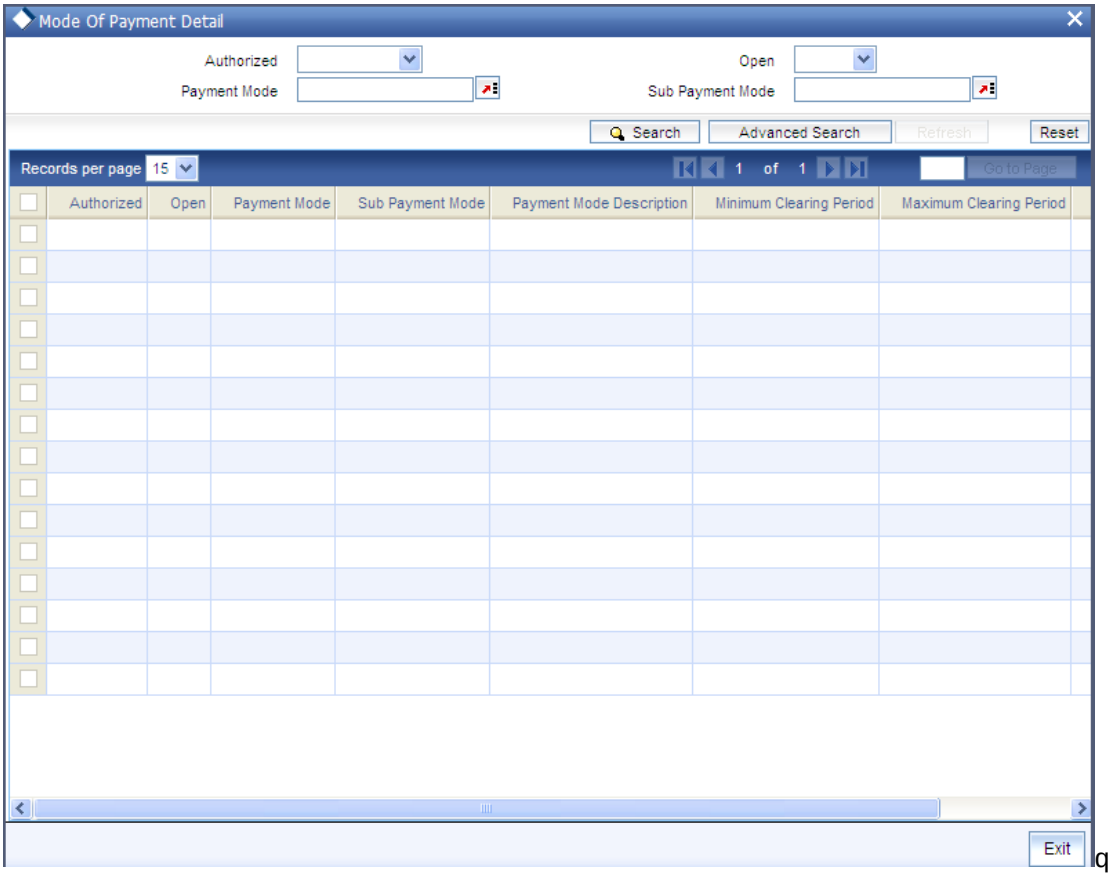
Auto Clearing Process

Display

If you have ticked the check box under Auto Clear, the instrument automatically gets cleared if you do not clear the same before the max clearing period.

3.23.2 Mode of Payment Detail Summary screen

You can invoke the 'Holiday Maintenance Summary' screen by typing 'UTSMPAYS' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can use this screen to set up the clearing options for the various modes of payments that are valid in the system. For each mode of payment, you can:

- Enter the clearing options
- Edit the existing, unauthorized clearing options
- Authorize the clearing periods
- View existing clearing options for any of the Modes of Payment
- Amend the authorized clearing periods. During amendment or editing, it is possible to alter the Clearing Period and set the Auto Clear Option.

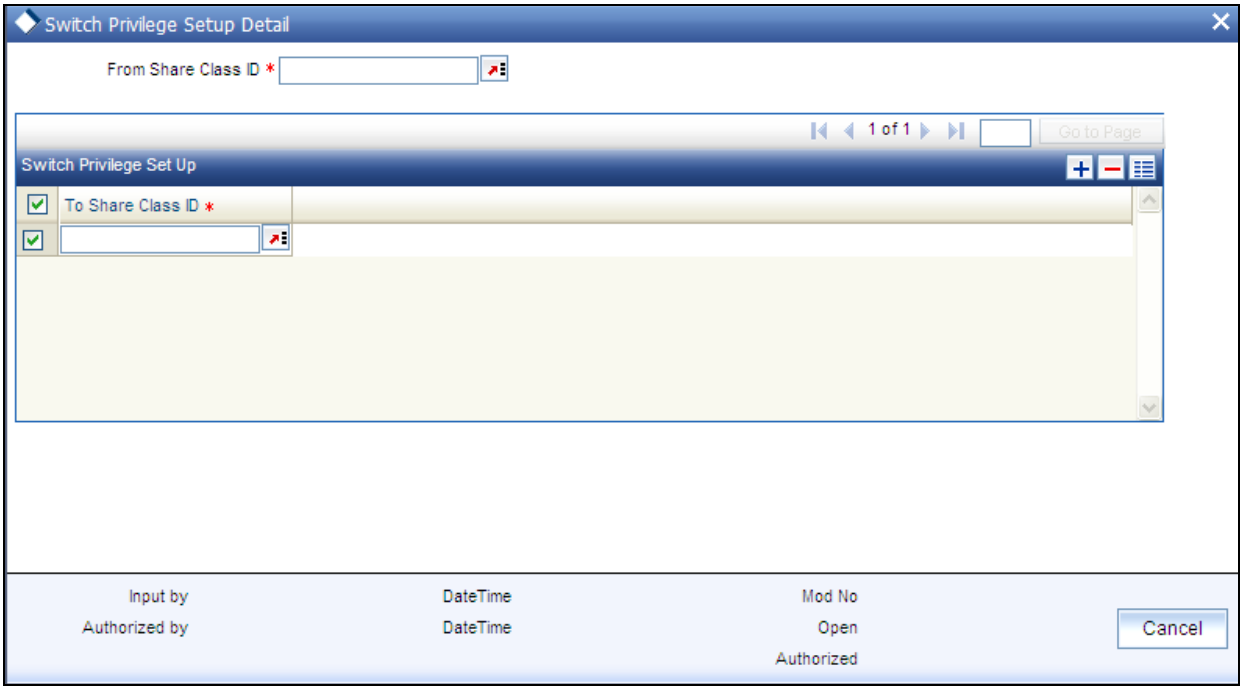
During installation, the modes of payment and the default clearing periods for each mode are entered into the system automatically. Subsequently, if you need to view or make a change to any of the clearing options, you can retrieve the record in this screen by clicking on OK in this screen. All the clearing options maintained for each of the modes of payment are displayed in the lower portion of the screen.

3.24 Static Maintenance for Switch Transactions

3.24.1 Switch Privilege List Setup

You can set up a restrictive list of switching between share classes for switch transactions, in the 'Switch Privilege Setup Detail' screen. You can invoke this screen by typing 'UTDSWPRV' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details.



- Select the share class from which a switch transaction can be entered into, in the From Share Class Type field.
- Set up a list of share classes to which switching must be allowed from the switch-from the share class that you selected.
- Save your changes by clicking the Save button.

3.24.2 Switch Privilege List Setup (Summary) Screen

After you have set up a restrictive list of switching between share classes for switch transactions, you must have another user authorize it so that it becomes effective in the system.

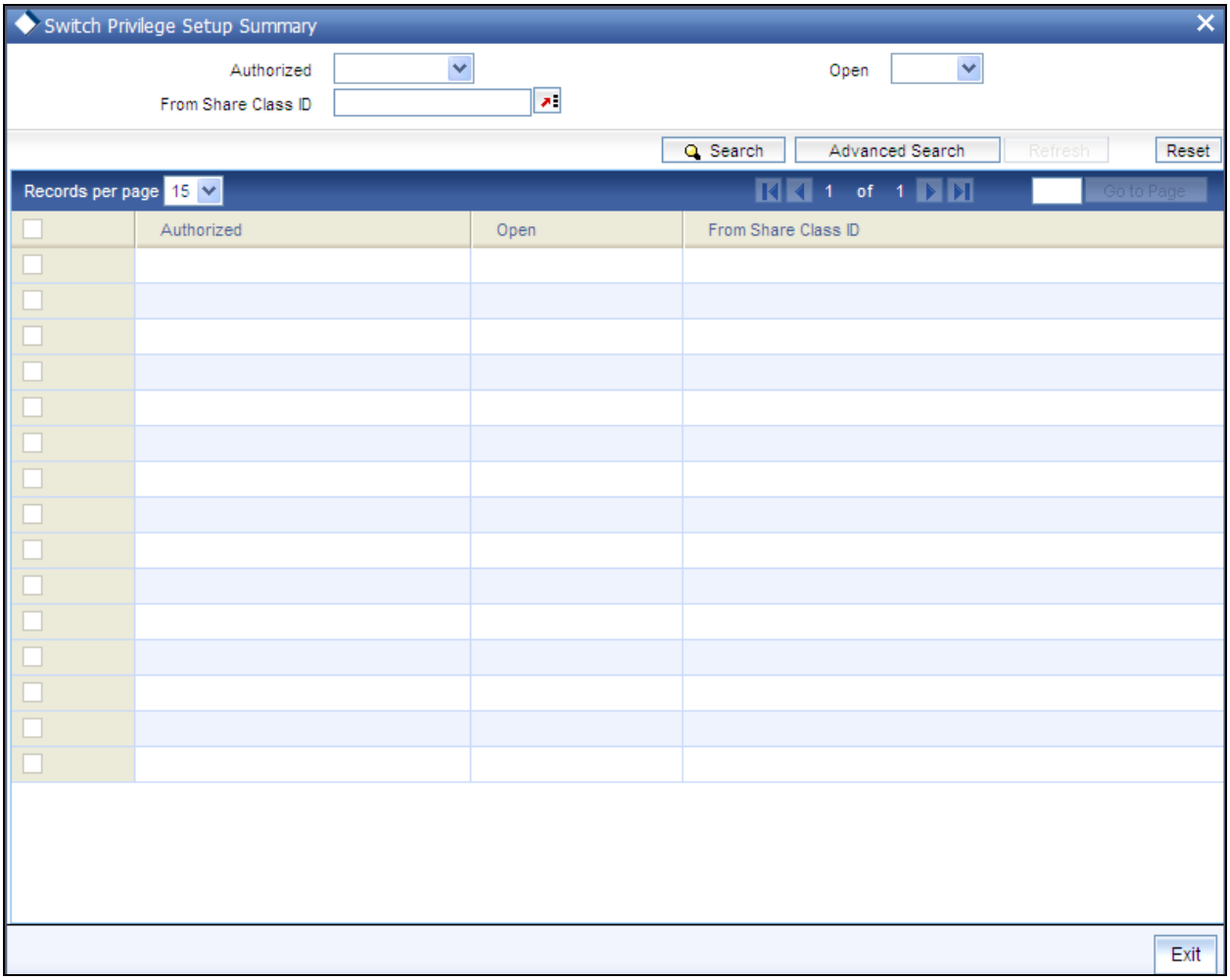
Before the restrictive list is authorized, you can edit it as many times as necessary. You can also delete it before it is authorized.

After authorization, you can only change the switch period through an amendment.

The 'Switch Privilege Setup Summary' screen can be used for the following operations on restrictive (privilege) lists:

- Retrieval for viewing
- Editing an unauthorized restrictive (privilege) list
- Deleting unauthorized restrictive (privilege) list
- Authorizing switch restrictive (privilege) list
- Amending switch restrictive (privilege) list

Invoke the 'Switch Privilege Setup Summary' screen by typing 'UTSSWPRV' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



3.24.2.1 Retrieving Switch Privilege Setup List in Summary Screen

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

- Invoke the Switch Privilege Setup Summary screen and specify the following:
  - The status of the privilege setup in the Authorized field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the record in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
  - From Share Class ID
- After you have specified the required details, click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

STOP You can also retrieve an individual record from the Detail screen by doing query in the following manner:-

- Press F7.

- Input any parameter in the screen.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for From Share Class Type ID by using the combination of % and alphanumeric value as follows:-

- **Search by A%:** The system will fetch all the records whose Share Class ID starts from Alphabet 'A'. For example, AA.
- **Search by %7**: The system will fetch all the records whose Share Class ID Type ends by numeric value' 7'. For example, -S7.
- **Search by %17%:** The system will fetch all the records whose Share Class ID contains the numeric value 17. For example, - 17.

3.24.2.2 Editing Switch Privilege Setup List

You can modify the switch privilege setup that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

- Invoke the Switch Privilege Setup List Summary screen from the Browser.
- Select the status of the records that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify the From Share Class ID (optional) in the corresponding field.
- Click 'Search' button. All unauthorized switch privilege setup lists with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The Switch Privilege Setup Maintenance screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Switch Privilege Setup Maintenance screen is closed and the changes made are reflected in the Switch Privilege Setup Summary screen.

3.24.2.3 Viewing Switch Privilege Setup List

To view a switch privilege list that you have previously entered:

- Invoke the Switch Privilege Setup List Summary Screen from the Browser.

- Select the status of the switch privilege list that you want to retrieve for viewing in the Authorized field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized / Authorized option.
- Specify the Share Class ID (optional) in the corresponding field.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view. The Switch Privilege Setup List Maintenance screen is opened in view mode.

3.24.2.4 Deleting a Switch Privilege Setup

You can delete only unauthorized switch privilege setup in the system. To delete a switch privileges setup list:

- Invoke the Switch Privilege List Setup Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify Share Class ID (Optional) in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete. The Switch Privilege List Setup Maintenance Detail screen is displayed.
- Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

3.24.2.5 Authorizing Switch Privilege Setup Lists

An unauthorized switch privilege setup must be authorized in the system for it to come into effect. To authorize:

- Invoke the Switch Privilege Setup Summary screen from the Browser.
- Select the status of the records that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
- Specify the Share Class ID (optional) in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Switch Privilege Setup Maintenance screen is displayed. Select Authorize operation from Action.

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

3.24.2.6 Amending Switch Privilege Setup Lists

After a switch privilege setup is authorized, it can be modified using the Unlock operation from Action list. To make changes to a switch privilege setup after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

- Invoke the Switch Privilege Setup Summary screen from the Browser.
- Select the status of the record that you wish to retrieve for amendment. You can only amend records of entities that are authorized.
- Specify Share Class ID (optional) in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to amend. The Switch Privilege Setup screen is displayed in Amendment mode.
- Click the Unlock operation from the Action list to amend the setup.
- Amend the necessary information. Click the Save button to save the changes.

3.24.2.7 Authorizing Amended Switch Privilege Setups

An amended switch privilege setup must be authorized for the amendment to be made effective in the system. The process of authorization is subsequently the same as that for normal transactions.

3.24.2.8 Copying the Attributes

If you want to create a switch privilege having the same attributes of an existing setup, you can copy the attributes of an existing setup to a new setup.

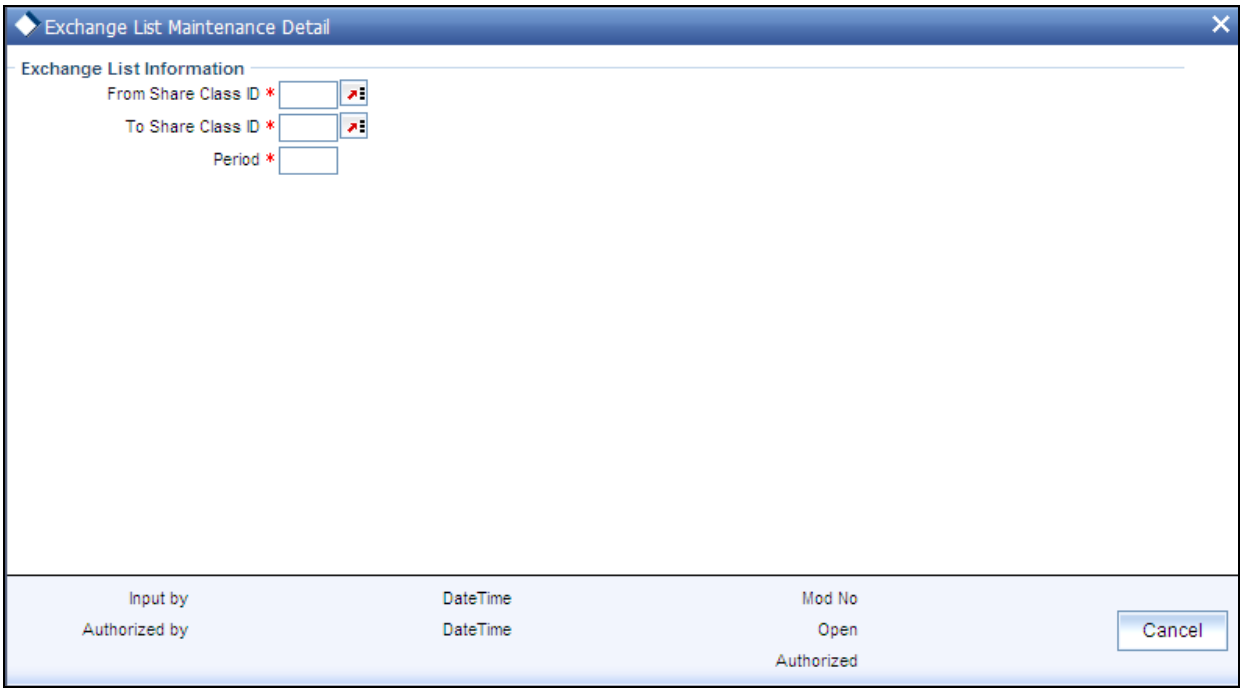
To copy the attributes:

- Retrieve the entity whose attributes the new entity should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the ID for the new Entity. You can however change the details of the entity if required.

3.24.3 Period Definition for Allowing Automatic Switch

You can define a period for allowing switch transactions between share classes, in the 'Exchange List Maintenance Detail' screen. You can invoke this screen by typing 'UTDASSSD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'New' from the Actions menu in the Application tool bar or click new icon to maintain the list.



- Specify the share classes, switching between which will be allowed after the period has elapsed, in the From Share and To Share fields.
- Define the period at the end of which the switching will be permitted, in the Period field.
- Save your changes by clicking the Save button.

3.24.4 Exchange List Maintenance Summary Screen

After you have designated a period for allowing switch transactions between share classes, you must have another user authorize it so that it becomes effective in the system.

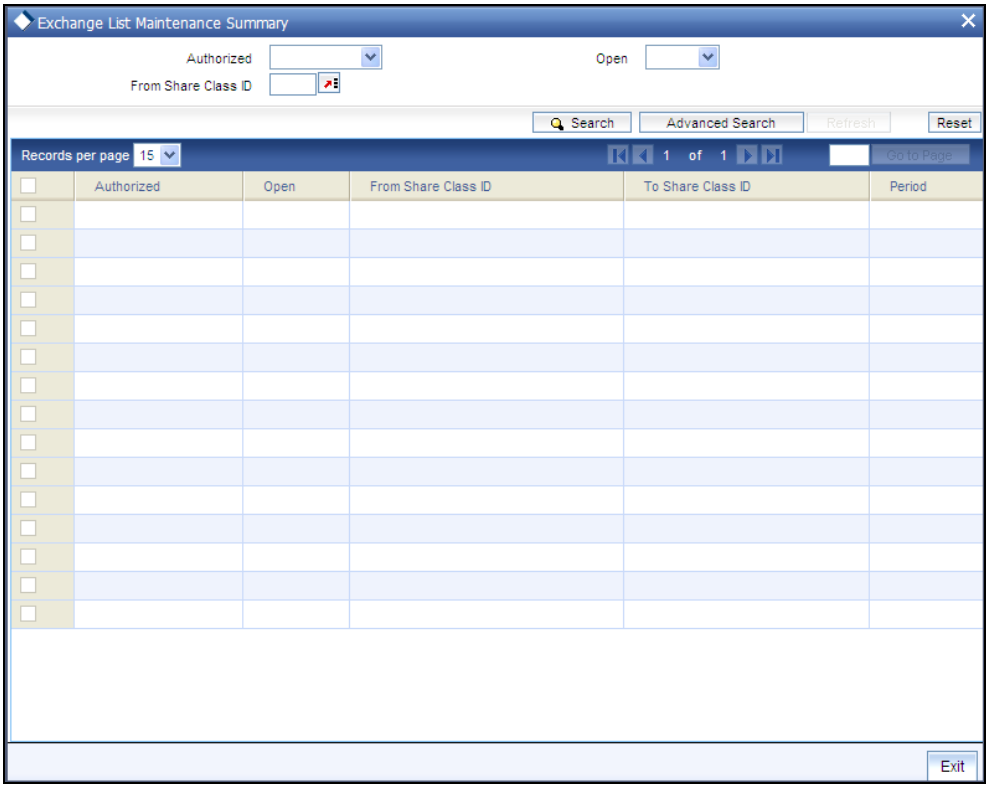
Before the switch period is authorized, you can edit it as many times as necessary. You can also delete it before it is authorized.

After authorization, you can only change the switch period through an amendment.

The 'Exchange List Maintenance Summary' screen can be used for the following operations on switch periods:

- Retrieval for viewing
- Editing an unauthorized switch period
- Deleting unauthorized switch periods
- Authorizing switch period definitions
- Amending switch period definitions

Invoke the 'Exchange List Maintenance Summary' screen by typing 'UTSASSSD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



3.24.4.1 Retrieving Exchange List in Summary Screen

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

- Invoke the Exchange List Maintenance Summary screen and specify the following:
  - The status of the exchange list in the Authorized field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the record in the Record Status field. If you choose the “Blank Space” option, then all the records are retrieved.
  - From Share Class ID
- After you have specified the required details, click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve an individual record from the Detail screen by doing query in the following manner:-

- Press F7.
- Input any parameter in the screen
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

For Example:

You can search the record for From Share Class ID by using the combination of % and alphanumeric value as follows:-

- ***Search by A%:*** The system will fetch all the records whose Share Class ID starts from Alphabet ‘A’. For example, AA.
- ***Search by %7:*** The system will fetch all the records whose Share Class ID Type ends by numeric value’ 7’. For example, S7.
- ***Search by %17%***: The system will fetch all the records whose Share Class ID contains the numeric value 17. For example, 17.

3.24.4.2 Editing Exchange List

You can modify the exchange list that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

- Invoke the Exchange List Summary screen from the Browser.

- Select the status of the records that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify the From Share Class Type ID (optional) in the corresponding field.
- Click 'Search' button. All unauthorized exchange lists with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The Exchange List Maintenance screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Exchange List Maintenance screen is closed and the changes made are reflected in the Exchange List Summary screen.

3.24.4.3 Viewing Exchange List Record

To view an exchange list record that you have previously entered:

- Invoke the Exchange List Summary Screen from the Browser.
- Select the status of the exchange list records that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized / Authorized option.
- Specify the Share Class ID (optional) in the corresponding field.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view. The Exchange List Maintenance screen is opened in view mode.

3.24.4.4 Deleting Exchange List Record

You can delete only unauthorized exchange list records in the system. To delete an exchange list record:

- Invoke the Switch Privilege List Setup Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify Share Class Type ID (Optional) in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete. The Switch Privilege List Setup Maintenance Detail screen is displayed.
- Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

3.24.4.5 Authorizing Exchange Lists

An unauthorized exchange list setup must be authorized in the system for it to come into effect. To authorize:

- Invoke the Exchange List Summary screen from the Browser.
- Select the status of the records that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
- Specify the Share Class ID (optional) in the corresponding field on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Exchange List Maintenance screen is displayed. Select Authorize operation from Action.

When the checker authorizes an entity, details of validations, if any, that were overridden by the maker of the transaction during the Save operation, are displayed. If any of these overrides results in an error, the checker must reject the exchange list.

3.24.4.6 Amending Exchange Lists

After an exchange list setup is authorized, it can be modified using the Unlock operation from Action list. To make changes to an exchange list after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

- Invoke the Exchange List Summary screen from the Browser.
- Select the status of the record that you wish to retrieve for amendment. You can only amend records of entities that are authorized.
- Specify Share Class ID (optional) in the corresponding field on the screen.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to amend. The Exchange List Summary screen is displayed in Amendment mode.
- Click the Unlock operation from the Action list to amend the list.
- Amend the necessary information. Click the Save button to save the changes.

3.24.4.7 Authorizing Amended Exchange Lists

An amended exchange list must be authorized for the amendment to be made effective in the system. The process of authorization is subsequently the same as that for normal transactions.

3.24.4.8 Copying Attributes

If you want to create an exchange list having the same attributes of an existing setup, you can copy the attributes of an existing setup to a new setup.

To copy the attributes:

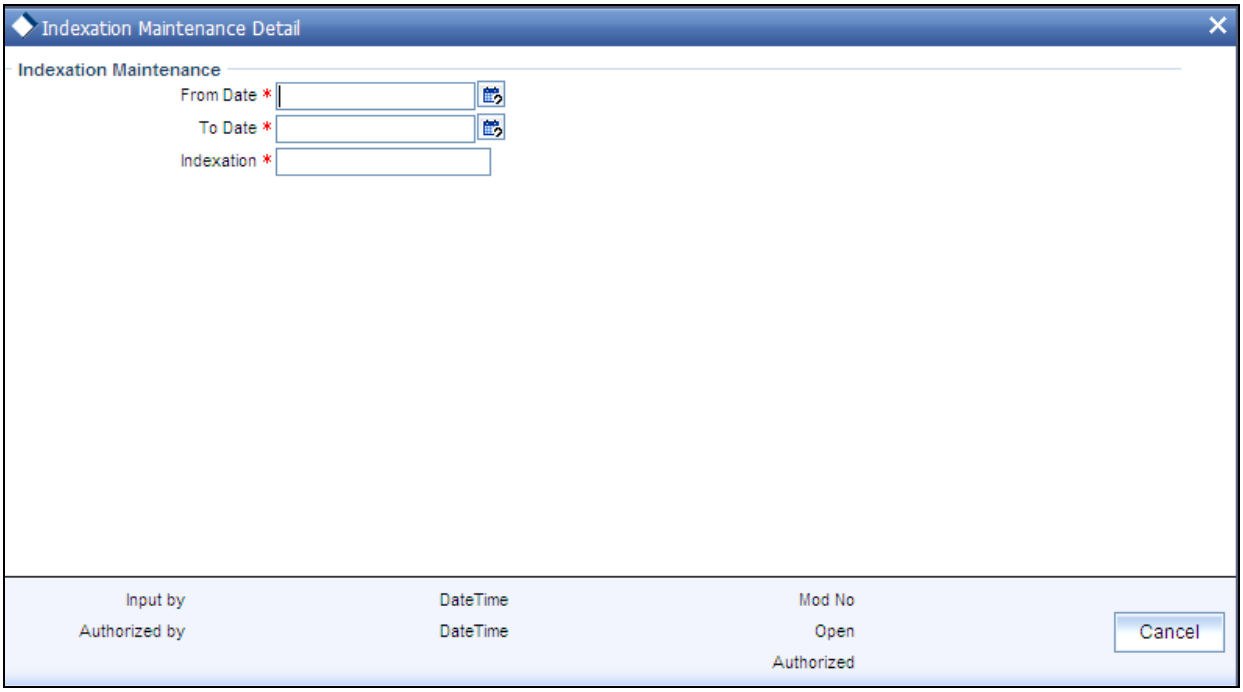
- Retrieve the exchange list whose attributes the new entity should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the ID for the new exchange list. You can however change the details of the exchange list if required.

3.25 Setting up Indexation Values

Investors may opt for indexation to be applicable for the computation of income or capital gains on earnings from investments, on which capital gains tax can be applied. You must maintain the indexation values to be applicable for specific periods, which can then be applied for the computation of capital gains income.

You maintain indexation values to be applicable within a specific period bounded by a 'from' and a 'to' date.

You can use the 'Indexation Maintenance Detail' screen to maintain indexation values. You can invoke this screen by typing 'UTDINDEX' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to maintain the indexation.



You must specify the indexation value to be applicable between two given dates. Any transactions allocated between those two dates, which result in application of capital gains tax with indexation, will use these values for the tax computation.

3.25.1 Fields in Indexation Maintenance Screen

From Date

Date Format; Mandatory

Specify the date on and following which the indexation value is to be applicable, for computation of capital gains income.

To Date

Date Format, Mandatory

Specify the date up to which the indexation value is applicable for computation of capital gains income.

Indexation

5 Characters Maximum; (with a maximum of two decimal places) Numeric; Mandatory

Specify the indexation value that is to be applicable between the 'from' and 'to' dates that you have specified. You cannot specify duplicate indexation values for a period, and for a given range, you can only specify one value.

3.25.2 Indexation Summary Screen

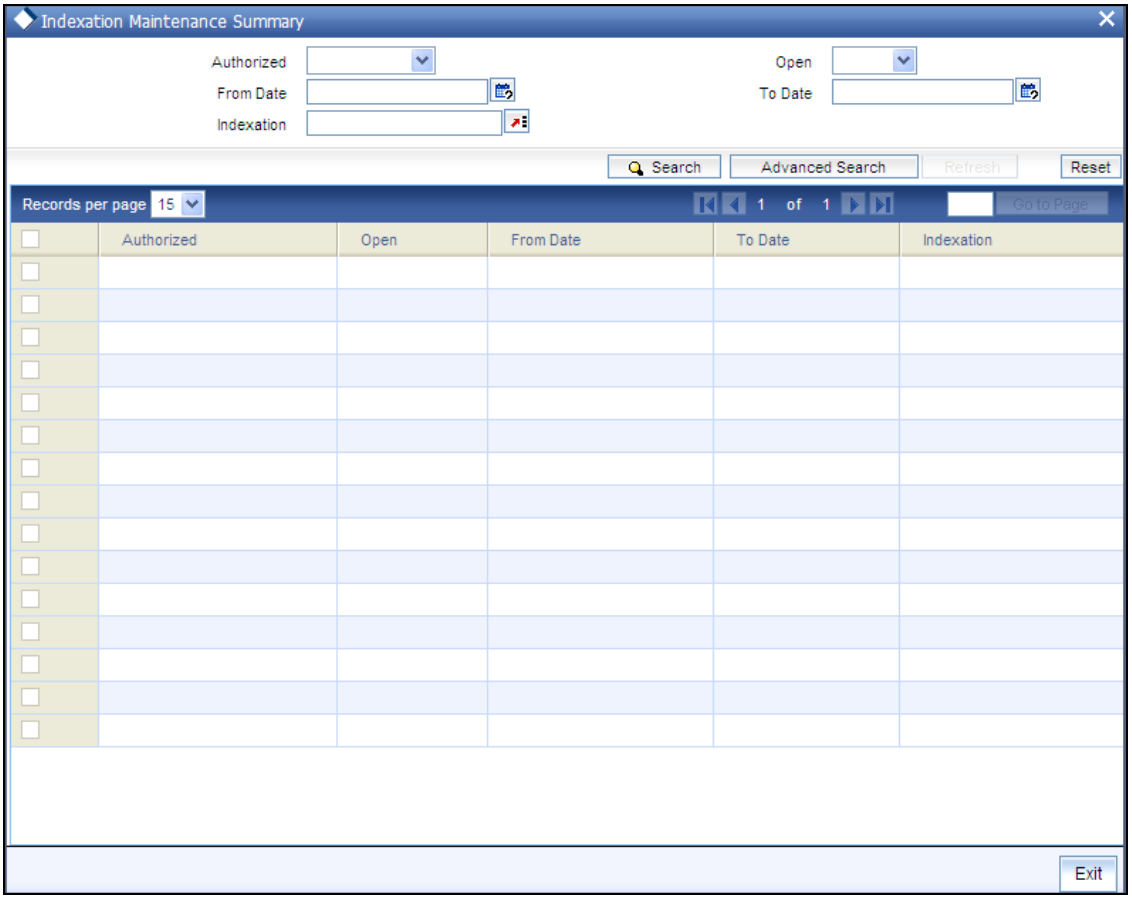
An indexation value you have specified for a given period must be authorized for it to be effective in the system. You can use the Indexation Summary screen to authorize the value.

You can also perform the following operations on an indexation value record in this screen:

- Edit unauthorized values
- View records
- Delete unauthorized values
- Amend authorized values. You can only amend the current indexation value record, and not any of the earlier records.

When you amend a value specified for a period, it will come into effect when another user authorizes the amendment.

You can invoke the 'Indexation Maintenance Summary' screen by typing 'UTSINDEX' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



3.25.2.1 Retrieving Indexation in Summary Screen

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

- Invoke the Exchange List Maintenance Summary screen and specify the following:
  - The status of the indexation record in the Authorized field. If you choose the "Blank Space" option, then all the records are retrieved.
  - The status of the record in the Open field. If you choose the "Blank Space" option, then all the records are retrieved.
  - From Date and To Date for which the indexation is maintained.
  - Specify the indexation value. The adjoining option list displays the valid indexation values maintained in the system. You can choose the appropriate one.
- After you have specified the required details, click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve an individual record from the Detail screen by doing query in the following manner:-

- Press F7.
- Input any parameter in the screen.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Indexations ID by using the combination of % and numeric value as follows:-

- ***Search by %7:*** The system will fetch all the records whose Indexation ID ends by numeric value' 7'. For example, 27.
- ***Search by %17%***: The system will fetch all the records whose Share Class ID contains the numeric value 17. For example, 17.

3.25.2.2 Editing Indexation

You can modify the indexation parameters that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

- Invoke the Indexation Summary screen from the Browser.
- Select the status of the records that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify the parameters based on which you want to search.
- Click 'Search' button. All unauthorized indexations with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The Indexation Maintenance screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Indexation Maintenance screen is closed and the changes made are reflected in the Indexation Summary screen.

3.25.2.3 Viewing Exchange List Record

To view an indexation list record that you have previously entered:

- Invoke the Indexation Summary Screen from the Browser.
- Select the status of the indexations that you want to retrieve for viewing in the Authorized field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized / Authorized option.
- Specify the other parameters based on which you want to retrieve the records (Optional).
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view. The Indexation Maintenance screen is displayed in view mode.

3.25.2.4 Authorizing Indexations

An unauthorized indexation must be authorized in the system for it to come into effect. To authorize:

- Invoke the Indexation Summary screen from the Browser.
- Select the status of the records that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
- Specify the parameters based on which you want to retrieve the records (Optional).
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Indexation Maintenance screen is displayed. Select Authorize operation from Action.

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

3.25.2.5 Amending Indexations

After an indexation is authorized, it can be modified using the Unlock operation from Action list. To make changes to an indexation after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

- Invoke the Indexation Summary screen from the Browser.
- Select the status of the record that you wish to retrieve for amendment. You can only amend records of entities that are authorized.
- Specify the date parameters based on which the system should retrieve the records.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to amend. The Indexation Summary screen is displayed in Amendment mode.
- Click the Unlock operation from the Action list to amend the list.

- Amend the necessary information. Click the Save button to save the changes.

3.25.2.6 Authorizing Amended Exchange Lists

An amended exchange list must be authorized for the amendment to be made effective in the system. The process of authorization is subsequently the same as that for normal transactions.

3.25.2.7 Copying Attributes

If you want to create an indexation having the same attributes of an existing indexation, you can copy the attributes of an existing indexation to a new indexation.

To copy the attributes:

- Retrieve the indexation whose attributes the new indexation should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the indexation number for the new indexation. You can however change the details if required.

3.25.3 Applying Indexation

When you have specified the indexation values for a period, you must also configure the system to apply indexation for the computation of capital gains tax for an investor, by taking the following steps:

- You must indicate the application of indexation for capital gains tax, in the unit holder's account profile.
- Set up a load for the application of capital gains tax, in the Load Maintenance.
- You must associate this load with the appropriate fund, in the Fund Load Setup, in the fund rules. You must set up the following attributes for this association:
  - The applicability of indexation for the load.
  - The slab basis (gross or net amount)
  - The basis of application (as 'capital gains indexation')

- The frequency of application (as 'post allocation')

*For more information on how the indexation value is applied in the computation of capital gains tax, refer the chapter **The Allocation Process** of FC-IS system.*

3.26 Maintaining Collection Centers and Payout Accounts

The agency branch maintains accounts in banks that serve as collection centers for receipt of payment for inflow transactions from unit holders. Also, it maintains payout accounts to which payment for outflow transactions would be directed, from where unit holders could cash their payment instruments. Maintenance of collection center accounts and payout accounts is necessary as the default local accounts would not be able to service all unit holders who subscribe to the funds of the AMC.

From each collection center bank and payout bank, the agency branch receives a list of zip codes serviced by the banks. The system uses the maintained accounts and the zip code information while printing payment instruments for outflow transactions or pay-in slips for inflow transactions, to direct them to collection or payout banks that service the unit holders' zip code.

For instance, if your AMC's local branch is in London, you would maintain a default collection center and payout account with a London-based bank. However, to service investors of your AMC in Dover, you would need to maintain a collection center and payout account with a bank based in Dover, on a correspondent basis.

For details on how the collection center account or the payout account is reckoned for a transaction, refer to the section 'Printing Checks and Pay-in Slips' in the Dividend Maintenance chapter of FC-IS system.

For each agency branch, in FLEXCUBE, you can maintain the appropriate collection center accounts as well as payout accounts to be used. You can assign a default collection center, and a default payout account. You can also maintain other collection center accounts and correspondent payout accounts, to service investors whose zip code is different from any codes serviced by the local default accounts.

3.26.1.1 Maintaining Collection Center Accounts

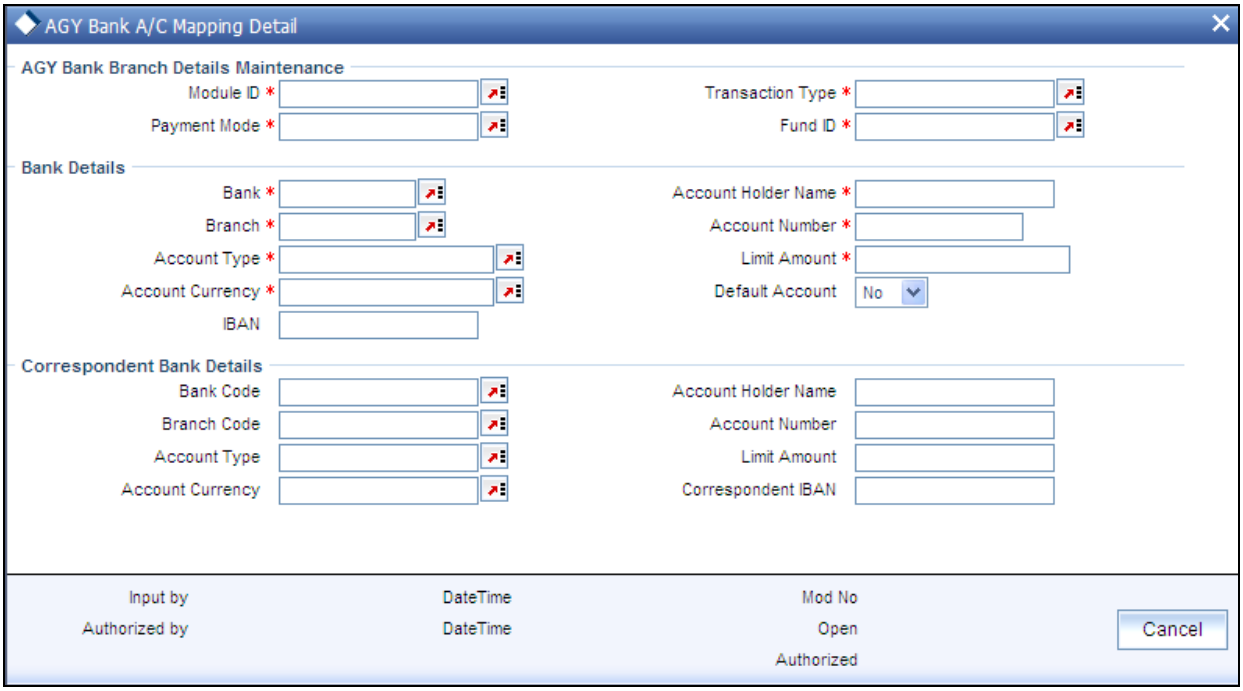
In the 'AGY Bank A/C Mapping Detail' screen, you can maintain collection center accounts for a combination of:

- Agency branch module ID.
- Inflow transaction type (either subscription or IPO).
- Payment mode or sub payment mode.
- Fund ID.

This would mean that you could maintain collection centers for each agency branch, to receive payments through any mode, from unit holders for subscriptions or IPO transactions into each fund.

Use the ‘AGY Bank A/C Mapping Detail’ screen to designate the collection centers and payout accounts. You can invoke this screen by typing ‘UTDAGYBN’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select ‘New’ from the Actions menu in the Application tool bar or click new icon to enter the details.



For each collection center account, you need to specify the following information in the ‘AGY Bank A/C Mapping Detail’ screen:

- The code of the bank and branch collection center
- The type of account maintained in the collection center bank or branch
- The currency of the account
- The number of the account and the owner of the account
- Whether the account is the default collection center account for the agency branch, transaction type, payment mode and fund ID combination.

You must maintain at least one default collection center account.

3.26.1.2 Maintaining Default and Correspondent Payout Accounts

In the AGY Bank A/C Mapping Details Maintenance screen, you can maintain payout accounts for a combination of:

- Agency branch module ID
- Outflow transaction type (either redemption, switch out or transfer)

- Payment mode
- Fund ID.

This would mean that you could maintain payout accounts for each agency branch, to direct payments to unit holders through any mode, for outflow transactions from each fund.

For each payout account, you need to specify the following information in the AGY Bank Branch Details screen:

- The code of the payout bank and branch
- The type of account maintained in the payout bank or branch
- The currency of the account
- The number of the account and the owner of the account
- The limit placed on the payment amount directed to the bank for a transaction. If this limit is exceeded, a demand draft payment would have to be made.
- Whether the account is the default payout account for the agency branch, transaction type, payment mode and fund ID combination. You must maintain at least one default payout account.
- The correspondent bank accounts to which payment would be directed, if the zip code of the unit holder receiving the payment is not serviced by the payout bank

To maintain correspondent bank details, click on the Details button. The Correspondent Bank Details Section screen is opened, where you can specify the details. You maintain the same details as for a payout account, with a limit amount.

3.26.2 Fields in AGY Bank A/C Mapping Details Screen

Module ID

Alphanumeric; Mandatory

Select the module (agency branch) for which you are designating the collection center or payout account in this screen.

Transaction Type

Alphanumeric; Mandatory

Select the type of outflow transaction for which you are designating the payout account, or the type of inflow transaction for which you are designating a collection center, in this screen.

Payment Mode

Alphanumeric; Mandatory

Specify the mode of payment for which the collection center is applicable, for the selected module and transaction type. For redemption transactions, the payment mode is not applicable.

Fund ID

Alphanumeric; Mandatory

Specify the fund for which the collection center or payout account is applicable, for the selected module, transaction type and payment mode.

3.26.2.1 Bank Details Section

Bank

9 Characters Maximum; Alphanumeric; Mandatory

Specify the code of the bank that is being designated as a collection center or a payout bank. The collection account or the payout account must reside in this bank.

Branch

9 Characters Maximum; Alphanumeric; Mandatory

Specify the code of the branch of the bank that is being designated as a collection center or a payout bank. The collection account or the payout account must reside in this branch of the selected bank.

Account Type

Alphanumeric; Mandatory

Specify the type of the collection or payout account.

Account Currency

Alphanumeric; Mandatory

Specify the currency of the collection or payout account.

Account Number

Alphanumeric; Mandatory

Specify the number of the collection or payout account.

Account Holder Name

Alphanumeric; Mandatory

Specify the name of the owner of the collection or payout account.

Limit Amount

Numeric; Mandatory

Specify the value of the limit placed on payouts to the payout account. If the value of the payment exceeds this value, a demand draft payment must be made. For payments below this value, check payments may be made.

Default Account

Optional

You can use this field to indicate whether the specified account is deemed to be the default collection or payout account for the selected module, transaction type, payment mode and fund combination. Select this box to indicate that it is the default account, or leave it unselected to indicate that it is one of the other accounts.

IBAN

36 Characters Only; Alphanumeric; Optional

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

3.26.2.2 Correspondent Bank Details Section

Bank Code

9 Characters Maximum; Alphanumeric; Mandatory

Specify the code of the bank that is being designated as a correspondent bank for the collection center or a payout bank. The correspondent collection account or the payout account must reside in this bank.

Branch Code

9 Characters Maximum; Alphanumeric; Mandatory

Specify the code of the branch of the bank that is being designated as a correspondent bank for collection center or a payout bank. The correspondent collection account or the payout account must reside in this branch of the selected bank.

Account Type

Alphanumeric; Mandatory

Specify the type of the correspondent collection or payout account.

Account Currency

Alphanumeric; Mandatory

Specify the currency of the correspondent collection or payout account.

Account Number

Alphanumeric; Mandatory

Specify the number of the correspondent collection or payout account.

Account Holder Name

Alphanumeric; Mandatory

Specify the name of the owner of the correspondent collection or payout account.

Limit Amount

Numeric; Mandatory

Specify the value of the limit placed on payouts to the correspondent payout account. If the value of the payment exceeds this value, a demand draft payment must be made. For payments below this value, check payments may be made.

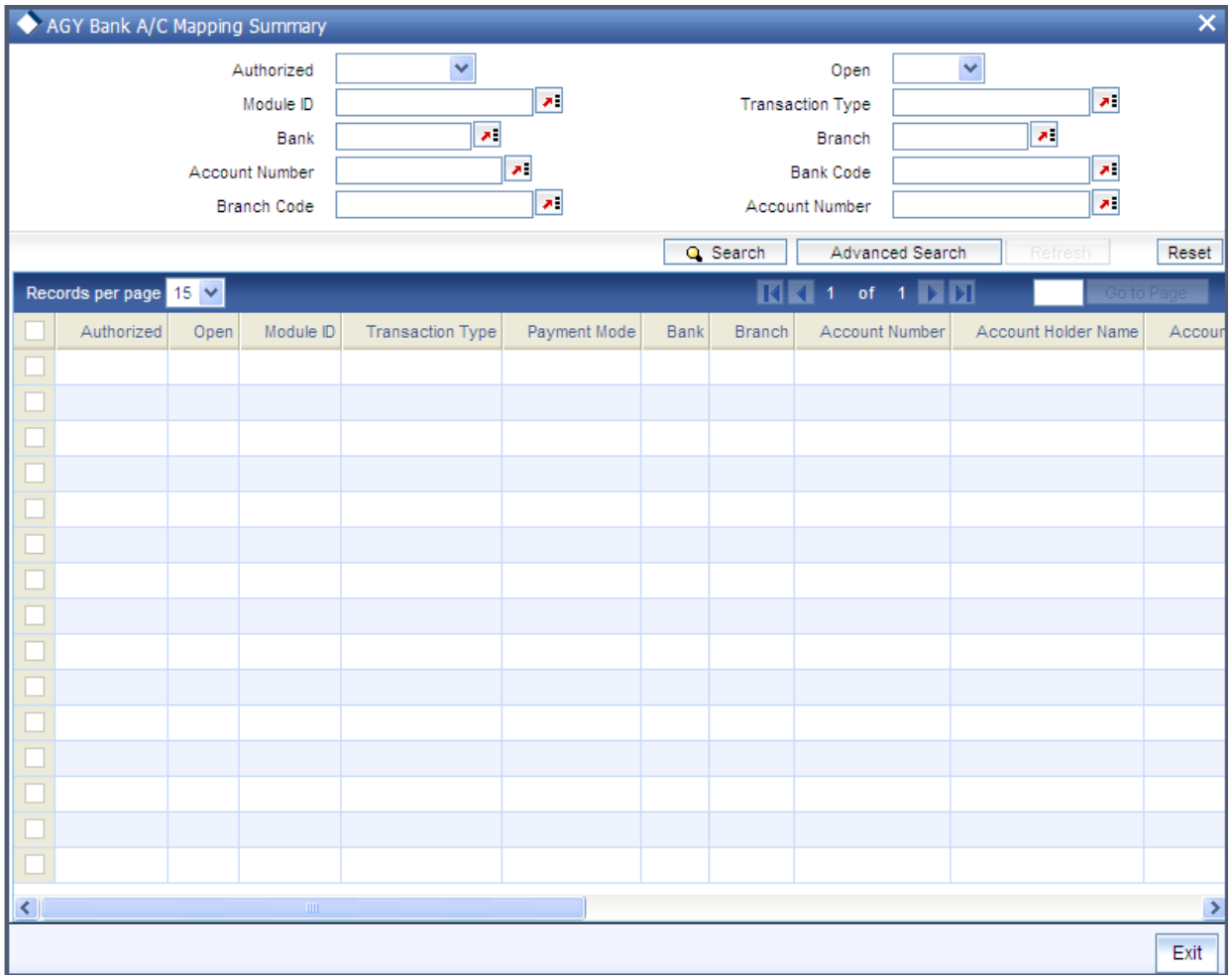
Correspondent IBAN

36 Characters Only; Alphanumeric; Optional

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

3.26.3 AGY Bank A/C Mapping Summary Details Screen

You can invoke the 'AGY Bank A/C Mapping Summary' screen by typing 'UTSAGYBN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can perform the following operations from this screen:

- Retrieving an AGY Bank Branch Record
- Editing an AGY Bank Branch Record
- Viewing an AGY Bank Branch Record
- Deleting an AGY Bank Branch Record
- Authorizing an AGY Bank Branch Record
- Amending an AGY Bank Branch Record
- Authorizing an amended AGY Bank Branch Record
- Copying the Attributes

3.26.3.1 Retrieving an AGY Bank Branch Record

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

- Invoke the AGY Bank A/C Mapping Summary screen
- The status of the record in the Authorized field. If you choose the ‘Blank Space’ option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the ‘Blank Space’ option, then all records are retrieved
- Module ID
- Bank
- Branch
- Branch Code
- Bank Code
- Account Number
- Transaction Type

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

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

- Press F7
- Input the Module ID, Bank, Branch, Account Number,
- Press F8

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

3.26.3.2 Editing an AGY Bank Branch Record

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

1. Invoke the AGY Bank A/C Mapping Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option.

3. Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.

4. Click 'Search'. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you want to modify in the list of displayed records. The AGY Bank A/C Mapping Detail screen is displayed.

6. Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

7. Click Save to save your changes. The AGY Bank A/C Mapping Detail screen is closed and the changes made are reflected in the AGY Bank A/C Mapping Summary screen.

3.26.3.3 Viewing an AGY Bank Branch Record

To view a record that you have previously input, you must retrieve the same in the AGY Bank A/C Mapping Summary screen as follows:

1. Invoke the AGY Bank A/C Mapping Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.

3. Specify any or all of the details of the record in the corresponding fields on the screen.

4. Click 'Search'. All records with the specified fields are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you want to view in the list of displayed records. The AGY Bank A/C Mapping Detail screen is displayed in View mode.

3.26.3.4 Deleting an AGY Bank Branch Record

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

1. Invoke the AGY Bank A/C Mapping Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for deletion.

3. Specify any or all of the details in the corresponding fields on the screen.

4. Click 'Search'. All records with the specified fields are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you want to delete in the list of displayed records. The AGY Bank A/C Mapping Detail screen is displayed.

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

3.26.3.5 Authorizing an AGY Bank Branch Record

An unauthorized AGY Bank A/C Mapping record must be authorized in the system for it to be processed. To authorize a record:

1. Invoke the AGY Bank A/C Mapping Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.

3. Specify any or all of the details in the corresponding fields on the screen.

4. Click 'Search'. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you wish to authorize. The AGY Bank A/C Mapping Detail screen is displayed. Select Authorize operation from the Action List.

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

3.26.3.6 Amending an AGY Bank Branch Record

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

1. Invoke the AGY Bank A/C Mapping Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.

3. Specify any or all of the details in the corresponding fields on the screen.

4. Click 'Search'. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you wish to authorize. The AGY Bank A/C Mapping Detail screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.

6. Amend the necessary information and click on Save to save the changes.

3.26.3.7 Authorizing an amended AGY Bank Branch Record

An amended AGY Bank A/C Mapping record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

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

3.26.3.8 Copying the Attributes

If you want to create an AGY Bank A/C Mapping record having the same attributes of an existing AGY Bank A/C Mapping record, you can copy the attributes of an existing AGY Bank A/C Mapping record to a AGY Bank A/C Mapping record.

To copy the attributes:

1. Retrieve the AGY Bank A/C Mapping record whose attributes the new AGY Bank A/C Mapping record should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation which is explained in the previous sections of this chapter.

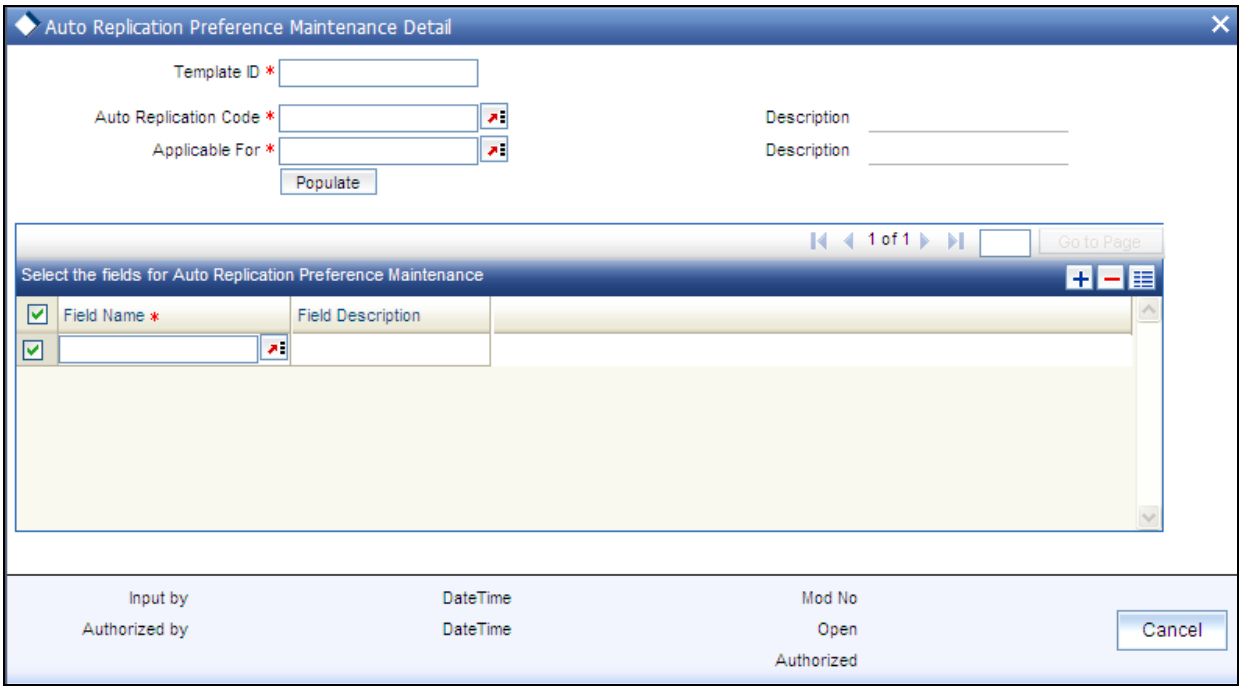
2. Click on ‘Copy’ in the Actions list.

3.27 Replicating Changes Made

Modifications made to a unit holder account under a CIF, through an Information Change operation, might require to be replicated to all unit holder accounts under the CIF. Oracle FLEXCUBE Investor Servicing provides the facility of configuring the system so that automatic replication could be achieved.

You can maintain a template that contains the fields in the Unit Holder New Account Maintenance, for which you require replication of any modifications that are made through an Information Change. The templates can be maintained at two levels – CIF level and Identification Type level.

To maintain the templates, use the 'Auto Replication Preference Maintenance Detail' screen. You can invoke this screen by typing 'UTDAUTRE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



In this screen, you must maintain the following details to maintain the template:

- A unique ID for the template.
- The level at which the automatic replication of changes made through Information Change is required – either CIF level or Identification Type level.

3.27.1 Fields in Auto Replication Preference Maintenance

Template ID

Alphanumeric; 6 Characters Maximum, Mandatory

Specify a unique identification for the automatic replication template being maintained.

Auto Replication Code

This field indicates the type of entity for which the automatic replication template preferences are being maintained. The entity types for which the automatic replication feature is available are pre-configured for your installation. The Unit Holder Information Change and Broker Info Change options are displayed in this field and cannot be changed. The appropriate description is displayed in the Description field.

Applicable For

Alphanumeric; Mandatory

Specify the level at which the automatic replication of changes made through Information Change is required – either CIF level or Identification Type level. Depending upon your choice, CIF-relevant fields or Identification Type fields are available for selection for automatic replication.

If you select auto replication code as 'BROKERINFOCHANGE' and applicable for option as B-Broker and click on Populate button, the system displays the list of all available fields for creating a template.

Field Name and Field Description

Select the fields in the Unit Holder New Account maintenance, changes to which are to be replicated to all accounts under a CIF. You can choose either CIF-relevant fields, or fields pertaining to Identification Type, depending on the level at which the automatic replication is required, which you have selected in the Applicable For field.

The list of fields for which the automatic replication feature is available is pre-configured for your installation.

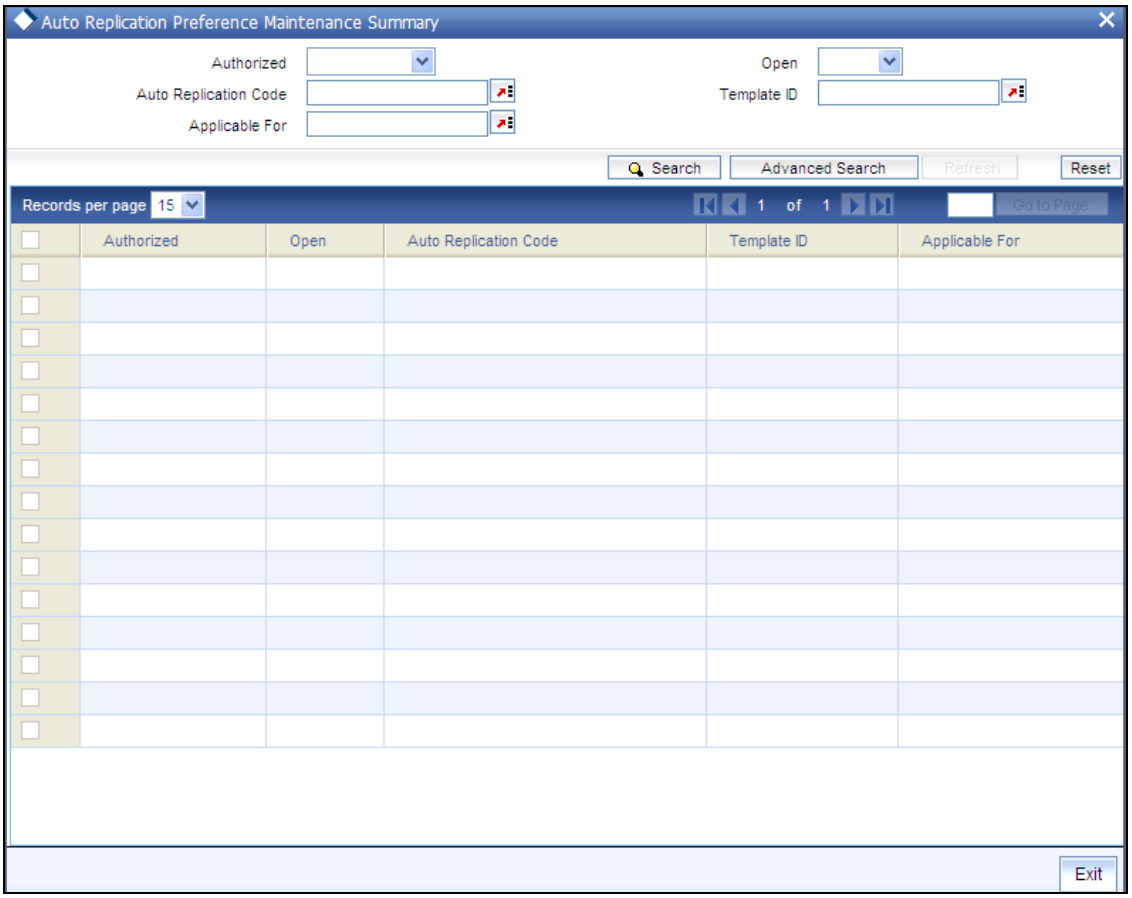
3.27.2 Operations on Auto Replication Template

You can perform the following operations on a template for automatic replication:

- Edit the fields defined for the template, before authorization
- Delete the template before authorization
- View the template
- Have another user authorize the template
- Amend the template after authorization

During edit or amend operations, the template ID cannot be changed. Only the fields tagged to the template, are allowed to be changed.

To perform any of these operations, use the 'Auto Replication Preference Maintenance Summary' screen. You can invoke this screen by typing 'UTSAUTRE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



3.27.2.1 Retrieving Template

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

- Specify any or all of the following details in the Auto Replication Preference Summary screen:
  - The status of the record in the Authorized field. If you choose the "Blank Space" option, then all the records that involve the specified unit holder are retrieved.
  - The status of the Template record in the open field. If you choose the "Blank Space" option, then all the records are retrieved.
  - The Template ID
  - The Auto Replication Code
  - Applicable For
- Click 'Search' button to view the records. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual Template ID details from the Detail screen by doing a query in the following manner:

- Press F7.
- Input any parameter in the screen.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Template ID by using the combination of % and alphanumeric value as follows:-

- ***Search by T%:*** The system will fetch all the records whose Template ID starts from Alphabet 'A'. For example, TMPL.
- ***Search by %7***: The system will fetch all the records whose Template ID ends by numeric value' 7'. For example, TMP7.
- ***Search by %17%***: The system will fetch all the records whose Template ID contains the numeric value 17. For example, TMP17.

3.27.2.2 Editing Template Parameters

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

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

3.27.2.3 Viewing Auto Replication Record

To view a record that you have previously entered, you must retrieve the same in the Auto Replication Preference Summary screen, as follows:

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

3.27.2.4 Deleting Auto Replication Preference

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

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

3.27.2.5 Authorizing Auto Replication Preference

An unauthorized auto replication preference must be authorized in the system for it to be processed. To authorize a record:

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

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

3.27.2.6 Amending Auto Replication Preference

After an auto replication preference is authorized, it can be modified using the Unlock operation from Action list. To make changes to an auto replication preference record after authorization:

- Invoke the Auto Replication Preference Summary screen from the Browser.
- Select the status of the record that you wish to retrieve for amendment. You can only amend only authorized records.
- Specify any or all of the details of the Income Distribution Setup in the screen.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to amend. The Auto Replication Preference Maintenance screen is displayed in Amendment mode. Click the Unlock operation from the Action list to amend the record.
- Amend the necessary information. Click the Save button to save the changes.

3.27.2.7 Authorizing Amended Auto Replication Preferences

An amended auto replication preference record must be authorized for the amendment to be made effective in the system. The authorization of amended records can only be done from Fund Manager Module and Agency branch Module. The process of authorization is subsequently the same as that for normal transactions.

3.27.2.8 Copying Attributes

If you want to create a new auto replication preference having the same attributes of an existing preference, you can copy the attributes of an existing preference to a new preference.

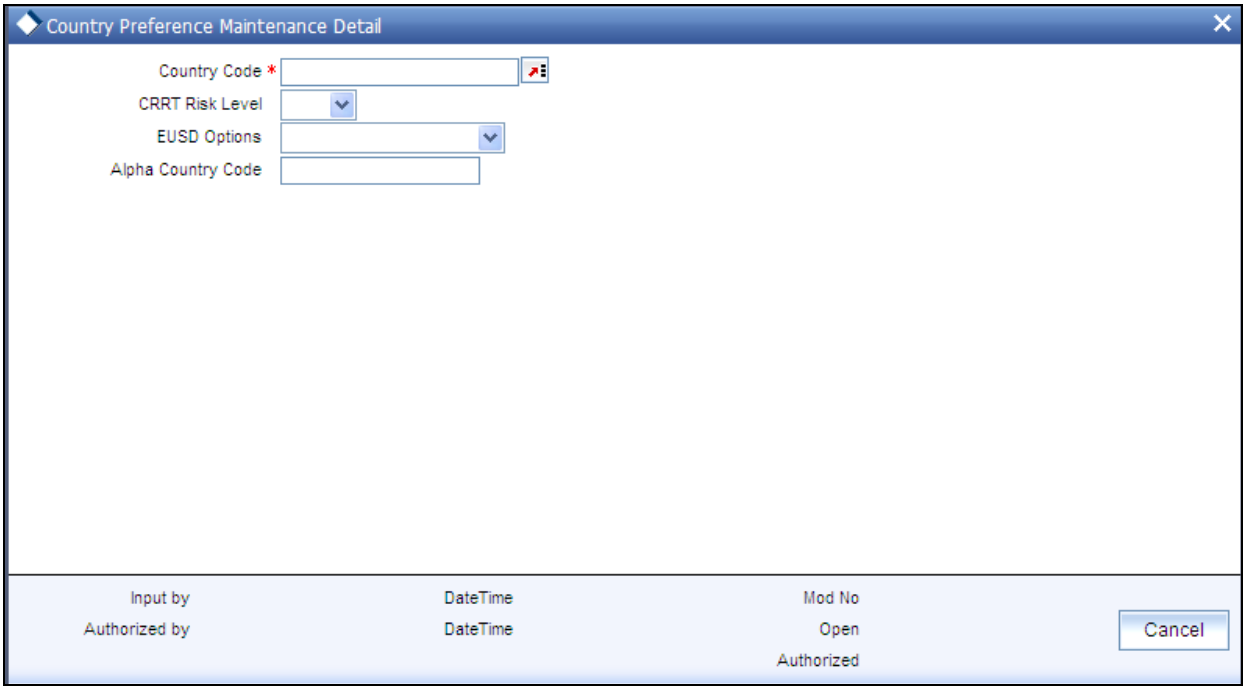
To copy the attributes:

- Retrieve the record whose attributes the new preference should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' from the Action list.
- Indicate the Template ID for the auto replication preference Setup. You can however change the details of the new setup if required.

3.28 Maintaining Preferences for Country

Oracle FLEXCUBE Investor Servicing provides the facility to associate certain attributes for countries maintained in the system. You can define the reputation risk of a country, the EUSD option associated with it and assign alpha codes in the Country Preference Maintenance screen. You can invoke the 'Country Preference Maintenance Detail' screen by typing 'UTDCONPF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The following screen is invoked:



3.28.1 Checks

Before you associate any attribute with a country, it is desirable to ensure that the following information is already setup in the system:

- The countries that must be associated with EUSD options must be set up in the system in the Country Maintenance.

3.28.2 Fields in Country Preference Maintenance Screen

Country Code

Alphanumeric, Mandatory

Select the country for which you wish to define preferences.

CRRT Risk Level

Optional

Specify the CRRT i.e. the Country Reputation Risk Table associated with the country. The reputation risk level may either be 'High' or 'Low'. High implies that it is a high risk country while Low indicates cautionary risk country.

While creating a unit holder, if the unit holder domicile country is listed in the CRRT list, then system throws up an error depending on the country risk level.

EUSD Options

Optional

You need to associate a EUSD (European Union Savings Directive) option with each country. Based upon unit holder's country of domicile, the corresponding EUSD option of that country will get defaulted during unit holder creation.

Alpha Country Code

Maximum 2 characters - Alphanumeric, Optional

You can assign a two character alpha code for the country.

After you have defined the preferences of a country, you must have another user authorize it so that it would be effective in the system.

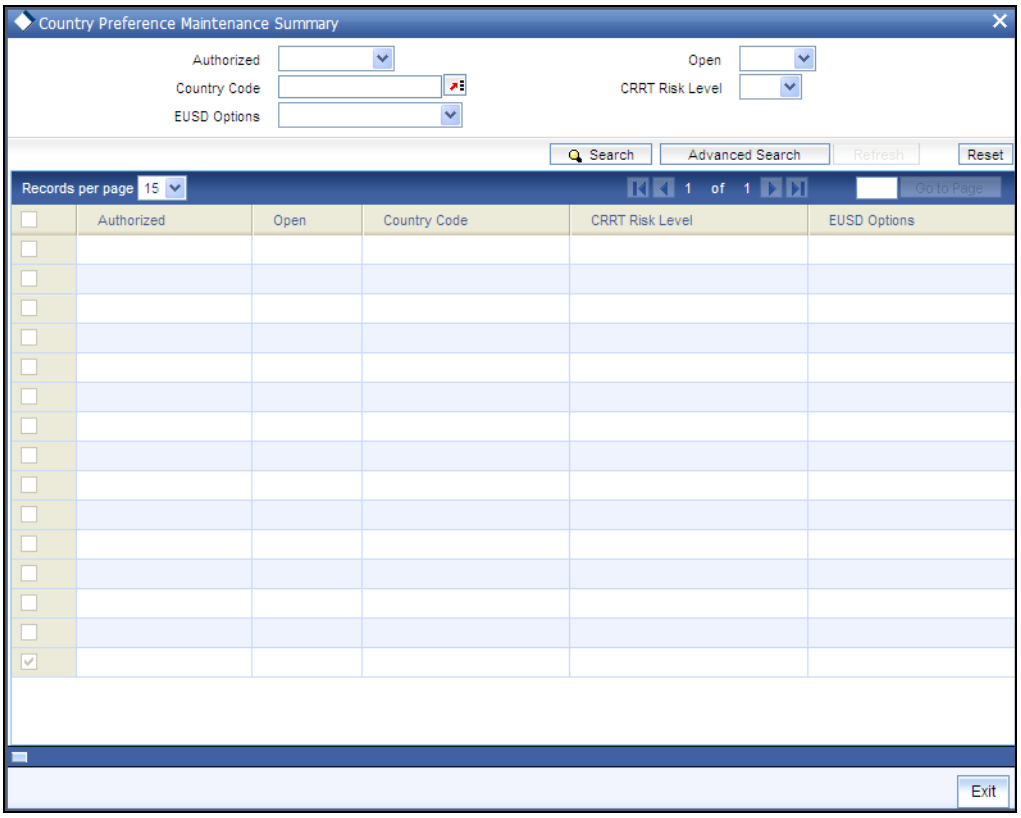
Before the record is authorized, you can edit it as many times as necessary. You can also delete it before it is authorized.

After authorization, you can only make changes to the record through an amendment.

3.28.2.1 Country Preference Maintenance Summary Screen

After you have set up the country preferences, you must have another user authorize it so that it would be effective in the system. Country preferences for an unauthorized record will not be used in the system

You can invoke the 'Country Preference Maintenance Summary' screen by typing 'UTSCONPF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can perform the following operations from this screen:

- Retrieving Country Preference Details
- Editing Country Preference Details
- Viewing Country Preference Details
- Deleting Country Preference Details
- Authorizing Country Preference Details
- Amending Country Preference Details
- Authorizing Country Preference Details
- Copying the Attributes

3.28.2.2 Retrieving Country Preference Details

To retrieve a previously entered currency record:

- 1. Invoke the Country Preference Maintenance Summary screen and specify the following:
  - The authorization status of the currency record in the Authorization Status field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the currency records in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The Country Code
  - EUSD Options
  - CRRT Risk Level
- 2. After you have specified the required details, click 'Search'. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve an individual Country Preference Maintenance from the Detail screen by doing query in the following manner:

- 1. Press F7.
- 2. Input the Country Code.
- 3. Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for country code by using the combination of % and alphanumeric value.

Search by Z% :- System will fetch all the records whose country code starts from Alphabet ‘Z’.

3.28.2.3 Editing Country Preference Details

You can modify the details of a country preference that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Invoke the Country Preference Maintenance Summary screen from the Browser.

2. Select the authorization status of the currency records that you want to retrieve for modification in the Authorized field. You can only modify records of currencies that are unauthorized. Accordingly, choose the unauthorized option from the drop down list.

3. Specify any or all of the search parameters of the currency for retrieving the records.

4. Click 'Search'. All unauthorized currencies with the specified details are retrieved and displayed in the lower portion of the screen.

5. Double click the currency that you want to modify. The Country Preference Maintenance Detail screen is displayed.

6. Select Unlock Operation from Action list to modify the record. Modify the necessary information.

7. Click Save to save the changes. The Country Preference Maintenance screen is closed and the changes made are reflected in the Country Preference Maintenance Summary screen.

3.28.2.4 Viewing Country Preference Details

To view the currency details that you have previously entered:

1. Invoke the Country Preference Maintenance Summary Screen from the Browser.

2. Select the authorization status of the currency records that you want to retrieve for viewing in the Authorized field. You can also view all currencies that are either unauthorized or authorized only, by choosing the Unauthorized / Authorized option.

3. Specify any or all of the search parameters.

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

5. Double click the record that you want to view. The Country Preference Maintenance screen Detail is displayed in view mode.

3.28.2.5 Deleting Country Preference Details

You can delete only unauthorized records in the system. To delete a country preference record:

1. Invoke the Country Preference Maintenance Summary screen from the Browser.

2. Select the status of the currency record that you want to retrieve for deletion.

3. Specify any or all of the search parameters of the currency record in the corresponding fields on the screen.

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

5. Double click the currency record that you want to delete. The Country Preference Maintenance Detail screen is displayed.

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

3.28.2.6 Authorizing Country Preference Details

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

1. Invoke the Country Preference Maintenance Summary screen from the Browser.

2. Select the status of the currency record that you want to retrieve for authorization. Typically, choose the unauthorized option from the drop down list.

3. Specify any or all of the search parameters of the currency in the corresponding fields on the screen.

4. Click 'Search'. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

5. Double click the currency that you wish to authorize. The Country Preference Maintenance screen displayed. Select Authorize operation from Action.

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

3.28.2.7 Amending Country Preference Details

After a country preference is authorized, it can be modified using the Unlock operation from Action list. To make changes to a currency after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

1. Invoke the Country Preference Maintenance Summary screen from the Browser.

2. Select the status of the currency record that you wish to retrieve for amendment. You can only amend records of currencies that are authorized.

3. Specify any or all of the search parameters of the currency in the corresponding fields on the screen.

4. Click 'Search'. All currency records with the specified details are retrieved and displayed in the lower portion of the screen.

5. Double click the currency that you want to amend. The Country Preference Maintenance screen is displayed in Amendment mode.

6. Click the Unlock operation from the Action list to amend the currency.

7. Amend the necessary information. Click the Save button to save the changes.

3.28.2.8 Authorizing Country Preference Details

An amended country preference record must be authorized for the amendment to be made effective in the system. The process of authorization is the same as the process of normal authorization.

3.28.2.9 Copying the attributes

If you want to create a new country preference record having the same attributes of an existing country preference record, you can copy the attributes of an existing country preference record to a new country preference record.

To copy the attributes:

1. Retrieve the country preference record whose attributes the new preference should inherit. You can retrieve the country preference record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.

3.29 Multiple Languages Maintenance

FCIS provides the facility to maintain multiple languages in the system. You may select different languages at the time of installation. However, you may select additional languages at a later stage. Existing Information entered in the default language gets copied to all the languages selected.

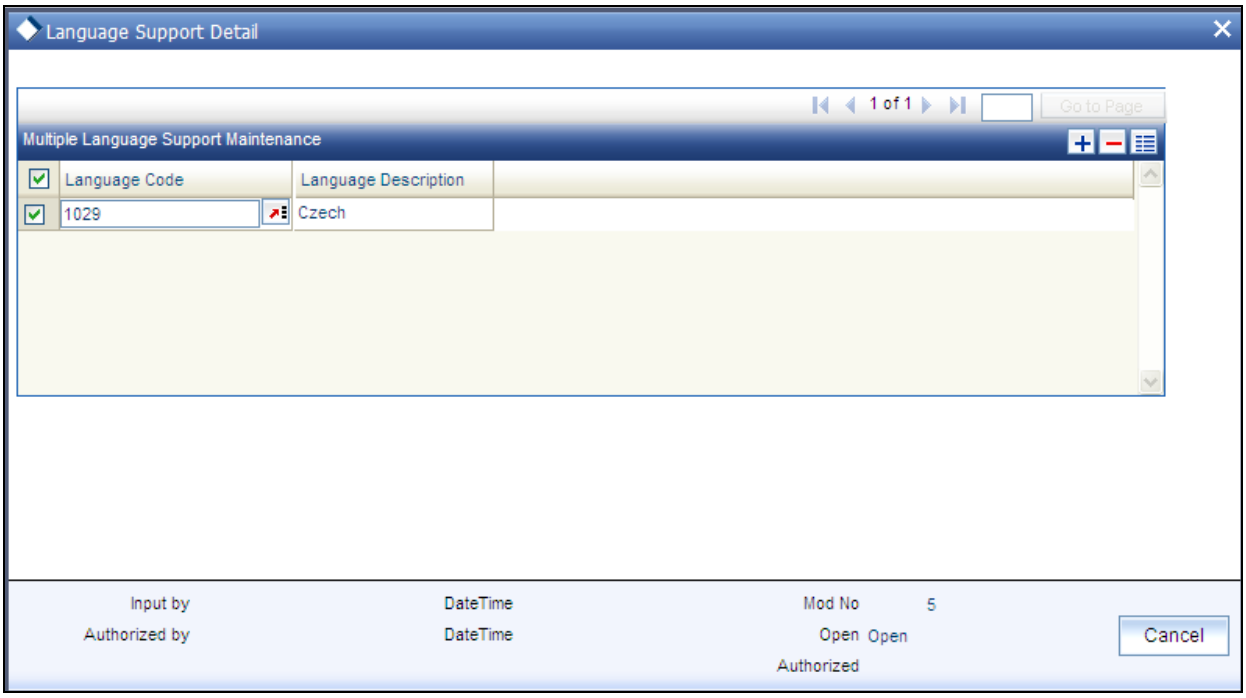
The ‘Multiple Language Support Maintenance’ screen allows you to select languages in which information is stored in the system apart from the default English language.

A list of factory shipped languages is provided. You may select the language codes that the system should support. You can capture information such as the currency name, fund name, etc. in the languages chosen in this screen.

The Multiple Language Support Maintenance screen can be used for the following operations on multiple languages:

- Retrieval for viewing
- Selecting additional language codes
- Editing an unauthorized language selection
- Authorizing language codes selected
- Amending authorized language selections

You can invoke the ‘Language Support Detail’ screen by typing ‘UTDLNGSU’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The following screen is invoked.



Specify the following language support details:

Language Code

Specify the code of the language. The adjoining option list displays valid language codes maintained in the system. You can select the appropriate one.

Language Description

Display

Upon selection of the language code, the system displays the description of the specified language code.

3.30 KYC/ AML Maintenance

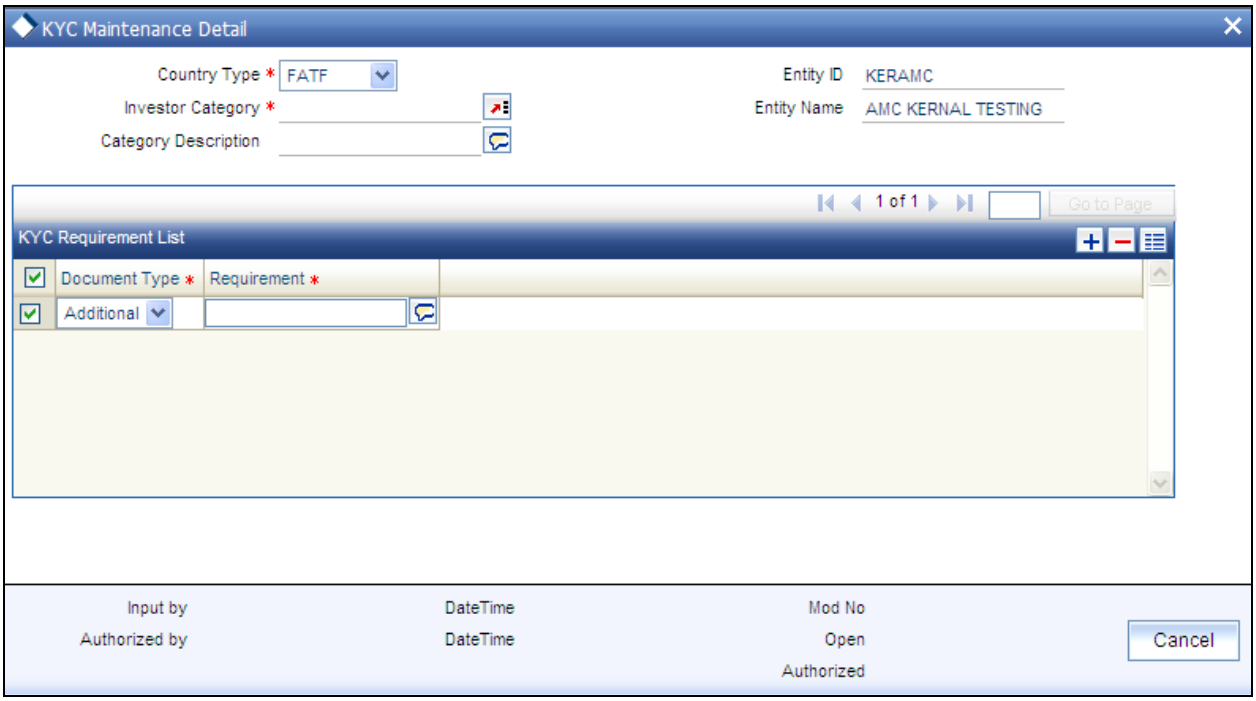
For each jurisdiction (segment), you need to maintain standard and additional lists of documents to be collected from the investor. You may capture transactions; however system does not allow you to complete a transaction unless all the KYC requirements for that unit holder are met.

The lists of such documents vary based on the following parameters:

- Investor Entity Type (Trust, Individual, Fund, etc)
- Origin of funds: the investor's bank account is in a FATF or Non FATF Country

Use the 'KYC Maintenance Detail' screen to maintain the standard and additional lists of documents. You can invoke this screen by typing 'UTDKYCMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the KYC details.

The following screen is invoked:



The ID of the entity assigned to the agent and its corresponding description are shown when you invoke the screen.

3.30.1 Fields in KYC Maintenance Screen

3.30.1.1 KYC Options Section

You need to set up the following parameters:

Country Type

Alphanumeric, Mandatory

In FC-IS, countries are categorized into two types; FATF (Financial Action Task Force) and Non – FATF. FATF is an inter-governmental body for developing and promoting policies to combat money laundering.

Select FATF if you wish to maintain list of required KYC documents for investor account residing in a FATF country. Else, select Non - FATF.

Investor Category

Alphanumeric, Mandatory

Select the category of investor for whom the list of required KYC documents is to be set up, from the drop-down list.

Entity ID

Display Only

The system defaults the Entity ID linked to the selected country type.

Entity Name

Display Only

The system defaults the corresponding name of the defaulted entity here.

3.30.1.2 KYC Requirement List Section

Document Type

Alphanumeric, Mandatory

You can either classify documents as Standard or as Additional. Documents marked as Standard will be marked as ‘Requested’ at the time of unit holder creation by default.

Requirement

Select this option to mark the selected document for deletion.

3.30.2 Operations on KYC/AML Documents

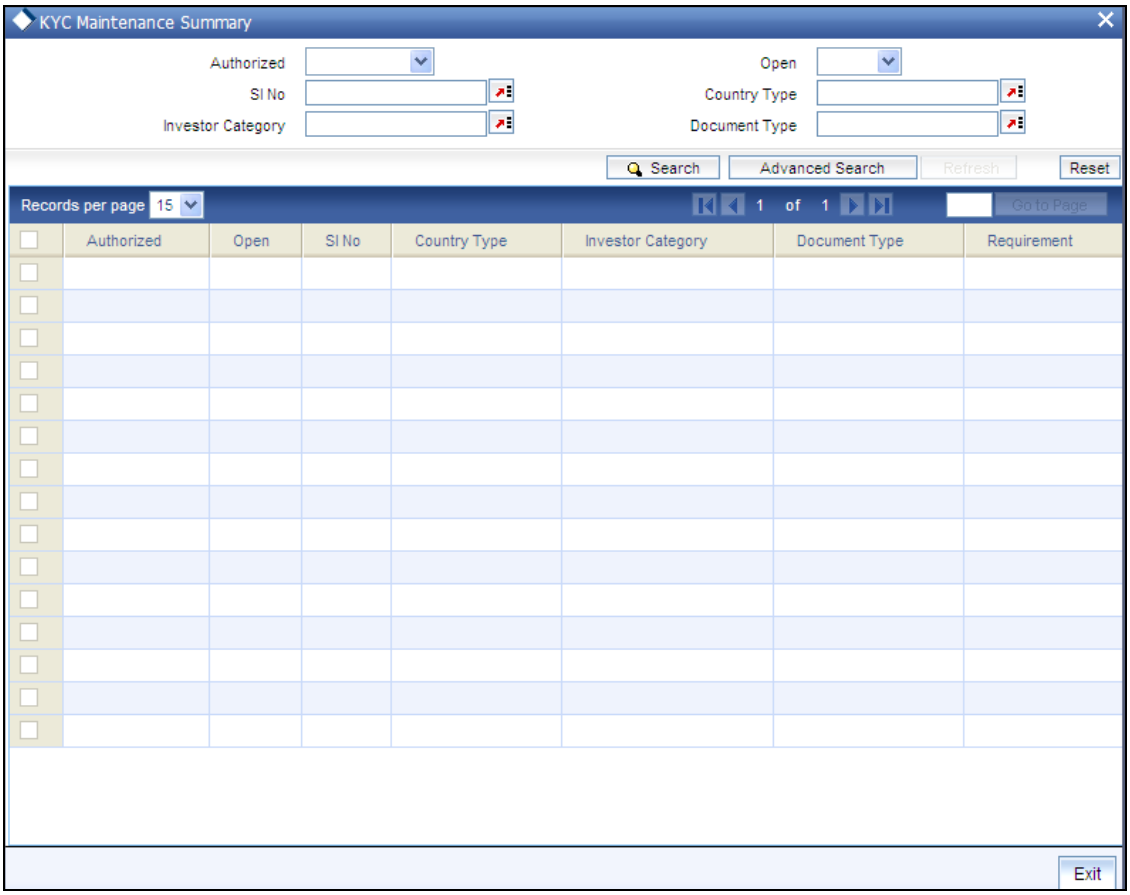
After you have maintained lists of required KYC documents in the system, you can perform any of the following operations before the record is authorized:

- Edit the specified documents in the record.
- Delete the record.

After authorization, you can make changes to the record through an amendment operation.

The KYC Find Options screen helps you locate and retrieve the KYC list that you want to edit, view, delete, authorize or amend, from the database. You can invoke the 'KYC Maintenance Summary' screen by typing 'UTSKYCMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The following screen is invoked:



3.30.2.1 Retrieving KYC List

The KYC Documents feature is available only if your installation has specifically requested for it.

To perform any operation on a KYC record, you must first retrieve the record from the database in the Summary screen.

- Specify any or all of the following details in the KYC Maintenance Summary screen:
  - The status of the record in the Authorized field. If you choose the “Blank Space” option, then all the records that involve are retrieved.
  - The status of the KYC records in the open field. If you choose the “Blank Space” option, then all the records are retrieved.
  - Country Type
  - Investor Category
  - Document Type
- Click ‘Search’ button to view the records. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual KYC record from the Detail screen by doing a query in the following manner:

- Press F7.
- Input any parameter in the screen.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Investor Category by using the combination of % and alphanumeric value that is, Search by N%: The system will fetch all the records whose Investor Category starts with the alphabet ‘N’. Ex: NR.

3.30.2.2 Editing KYC Parameters

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

- Invoke the KYC Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option.
- Specify any or all of the search parameters in the corresponding fields to retrieve the record that is to be modified.
- Click ‘Search’ button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The KYC Maintenance Detail screen is displayed.

- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save your changes. The KYC Maintenance Detail screen is closed and the changes made are reflected in the KYC Maintenance Summary screen.

3.30.2.3 Viewing KYC Details

To view the KYC details, that you have previously entered:

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

3.30.2.4 Deleting KYC Details

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

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

3.30.2.5 Authorizing KYC Details

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

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

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

3.30.2.6 Amending KYC Details

After the KYC details are authorized, it can be modified using the Unlock operation from Action list. To make changes to the KYC details after authorization:

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

3.30.2.7 Authorizing Amended KYC Details

An amended KYC record must be authorized for the amendment to be made effective in the system. The authorization of amended records can only be done from Fund Manager Module and Agency branch Module.

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

3.30.2.8 Copying Attributes

If you want to create a new KYC record having the same attributes of an existing record, you can copy the attributes of an existing KYC record to a new KYC record.

To copy the attributes:

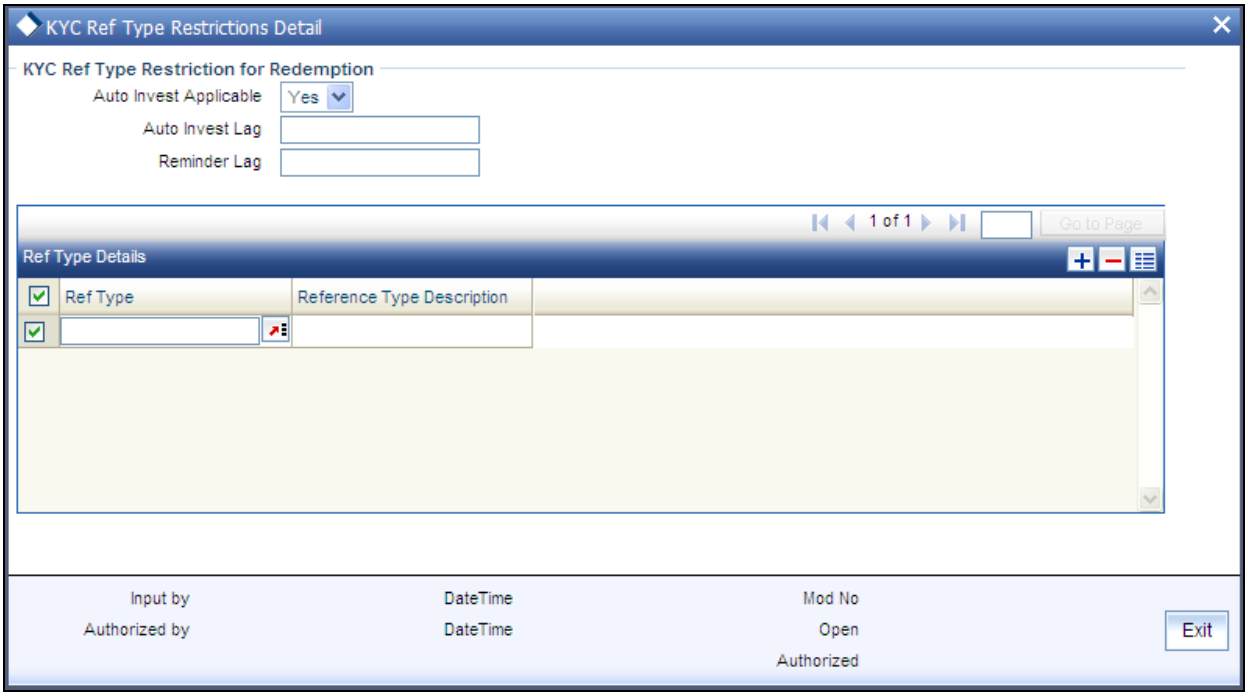
- Retrieve the record whose attributes the new Income Distribution should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' from the Action list.
- Indicate the ID for the new Income Distribution Setup. You can however change the details of the new Income Distribution Setup if required.

3.31 KYC Ref Type Restrictions

According to FICA (Financial Intelligence Compliance Act), redemption payment transactions should not be processed until the required KYC documents have been received from the investor. However, you can configure the system to exclude certain reference types of transactions from the restrictions on redemption payouts even though the unit holder is FICA non-compliant.

Use the 'KYC Ref Type Restrictions Detail' screen to exclude ref types from redemption payout restrictions. You can invoke this screen by typing 'UTDKYCRE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details.

The following screen is invoked:



You can use this screen to:

- Enter new KYC ref type restrictions.
- Edit existing KYC ref type restrictions.
- View existing KYC ref type restrictions.
- Delete existing KYC ref type restrictions.
- Authorize KYC ref type restrictions.
- Amend authorized KYC ref type restrictions.

3.31.1 Fields in KYC Ref Type Restrictions

Auto Invest Applicable

Optional

Check this box to indicate auto investment feature is applicable.

Auto Invest Lag

Conditional, Numeric (Positive)

If auto investment feature is applicable, then you need to specify the payment lag in days, if any, to be applicable for redemption payouts.

Reminder Lag

Conditional, Numeric (Positive)

Specify the reminder lag, in days, after which reminders must be generated for the redemption payout. The reminder lag must be less than the auto invest lag period specified in the previous field.

Ref Type Details Section

Ref Types

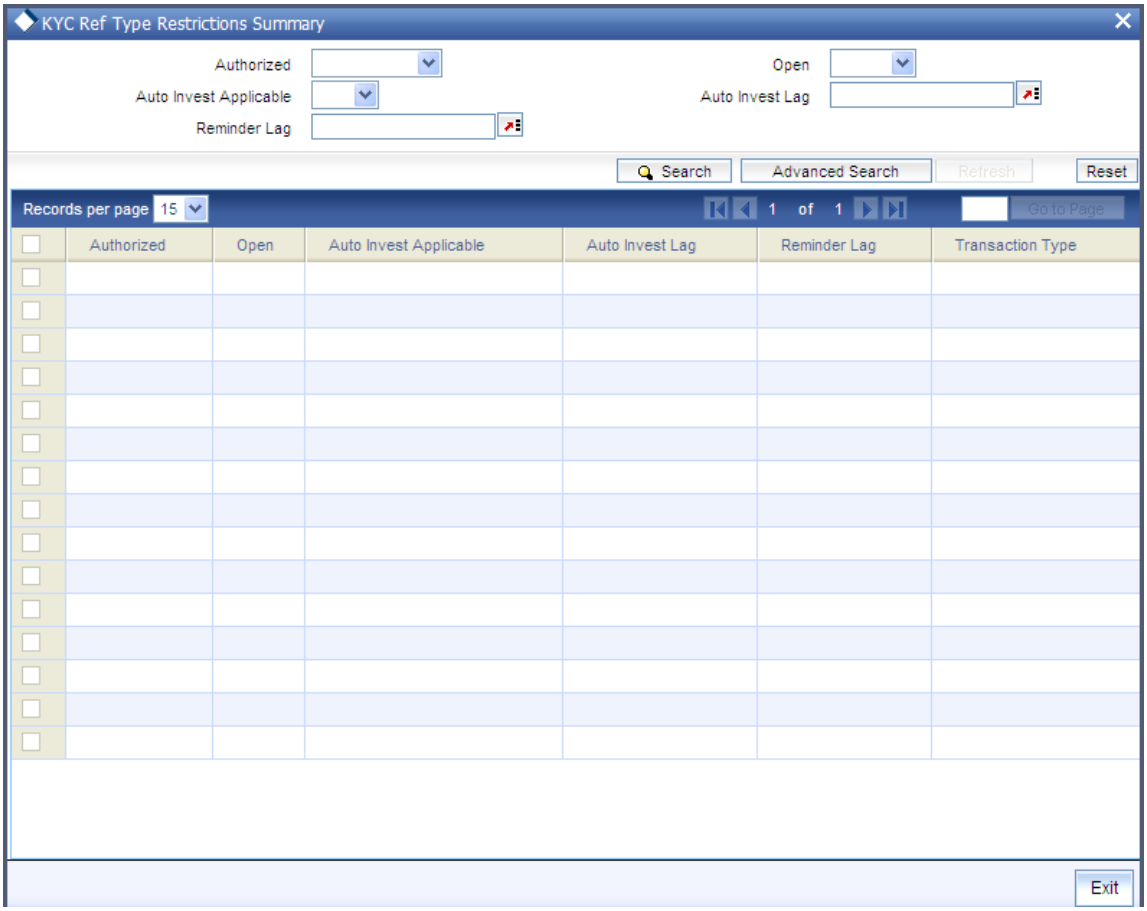
Select the code of the reference type from the adjoining option list.

Ref Type Description

The system displays the description of the selected reference type.

3.31.2 KYC Ref Type Restrictions Summary Screen

You can invoke the 'KYC Ref Type Restrictions Summary' screen by typing 'UTSKYCRE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



The following operations can be performed in the KYC Ref Type Restrictions Summary screen:

- Retrieving KYC Ref Type Restriction Record
- Editing KYC Ref Type Restrictions
- Viewing KYC Ref Type Restrictions Record
- Delete KYC Ref Type Restrictions Record
- Authorizing KYC Ref Type Restrictions Record
- Amending KYC Ref Type Restrictions Record
- Authorizing KYC Ref Type Restrictions Record
- Copying the Attributes

3.31.2.1 Retrieving KYC Ref Type Restriction Record

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

Invoke the KYC Ref Type Restriction Summary screen and specify the following:

- The status of the entity in the Authorized field. If you choose the “Blank Space” option, then all the entities are retrieved.
- The status of the entity in the Open field. If you choose the “Blank Space” option, then all the entities are retrieved.
- Whether Auto Invest Applicable
- Auto Invest lag
- Reminder Lag

After you have specified the required details, click 'Search'. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual interest rate details from the Detail screen by doing query in the following manner:-

- Press F7
- Indicate whether auto invest applicable
- Press F8

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

3.31.2.2 Editing KYC Ref Type Restrictions

You can modify the details of an interest rate that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Invoke the KYC Ref Type Restriction Summary screen from the Browser.

2. Select the status of the records that you want to retrieve for modification in the Authorization Status field. You can only modify records of entities that are unauthorized. Accordingly, choose the unauthorized option from the drop down list.

3. Specify any or all of the search parameters of KYC Ref Type Restriction parameters in the corresponding fields on the screen to retrieve the entity that is to be modified.

4. Click 'Search'. All unauthorized entities with the specified details are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you want to modify. The KYC Ref Type Restriction Detail screen is displayed.

6. Select Unlock Operation from Action list to modify the record. Modify the necessary information.

7. Click Save to save the changes. The KYC Ref Type Restriction Detail screen is closed and the changes made are reflected in the KYC Ref Type Restriction Summary screen.

3.31.2.3 Viewing KYC Ref Type Restrictions Record

To view the interest rate details that you have previously entered:

1. Invoke the KYC Ref Type Restriction Summary Screen from the Browser.

2. Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized / Authorized option.

3. Specify any or all of the search parameters in the corresponding fields on the screen.

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

5. Double click the record that you want to view. The KYC Ref Type Restriction Detail screen is opened in view mode.

3.31.2.4 Delete KYC Ref Type Restrictions Record

You can delete only unauthorized records in the system. To delete a record:

1. Invoke the KYC Ref Type Restriction Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for deletion.

3. Specify any or all of the search parameters in the corresponding fields on the screen.

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

5. Double click the record that you want to delete. The KYC Ref Type Restriction Detail screen is displayed.

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

3.31.2.5 Authorizing KYC Ref Type Restrictions Record

An unauthorized record must be authorized in the system for it to be processed. To authorize the interest rate details:

1. Invoke the KYC Ref Type Restriction Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option from the drop down list.

3. Specify any or all of the details of the record in the corresponding fields on the screen.

4. Click 'Search'. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you wish to authorize. The KYC Ref Type Restriction screen displayed. Select Authorize operation from Action.

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

3.31.2.6 Amending KYC Ref Type Restrictions Record

After the interest rate details are authorized, they can be modified using the Unlock operation from Action list. To make changes to the interest rate details after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

1. Invoke the ‘Interest Rate Maintenance’ Summary screen from the Browser.

2. Select the status of the record that you wish to retrieve for amendment. You can only amend records of entities that are authorized.

3. Specify any or all of the search parameters in the corresponding fields on the screen.

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

5. Double click the record that you want to amend. The ‘Interest Rate Maintenance’ screen is displayed in Amendment mode.

6. Click the Unlock operation from the Action list to amend the entity.

7. Amend the necessary information. Click the Save button to save the changes.

3.31.2.7 Authorizing KYC Ref Type Restrictions Record

Any amended interest rate details must be authorized for the amendment to be made effective in the system. The process of authorization is subsequently the same as that for normal transactions.

3.31.2.8 Copying the Attributes

If you want to create a KYC Ref Type Restriction having the same attributes of an existing restriction, you can copy the attributes of an existing KYC Ref Type restriction to a new restriction.

To copy the attributes:

1. Retrieve the KYC Ref Type Restriction record whose attributes the restriction should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.

2. Click on 'Copy' in the Actions list.

3. Indicate the parameters for the new KYC Ref Restriction type. You can however change the details if required.

3.32 SIP/ SWP/ STP Rules

FCIS allows you to meet the following requirements related to rules for systematic plans:

- Multiple frequencies for SIP/ SWP/ STP
- Min / Max SI amount per frequency and automatic cancellation after 'n' failures
- Minimum number of SIP/ SWP/ STP to be committed per frequency
- Validation of holdings for SWP/ STP setup
- Automatic cancellation after last installment in SWP/ STP

The multiple frequencies provided for SI at Fund level are as mentioned below:

Frequency	Available values for each frequency	Explanation
Weekly (A)	1,8,15,22 2,10,20,28 3,6,16,27 4,7,18,29 5,10,15,20	You need to select any 4 dates from 1 to 31. There would be 5 such sets of dates at fund level. While capturing SI, you can select any of the sets available at the fund level and map it to the unitholder.
Weekly (B)	Sun/Mon/Tue/ Wed/Thu/Fri/Sat	At the fund rules level, there are a set of values from Sunday to Saturday. Fund would map any day(s) as applicable. While capturing SI, you would be able to select any day from the set available at Fund level.

Frequency	Available values for each frequency	Explanation
Fortnightly	1,22 2,28 3,27 4,29 5,20	You can select any 2 dates from 1 to 31. There would be 5 such sets of dates at fund level. While capturing SI, you can select any of the sets available at Fund level.
Monthly	Any date of month	User would choose any date(s) from 1 to 31. While capturing SI, user would select any of the date from the allowed dates at fund level.
Quarterly	Any date of month	You can choose any date(s) from 1 to 31. While capturing SI, you can select any of the date from the allowed dates at fund level. If the first SI is to generate on 18th Jan, the next generation would happen on 18th April.

Only one of the weekly frequencies is applicable to a fund i.e. either date based or week based.

You are allowed to capture minimum amount, maximum amount and minimum balance of SI for each frequency and transaction type. Example, for SIP of weekly frequency, the minimum amount is Rs. 500 and maximum amount is Rs. 1000.The SI setup validates the SI for the amount captured at the frequency level.

The System should automatically cancels SIP/ SWP/ STP after 3 (parameterized value) continuous failures. Also, minimum balance in amount is captured for every frequency. At the time of setting up SWP and STP, the system validates this amount against the amount by multiplying the balance and the latest NAV. The STP validation is applicable in the fund from which STP is done.

FCIS also allows you to capture the minimum number of SI at frequency level. SI setup is allowed until the criteria for minimum number of SI is met. The start date and end date of the SI is generated depending on the SI rules.

Example

UH can invest in monthly frequency – SI dates are 2nd or 10th of a month

UH can invest in quarterly frequency – SI dates are 3rd or 15th of a month

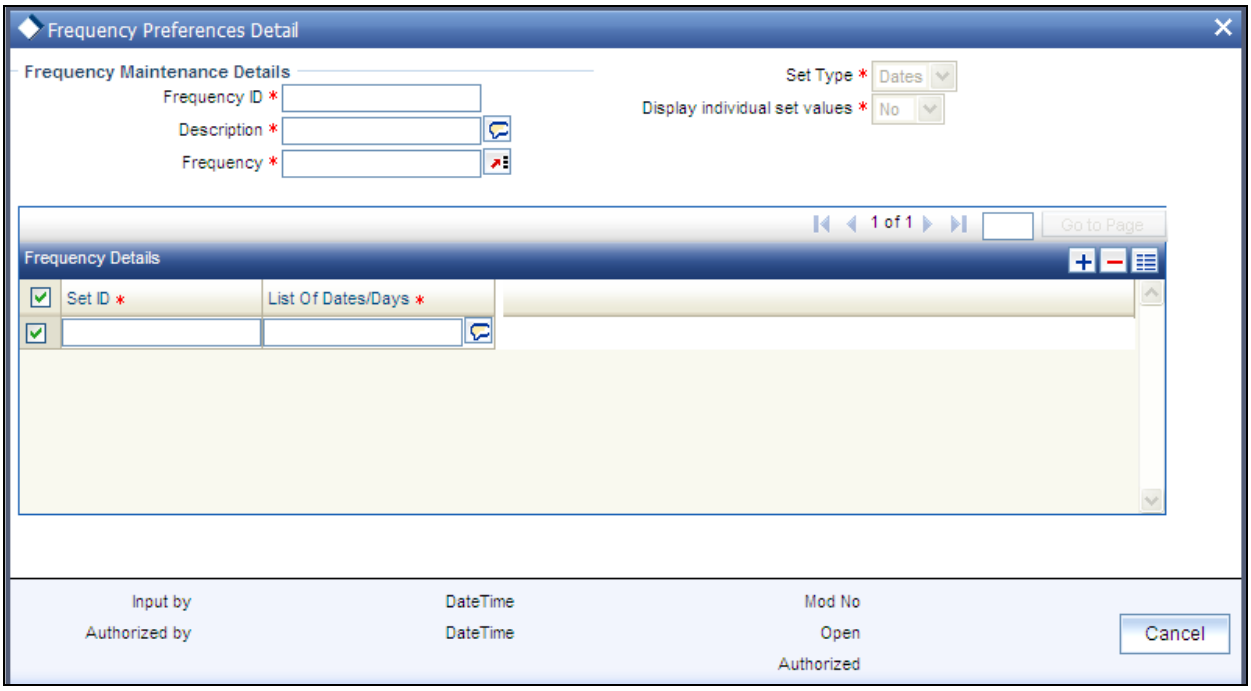
Minimum number of installments for monthly frequency is 6 and for quarterly frequency is 2.

Assuming that a unit holder decides to invest in monthly SIP and selects 10th as the SIP date. The application is submitted on 9th Jan and UH gives 6 instructions. The SI setup is allowed because criteria for 6 SI's are met. Also the start date and end date is defaulted to 10th Jan and 10th Jun respectively.

In case SWP/ STP results in lesser amount being confirmed back by RTA (a case where no further balance is available), the SWP/ STP is automatically canceled.

The 'Frequency Preferences Detail' screen can be used to define setup of dates / days that can be used for mapping in Fund rules and Standing Instructions.

You can invoke this screen by typing 'UTDFRQPR' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the frequency preference details.



3.32.1 Fields in Frequency Preferences Maintenance Screen

3.32.1.1 Frequency Maintenance Details Section

This section allows you to capture the following information

Freq. ID

10 Character Maximum, Alphanumeric, Mandatory

Enter a unique ID for the setup.

Description

255 Character Maximum, Alphanumeric, Mandatory

Specify the description of the setup.

Frequency

Mandatory

This drop down list displays the list of available frequencies, which are:

- Weekly
- Fortnightly
- Monthly
- Quarterly

Set Type

Mandatory

This is applicable only if frequency selected is Weekly. The Applicable values being

- Dates
- Days

For other frequencies, it would be defaulted to Dates and you will not be allowed to change it.

Display individual set values

If you check this option you can enter the set of options in the SET ID field, however if this is unchecked individual values in SI capture. For example, in case the frequency is fortnightly, the SI screen should display the set values as

1,22

2,28

Where as for weekly frequency by days, the values should be displayed individually for a set which would be (Mon/Thu/Fri) and thus this check box would be unchecked.

3.32.1.2 Frequency Details Section

Set ID

Specify the unique ID for this set depending on the frequency specified.

If Set ID is already mapped to the SI, you cannot delete the same during amendment. This will be checked by looking at the funds that are mapped to the Freq. ID for which SI has been setup for a particular Set ID

List Of Dates/Days

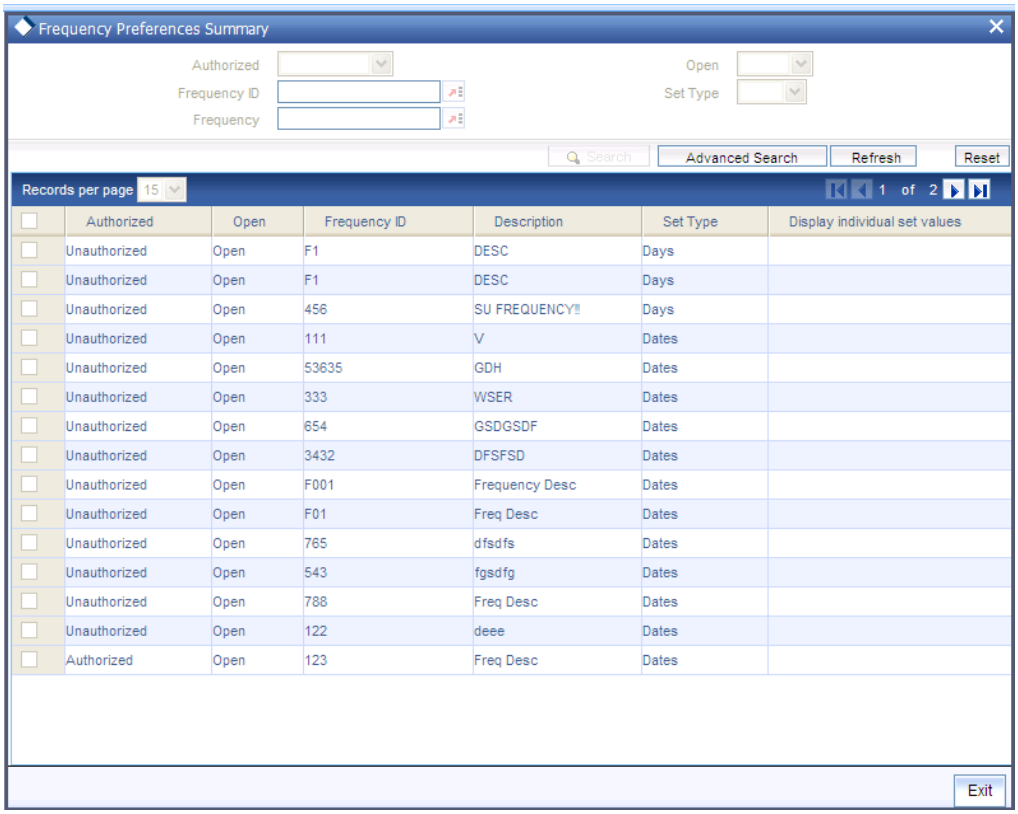
Specify the dates or days based on the 'Set Type'.

If the client country parameter is set to "SIRULEATFREQ" for your bank please refer to Annex_A.doc for further details.

3.32.2 Frequency Preferences Summary Screen

The 'Frequency Preferences Summary' screen can be used to view the details regarding setup of dates / days that can be used for mapping in Fund rules and Standing Instructions.

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



Authorized	Open	Frequency ID	Description	Set Type	Display individual set values
Unauthorized	Open	F1	DESC	Days	
Unauthorized	Open	F1	DESC	Days	
Unauthorized	Open	456	SU FREQUENCY!!	Days	
Unauthorized	Open	111	V	Dates	
Unauthorized	Open	53635	GDH	Dates	
Unauthorized	Open	333	WSER	Dates	
Unauthorized	Open	654	GSDGSDF	Dates	
Unauthorized	Open	3432	DFSFSD	Dates	
Unauthorized	Open	F001	Frequency Desc	Dates	
Unauthorized	Open	F01	Freq Desc	Dates	
Unauthorized	Open	765	dfsdfs	Dates	
Unauthorized	Open	543	fgsdfg	Dates	
Unauthorized	Open	788	Freq Desc	Dates	
Unauthorized	Open	122	deee	Dates	
Authorized	Open	123	Freq Desc	Dates	

3.32.2.1 Retrieving Frequency Preferences

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

- Invoke the Frequency Preferences Summary screen and specify the following :
  - The authorization status of the record in the Authorized field.
  - The status of the record in the open field.
  - The Frequency ID
  - Frequency
  - Set Type
- After you have specified the required details, click 'Search' button. All entities with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual Frequency Preference record from the detail screen by doing query in the following manner:-

- Press F7.
- Input any parameter in the screen.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

For Example:

- You can search the record for Entity ID by using the combination of % and numeric value:
- Search by %7:- System will fetch all the records whose entity ID Type ends by numeric value' 7'. For example, 1247.
- Search by %17%:- System will fetch all the records whose Entity ID contains the numeric value 17. For example, 1417.

3.32.2.2 Editing Frequency Preference Record

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

- Invoke the Frequency Preference Summary screen from the Browser.
- Select the status of the frequency ID record that you want to retrieve for modification in the Authorized field. You can only modify records of entities that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.

- Specify any or all of the search parameters in the corresponding fields on the screen to retrieve the entity that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the entity that you want to modify. The Frequency Preferences Maintenance screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Frequency Preferences Maintenance screen is closed and the changes made are reflected in the Frequency Preferences Summary screen.

3.32.2.3 Viewing Frequency Preference Record

To view a frequency preference record that you have previously entered:

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

3.32.2.4 Deleting Frequency Preference Record

You can delete only unauthorized records in the system. To delete a frequency preference record:

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

3.32.2.5 Authorizing Frequency Preferences

An unauthorized frequency preference must be authorized in the system for it to be processed. To authorize a frequency preference:

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

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

3.32.2.6 Amending Frequency Preferences

After a frequency preference is authorized, it can be modified using the Unlock operation from Action list. To make changes to an entity after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

- Invoke the Frequency Preference Summary screen from the Browser.
- Select the status of the record that you wish to retrieve for amendment. You can only amend records of entities that are authorized.
- Specify any or all of the search parameters in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the entity that you want to amend. The Single Entity Maintenance screen is displayed in Amendment mode.
- Click the Unlock operation from the Action list to amend the entity.
- Amend the necessary information. Click the Save button to save the changes.

3.32.2.7 Authorizing Amended Frequency Preferences

An amended frequency preference must be authorized for the amendment to be made effective in the system.

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

3.32.2.8 Copying Attributes

If you want to create a frequency preference having the same attributes of an existing preference, you can copy the attributes of an existing preference to a new preference.

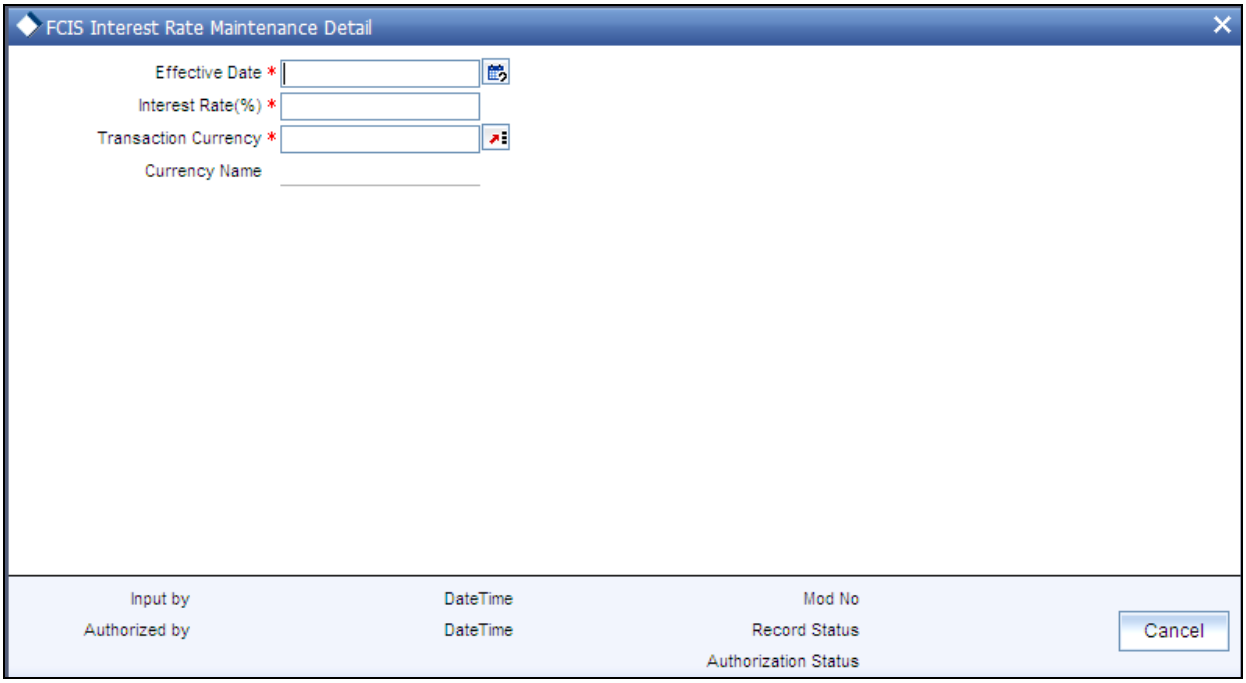
To copy the attributes:

- Retrieve the record whose attributes the new frequency preference should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the Frequency ID for the new preference. You can however change the details if required.

3.33 Maintaining Interest Rate Details

The interest rate that is to be used for interest calculation is maintained using the Interest Rate Maintenance screen. In order to arrive at the rate of interest, you have to maintain the effective date, transaction currency details and Interest Rate of the transaction.

You can invoke the 'FCIS Interest Rate Maintenance Detail' screen by typing 'UTDINRMN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details.



Effective Date

DD/MM/YYYY, Numeric

Mandatory

Specify the date the system should consider for calculating the rate of interest.

Transaction Currency

Mandatory

Select the currency of transaction from the option list.

Interest Rate

Numeric, Mandatory

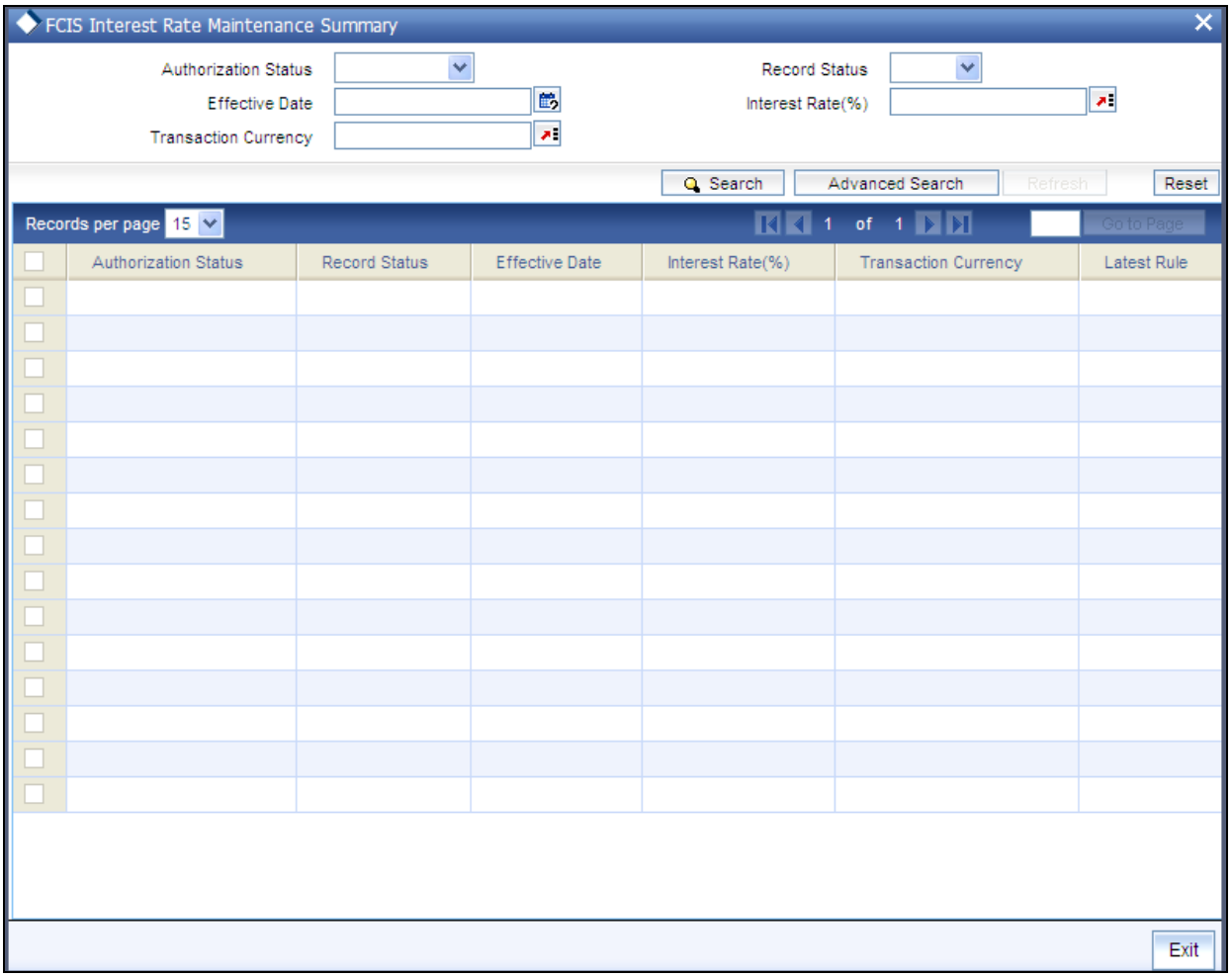
Specify the Interest Rate for the currency you have selected.

3.33.1 Interest Rate Summary Screen

After you have maintained Interest Rates, you must authorize it to be effective in the system. Before the Interest Rates are authorized, you can edit it as many times as necessary.

Here, in this screen you can view the summary of all the transactions on different dates, currencies and interest rates. Hence this screen helps you keep track of the interest rates.

You can invoke the 'FCIS Interest Rate Maintenance Summary' screen by typing 'UTSINRMN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



3.33.1.1 Retrieving Entity in Summary Screen

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

- Invoke the Entity Maintenance Summary screen and specify the following :
  - The status of the entity in the Authorization Status field. If you choose the “Blank Space” option, then all the entities are retrieved.
  - The status of the entity in the Record Status field. If you choose the “Blank Space” option, then all the entities are retrieved.
  - Interest Rate(%)
  - Transaction Currency
  - Effective Date
- After you have specified the required details, click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

STOP You can also retrieve the individual interest rate details from the Detail screen by doing query in the following manner:-

- Press F7.
- Input any parameter in the screen.
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example:

You can search the record for Transaction Currency/Interest by using the combination of % and alphanumeric value as follows:-

- ***Search by Z%:*** The system will fetch all the records whose currency code starts from Alphabet 'Z'. For example, ZAR.
- ***Search by %2:*** The system will fetch all the records whose interest rate ends by numeric value' 2'. For example, 12.

3.33.1.2 Editing Interest Rate

You can modify the details of an interest rate that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

- Invoke the Interest Rate Summary screen from the Browser.
- Select the status of the interest rate records that you want to retrieve for modification in the Authorization Status field. You can only modify records of entities that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters of the interest rate details in the corresponding fields on the screen to retrieve the entity that is to be modified.
- Click 'Search' button. All unauthorized entities with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The Interest Rate Maintenance Detail screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Interest Rate Maintenance Detail screen is closed and the changes made are reflected in the Interest Rate Maintenance Summary screen.

3.33.1.3 Viewing Interest Rate Details

To view the interest rate details that you have previously entered:

- Invoke the Interest Rate Maintenance Summary Screen from the Browser.

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

3.33.1.4 Deleting Interest Rate Details

You can delete only unauthorized records in the system. To delete an interest rate parameter:

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

3.33.1.5 Authorizing Interest Rate Details

An unauthorized record must be authorized in the system for it to be processed. To authorize the interest rate details:

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

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

3.33.1.6 Amending Interest Rate Details

After the interest rate details are authorized, they can be modified using the Unlock operation from Action list. To make changes to the interest rate details after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

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

3.33.1.7 Authorizing Amended Interest Rate Details

Any amended interest rate details must be authorized for the amendment to be made effective in the system.

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

3.33.1.8 Copying Attributes

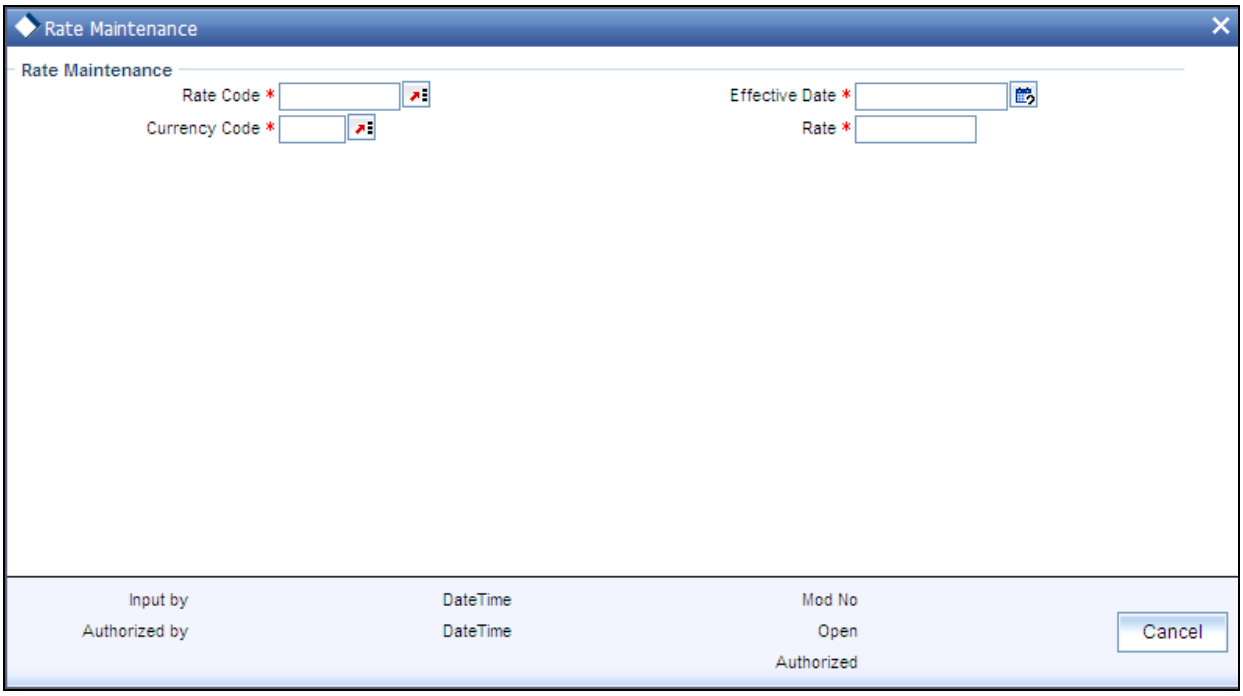
If you want to create an interest rate definition having the same attributes of an existing interest rate, you can copy the attributes of an existing interest rate to a new rate.

To copy the attributes:

- Retrieve the interest rate record whose attributes the new interest rate should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the parameters for the new interest rate. You can however change the details if required

3.34 Maintaining Rate Details for Hedge Funds

You can maintain the interest rate details for hedge funds in 'Rate Maintenance' screen. You can invoke this screen by typing 'UTDRATES' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



3.34.1 Fields in Rate Maintenance Screen

Rate Code

Alphanumeric, Mandatory

Specify the rate code applicable for hedge fund or select the rate code from the option list provided. All rate codes maintained for the system parameter 'RATECODE' get displayed in the option list.

Currency Code

Alphanumeric, Mandatory

Specify currency code related to the hedge fund or select the same from the option list provided. All valid currency codes maintained in the system get displayed in the option list.

Effective Date

Date, Mandatory

Specify the date on which the selected rate code becomes effective in the system. You can select the date by clicking the 'Calendar' icon provided.

Rate

Numeric, Mandatory

Specify the interest rate to be applied for hedge funds. The rate specified here becomes effective on the 'Effective Date' indicated previously.

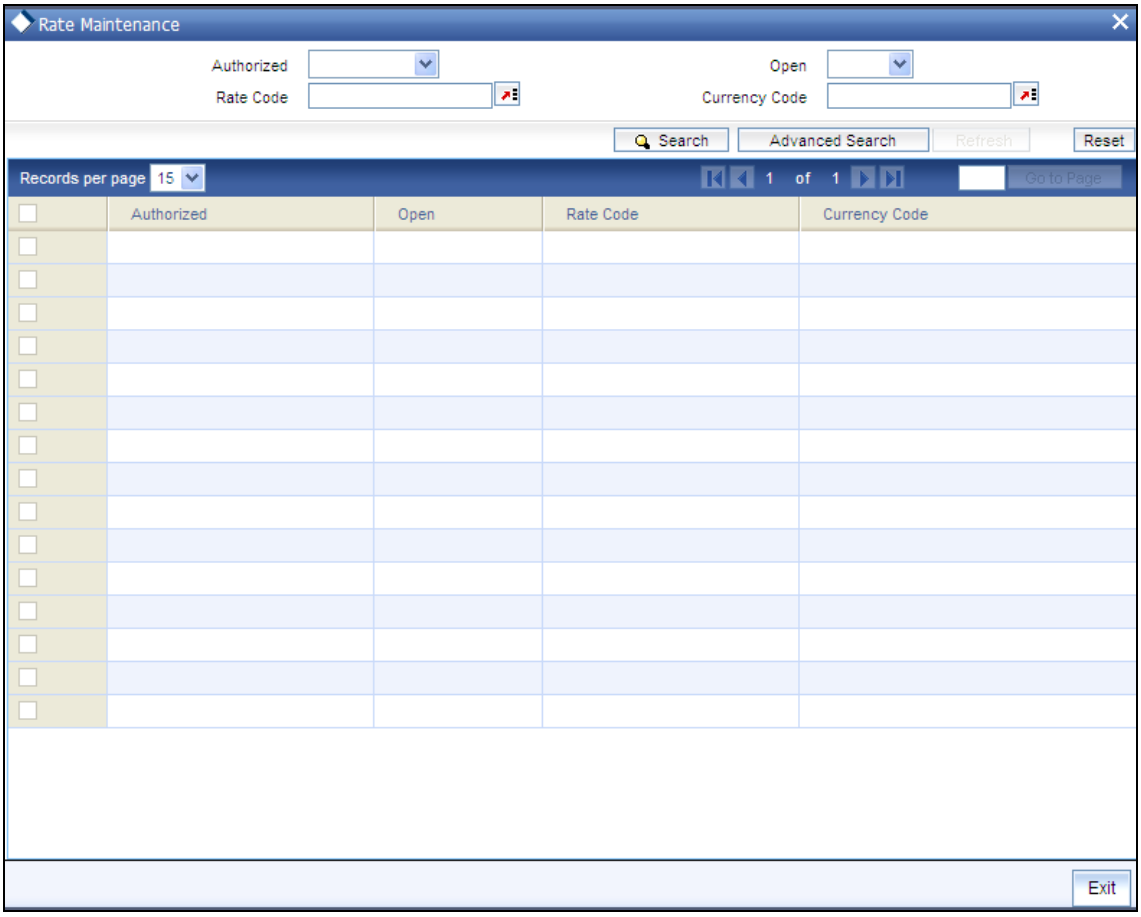
3.34.2 Operations on Interest Rate Details

You can perform the following operations on an interest rate record.

- **New** – an unauthorized record will be created. If you have rights for auto Authorization, the record will be authorized
- **Modify** – an unauthorized record can be modified by the maker (edit rights required)
- **Delete** – an unauthorized record can be deleted by the maker. You can not delete the unauthorized record created by amendment (delete rights required).
- **Authorize** – an unauthorized record can be authorized by anyone other than the maker (authorize rights required)
- **Amendment** – you can also amend a rate record, if required

3.34.3 Rate Maintenance Summary Screen

You can invoke the 'Rate Maintenance Summary' screen by typing 'UTSRATES' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can perform the following operations in this screen:

- Viewing a Rate Maintenance record
- Modifying a Rate Maintenance record
- Deleting a Rate Maintenance record
- Authorizing a Rate Maintenance record
- Amending a Rate Maintenance record

3.34.3.1 Viewing a Rate Maintenance Record

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

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

3.34.3.2 Modifying a Rate Maintenance Record

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

- Invoke the Rate Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click Query. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Rate Maintenance Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes. The High Water Mark Detail screen is closed and the changes made are reflected in the Rate Maintenance Summary screen.

3.34.3.3 Deleting a Rate Maintenance Record

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

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

3.34.3.4 Authorizing a Rate Maintenance Record

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

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

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

3.34.3.5 Amending a Rate Maintenance Record

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

Invoke the Rate Maintenance Summary screen from the Browser.

- Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.
- Specify any or all of the details in the corresponding fields on the screen.

- Click Query. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Rate Maintenance screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click on Save to save the changes.

3.35 Maintaining High Water Mark Details

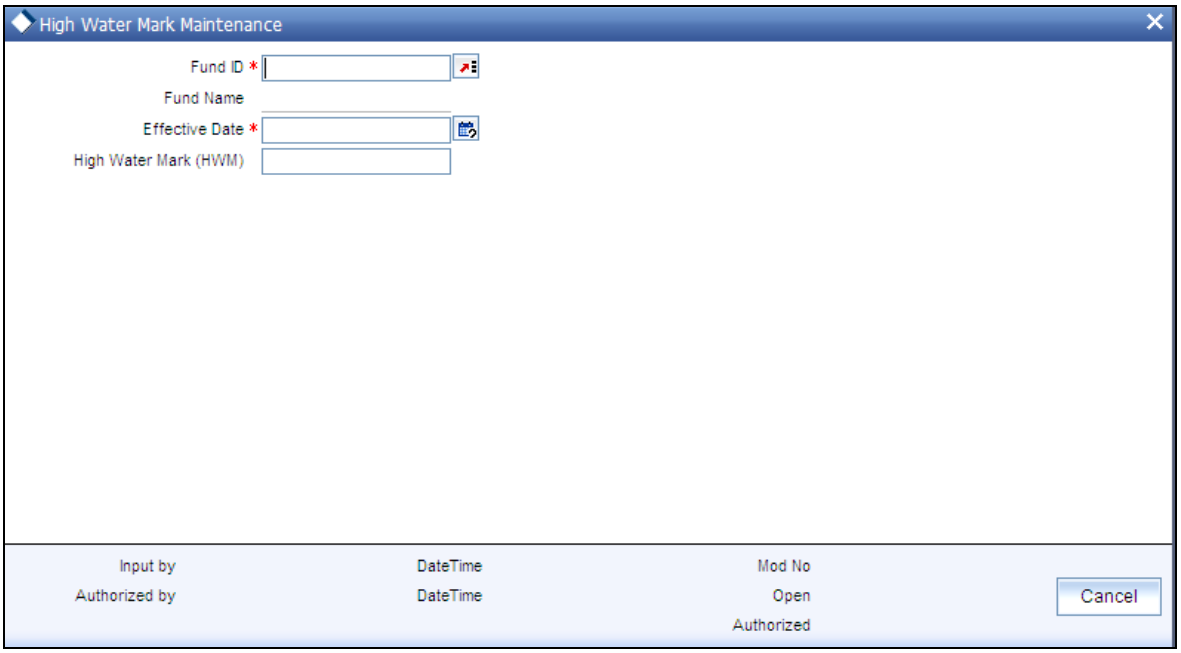
High Water Mark (HWM) is defined to determine the performance fee associated with a hedge fund. High Water Mark mechanism ensures that the Fund Managers do not get the performance fee when the fund has negative performance compared to the previous performance fee period. The Fund Manager receives performance fee only on increases in Net Asset Value of the fund, in excess of the highest net asset value (High Water Mark) it had previously achieved.

The following example illustrates performance fee calculations for hedge funds having High Water Marks:

Example

Assume that a fund launched at a net asset value of $100 per share, rose to $120 in its first year. In this case performance fee would be payable on the $20 return on each share. If in the next year the share value drops to $110, no performance fee will be paid. If in the third year the share value rises to $130, performance fee will be calculated only on the $10 return from the previous highest value, $120 (high water mark), rather than on the full return from $110 to $130.

You can maintain the details related high water mark for a fund in 'High Water Mark Maintenance' screen. You can invoke this screen by typing 'UTDHWM' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



3.35.1 Fields in High Water Mark Maintenance Screen

Fund ID

Alphanumeric, Mandatory

Specify the fund Id for which you wish to maintain high water mark or select the fund Id from the option list provided.

Fund Name

The name of the selected fund gets displayed here.

Effective Date

Date, Mandatory

Specify the date on which the high water mark value becomes effective for the fund. You can also select the date by clicking the 'Calendar' icon provided.

High Water Mark

Numeric, Mandatory

Specify the high water mark value for the selected fund, beyond which if the fund value increases, the performance fee gets collected. You need to capture this value only for the first valuation period for the fund. For subsequent periods, the system will automatically populate the highest net asset value previously achieved by the fund.

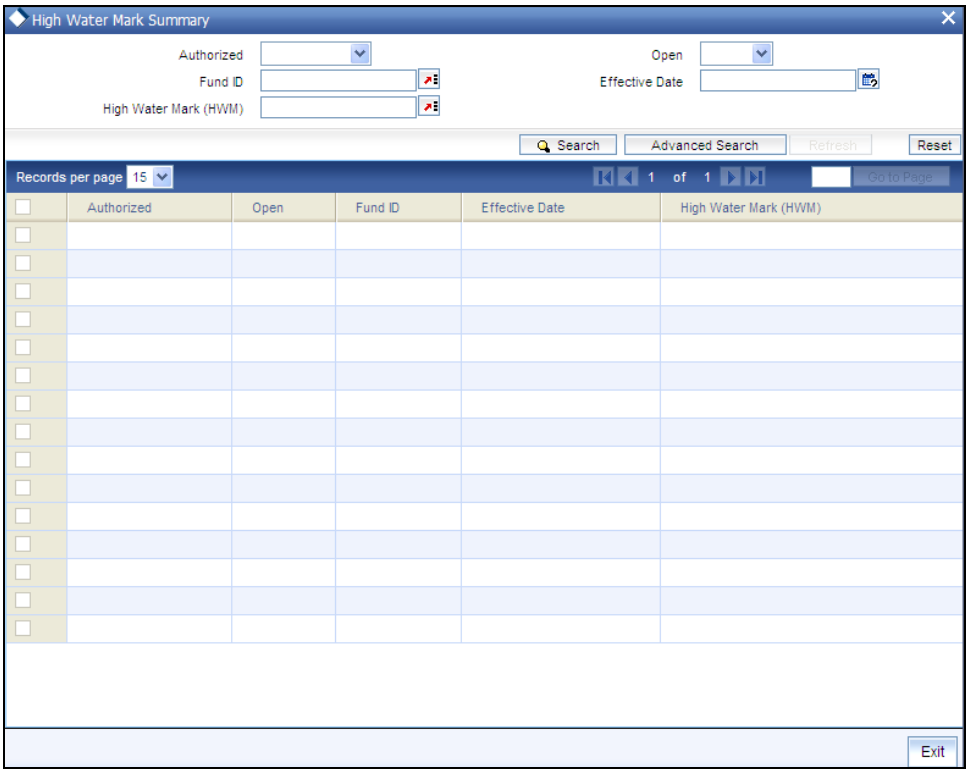
3.35.2 Operations on High Water Mark

You can perform the following operations on a high water mark record.

- **New** – an unauthorized record will be created. If you have rights for auto Authorization, the record will be authorized
- **Modify** – an unauthorized record can be modified by the maker (edit rights required)
- **Delete** – an unauthorized record can be deleted by the maker. You can not delete the unauthorized record created by amendment (delete rights required).
- **Authorize** – an unauthorized record can be authorized by anyone other than the maker (authorize rights required)
- **Amendment** – you can amend an HWM record; however the amendment will not be allowed if fund price is maintained for the day later than or equal to HWM effective date.

3.35.3 High Water Mark Summary screen

You can invoke the 'High Water Mark Summary' screen by typing 'UTSHWM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can perform the following operations in this screen:

3.35.3.1 Viewing a High Water Mark record

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

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

3.35.3.2 Modifying a High Water Mark record

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

- Invoke the High Water Mark Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click Query. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The High Water Mark Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes. The High Water Mark Detail screen is closed and the changes made are reflected in the High Water Mark Summary screen.

3.35.3.3 Deleting a High Water Mark record

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

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

3.35.3.4 Authorizing a High Water Mark record

An unauthorized High Water Mark record must be authorized in the system for it to be processed. To authorize a record:

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

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

3.35.3.5 Amending High Water Mark record

After a High Water Mark record is authorized, it can be modified using the Unlock operation from the Action List. You will not be allowed to amend the record if fund price is maintained for the day later than or equal to HWM effective date.

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

3.36 Maintaining Data Elements

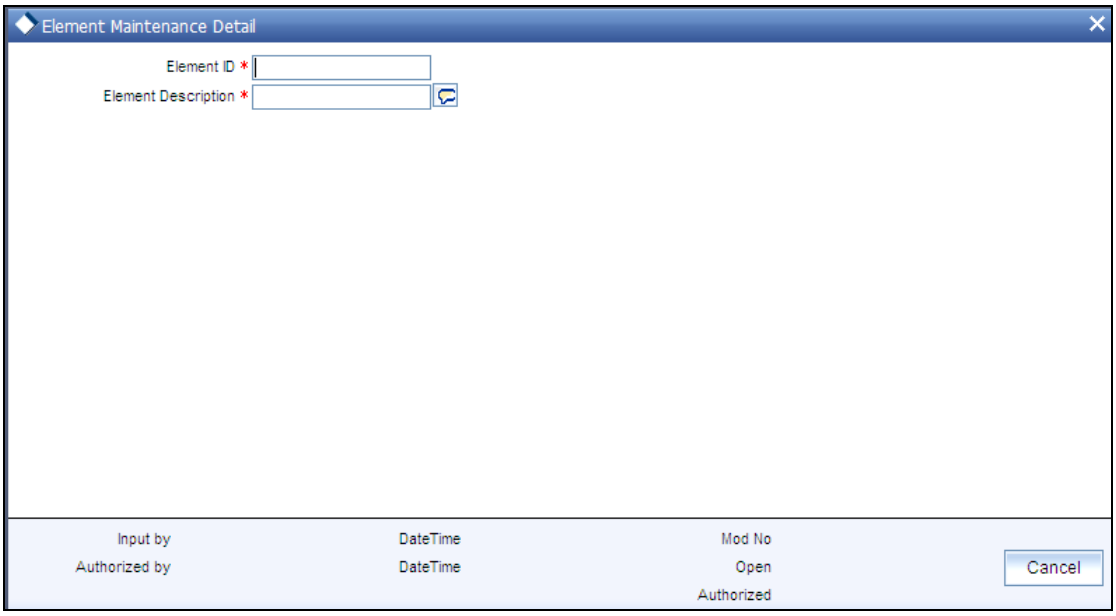
Data elements are maintained to calculate the performance fee associated with hedge funds. Data elements can be of either of the following two types:

- Non-Derived or factory shipped - e.g. HWM, SUB_PRICE (Subscription price), RED_PRICE (Redemption price) etc.
- Derived - you can define your own set of elements to use while building the performance fee formula

Some of the derived elements like APFPS, CL_FACTOR, RED_AMT, SUB_AMT, RED_UNITS, SUB_UNITS and PF_VAL are also factory shipped.

You can capture the details related to derived data elements in ‘Element Maintenance’ screen.

You can invoke this screen by typing ‘UTDENMNT’ in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



3.36.1 Fields in Element Maintenance Screen

Element ID

Alphanumeric, Mandatory

Specify a unique code to identify the data element.

Element Description

Alphanumeric, Mandatory

Specify a suitable description for the element.

In this screen, you can also modify an existing derived data element. The tables given below list the factory-shipped non-derived and derived data elements:

Non-derived (Factory Shipped)

Element Id	Element Description
HWM	Latest High Water Mark
HWM_RED	High Water Mark at time of redemption
HWM_SUB	High Water Mark at time of subscription
HWMHR_RED	(High Water Mark+Hurdle Rate) at time of redemption
HWMHR_SUB	(High Water Mark+Hurdle Rate) at time of subscription
HWMHR_LAT	Latest (High Water Mark+Hurdle Rate)

Element Id	Element Description
END_PRC	End Price (Price at period end)
SUB_PRC	Subscription Price
RED_PRC	Redemption Price
GAV	Latest Gross Asset Value
GAV_SUB	Gross Asset Value (On Subscription Date)
GAV_RED	Gross Asset Value (On Redemption Date)
LOT_HWM_RED	Lot level High Water Mark at time of redemption
LOT_HWM_SUB	Lot level High Water Mark at time of subscription
LOT_HWMHR_RED	(Lot level High Water Mark+Hurdle) at time of redemption
LOT_HWMHR_SUB	(Lot level High Water Mark+Hurdle) at time of subscription
TXN_UNITS	Transaction Units
PF_RATE	Performance Fee Rate defined at Fund/Investor Category level.

Derived (Factory Shipped)

Element Id	Element Description
APFPS_IN	Accrued Performance fee per share calculated during inflow transactions
CLFAC_IN	Contingent Liquidation Factor calculated during inflow transactions
RED_AMT	Redemption Amt
SUB_AMT	subscription Amt
RED_UNITS	Redemption units
SUB_UNITS	subscription units
PF_VAL	PF Value
CL_VAL	Contingent liquidation Value calculated during inflow(Will be used as an expression element id to calculate the total CL value, This represent the additional performance fee investor needs to pay to the fund manager in case of Early redemption /Period End, if Sub Price < HWM + hurdle during subscription and during redemption GAV > red / end price.

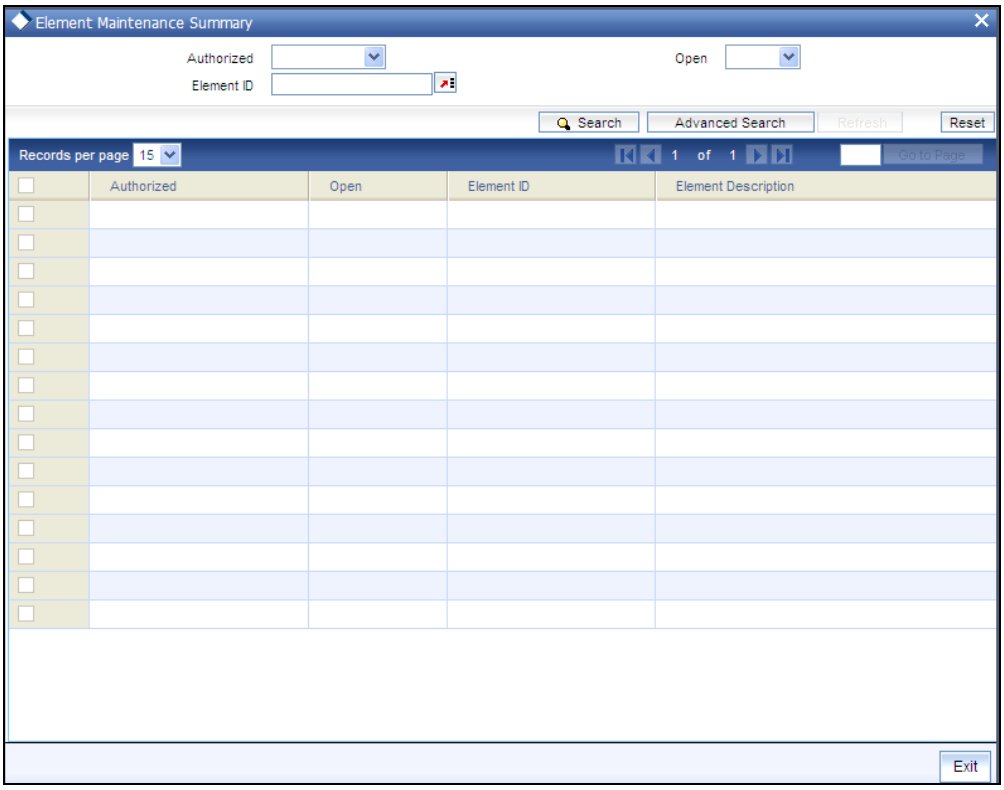
3.36.2 Operations on Data Elements

You can perform the following operations on a data element record.

- **New** – an unauthorized record will be created. If you have rights for auto Authorization, the record will be authorized
- **Modify** – an unauthorized record can be modified by the maker (edit rights required)
- **Delete** – an unauthorized record can be deleted by the maker. You can not delete the unauthorized record created by amendment (delete rights required).
- **Authorize** – an unauthorized record can be authorized by anyone other than the maker (authorize rights required)

3.36.3 Element Maintenance Summary Screen

You can invoke the 'Element Maintenance Summary' screen by typing 'UTSENMNT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can perform the following operations in this screen:

- Viewing an Element Maintenance record
- Modifying an Element Maintenance record
- Deleting an Element Maintenance record

- Authorizing an Element Maintenance record

3.36.3.1 Viewing an Element Maintenance record

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

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

3.36.3.2 Modifying an Element Maintenance record

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

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

3.36.3.3 Deleting an Element Maintenance record

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

- Invoke the Element Maintenance Summary screen from the Browser.

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

3.36.3.4 Authorizing an Element Maintenance record

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

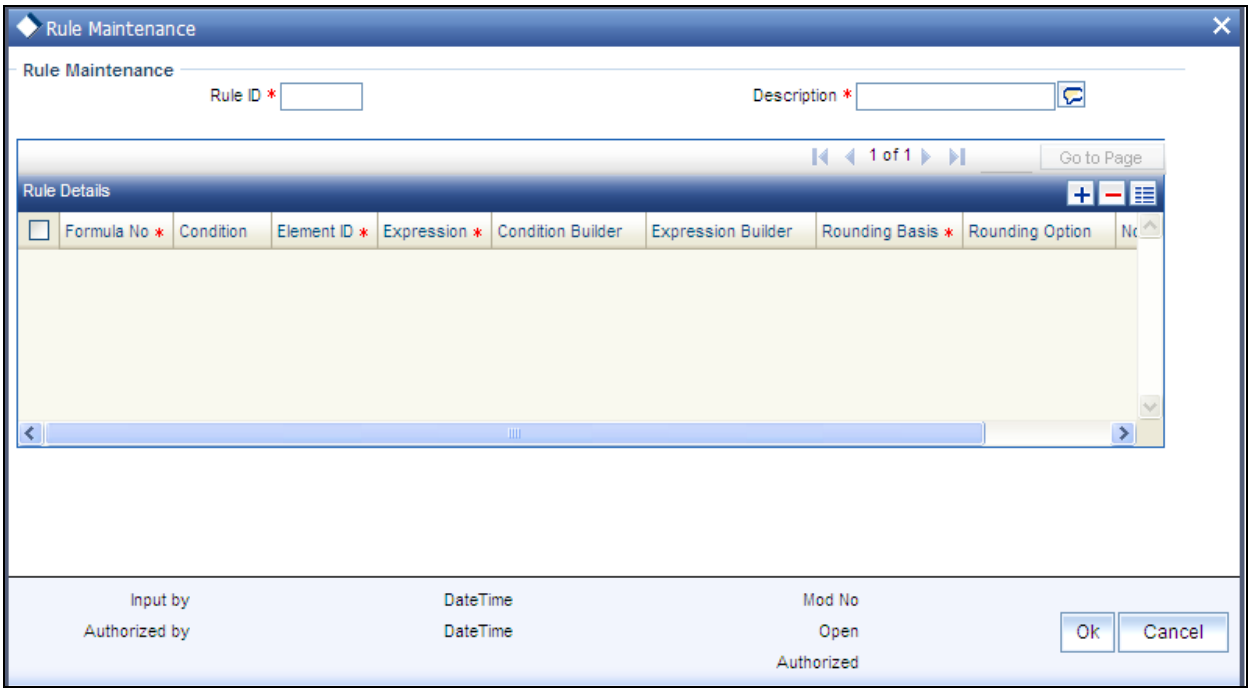
- Invoke the Element Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click Query. All records with the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

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

3.37 Maintaining Rules for Performance Fee Calculation

You can maintain the formulas and expressions used to set up the rule for performance fee calculation in ‘Rule Maintenance’ screen. The derived and non derived data elements are used to create expressions and formula while setting up the rules.

You can invoke ‘Rule Maintenance’ screen by typing ‘UTDHDRUL’ in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



3.37.1 Fields in Rule Maintenance Screen

Rule ID

Numeric, Mandatory

Specify a unique code to identify the performance fee calculation rule.

Rule Description

Alphanumeric, Mandatory

Specify a suitable description for the rule.

Formula No

Numeric, Mandatory

Specify the line number associated with the rule.

Condition

Alphanumeric, Optional

Click Condition Builder to specify the condition to be associated with the rule. The condition specified in the 'Condition Builder' screen is displayed here.

Element ID

Alphanumeric, Mandatory

The result obtained from the 'Expression Builder' screen is displayed here.

Expression

Alphanumeric, Mandatory

Click Expression Builder to specify the expression to be used to derive the performance fee. The condition specified in the 'Expression Builder' screen is displayed here.

Rounding Basis

Optional

Select the basis for rounding from the options provided in the drop-down list. The following options are provided:

- Currency - rounding option as defined at FBC
- Unit based - unit based rounding defined at the given fund level
- User defined - Round up/Round Down /Round/Truncate with number of decimals
- None - do not apply any rounding rule

Rounding Option

Optional

Select the rounding options from the drop-down list. The following options are provided:

- Round
- Rounding Up
- Rounding Down
- Truncate

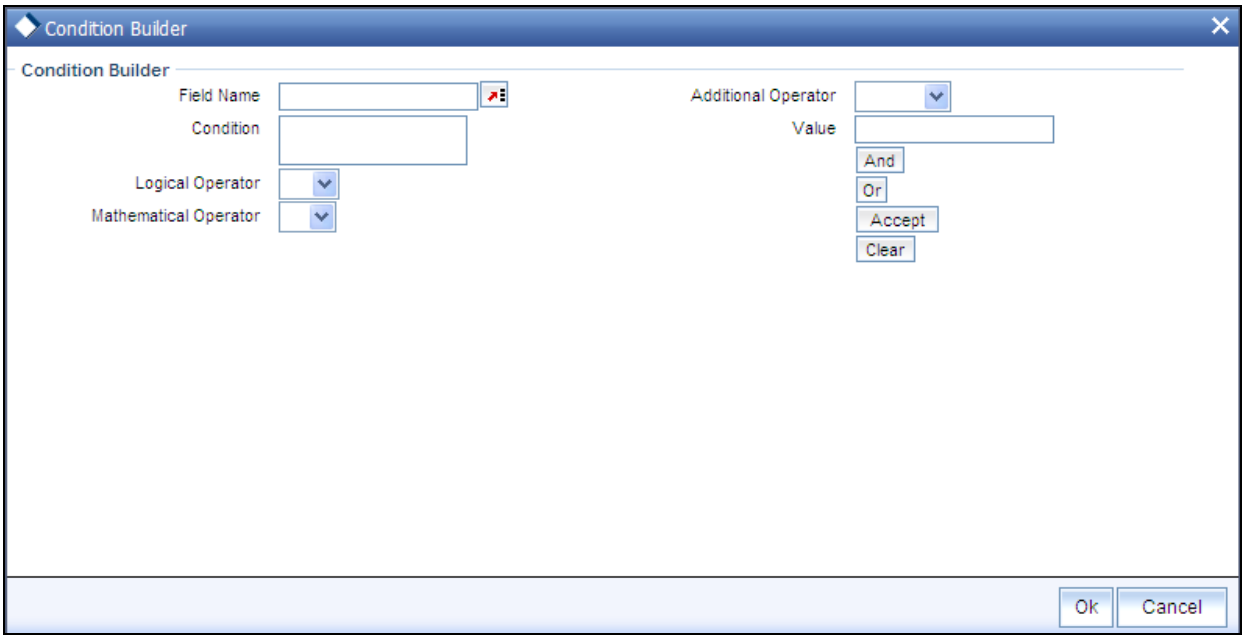
No of Decimals

Numeric, Optional

Specify the number of decimals to be applied during rounding.

3.37.2 Specifying Condition for the Rule

Click Condition Builder to invoke the 'Condition Builder' screen where you can specify the condition to be checked for performance fee calculation.



You can specify the following details in this screen:

Field Name

Alphanumeric, Mandatory

Specify the data element to be used to derive the condition for the rule or select the element Id from the option list provided.

Logical Operator

Mandatory

Select the logical operator to be used to derive the condition for the rule from the drop-down list provided.

Mathematical Operator

Mandatory

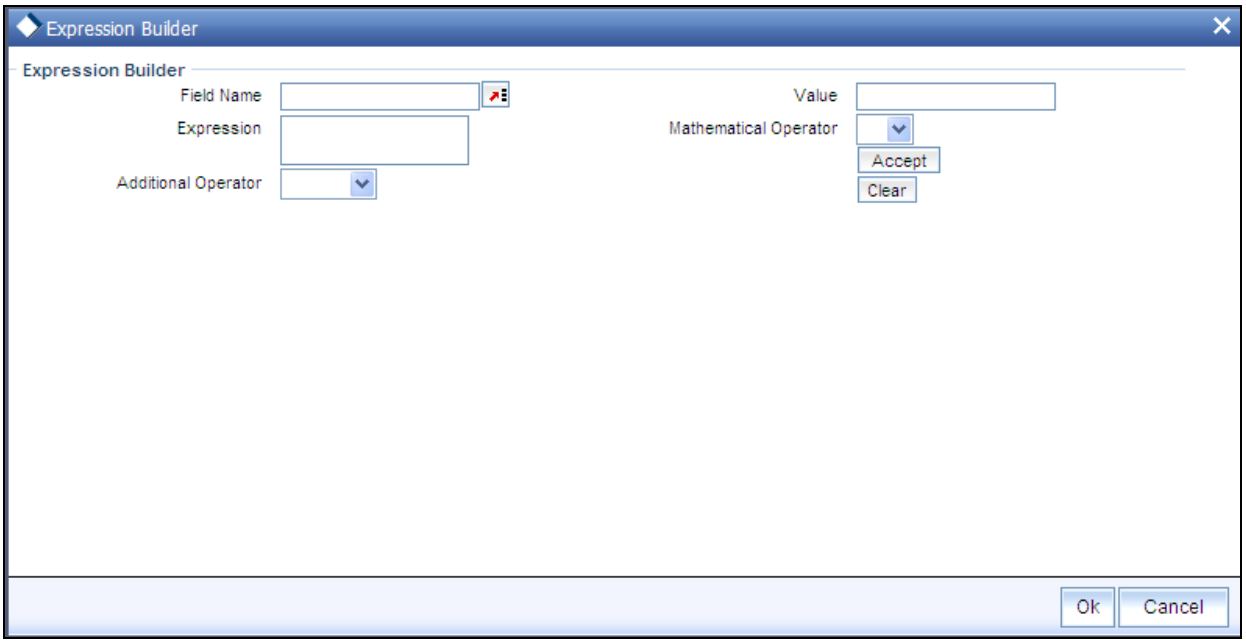
Select the mathematical operator to be used to derive the condition for the rule from the drop-down list provided.

You can use the ‘And’ or ‘Or’ button to join the conditions, if required.

Click Accept to add to the existing value in the condition and click Clear to clear the condition.

3.37.3 Specifying Expression for the Rule

You can specify the expression to be evaluated to derive the performance fee in the 'Expression Builder' screen. Click Expression Builder in 'Rule Maintenance' screen to invoke the 'Expression Builder' screen.



In this screen, you can specify the expression to derive performance fee in the same manner as condition builder. The result obtained from the 'Expression Builder' screen gets displayed at the 'Element Id' field.

If the system encounters predefined factory shipped elements like RED_AMT, SUB_AMT, RED_UNITS or SUB_UNITS as expression element, then the system generates the transactions as indicated below.

- RED_AMT - amount based (Net) redemption transaction is generated
- SUB_AMT - amount based (Gross) subscription transaction is generated
- RED_UNIT - unit based (Gross) redemption transaction is generated
- SUB_UNIT - unit based (Net) subscription transaction is generated

For outflow transactions, the elements 'PF_VAL' and 'CL_VAL' are used for the performance fee calculation.

3.37.4 Operations on Performance Fee Rules

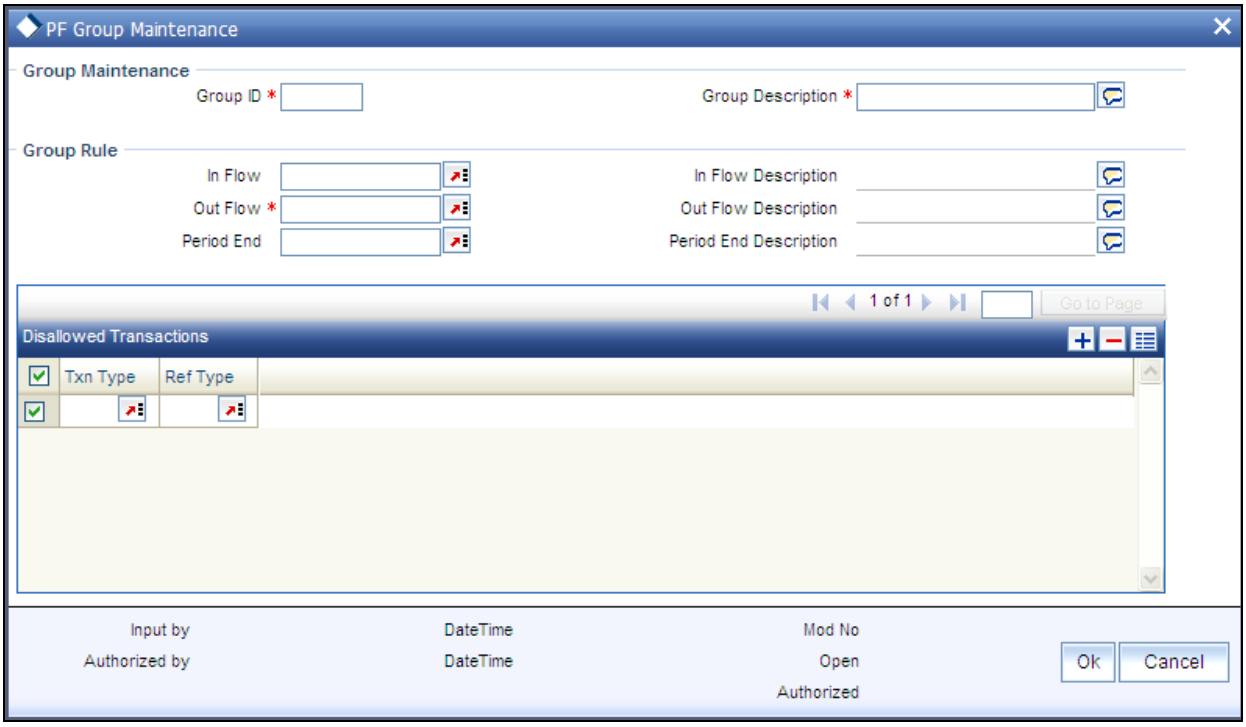
You can perform the following operations of a performance fee rule record.

- **New** – an unauthorized record will be created. If you have rights for auto Authorization, the record will be authorized
- **Modify** – an unauthorized record can be modified by the maker (edit rights required)
- **Delete** – an unauthorized record can be deleted by the maker. You can not delete the unauthorized record created by amendment (delete rights required).
- **Authorize** – an unauthorized record can be authorized by anyone other than the maker (authorize rights required)

3.38 Maintaining Group Rule Mapping

You can define a Group ID and map the default Rule Ids for a given event like Inflow, Outflow or Period End in 'PF Group Maintenance' screen.

You can invoke 'PF Group Maintenance' screen by typing 'UTDHRGMP' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.



3.38.1 Fields in Group Mapping Details Screen

Group ID

Alphanumeric, Mandatory

Specify a group Id for mapping the rules or select a group Id from the option list provided.

Group Description

Alphanumeric, Mandatory

Specify a suitable description for the group.

Inflow Rule

Alphanumeric, Optional

Specify the default rule to be used for inflows for the given group Id. You can also select the rule Id from the option list provided.

Outflow Rule

Alphanumeric, Mandatory

Specify the default rule to be used for outflows for the given group Id. You can also select the rule Id from the option list provided.

Period End Rule

Alphanumeric, Optional

Specify the default rule to be used for period end for the given group Id. You can also select the rule Id from the option list provided.

3.38.1.1 Disallowed Transactions Section

In this section you can indicate if you wish to disallow any transaction based on the transaction type and reference type.

For e.g., If you map Rule ID '001' to the event 'Inflow' and choose to disallow this rule for transaction type '02' (subscription transaction) and if the reference type is 'RE' (Reinvestment), then during processing the system will not apply this rule for reinvestment transactions generated as a result of dividend processing.

Disallowed transaction type is applicable for all the rules maintained for the group.

Transaction Type

Optional

Specify the transaction type for which you wish to disallow the transaction or select the transaction type from the option list provided.

Reference Type

Optional

Specify the transaction reference type for which you wish to disallow the transaction or select the reference type from the option list provided.

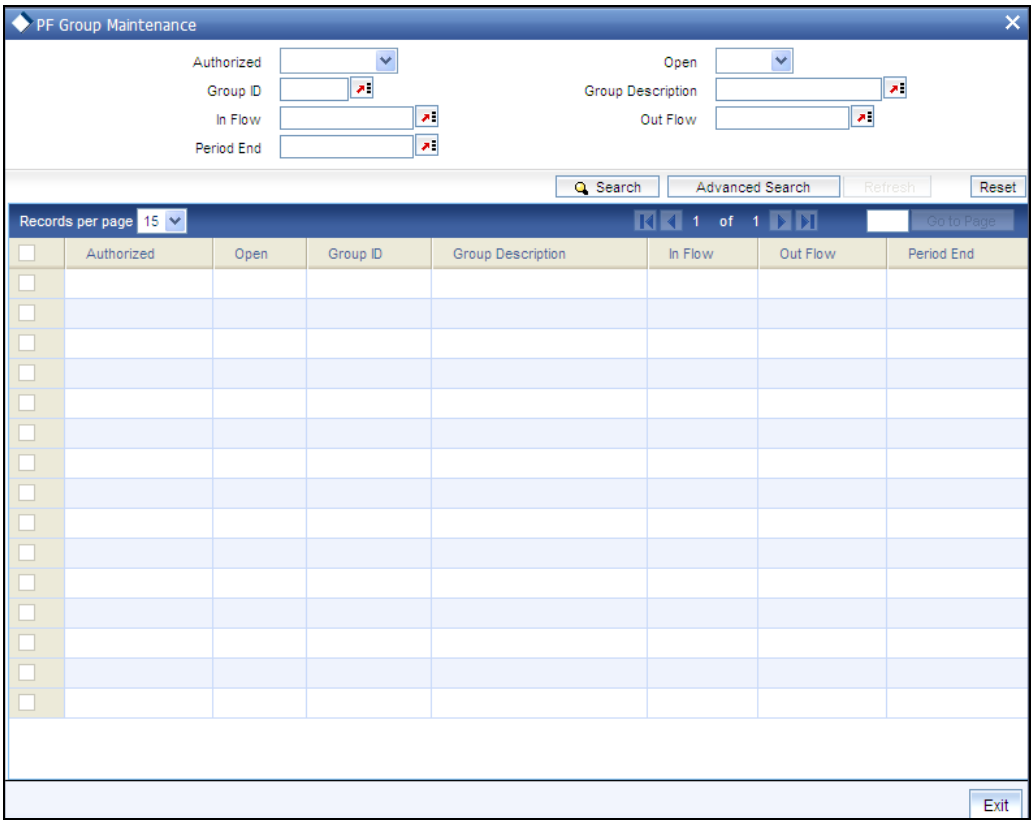
3.38.2 Operations on Group Rule Mapping

You can perform the following operations of a group-rule mapping record.

- **New** – an unauthorized record will be created. If you have rights for auto Authorization, the record will be authorized
- **Modify** – an unauthorized record can be modified by the maker (edit rights required)
- **Delete** – an unauthorized record can be deleted by the maker. You can not delete the unauthorized record created by amendment (delete rights required).
- **Authorize** – an unauthorized record can be authorized by anyone other than the maker (authorize rights required)

3.38.3 PF Group Maintenance Summary Screen

You can invoke the 'PF Group Maintenance Summary' screen by typing 'UTSHRGMP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can perform the following operations in this screen:

- Viewing a Group Maintenance record
- Modifying a Group Maintenance record
- Deleting a Group Maintenance record

- Authorizing a Group Maintenance record

3.38.3.1 Viewing a Group Maintenance record

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

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

3.38.3.2 Modifying a Group Maintenance record

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

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

3.38.3.3 Deleting a Group Maintenance record

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

- Invoke the Group Maintenance Summary screen from the Browser.

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

3.38.3.4 Authorizing a Group Maintenance record

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

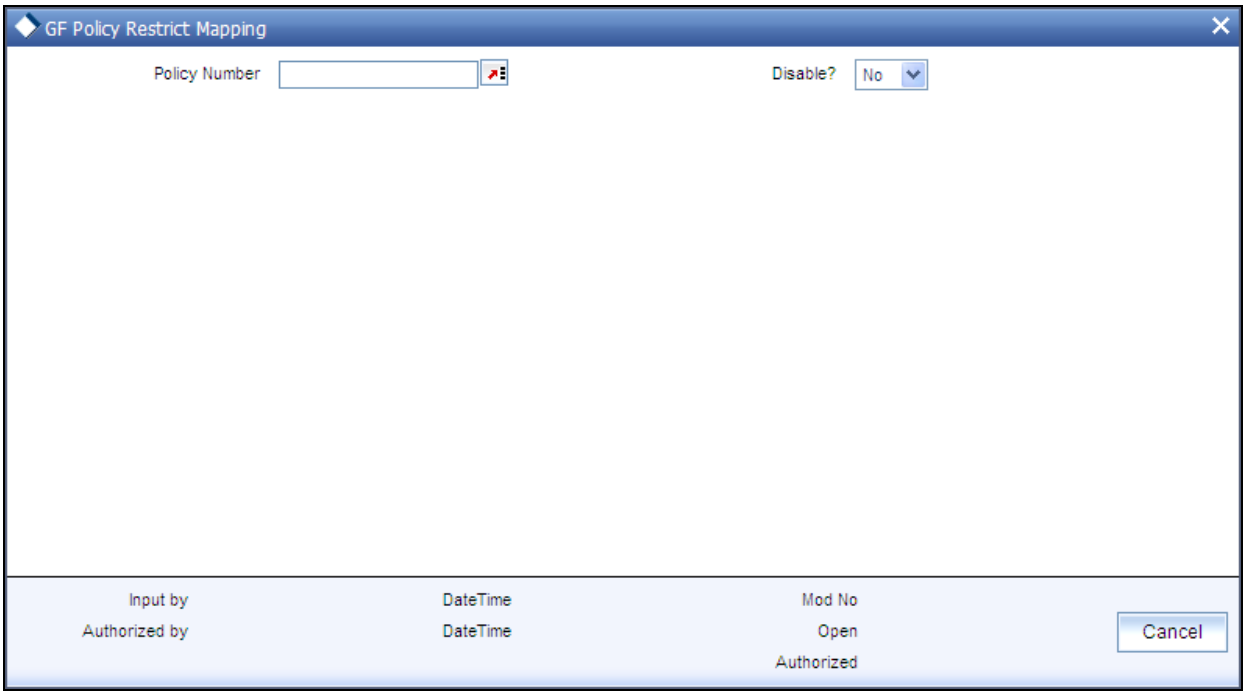
- Invoke the Group Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click Query. All records with the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

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

3.39 Maintaining Policy Restrictions for Guaranteed Funds

You can maintain a list of policies that you wish to either include or exclude for GF Correction run. You can do this by enabling (disabling to exclude) the policies in the ‘GF Policy Restrict Mapping‘ screen.

You can invoke this screen by typing ‘UTDGFPLR’ in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button



You can specify the following details in this screen:

Policy Number

Mandatory

Specify the policy for which you wish to indicate the correction run preferences. You can also select the policy number from the option list provided.

Disabled?

Optional

Select the option to indicate whether you wish to enable or disable correction run for the policy number specified.

You can indicate your preferences for both Simulation run and Final run. For any GF Correction run, the system considers only those policies which have this option enabled.

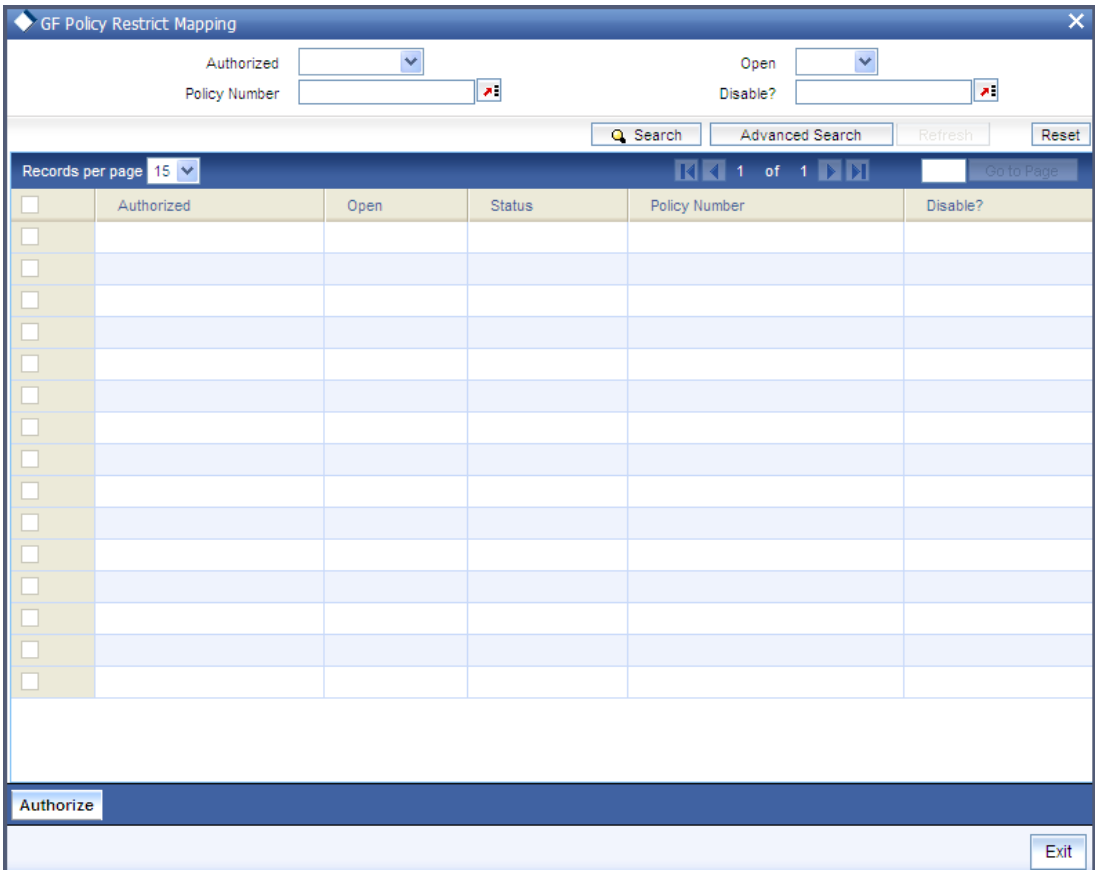
In this screen, you can perform the following operations:

- Create a new record
- Authorize a record
- Amend a record

For details on Mock Processing for Guaranteed Funds, refer to the chapter 'End of Day Activities' in FC-IS system..

3.39.1 GF Policy Restrict Mapping Summary Screen

You can invoke the 'GF Policy Restrict Mapping Summary' screen by typing 'UTSGFPLR' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can perform the following operations in the Policy Guaranteed Summary screen:

- Retrieving a Record in the Policy Guaranteed Summary screen
- Editing a Policy Guaranteed Fund Record
- Viewing a Policy Guaranteed Fund Record
- Deleting a Policy Guaranteed Fund Record
- Authorizing a Policy Guaranteed Fund Record
- Amending a Policy Guaranteed Fund Record
- Authorizing an Amended Policy Guaranteed Fund Record
- Copying the Attributes

3.39.1.1 Retrieving a Record in the Policy Guaranteed Summary screen

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

1. In the Browser, select GF Restrict Mapping menu and click on Summary, specify any or all of the following details in the corresponding fields:

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

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

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

1. Press F7

2. Input the Policy Number, Disabled.

3. Press F8

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

Example

You can search the record for Policy Number by using the combination of % and alphanumeric value as follows:-

1. Search by P%: System will fetch all the records whose Policy Number starts from Alphabet 'P'. For example, POLS117, PLY118, PLC110 etc.

2. Search by %7: System will fetch all the records whose Policy Number ends by numeric value' 7'. For example, POL117, GSD267, AGC77 etc.

3. Search by %17%: System will fetch all the records whose Policy Number contains the numeric value 17. For example, POL117, GSD172, AGC17 etc.

3.39.1.2 Editing a Policy Guaranteed Fund Record

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

1. Invoke the Policy Guaranteed Fund Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option.

3. Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.

4. Click 'Search'. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you want to modify in the list of displayed records. The Policy Guaranteed Fund Detail screen is displayed.

6. Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

7. Click Save to save your changes. The Policy Guaranteed Fund Detail screen is closed and the changes made are reflected in the Policy Guaranteed Fund Summary screen.

3.39.1.3 Viewing a Policy Guaranteed Fund Record

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

1. Invoke the Policy Guaranteed Fund Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.

3. Specify any or all of the details of the record in the corresponding fields on the screen.

4. Click 'Search'. All records with the specified fields are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you want to view in the list of displayed records. The Policy Guaranteed Fund Detail screen is displayed in View mode.

3.39.1.4 Deleting a Policy Guaranteed Fund Record

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

1. Invoke the Policy Guaranteed Fund Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for deletion.

3. Specify any or all of the details in the corresponding fields on the screen.

4. Click 'Search'. All records with the specified fields are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you want to delete in the list of displayed records. The Policy Guaranteed Fund Detail screen is displayed.

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

3.39.1.5 Authorizing a Policy Guaranteed Fund Record

An unauthorized Policy Guaranteed Fund record must be authorized in the system for it to be processed. To authorize a record:

1. Invoke the Policy Guaranteed Fund Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.

3. Specify any or all of the details in the corresponding fields on the screen.

4. Click 'Search'. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you wish to authorize. The Policy Guaranteed Fund Detail screen is displayed. Select Authorize operation from the Action List.

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

3.39.1.6 Amending a Policy Guaranteed Fund Record

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

1. Invoke the Policy Guaranteed Fund Summary screen from the Browser.

2. Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.

3. Specify any or all of the details in the corresponding fields on the screen.

4. Click 'Search'. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

5. Double click the record that you wish to authorize. The Policy Guaranteed Fund Detail screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.

6. Amend the necessary information and click on Save to save the changes.

3.39.1.7 Authorizing an Amended Policy Guaranteed Fund Record

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

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

3.39.1.8 Copying the Attributes

If you want to create a new Policy Guaranteed Fund record with the same attributes of an existing one, you can copy the attributes of an existing Policy Guaranteed Fund record to a new one.

To copy the attributes:

1. Retrieve the record whose attributes the new Policy Guaranteed Fund should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.

2. Click on Copy.

3. Indicate the ID for the new Policy Guaranteed Fund. You can, however, change the details of the new maintenance.

4. Maintaining System Parameters

4.1 Introduction

In Oracle FLEXCUBE Investor Servicing, you can maintain static parameter data such as additional information heads, fee categories for investors, and codes for additional parameters. You can also map these maintained parameters to be applicable for certain entities such as unit holders and brokers. The additional parameters enable you to capture information relating to entities such as unit holders and brokers that are not otherwise captured in the system.

This chapter describes the definition and maintenance of these parameters in the system. It also includes the definition and maintenance of basic system default data. Default data is information that will be used as defaulted in any maintenance operation such as setting up investor accounts, setting up entities, setting up brokers and so on.

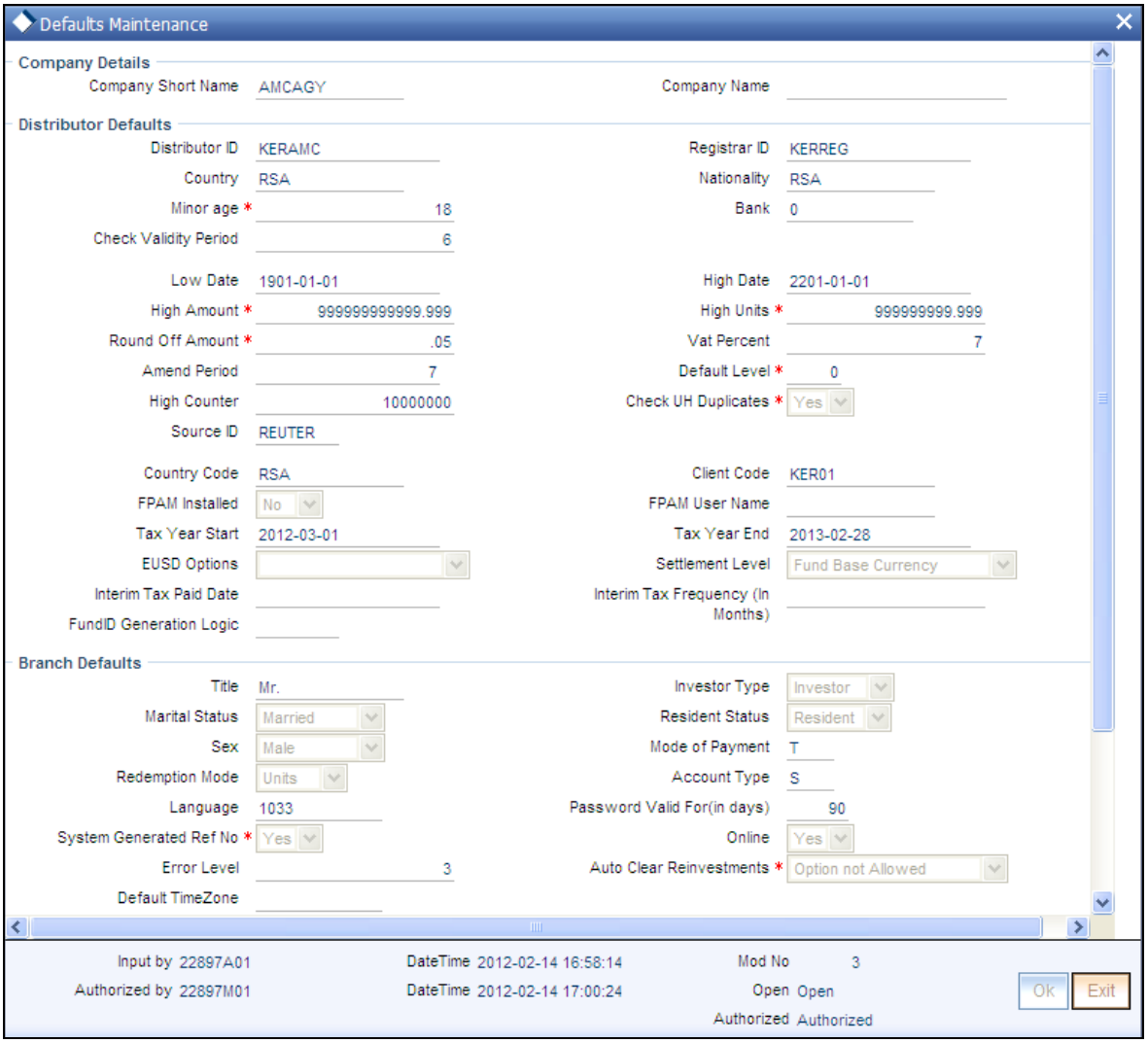
All the menu options pertaining to the maintenance of system parameters and default information can be accessed through the System Parameters menu item in the Maintenance menu category of the Agency Branch main menu. The following screens can be accessed through this menu item:

- **Defaults Setup:** Use this option to access the Defaults Maintenance screen, where you can set up the system default information.
- **Parameters Setup:** Use this option to access the System Parameter Codes Maintenance screen, where you can view defined codes for parameters that will be used in the maintenance of entities as well as other data in the system, and add any applicable valid values.
- **Entity Mapping:** Use this option to access the Entity Additional Information Mapping screen, where you can map any additional information heads to be applicable for the maintenance of entities such as unit holders and brokers.
- **Addl Info Maint:** Use this option to access the Additional Information Maintenance screen, where you can define any additional information heads.
- **Fee Category Setup**: Use this option to access the Fee Category Codes Maintenance screen, where you can view any specific defined fee category (and sub category) that is applicable to different investor types. You can also add new fee sub-categories.
- **Data Maintenance:** Use this option to access the FCIS Data Mapping Codes Maintenance screen, where you can define data mapping between an external system and FCIS.

4.2 Maintaining System Default Information

To set up system default information, use the ‘Defaults Maintenance’ screen. You can invoke this screen by typing ‘UTDDEFMT’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select ‘New’ from the Actions menu in the Application tool bar or click new icon to enter the details.



In this screen press F7/F8 to query the data. You need to unlock and then modify the data if required.

4.2.1 Fields in Defaults Maintenance Screen

4.2.1.1 Company Details Section

Company Name

60 Character Maximum, Alphanumeric, Mandatory

Enter the full name of the Company that is using Oracle FLEXCUBE Investor Servicing. The system will print this as the company name in all the reports.

Company Short Name

10 Character Maximum, Alphanumeric, Mandatory

Enter the short name of the Company that is using Oracle FLEXCUBE Investor Servicing.

4.2.1.2 Distributor Defaults Section

In this section, define the default information applicable for the AMC, in any maintenance operation in the system.

Distributor ID

6 Character Maximum, Alphanumeric, Mandatory

Enter the ID of the default distributor for the installation.

Registrar ID

6 Character Maximum, Alphanumeric, Mandatory

Enter the ID of the default Registrar for the installation.

Nationality

15 Character Maximum, Alphanumeric, Mandatory

Enter the default Nationality of the unit holder.

Country

20 Character Maximum, Alphanumeric, Mandatory

Enter the default Country of the unit holder.

Minor Age

Numeric, Mandatory

Enter the default age limit for the Minors.

Bank

Numeric, Mandatory

Enter the code of the default Bank for the system.

Check Validity Period

Numeric, Mandatory

Enter the number of days for which a Check is valid, by default during transactions.

Low Date

Date, Mandatory

Enter the default Low date value for the system.

High Date

Date, Mandatory

Enter the default High Date Value for the system.

High Amount

Currency, Mandatory

Enter the default high amount value.

High Units

Numeric, Mandatory

Enter the default high unit value.

Round Off Amount

Currency, Mandatory

Enter the default value for round off amount.

VAT Percent

20 Character Maximum, Alphanumeric, Mandatory

Displays the default value of Value Added Tax (VAT) Percentage.

Amend Period

Numeric, Mandatory

Enter the default Amendment period for the Fund Rule/Transactions.

Default Level

2 Characters Maximum, Numeric, Display

This displays the hierarchy default number in the fund. For example, if the existing fund has a parent fund, then the default level will be ‘2’.

High Counter

Numeric, Mandatory

Enter the default high counter value.

Check UH Duplicates

1 Character Maximum, Boolean, Mandatory

Select Yes or No to check for unit holder Duplicates.

Source ID

Alphanumeric, Mandatory

From the list, select the default exchange rate source for the AMC.

Country Code

15 Characters Maximum, Alphanumeric, Optional

Displays the code given to the country where the client site is located.

Client Code

15 Characters Maximum, Alphanumeric, Optional

Displays the code given to the client where Oracle FLEXCUBE Investor Servicing has been installed.

FPAM Installed

Alphanumeric, Optional

If Oracle FLEXCUBE Asset Management has been installed at the client site, it is indicated here.

FPAM User Name

15 Characters Maximum, Alphanumeric, Optional

The name of the user where Oracle FLEXCUBE Asset Management has been installed is displayed here.

Tax Year Start

Date Format, Optional

Specify the start date from which the tax payment should be considered.

Tax Year End

Date Format, Optional

Specify the date till which the tax payment should be considered.

EUSD Option

Alphanumeric, Optional

Select the default EUSD (European Union Savings Directive) option for the segment. The options available are:

- **With Holding Tax (WHT)** : EUSD tax is computed and deducted
- **Exchange of Information (EOI) :** EUSD tax is computed but not deducted
- **Tax Exemption Certificate (TEC) :** EUSD tax is computed but not deducted

By default, the option is left unchecked. If you do not indicate any EUSD option, then EUSD option will not be applicable for the segment.

This functionality is applicable only for the Fund Manager module.

Settlement Level

Mandatory

Indicate whether the payment amount must be compared with the fund base currency amount or the transaction currency amount while processing transaction settlements.

Interim Tax Paid Date

Date, Format (DD/MM/YYYY)

Specify the tax payment date here. This is only applicable for non-pensions funds.

It is mandatory to specify the interim tax for funds where IOF/IRRF is applicable.

Interim Tax Frequency

Numeric

Specify the tax payment frequency here. This is only applicable for non-pensions funds.

It is mandatory to specify the interim tax frequency for funds where IOF/IRRF is applicable.

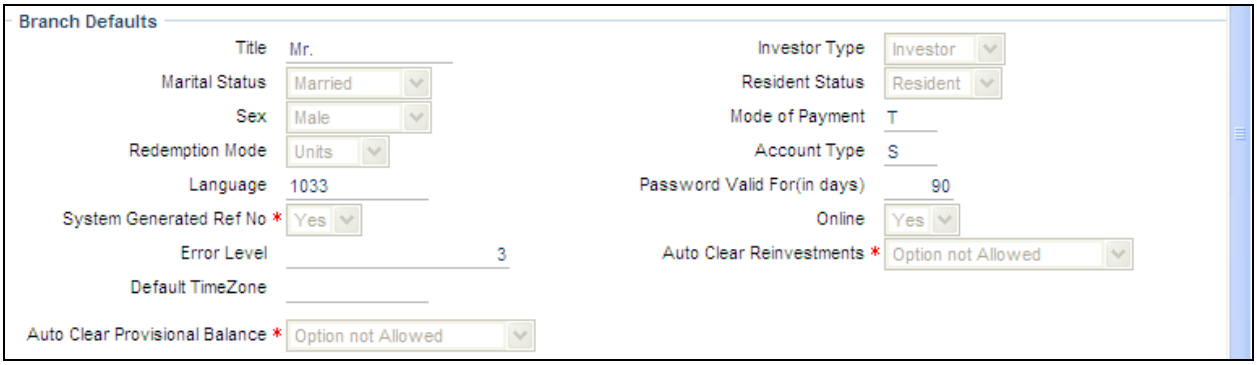
FundID Generation Logic

6 Characters Maximum, Optional

Indicate the pattern using which the fund ID needs to be generated, where the first two characters represent the ISO Country Code (except for any jurisdiction with distributor schemas where the 2nd character will designate whether it is "R"egistrar-world or "D"istributor-world) and the following four characters are auto generated numerals.

4.2.1.3 Branch Defaults Section

In this section, define the default information applicable for any branch of the AMC, in any maintenance operation in the system.



Title

15 Character Maximum, Alphanumeric, Mandatory

Enter the Title to default during unit holder Data Entry. You can make a blank specification so that a blank entry may be accepted as a title by the system.

Investor Type

1 Character Maximum, Alphanumeric, Mandatory

Enter the default Investor Type, whether Individual or Corporate, during unit holder data entry.

Marital Status

1 Character Maximum, Alphanumeric, Mandatory

Enter Single or Married as the Marital Status to default during unit holder data entry.

Resident Status

1 Character Maximum, Alphanumeric, Mandatory

Enter Resident or Non-Resident as the Resident Status to default during unit holder data entry.

Sex

1 Character Maximum, Alphanumeric, Mandatory

Enter Male or Female as the Sex to default during unit holder Data Entry.

Mode of Payment

1 Character Maximum, Alphanumeric, Mandatory

Enter Cash, Check or Transfer as the Payment Mode to default during Transaction data entry.

Redemption Mode

1 Character Maximum, Alphanumeric, Mandatory

Enter Amount or Units as the Redemption Mode to default during transaction acceptance.

Account Type

1 Character Maximum, Alphanumeric, Mandatory

Enter Current, Savings or Fixed as the Payment Mode to default during Transaction data entry.

Language

1 Character Maximum, Alphanumeric, Mandatory

Enter English or Non-English as the default language in which the system should display messages.

Password Valid For (in days)

Numeric, Mandatory

Enter the minimum number of days after which the Users will have to change the Password. At the end of this retention period, the system will automatically prompt the User at login time to change the password.

System General Reference Number

1 Character Maximum, Boolean, Mandatory

Enter the option of using a System General Reference Number. If yes, then the Reference Number for all the transactions will also be generated by the system. If not, the Reference Number must be specified at the time of entering the transaction.

Error Level

Numeric, Mandatory

Enter the Error Messages Level.

- Enter 1 if you want the system to display an Error Message and not log it.
- Enter 2 if you want the system not to display an Error Message but to log it.
- Enter 3 if you want the system to display an Error Message and Log it.
- If any other level is indicated, the system will display Error Messages and Log it.

Online

Display

The online status of the branch, at the time of viewing this record, is displayed here.

Default Time Zone

Optional

Select the default time zone from the values available. All time zones you have maintained through the Time Zone Maintenance screen are displayed in the option list.

Auto Clear Provisional Balance

1 Character Maximum, Alphanumeric, Mandatory

Indicate whether 100% outflow transactions include provisionally allotted units. You can specify any of the following options:

- **Option not allowed:** Provisionally allotted units should not be considered while processing 100% outflow transactions.
- **Allowed – Default checked**: Provisionally allotted units should be considered while processing 100% outflow transactions by default.
- **Allowed – Default unchecked**: Provisionally allotted units will not be considered while processing 100% outflow transactions by default. However, you can check this option while performing transactions.

Auto Clear Reinvestments

1 Character Maximum, Alphanumeric, Mandatory

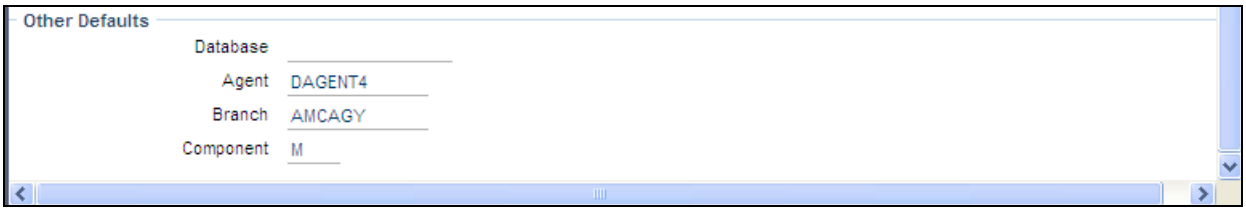
Indicate whether 100% outflow transactions include freeze held and reinvestment units.

You can specify any of the following options:

- **Option not allowed**: Freeze held/reinvestment units should not be considered while processing 100% outflow transactions.
- **Allowed – Default checked:** Freeze held/reinvestment units should be considered while processing 100% outflow transactions by default.
- **Allowed – Default unchecked:** Freeze held/reinvestment units will not be considered while processing 100% outflow transactions by default. However, you can check this option while performing transactions.

4.2.1.4 Other Defaults Section

In this section, define the other default information applicable for the AMC, in any maintenance operation in the system.



Database

15 Character Maximum, Alphanumeric, Mandatory

Enter the name of database that contains all the objects (tables, stored procedures, etc.) used by the system. This will be displayed at the footer of all the screens at run time. This field cannot be edited after it has been entered for the first time.

When you are in Edit mode, this is a Display Only field.

Agent

Numeric, Mandatory

Enter the code of the default Agent for the system.

Branch

Numeric, Mandatory

Enter the code of the default Agency Branch for the system.

When you are in Edit mode, the Agent and Branch fields are Display Only fields.

Component

20 Character Maximum, Alphanumeric, Mandatory

Enter the default Component of the system for the installation.

4.3 Maintaining System Parameters

At the time of installation of Oracle FLEXCUBE Investor Servicing, the implementers set up codes for parameters that will be used in any maintenance operation in the system, involving both static tables and processing. They also set up a list of values that would be considered valid for each parameter code. In any drop down list in a maintenance screen where the parameter code is used, the valid values list will appear.

The implementers set up these codes and values based on the requirements at each installation. Through the System Parameter maintenance, static information such as the following master lists can be maintained:

- Bank account types
- Countries
- Corporation types
- Identification types
- Occupation types
- Dividend component types
- Investor category types
- Investment Component types

You as a user will be able to add to a list of valid values for a parameter code, if so designated by the implementers at the time of installation.

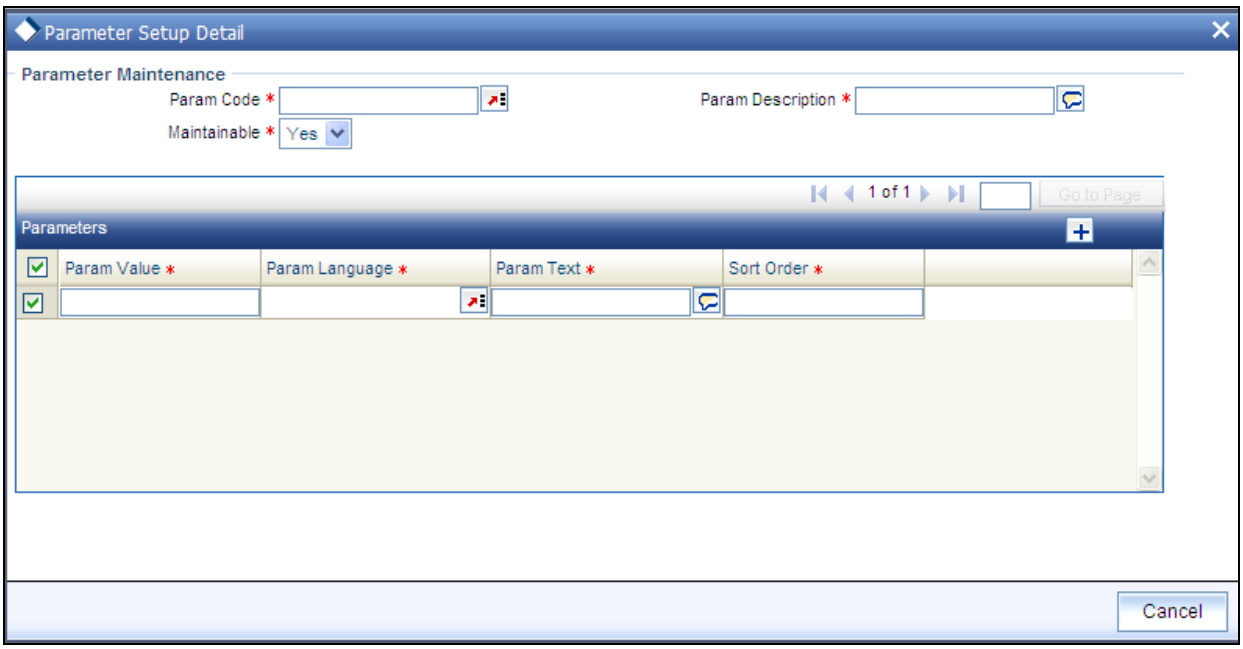
The valid value lists that you set up will be displayed in the option lists in the user interface, in whatever operation a system parameter value is required to be picked up.

For instance, when bank account types are maintained as a system parameter, a value list containing the different account types is maintained as part of the System Parameter maintenance. In the system, in any screen that requires an account type as input information, the value list will be displayed to the user to select the required account type.

You must define the various components required for validating Prudential Investment Guidelines/Foreign Exchange Compliance under the parameter code “INVESTMENTCOMP”. This is a necessary maintenance required if you have selected Prudential Investment Guidelines as part of the Fund Product categories. The procedure for specifying the investment component code is the same for any other Parameter value to be maintained.

4.3.1 System Parameter Codes Maintenance Screen

To view the system parameters codes and add to valid value lists for the same, use the System ‘Parameter Setup Detail’ screen. You can invoke this screen by typing ‘UTDPARAM’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select ‘New’ from the Actions menu in the Application tool bar or click new icon to enter the details.



All maintained codes are displayed in the grid portion of the screen, as a list. The following information is displayed for each parameter:

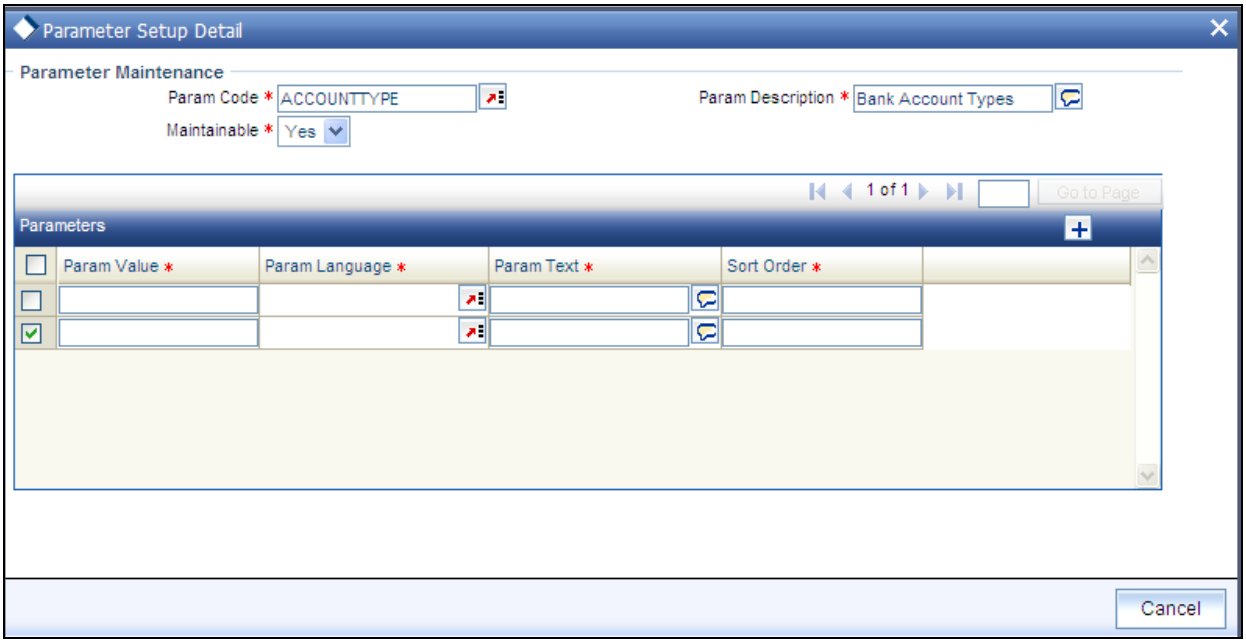
- The code and description for each parameter, in the Parameter Code and Parameter Description fields.
- The maximum applicable length of any specification (or valid value) for the parameter, in any maintenance screen or operation in the system. This is displayed in the Maximum Length field.

- Whether the valid value list maintained for the parameter code is editable, as designated by the implementers, in the Editable field. If the list is not editable, then you cannot add any valid acceptable values to the list in this screen.
- A list of valid values defined by the implementers as acceptable specifications for the parameter code. To view a list of these, click the Valid Values button.

4.3.2 System Params Value Maintenance Screen

When you click the Valid Values button for a selected parameter code in the System Parameter Setup Detail screen, the System Params Value Maintenance screen is opened.

If the parameter value list is not editable, then an error message, “Values cannot be maintained” is displayed, and when you click ‘Ok’ button in the message window, the System Params Value Maintenance screen is opened in view mode.

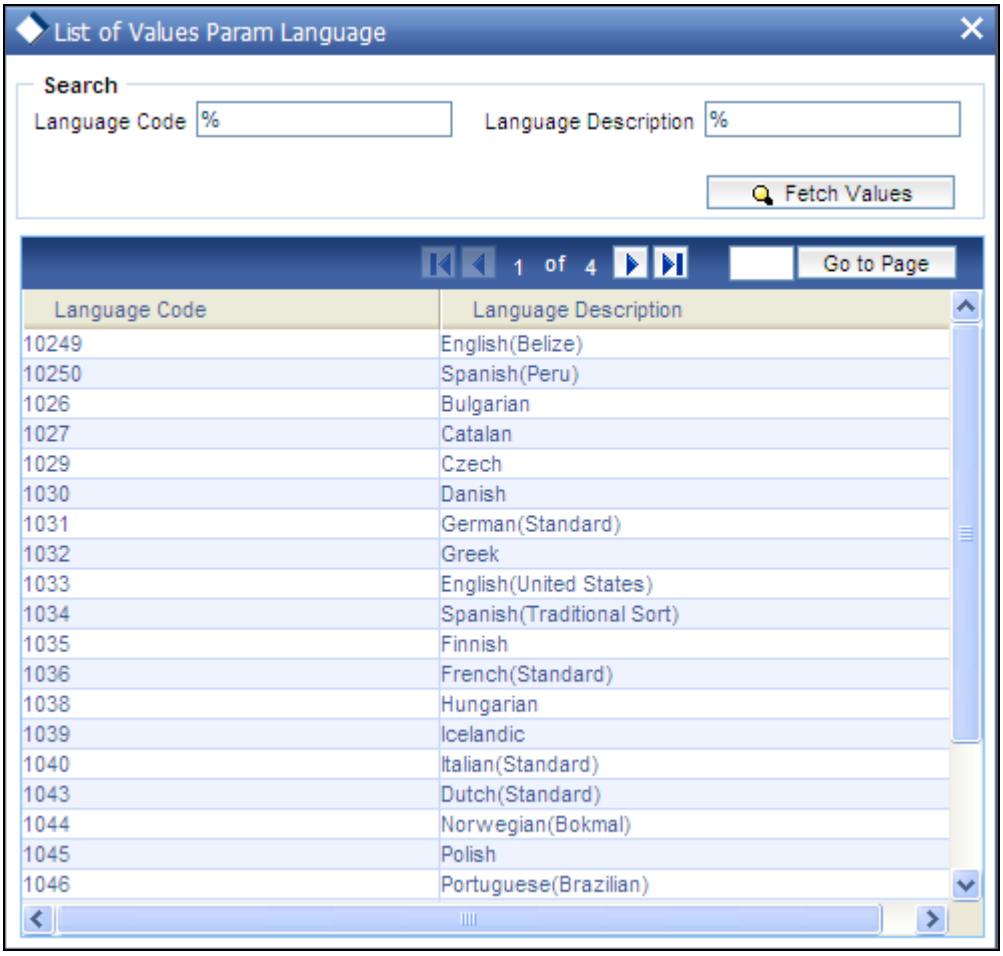


The selected parameter code and description is shown in the header portion of the screen.

Any maintained values are listed in the lower grid portion of the screen. The information maintained for each value is as follows:

- The identification for the parameter value in the Param Value field
- The text (or label) representing the parameter value in the Param Text field. For a given Param Value, the system allows you to enter different descriptions for different languages i.e. you can describe the same Param Value differently in various languages.
- The serial number representing the sorting order of the parameter value, in the Sort Order field

Parameter values may be stored in languages other than the default language. Click on the 'Details' link under the column Param Language to view the list of languages in which the parameter value is stored in the system. The following screen is invoked when you click on the 'Details' link:



Adding a value to the list

If the list is editable, then the Param Text and Sort Order fields are enabled for editing, and the Add link is available at the bottom of the list, to enable any additions to the list. The default language in which the codes are stored is also displayed in the grid. To add a value, click the Add link. A new row is inserted at the bottom of the list.

For each value you add in this manner, you must specify the following information as mandatory:

- A unique identifier for the value in the Param Value field
- The text (or label) representing the parameter value in the Param Text field. For a given Param Value, the system allows you to enter different descriptions for different languages i.e. you can describe the same Param Value differently in various languages.
- The serial number representing the sorting order of the parameter value, in the Sort Order field

If you wish to record the parameter value in the other languages supported by the system, click on the 'Details' link under the Multi Language column and enter the A unique identifier for the value in the Param Text field.

Click 'Ok' button. Your changes are saved, the System Params Value Maintenance screen is closed, and you are returned to the main System Parameter Codes Maintenance screen.

If the existing value list is not editable, all fields are in display only mode, and the Add link is not available.

STOP The system makes available the Param Codes to a user based on the language (if they have been maintained in that language) which has been specified in the SMS screen for the user. If you amend the language for a user, the system accordingly displays Param text in the latest language.

For example, if the language for User1 is initially German, the system makes available all the param codes in German. Later, if the language for User1 is changed to French, the param codes will be available in French.

4.3.2.1 Setting up Value Lists for Static Data

For the purpose of setting up value lists for static information such as the following, proceed in the manner described in the section, Adding a list of values, found earlier in this chapter.

- Bank account types
- Countries
- Corporation types
- Identification types
- Occupation types
- Dividend component types
- Investor category types

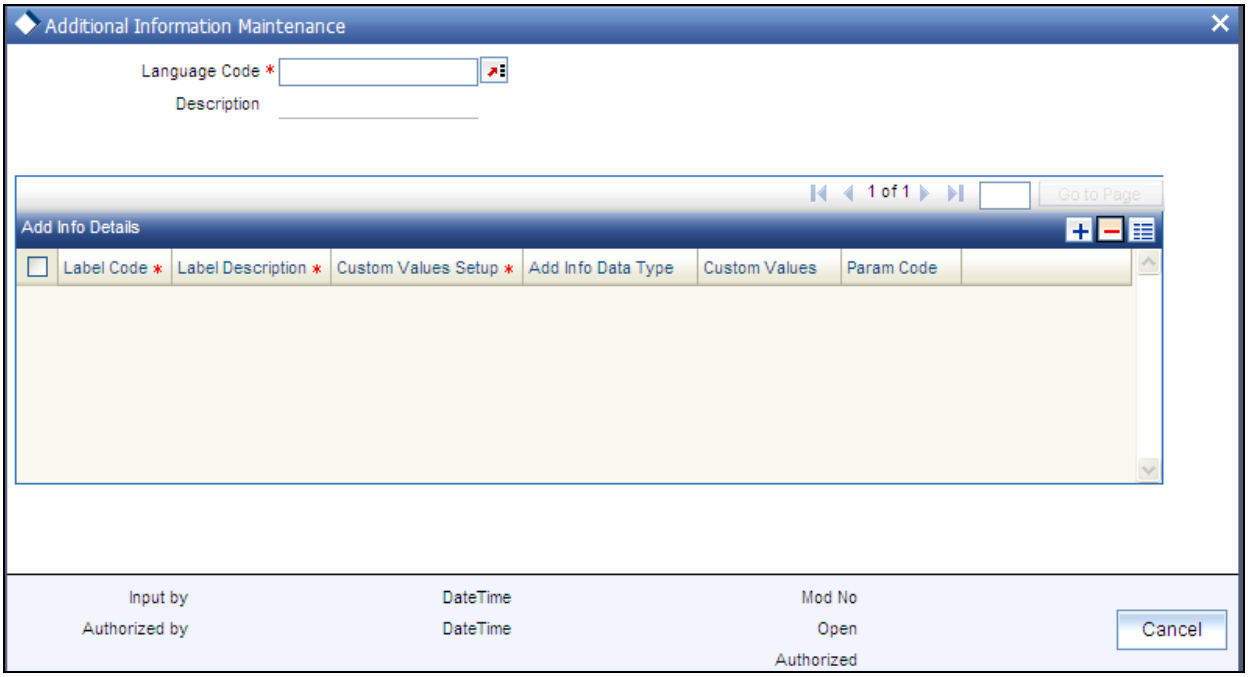
4.4 Maintaining Additional Information Heads

The Oracle FLEXCUBE Investor Servicing system gives you the facility of defining heads under which you can capture any additional information pertaining to any entities that you set up in the system, especially unit holders and brokers.

You can also set up a list of acceptable, valid values for each information head.

To define these additional information heads and their valid values, use the 'Additional Information Maintenance' screen. You can invoke this screen by typing 'UTDADINF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details.



When you open the screen, choose the language for which you want to define the additional information heads, in the Language field.

All previously defined heads for the selected language are displayed in the grid portion of the screen, in the Label Details section, as a list. The following information is displayed for each information head:

- The code and description for each label, in the Label Code and Label Description fields.
- Whether the valid value list maintained for the information head is restricted, as designated by the implementers, in the Restriction field.
- A list of valid values defined by the implementers as acceptable specifications for the information head. To view a list of these, click the Valid Values button.

4.4.1 Adding New Information Head

To add a new information head, click the Add link in the Additional Information Maintenance screen. A new row is inserted at the bottom of the list.

For each information head you add in this manner, you must specify the following information as mandatory:

- A unique identifier for the value in the Label Code field.
- The descriptive text for the label representing the information head in the Label Description field.

- Indicate whether the information head is a restricted one, by choosing the appropriate option in the Restriction field. Once you have chosen to restrict an information head, you cannot make it unrestricted again.

To define a set of valid values, click the Valid Values button.

After you have defined the applicable valid values for the information head in the List of Values screen, click the Save button in the Additional Information Maintenance screen to save your changes.

You can also specify the following information for an additional information head:

Linking an additional information head to a system parameter

You can use the Link to Param field to indicate whether the additional information head that is being maintained is linked to a system parameter that has been maintained for the installation. Check this box to indicate such a linkage.

If a linkage is indicated, you must also enter the code of the specific system parameter to which the additional information head is linked. The values maintained for the linked parameter are also applicable for the additional information head. When you click on the Valid Values button, you can select the system parameter to which the additional information head must be linked.

You cannot maintain a restrictive list for an additional information head that is linked to a system parameter.

In the system, when the additional information field that is linked to a parameter code is displayed for data entry, a list of values button is provided for selection of the values defined for the linked parameter code.

Example

You have defined an additional information head for capturing the Place of Issue for Identification, when a new account is created. The place of issue is typically captured as the country in which the identification was issued. The list of countries is maintained in the system in the System Parameters under the Parameter Code 'Country Code'.

To ensure that the list of countries maintained in the system appear in the option list for the additional information head Place of Issue, you link the head to the Parameter Code 'Country Code' in the Additional Information Maintenance.

Specifying the Param Code to which the Additional Information Head is linked

If the additional information head being maintained is to be linked to a system parameter that has been maintained for the installation, you must also enter the code of the specific system parameter to which the additional information head is linked. The values maintained for the linked parameter are also applicable for the additional information head. When you click on the Valid Values button, you can select the system parameter to which the additional information head must be linked.

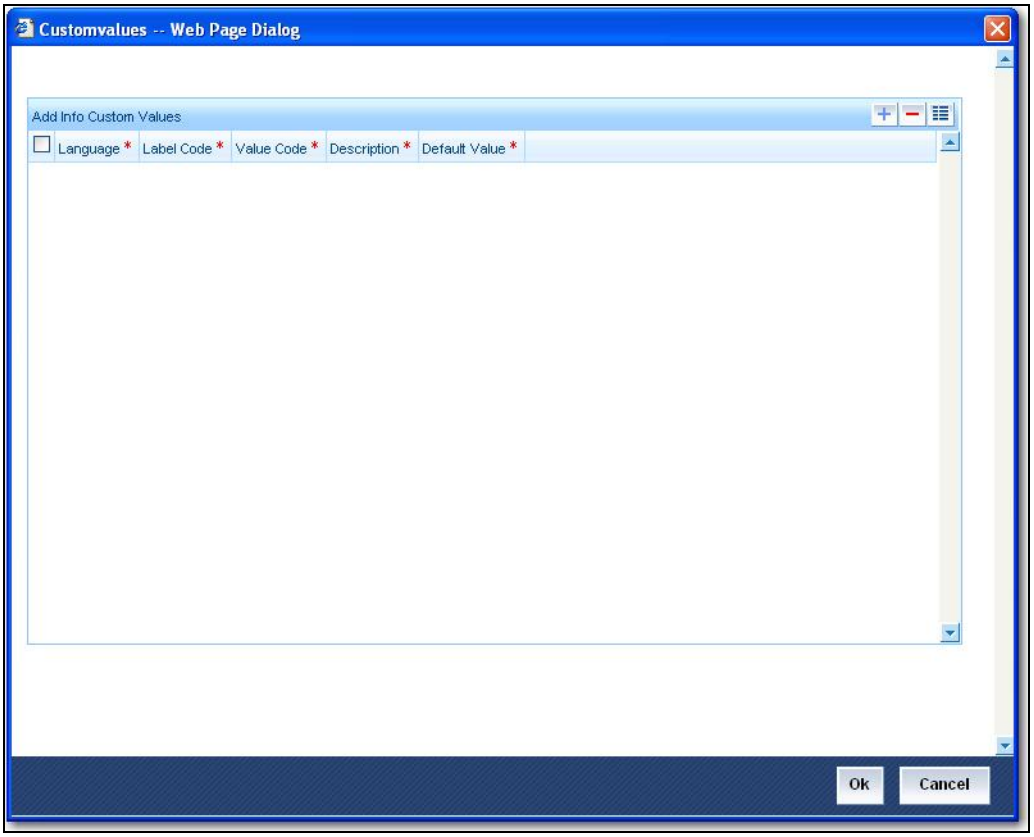
Specifying the data type

Select the type of data that can be entered into the additional information field. This specification can be made only for those additional information heads that are not linked to a system parameter.

In the system, when a value is entered into the additional information field, the data type of the entered value is validated by the system.

4.4.2 List of Values Screen

When you click the Custom Values button for a selected information head in the Additional Information Maintenance screen, the List of Values screen is opened.



The selected Label Code and Label Description are shown in the header portion of the screen.

Any maintained values are listed in the lower grid portion of the screen, in the Valid Value Details section. When you are defining valid values for a new information head, this section is blank, and all the fields are enabled. The information maintained for each value is as follows:

- The identification for the valid value in the Valid Value Code field.
- The text (or label) representing the value in the Valid Value Description field.

- Whether the value is to be shown as default, in the drop down list for this information head, in any maintenance screen in the system. This is shown in the Default field.

Adding a value to the list

The Add link is available at the bottom of the list, to enable any additions to the list. To add a value, click the Add link. A new row is inserted at the bottom of the list.

For each value you add in this manner, you must specify the following information as mandatory:

- A unique identifier for the value in the Valid Value Code field.
- The text (or label) representing the value in the Valid Value Description field.
- Whether the value is to be shown as default, in the drop down list for this information head, in any maintenance screen in the system. This is shown in the Default field.

Click 'Ok' button. Your changes are saved, the List of Values screen is closed, and you are returned to the main Additional Information Maintenance screen.

4.4.2.1 Specifying RPO Code for Account Status as Additional Information Head

When you set up a unit holder account in the system, you can capture the RPO Code that would be used for tracking the status of the account. To enable this, the RPO Code is provided as an additional information head in the Additional Information Maintenance, with valid values such as Bankrupt, Deceased, Lien on Holdings, Return Mail and so on, as a pre-shipped maintenance.

Based on the RPO Code, specific transaction types could be allowed or disallowed, as follows:

RPO Code	Processing Implications
Normal/Active	No associated RPO Code
Bankrupt	Redemptions, Transfer-In will be allowed. Subscription, Switch-Out, Switch-In, Transfer-Out transactions will not be allowed
Deceased	All transaction types disallowed
Deceased Estate	
Frozen	All transaction types disallowed
Hold	All transaction types allowed
Blacklist	All transaction types disallowed
Suspicious	All transaction types allowed

Closed	All transaction types disallowed

The RPO code can be tracked separately for each installation; therefore, the same account could have the BLOCKED status in one installation and ACTIVE in another. To mark a status, an Information Change must be used.

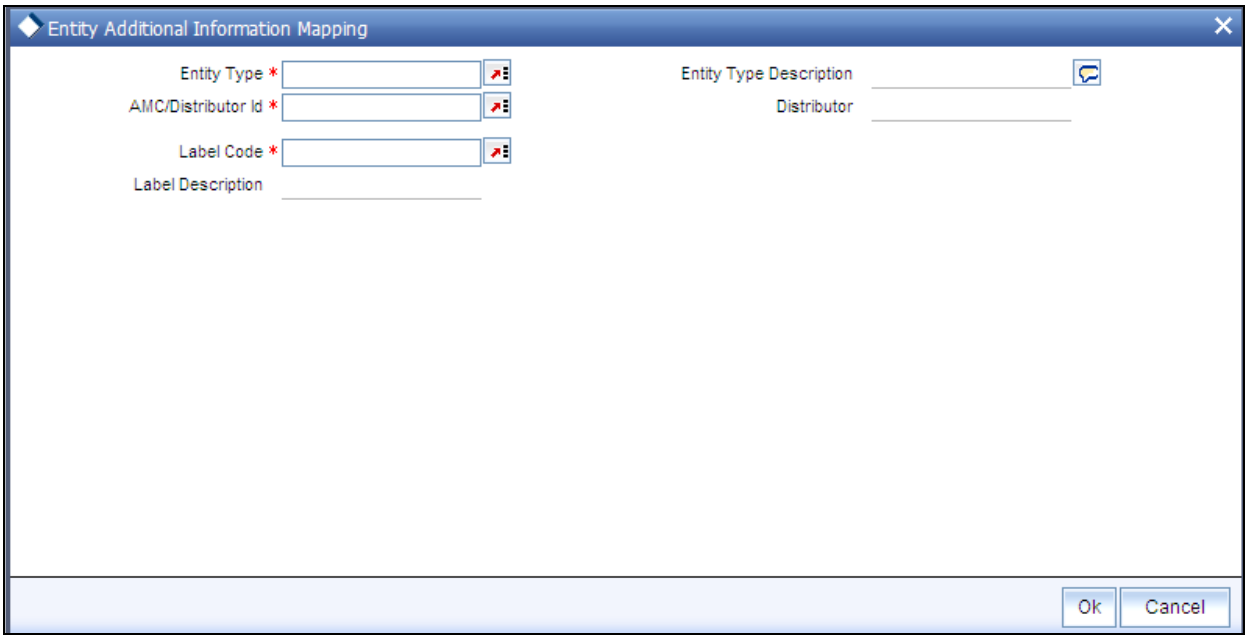
To capture the effective date for the RPO status, an additional information head RPO Effective Date is provided, with the data type as 'Date Type'. The format for the date is picked up from the Parameter Code 'DATEFORMATFORADDINFO', which is a pre-shipped maintenance.

These additional information heads are provided at your installation only if specifically requested for.

4.5 Entity Additional Information Mapping

After you have defined the additional information heads with their valid values in the Additional Information Maintenance screen, you must map them to be applicable during the maintenance of entities.

To do so, use the 'Entity Additional Information Mapping' screen. You can invoke this screen by typing 'UTDENMAP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details.



4.5.1 Mapping Information Head to Entity

In the Entity Additional Information Mapping screen,

- Choose the entity for which the information head must be mapped, in the Entity field.
- Choose the AMC for which the mapping is applicable, in the AMC ID field.
- All the defined additional information heads are displayed in the Label Details section, with the Label Code and Description representing each information head.
- After you have mapped all the desired information heads in this manner, click the Save button to save your changes.

4.6 Setting up Fee Categories and Sub-categories

At the time of installation of Oracle FLEXCUBE Investor Servicing, the implementers set up codes for fee categories that will be deemed applicable for specific investor categories. They also set up a list of fee sub-categories that would be considered valid for each fee category.

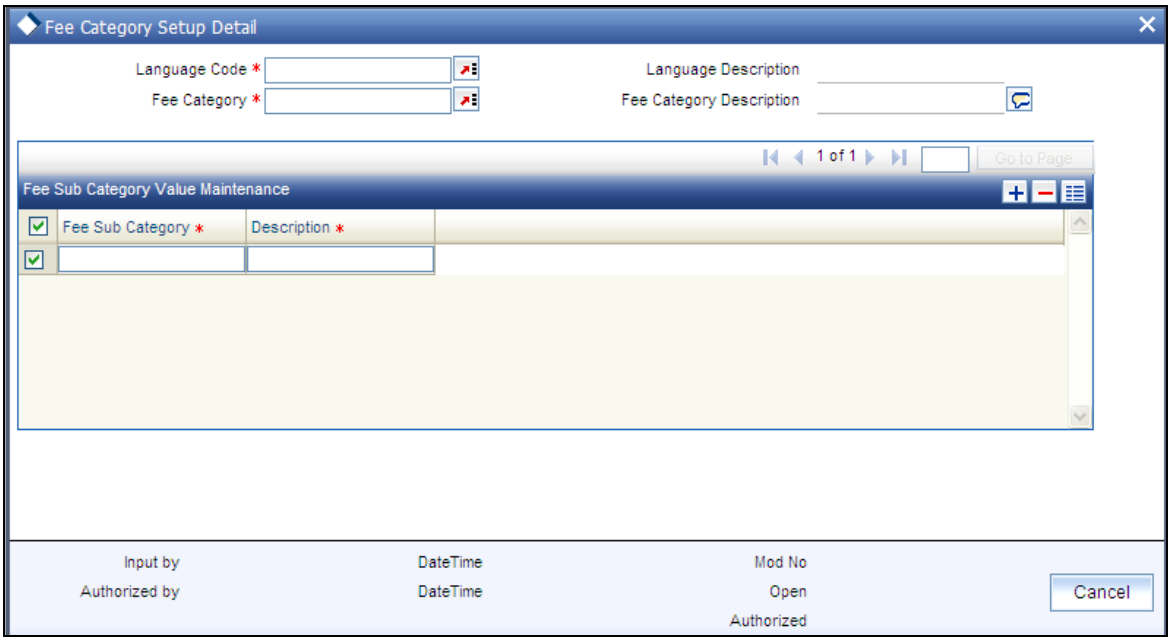
The implementers set up these codes and values based on the requirements at each installation.

You as a user will be able to add to a list of fee sub-categories for a fee category code. However, you cannot set up any new fee categories.

4.6.1 Fee Category Code Maintenance Screen

To view a list of defined fee category codes or add any new fee sub-categories, use the 'Fee Category Setup Detail' screen. You can invoke this screen by typing 'UTDFEECA' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details.



When you open the screen, choose the language for which you want to view the defined fee category codes, in the Language field.

All defined fee categories for the selected language can be viewed on clicking the option list for the Fee Category Code. The following information is displayed on clicking:

- The code and description for each label, in the Fee Category Code and Fee Description fields.
- The investor category that the fee category is applicable for, in the Investor Type field.

The selected Fee Category Code and Fee Description are shown in the header portion of the screen.

Any maintained values for fee sub-category are listed in the lower grid portion of the screen. The information maintained for each fee sub-category is as follows:

- The identification for the fee sub-category in the Sub-category field
- The text (or label) representing the fee sub-category value in the Description field

Adding a new fee sub-category to the list

The Add link is available to enable any additions to the list. To add a fee sub-category, click the Add link. A new row is inserted at the bottom of the list.

4.6.1.1 Indicating Fee Sub Category Values

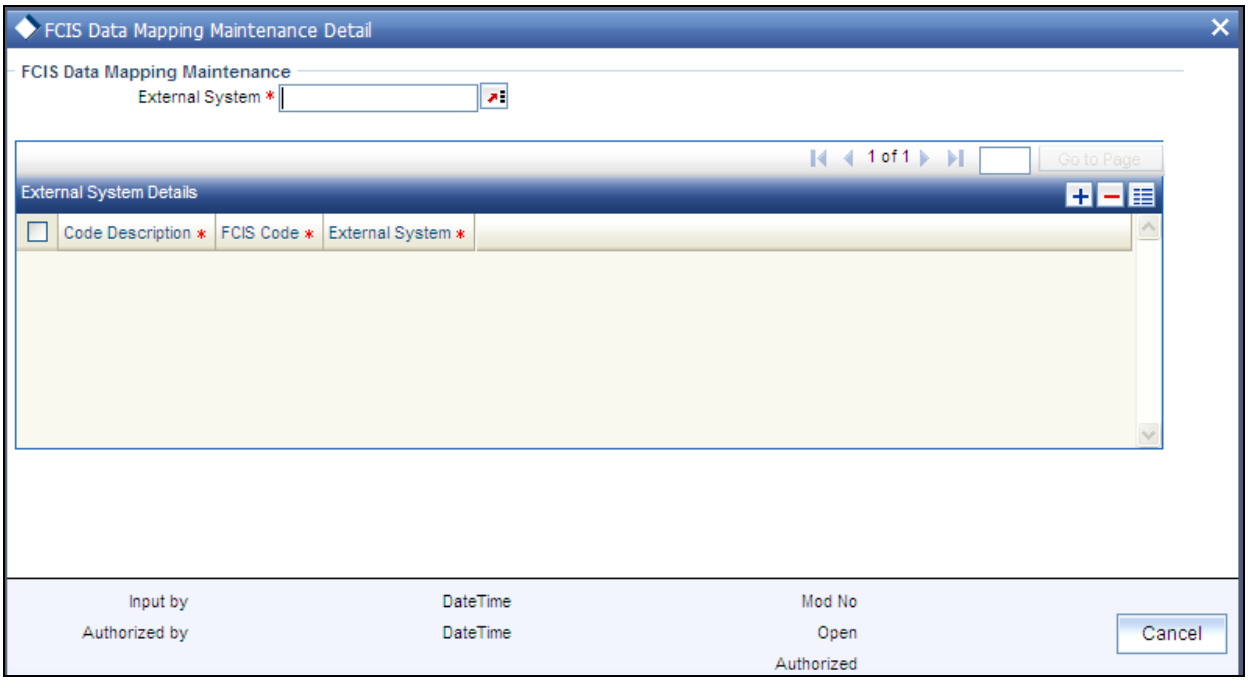
For each fee sub-category you add in this manner, you must specify the following information as mandatory:

- A unique identifier for the fee sub-category in the Sub-category field
- The text (or label) representing the fee sub-category in the Description field

Click ‘Ok’ button. The Fee Sub Category Value Maintenance screen is closed, and you are returned to the main Fee Category Code Maintenance screen. Here, click the Save button to save your changes.

4.7 Maintaining Data Mapping

You can map data from external systems to FCIS using the ‘FCIS Data Mapping Maintenance Detail’ screen. You can invoke this screen by typing ‘UTDDMAP’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



4.7.1 Fields in FCIS Data Maintenance Screen

External System

2 Character Maximum, Mandatory

Select the external system from which the data needs to be mapped. The options being:

- CAMS
- TEMPLETON
- KARVY
- HSBC
- Oasis

4.7.1.1 External System Details Section

Code Description

Select the category of codes from factory shipped values available.

FCIS Code

Select the corresponding factory shipped value available in FCIS for the specified category code.

External System Code

2 Character Maximum, Mandatory

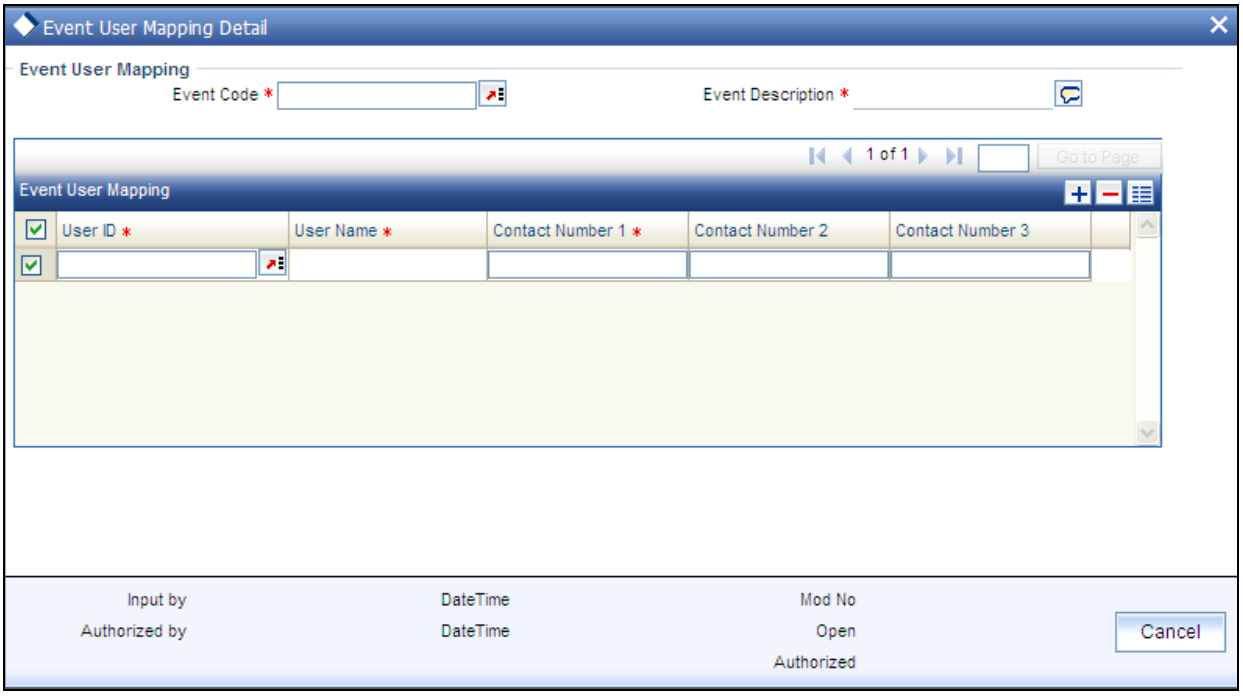
Specify the external system code here.

If the code description selected from the available list is linked to any existing PARAMS, system would display all valid codes irrespective of the maintenance.

4.8 User Event Mapping

FCIS provides the facility to map the users responsible for each event that can be raised during the End of Day (EOD) process. You can also capture the user's telephone numbers.

To map an EOD operator with an event, use the 'Event User Mapping Detail' screen. You can invoke this by typing 'UTDEUMAP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details.



4.8.1 Fields in Event User Mapping Screen

Event Code

Alphanumeric, Mandatory

Select the event for which you wish to map a user from the drop-down list. The list contains all the valid event codes maintained in the system.

Event Description

Display Only

On selecting the event code, the system displays the description of the event code.

4.8.1.1 Event User Mapping Section

User ID

Alphanumeric, Mandatory

Select the User Id of the person who is to be mapped to the chosen event. The list contains all the valid users maintained in the system.

Contact Numbers 1 – 3

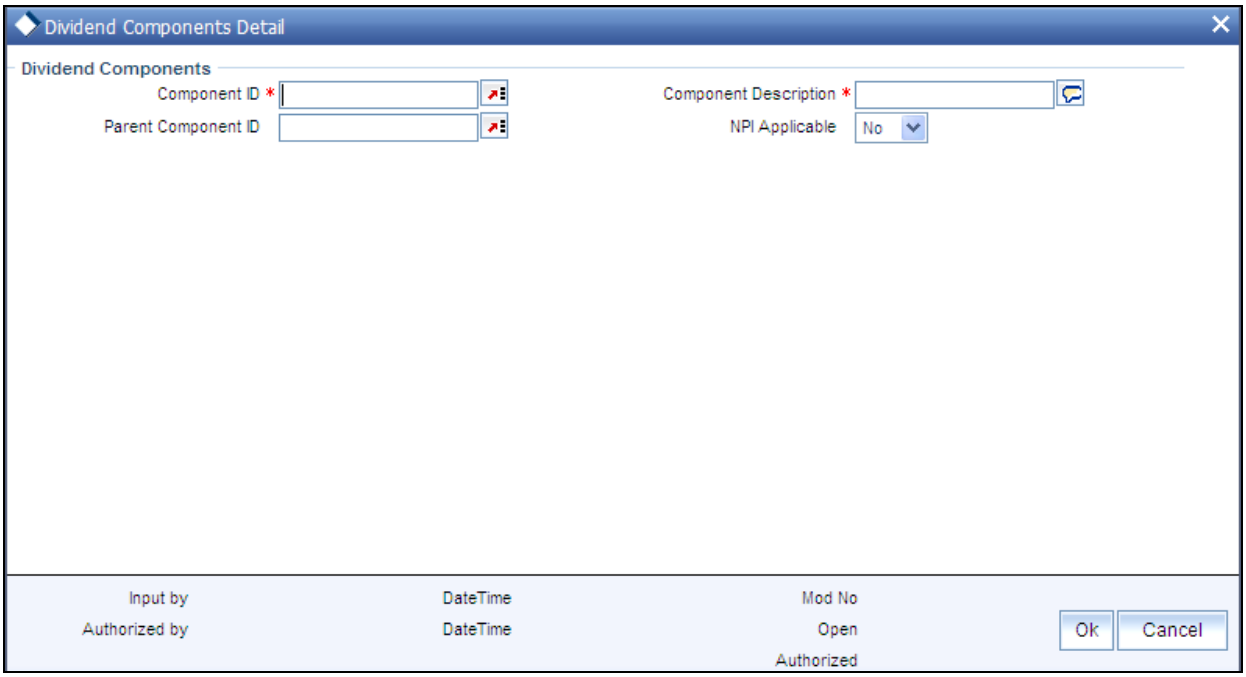
Alphanumeric, Contact Number 1 is Mandatory

Enter the contact telephone numbers of the user. You can enter up to three contact numbers.

4.9 Maintaining Dividend Component Details

Earnings from a dividend can be classified as permissible or non permissible. As per ***Shariah*** laws, non permissible income cannot be reinvested into the fund.

You can maintain dividend component details in the 'Dividend Components Detail' screen. You can invoke this screen by typing 'UTDDVCOM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the details.



4.9.1 Fields in Dividend Components Screen

Component ID

2 Character Maximum, Alphanumeric, Mandatory

Enter a unique identifier for the dividend component that is to be classified as Non permissible income.

Component Description

Enter a description of the component.

NPI Applicable

Check this option to indicate that income from this component is non permissible.

Parent Component ID

Mandatory if the component is NPI Applicable

If the component has been classified as NPI Applicable then specify the parent dividend component. The parent component specified here will be used for reporting purposes. The option list contains the valid dividend component Ids maintained in the system.

5. Importing Bulk Client Information

5.1 Introduction

The AMC may need to import information relating to investor accounts and investor transactions from an external source or clie SMDPARAM' nt, into its database. The volume of information that is imported in such cases is usually very large.

The external source or client, in such cases, is called a bulk client. The information is usually handed off in flat files, ASCII text or any other text format. The 'import' of this information means updation of the AMC database (with the information that is found in the hand-off files) so that the AMC database may reflect the import information. All necessary validations for the successful updating the database with the imported information are performed during the import.

The Oracle FLEXCUBE Investor Servicing (FCIS) system enables the AMC to import information in bulk, from an external client, relating to any of the following:

- Unit holder information (setting up of new accounts and changing unit holder information on existing accounts)
- Transactions for unit holders (only new subscription, redemption, transfer and conversion transactions, and amended transactions if indicated for the bulk client)
- Policy transactions for unit holders
- Income distribution setup for unit holders
- Standing instructions for unit holders
- Overrides of loads on transactions, for unit holders
- Fund prices for transactions
- Unit Holder Deal uploads
- Broker details
- Check Book requests
- Fund Rules
- Redemption Checks

The import can be performed using the generic interface or bulk interface facility.

5.2 Process

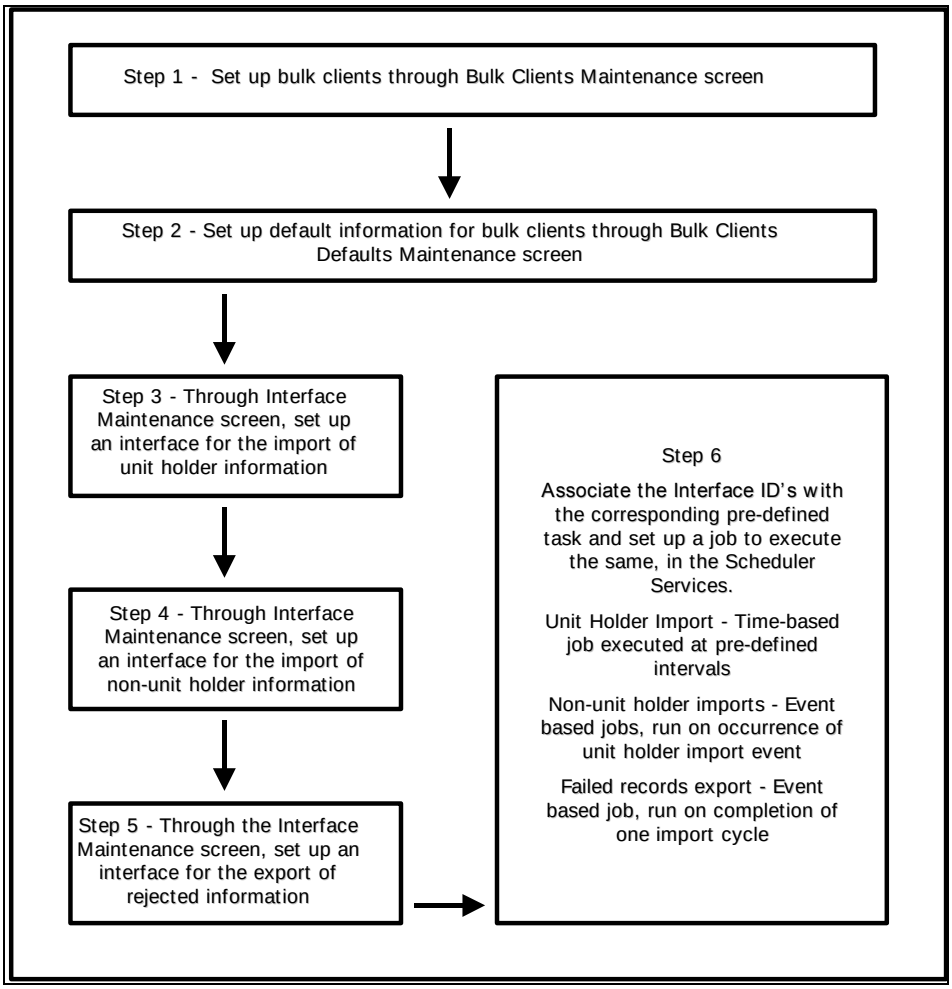
To import information from bulk clients and process the same in the FC-IS system, you must:

- Set up the bulk client in the system and maintain default information for the client.
- Set up interfaces that will actually perform the uploading (the import) of information from the hand-off files to the system database.
- Schedule the interfaces to be run whenever necessary, without manual intervention.

For a fuller discussion of each of the steps, refer the following sections under the appropriate heads in this chapter:

- Setting up the bulk import clients
- Setting up the interfaces for the import
- Scheduling the interfaces to be executed

You can understand the process from the following illustration:



5.3 Setting up Bulk Import Clients

The client from whom bulk information needs to be imported must be introduced into the FC-IS system. You can do so as follows:

6. Identify the external client (called the bulk client) in the system by providing a profile for the same. You can do this using the Bulk Clients Maintenance screen. Access this screen through the Bulk Clients Defaults menu Browser.

7. Set up the information that would be used as default for import of any information from the bulk client. If the import information files from the client do not contain the required data, then the default information maintained for the bulk client in the FC-IS system is used to furnish the same.

To set up the default information for a bulk client, use the Bulk Clients Defaults Maintenance screen. Access this screen through the Bulk Clients Defaults option in the Browser. Click new icon to enter the details.

The following considerations must be borne in mind when you set up the default information for a bulk client in the Bulk Client Default Maintenance screen:

STOP Note the following:

- If any mandatory information required in the FC-IS system is not found either in the import hand off file, or the defaults maintained for the client, the entire import fails and the import records are rejected.
- Each file that needs to be imported from the bulk client into the system for all the information set has a specified format. If the file is formatted in any other way than prescribed in the required format, then the import will fail and all the import records will be rejected.

The prescribed formats for the hand-off files from the bulk client that are to be uploaded are found in the chapter 'Appendix B – Upload File Formats B' of the User Manual. Refer the same for complete information about the file formats.

STOP Note the following:

- The default information that you maintain for a SMDPARAM' bulk client in the Bulk Clients Defaults Maintenance screen contains the defaults for all the different types of data imports – unit holder new accounts, information change, transactions, unit holder income distribution setup, standing instructions, transaction load overrides, fund prices, Unit Holder Deal uploads, broker details, check book requests, fund rules and redemption checks.
- When the import of data is performed by the system, the validations for the imported data are performed in the same manner, as they are applicable when you set up the default information for the bulk client in the Bulk Client Defaults Maintenance screen.

5.4 Setting up Interfaces for Import

After you have set up the client from whom the bulk information is being imported, you must set up the interfaces in the system that will actually drive the import according to the frequency at which it is required to run.

STOP Initially, on the first instance that the interfaces are to be set up, the implementers at the installation will do so. Subsequently, the administrator at the installation would perform any change to the interface.

You need to set up the following interfaces:

- One interface to drive the import of all unit holder account-related information. This interface will facilitate the uploading of new unit holder accounts as well as those for which an information change must occur.
- One interface for the import of the following information:
- New and amended transactions
- Unit holder income distribution setup
- Standing instructions
- Load overrides for transactions
- Fund prices for transactions
- One interface for the export of all records that fail to be imported (that is, those that are rejected by the import process for any reason)
- Through the Interface Definition (Summary) screen in the Maintenance menu category of the Fund Manager component, authorize the interfaces you have created.
- Uploads for Unit Holder deals
- Broker details
- Check Book requests
- Fund Rules for transactions
- Redemption Checks

You can set up all the interfaces through the Interface Maintenance screen that is invoked by clicking the Interface Maintenance menu item in the Maintenance menu item of the Fund Manager component.

5.5 Scheduling Import Interfaces to be executed

After you have set up the interfaces that will drive the import of information from an external client, you must schedule their execution, so that the imports can occur according to a pre-defined frequency, without manual intervention.

You must schedule all the three interfaces that have been set up for the import of bulk information. You can do this as follows:

- For each interface, through the Task Maintenance screen, set up the corresponding interface ID as a parameter for the pre-defined task set up for the interface.
- STOP Initially, at the first instance when the interfaces are scheduled, they are associated with the pre-defined tasks in the Scheduler Services Task Maintenance facility. The implementers at the installation will perform this activity. Subsequently, the administrator at the installation would perform any change to the task.
- Through the Job Maintenance screen in the Maintenance menu category in the Fund Manager component, set up each of the tasks as jobs in the system. These jobs can be scheduled as follows:

- The import of unit holder new accounts and information changes must be set up as a time-based job, with a specific, desired frequency.
- For the import of all the information sets apart from unit holder information, you must set up an event-based job.
- For the export of rejected records, set up an event-based job.

Refer the section 'Setting up jobs for interface-related tasks' in this chapter to understand how to set up the jobs in the Job Maintenance screen.

- Through the Authorize Job screen in the Authorization menu category of the Fund Manager component, authorize the jobs you have created.
- The system uses the Scheduler Services to actually automatically perform both the import operations and the export of rejected records, based on the authorized jobs that you have maintained.

5.5.1 Setting up Jobs for Interface-related Tasks

Setting up a job for the import of unit holder information

To set up a job for the import of new unit holder accounts and information change accounts,

- Access the Job Maintenance screen in the Maintenance menu category of the Fund Manager component.
- In the Task ID field, select the UHIMPORT task ID.
- In the Frequency Basis field, select the Time-based option.
- Check the Enabled check box so that the job is enabled.
- In the Schedule section, select the Recurring option
- In the Recurring section, specify the frequency at which the import of unit holder information from the bulk client is required to be executed by the job.
- In the Occurs section, specify whether the import is to be executed on a daily, weekly or monthly basis. If daily, then specify the number of days apart that the import must be executed, in the Daily section.
- In the Duration section, specify the start and end dates that will signify the period during which the import is required to be executed. If the import is to run without an end date, then check the No End Date check box.
- In the Time tab, specify the start and end times for the first and last occurrence of the execution on the day of occurrence, and the frequency of occurrence between. If it is to be executed only once during the day of occurrence, specify the time of occurrence in the Occurs Once At field.
- Save the job. The Job ID is displayed by the system.

STOP Whenever this job is executed, the system creates an event for the execution and inserts it into the event log. Now, the system is ready to perform the other imports, using this one as a trigger for the execution of all the other import as well.

Setting up a job for the import of all information other than unit holder information

To set up a job for the import of new or amended transactions, income distribution setups and standing instructions for unit holders, load overrides for transactions and fund prices for transactions, proceed in the manner described below.

- Access the Job Maintenance screen in the Maintenance menu category of the Fund Manager component.
- In the Task ID field, select the TXNIMPORT task ID
- In the Frequency Basis field, select the Event-based option
- Check the Enabled check box so that the job is enabled
- In the Schedule section, select the Recurring option. If the unit holder import job is scheduled as a recurring job, then this import must also be scheduled the same.
- In the Recurring section, specify the frequency at which the import of transactions and other information from the bulk client is required to be executed by the job. It is important that you specify the same frequency as for the unit holder import.
- In the Occurs section, specify whether the import is to be executed on a daily, weekly or monthly basis. If daily, then specify the number of days apart that the import must be executed, in the Daily section.
- In the Duration section, specify the start and end dates that will signify the period during which the import is required to be executed. If the import is to run without an end date, then check the No End Date check box.
- In the Event Code field in the Event tab, select the Bulk UH option
- Save the job. The Job ID is displayed by the system

STOP Typically, the import of any information other than unit holder information is performed after the successful import of unit holder information. Accordingly, when the unit holder import job is executed, the system creates an event ('BulkUH') for the execution and inserts it into the event log. Now, the system is ready to perform the other imports, using this as a trigger for the execution of all the other imports.

Setting up a job for the export of records rejected during import

To set up a job for the export of records that are rejected during import, proceed in the manner described below.

- Access the Job Maintenance screen in the Maintenance menu category of the Fund Manager component.
- In the Task ID field, select the FAILEDRECS task ID.
- In the Frequency Basis field, select the Event-based option
- Check the Enabled check box so that the job is enabled
- In the Schedule section, select the Recurring option. If the unit holder and the transactions import jobs are scheduled as recurring jobs, then this export must also be scheduled the same.

- In the Recurring section, specify the frequency at which the export of rejected records must be executed by the job. It is important that you specify the same frequency as for the unit holder and the transaction imports.
- In the Occurs section, specify whether the export is to be executed on a daily, weekly or monthly basis. If daily, then specify the number of days apart that the export must be executed, in the Daily section.
- In the Duration section, specify the start and end dates that will signify the period during which the export is required to be executed. If the export is to run indefinitely without an end date, then check the No End Date check box.
- In the Event Code field in the Event tab, select the FAILEDRECS option
- Save the job. The Job ID is displayed by the system

Typically, the import of any information other than unit holder information is performed after the successful import of unit holder information. Accordingly, when both the import jobs have been executed, the system creates an event ('FAILEDRECS') for the execution and inserts it into the event log. All records that have failed the imports are also identified and stored in the database, for the purpose of exporting. The system is now ready to perform the export, using the completion of the two imports as a trigger for the execution of the export.

Refer the Interfaces chapter in FC-IS system for a fuller discussion of the Job Maintenance screen.

5.6 Processing Imported Bulk Information

After you have set up the Scheduler Services to automatically perform the upload of bulk client information, the import and processing of data will proceed according to the defined frequencies.

The import of each file containing bulk client information is given a unique Process ID. The export of rejected records corresponding to the import is likewise is given a unique Process ID. Therefore, the Process ID is unique for each file that is imported or exported.

The job that you have set up for the automatic execution of the imports will trigger processes that:

- Perform all system and business validations for the data that is being imported.
- Update the system database with the imported data.

STOP The validations for the imported data are performed in the same manner, as they are applicable when you set up the default information for the bulk client in the Bulk Client Defaults Maintenance screen.

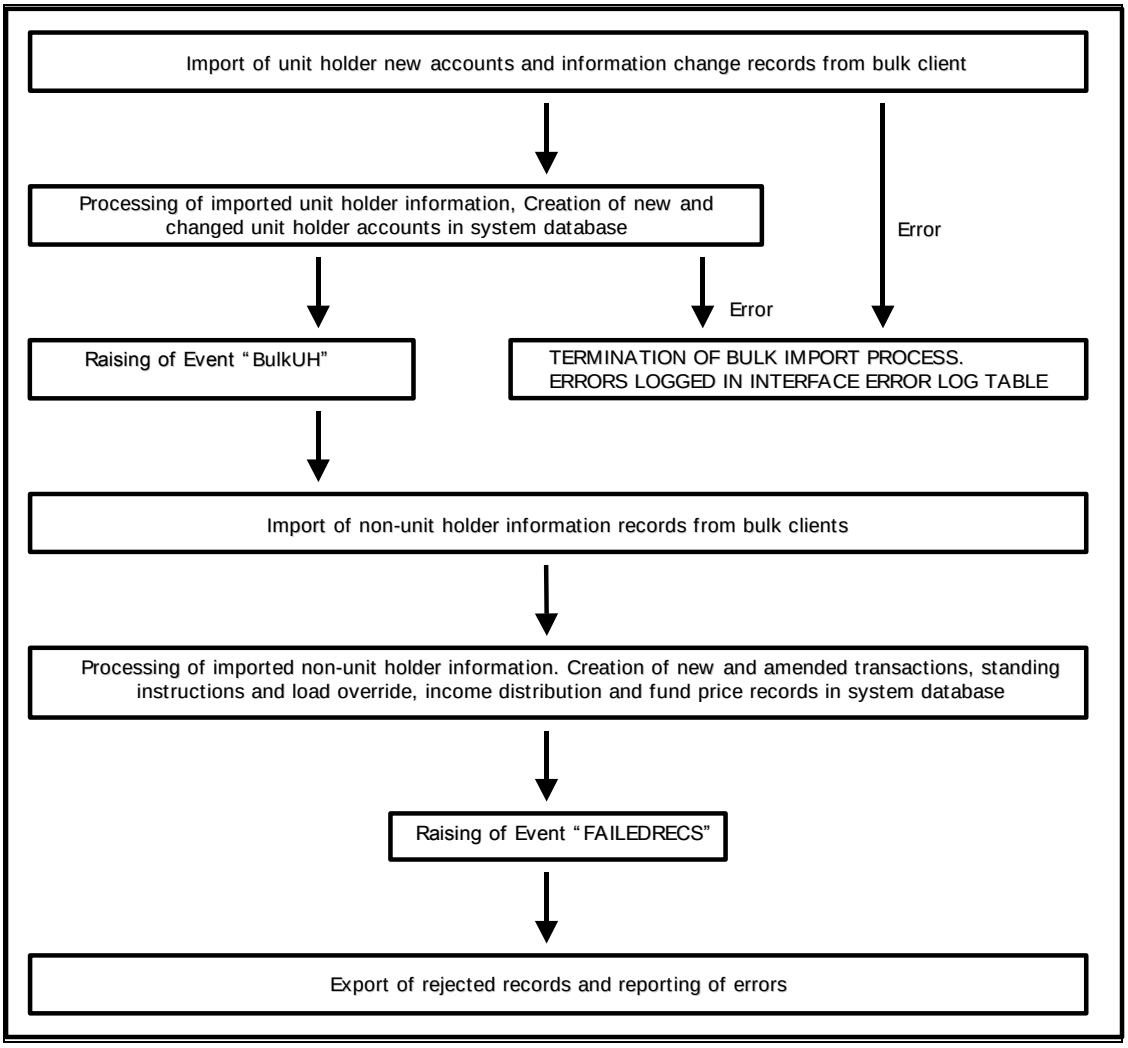
5.6.1 Bulk Import Processing Workflow

After you have set up the import interfaces and scheduled the imports, the system automatically performs the import and the processing of imported information in the following sequence:

- Import of unit holder new accounts and information change. If errors occur during this import, all subsequent processes are terminated. The details of the errors are logged into the interface error log table.
- Processing of the imported unit holder information. This results in updating the system database with the new unit holder accounts and the information change accounts. Again, if errors occur during this processing, all subsequent processes are terminated. The details of the errors are logged into the interface error log table.
- Upon successful completion of the unit holder information import and processing, the event 'Bulk UH' is raised by the system, and the subsequent bulk imports are triggered.
- Import and processing of new and amended transactions and standing instructions, load overrides, income distribution setup records and fund prices. The system database is updated with the new records created.
- Upon successful completion of all the non-unit holder imports and processing of the same, the event 'FAILEDRECS' is raised by the system.
- The FAILEDRECS event triggers the export of rejected records and reports the errors encountered during the processing.
- The entire import and processing cycle is now complete. It will begin again according to the frequency defined for the unit holder import interface.

STOP Sequences 1 and 2 are performed by the execution of interface definition you have set up for the unit holder import. Sequence 4 is performed by the execution of the interface definition you have set up for the non-unit holder information import. Sequence 6 is performed by the execution of the interface definition you have set up for the export of rejected records.

The flow of sequences is illustrated in the following diagram:



5.7 Errors during Import or Processing of Client Information

If any error occurs during the import of unit holder information or the processing of the same, then the 'BulkUH' event is not raised by the system. Since this event is the trigger for all remaining bulk import processes, all subsequently scheduled imports and processing will terminate.

Errors occurring during import of bulk information or processing of the bulk interfaces could be due to:

- The import information failing to meet system or business validations
- The import or hand off file not being in the prescribed format
- Abnormal termination of an interface process

The errors are logged into the interface error log tables. The interface log will display the success or failure of the interface process, and the detail log displays the details of the errors.

When the export of rejected records are triggered by the raising of the 'FAILEDRECS' events the reporting of logged errors are also triggered. The details of the errors can be obtained in an Excel worksheet for printing.

When a bulk interface process is terminated abnormally for reasons other than errors relating to imported data, the system maintains the status of the terminated processes as 'In-process' or 'Running'. The End of Day process checks for the completion of these processes, and they can be cleared manually.

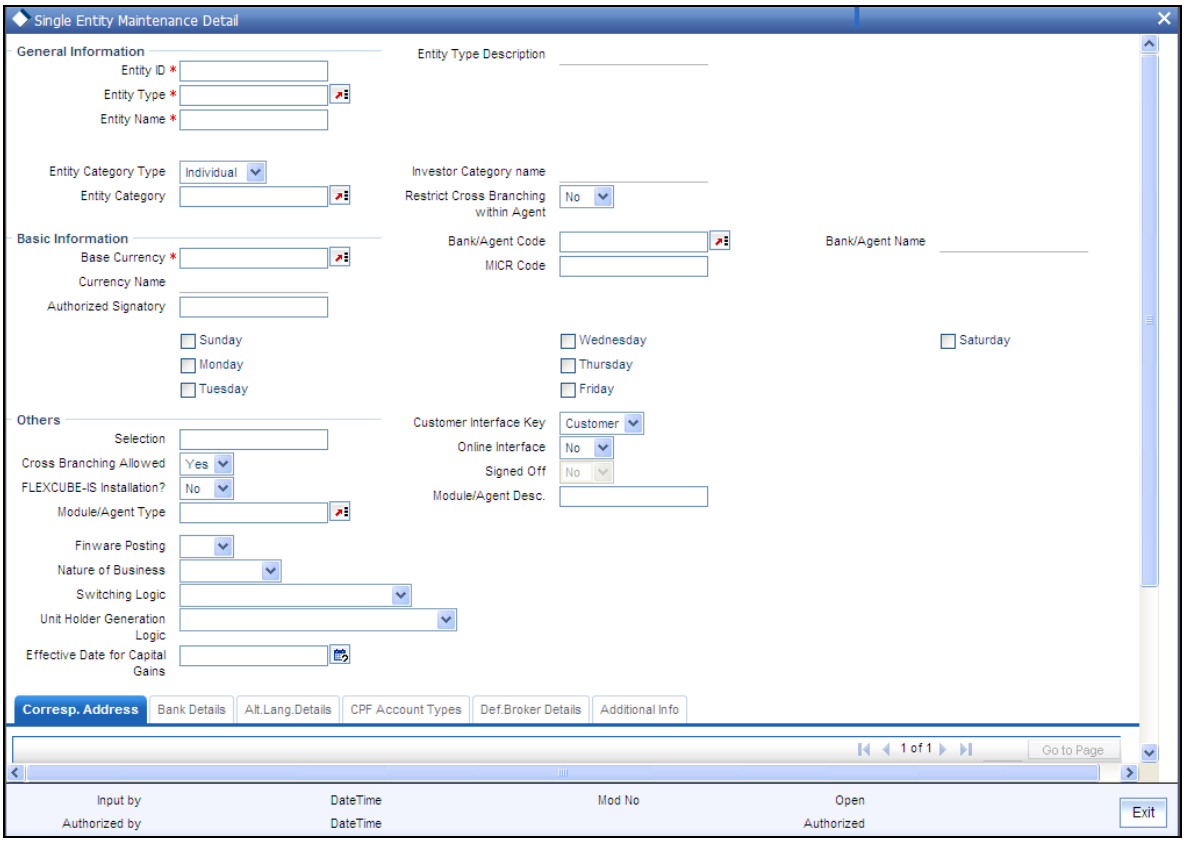
5.8 Bulk Account Clients Maintenance

You can enter the record of a client for whom the bulk import facility would be used, into the system, by creating it as an entity.

You can set up a bulk client in the 'Single Entity Maintenance Detail' screen. You can invoke this screen by typing 'UTDENTMN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

To set up a bulk client, select the Bulk Client option from the option list in the Entity Type field in the General Information section, and then proceed to enter the details for the bulk client. You must specify all information such as the common information, basic information and contact details for any bulk client that you set up.

You must also capture the following additional details specifically for a bulk client:



5.8.1 Fields Specific to Bulk Clients in Single Entity Maintenance Screen

Only those fields specific to bulk clients are detailed here.

Refer the chapter 'Maintaining Reference Information' of FC-IS system for a discussion of the other fields common to all entity type.

5.8.1.1 Other Information Section

Customer Interface Key

Alphanumeric, Optional

This facility is to be used if customer information from an installation of Oracle FLEXCUBE Corporate (FCC) is to be imported into the FC-IS system using the bulk interface facility, for the creation of unit holder accounts.

The customer interface key determines the level at which unit holder account creation must take place in the FC-IS system, for a given Customer Information File (CIF) in Oracle FLEXCUBE Corporate – either at CIF level or at a customer account level. Accordingly, you can indicate either of the following two options:

- For each CIF, a corresponding unit holder may be created in the FC-IS system. For this option, choose CIF from the drop down list in this field.
- For each CASA (Customer Access System Account) account in a CIF, a corresponding unit holder may be created in the FC-IS system. For this option, choose Account from the drop down list in this field.

The FC-IS system will create corresponding unit holder accounts when the customer information is imported from FCC, according to option you exercise in this field.

STOP If you select either FCR or FCC as the Bulk Client Type, then you must specify the Customer Interface Key as mandatory information.

Bulk Client Type

Alphanumeric, Optional

Select the type of client from which information is to be imported using the bulk interface. This could be any of the following:

- FCC (Oracle FLEXCUBE Corporate)
- FCR (Oracle FLEXCUBE Retail)

Online Interface

Optional

This facility is also available for imports of customer information from FCC. It allows you to control the uploading of customer information from FCC into the data stores in FC-IS.

- To indicate to the system that the back end data stores in FC-IS will be uploaded with the customer information (i.e., the interface would be online), check this box.
- To indicate that the uploading will take place on a batch or tanked basis, without an online interface, leave this box unchecked.

Print Rejected Imports Report:

1 Character Maximum, Boolean, Mandatory

Select 'Yes' if a report consisting of a list of rejected imports along with the reason for rejection must be printed by the system. If not, select 'No'. By default, this field contains a 'Yes' value.

Print Successful Imports Report:

1 Character Maximum, Boolean, Mandatory

Select 'Yes' if a report consisting of a list of successful imports along with the other details must be printed by the system. If not, select 'No'. By default, this field contains a 'Yes' value.

5.9 Bulk Clients Defaults Maintenance

You can use this screen to map the default values for all information that must be applicable during bulk information import for a particular bulk client, for a particular AMC or Distributor.

For any import from any bulk client, the information specified in the hand-off file will be accepted and imported as part of the imported record, even if a specification exists in this screen for the same field or column name. Any information that is not specified in the hand-off file will be picked up from the specifications you make in this screen.

You can maintain default information for bulk imports relating to:

- Fund rules
- Fund price
- Check book requests
- Income distribution setup
- Redemption checks
- Standing instructions
- Transactions
- Load override for transactions
- Unit holder accounts
- Uploads for Unit Holder deals
- Broker details

You can invoke this screen by clicking the Detail option under the Bulk Client Defaults menu in the Browser. Click new icon to enter the details.

5.9.1 Maintaining Default Information for Bulk Client Imports

In the Bulk Client Defaults Maintenance screen, you can maintain default information for bulk imports from a bulk client, to be applicable for a distributor institution. The specifications you make in any of the fields here, for each upload type, are accepted as the default values for the corresponding field or column name, for all bulk imports where the hand off files from the bulk client do not contain the corresponding information.

Accordingly, you must select the ID of the bulk client for whom the default information is applicable, in the Bulk Account Client Code field, and the AMC / distributor entity in the AMC / Distributor ID field.

For some of the upload types, the default information consists of fields from the corresponding maintenance in the system; therefore, the default information is very similar to a maintenance template or blueprint. For instance, when you define the defaults for fund rules import, you specify all the fund rules in the Bulk Clients Defaults screen. This is just like filling in the fund rules in the system for a new fund; validations for all fields are similar to those made in the Fund Rules screens when a new fund is entered.

The default information for each upload type is listed in this chapter; for field level information, you must refer the chapters in the user manual where the corresponding entry screen in the system is discussed.

5.9.1.1 Note on Scheme/ Cross Reference Number

The Bulk Client would wish to export, in the hand off files, a unique identifying number for each upload type that might be different from that of the Oracle FLEXCUBE generated identification. In such cases it is possible to set a reference between the Oracle FLEXCUBE identification and the unique identifying number given by the bulk client. To specify such a request, use the Scheme/Cross Reference Number field; for transaction and unit holder related data imports, and the Fund Scheme / Cross Reference Number for fund information related imports.

Effect of applying Scheme / Cross Reference Number

For example, the Credit Card Number of investors can be a uniquely identifiable value. In such cases the credit card number can be setup as an additional information and this field can be referred to here as a unique value by making it the Scheme/Cross Reference number column in the Bulk Client -AMC default maintenance. This means that when the unit holder import file upload is performed, the relevant Scheme/Cross Reference Number field will be populated with the value given in the import file.

STOP The Scheme/Cross Reference Number value should be given in the appropriate field position in the import file. This is not applicable where the Scheme/Cross Reference Number is, itself, the Unit Holder ID (for transaction and unit holder related imports) or the Fund ID (for fund information related imports).

When the transaction import file upload is performed for the Bulk Client - AMC combination, the Unit Holder ID field value should contain the Scheme/Cross Reference Number value.

The system will not validate for uniqueness if the same field is populated with duplicate values through the Unit Holder Additional Information Maintenance screen. It is assumed that such cross-reference numbers are populated only through import file uploads.

Scheme / Cross Reference Numbers for Transactions and Unit Holder Related Imports

Scheme / Cross Reference Number from additional information

The specification made in the scheme/cross reference number field will pertain to any one of the fields mentioned below and should be properly specified (in the relevant field position) in the import file given for unit holder new accounts. For example, if the Scheme/Cross Reference Number has been specified as the third additional information set, this information should correspond to being the AdditionalInformation3 field in the import file.

- AdditionalInformation1
- AdditionalInformation2
- AdditionalInformation3
- AdditionalInformation4
- AdditionalInformation5
- AdditionalInformation6
- AdditionalInformation7
- AdditionalInformation8
- AdditionalInformation9
- AdditionalInformation10

All the above fields are additional information that can be optionally set to capture additional data relating to the investor.

It is possible to set a restrictive list of values to be captured in the additional information value fields.

All additional information setup through the additional information master where the restrictive clause is not applied are considered to be free-format fields. These fields will be the candidates to be set as the scheme/cross reference numbers.

Scheme / Cross Reference Number as Unit Holder ID

If the Scheme/Cross Reference Number value is set the same as the Unit Holder ID, this means that the bulk client would supply the Unit Holder ID in all the file imports. If the Scheme/Cross Reference Number is another uniquely identifiable value then the relevant value should be specified in the import file. In such cases the system will map the Scheme/Cross Reference Number to Unit Holder ID and the transaction will be tagged to the relevant unit holder.

Scheme / Cross Reference Number as Unit Holder Reference Number

If the Scheme/Cross Reference Number value is set the same as the Unit Holder Reference Number, this means that the bulk client would supply the Unit Holder Reference Number in all the file imports. If the Scheme/Cross Reference Number is another uniquely identifiable value then the relevant value should be specified in the import file. In such cases the system will map the Scheme/Cross Reference Number to Unit Holder Reference Number and the transaction will be tagged to the relevant unit holder.

Scheme / Cross Reference Numbers for Fund Information Related Imports

For fund information related imports, the scheme / cross-reference number can be set as any of the following:

- Fund ID
- Fund Identification Number
- Fund Ticker Symbol

5.9.1.2 Specifying Generation of System Reference Numbers

It is required in the FC-IS system that the reference numbers be mentioned along with the unit holder new account details and the transaction details. If this option is specified, the system will generate reference numbers wherever the reference number field in the import file is empty.

5.9.1.3 Specifying Checking of Duplicates during Imports

You can choose this indicate that all the records that have duplicate Scheme/Cross Reference Number values should be rejected when the transaction or unit holder import file up-loads are performed. If this option is not chosen, the following processes would occur:

- The system ignores the duplicates in the case of unit holder uploads, and creates unit holders in the system.
- For transaction uploads, the system goes ahead and creates the transaction on behalf of the first Unit Holder ID occurrence found in the system.

5.9.1.4 Specifying Generation of Authorized Data during Import

This option, if chosen, signifies which imported information sets would generate authorized records – fund rules, transactions, unit holder accounts, income distribution setup, standing instructions, fund price or transaction load override.

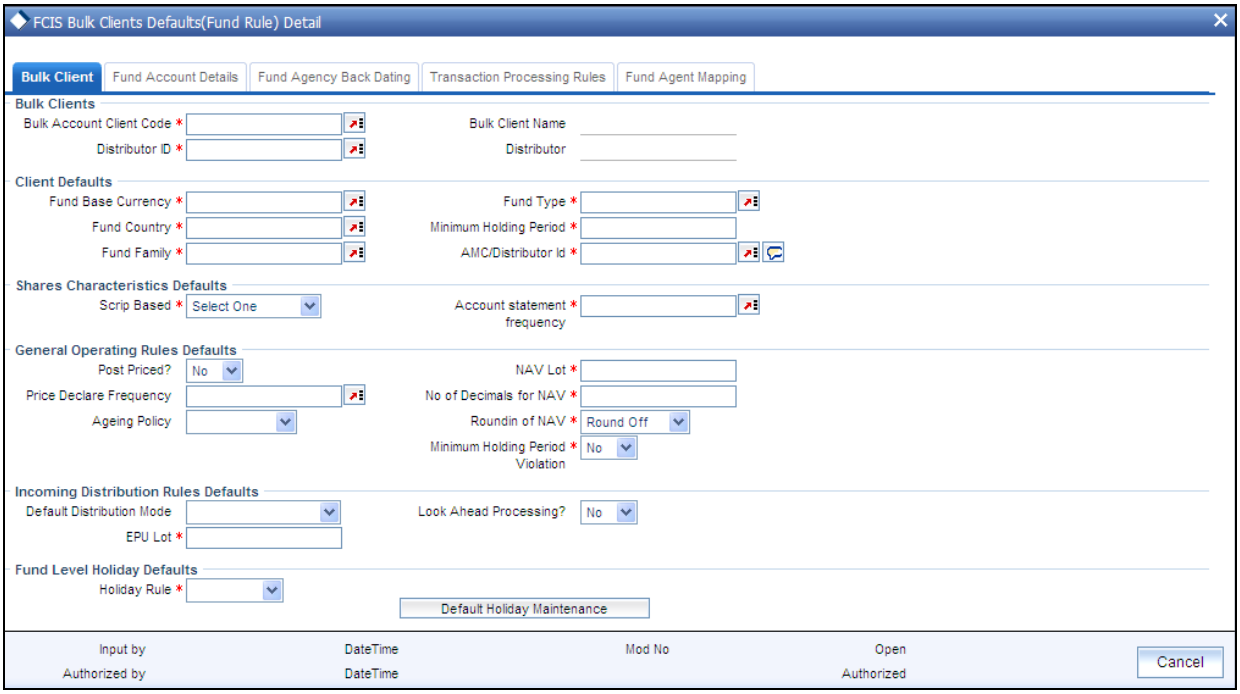
Redemption Payouts to Unit Holder Bank Accounts Only?

Optional

Check this box to indicate that, by default, it must be designated that for all unit holder accounts imported, redemption payouts are to be made to the unit holder bank account only.

5.9.1.5 Default Information for Fund Rules Imports

You can invoke the FCIS Bulk Clients Defaults (Fund Rule) Detail screen by typing 'UTDBLKFR' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You must maintain the following default information for fund rules imports:

Client Defaults

- Fund country
- Fund base currency
- Fund type
- Fund family
- AMC ID
- Minimum holding period

Shares Characteristics

- Certificate Option
- Account statement frequency

General Operating Rules

- Pricing option (Pre / Post Priced)
- Price declare frequency
- Ageing policy

- NAV lot
- Number of decimals for NAV
- Rounding of NAV
- Minimum holding period violation check

Transaction Processing Rules

- Transaction start and end periods
- Transaction start and end dates
- Transaction start and end times
- Transaction cut-off time
- Transaction frequency
- Minimum and maximum transaction amount limits
- Minimum and maximum transaction units limits
- Step units for amount and units transaction values
- Rounding precision and rounding options for unit price
- Backdating applicability and limit
- Lag days for price, allocation and confirmation
- Rounding options for units
- Applicability of check, credit card and transfer on par with cash

Income Distribution Rules

- Default distribution mode
- Applicability of look ahead processing
- EPU Lot

Fund Entity Mapping

- Entity mapping for the fund

Fund Level Holiday Defaults

- Holiday rule

Fund accounts

- Fund bank accounts
- IBAN

Backdating rules for fund agency branches

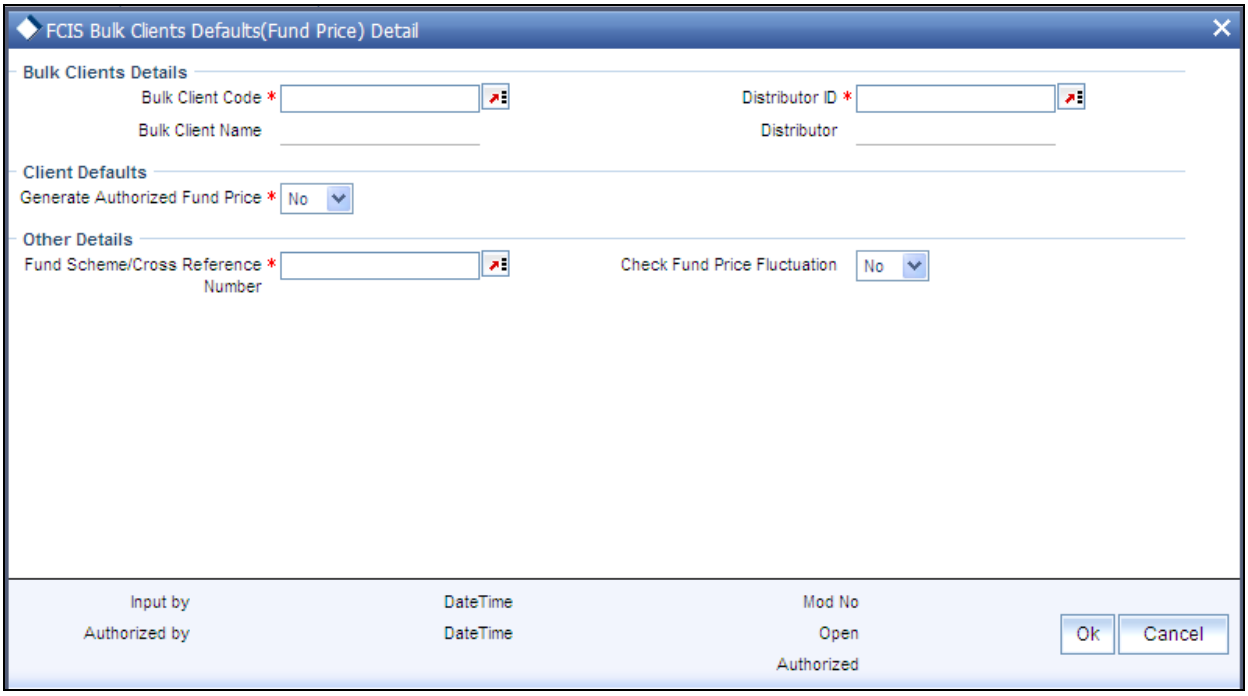
- Backdating period for each agency type

5.9.1.6 Default Information for Fund Price Imports

The only default information to be maintained for fund price import is whether authorized fund prices must be generated for the fund.

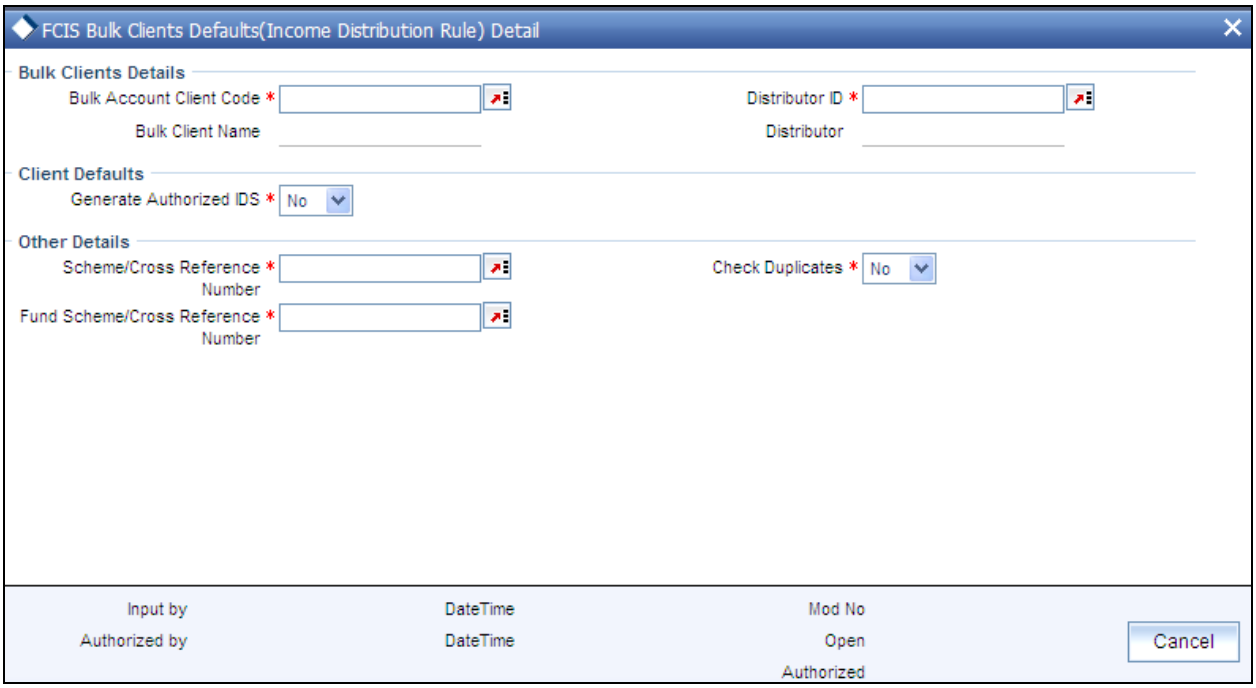
Specify this in the Generate Authorized Fund Price field. You must also specify the Fund Scheme / Cross Reference Number.

You can invoke the FCIS Bulk Clients Defaults (Fund Price) Detail screen by typing 'UTDCDFP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



5.9.1.7 Default Information for Income Distribution Setup Imports

You can invoke the FCIS Bulk Clients Defaults (Income Distribution Rule)screen by typing 'UTDCDIDS' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

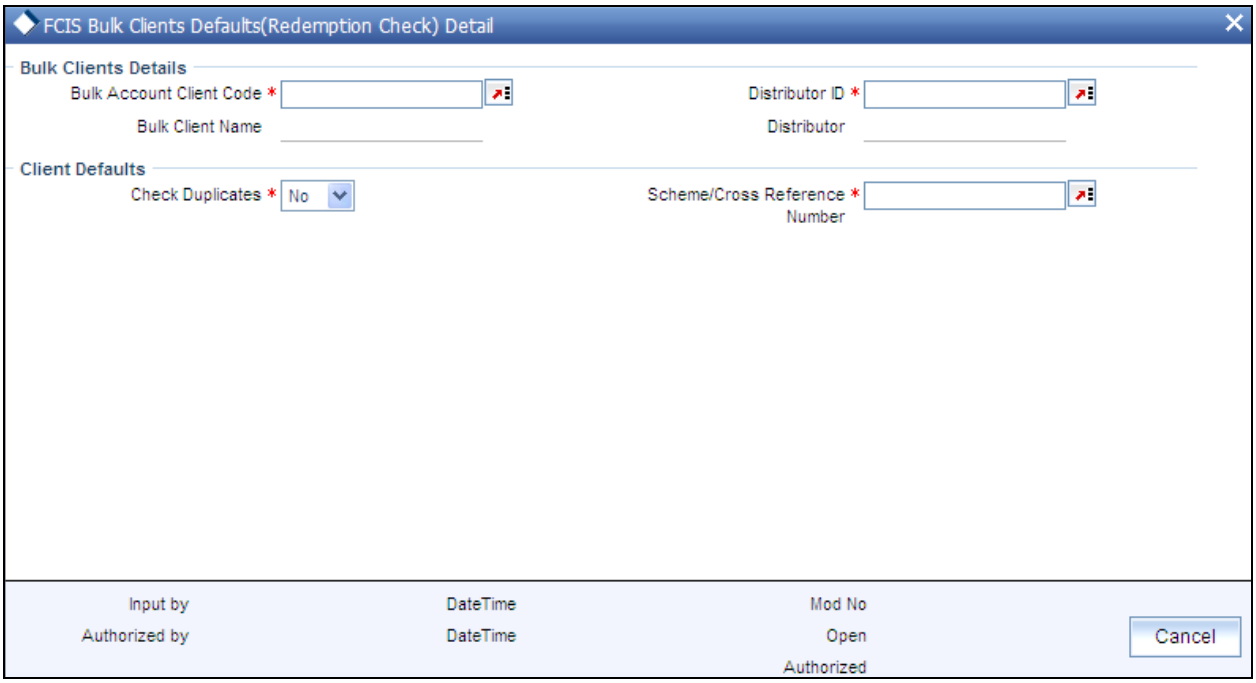


For income distribution setup import, you must maintain:

- Whether authorized income distribution setup records are to be generated in the system
- Scheme/ Cross Reference Number
- Fund Scheme/ Cross Reference Number
- Whether checking for duplicates must be done

5.9.1.8 Default Information for Redemption Check Imports

You can invoke the FCIS Bulk Clients Defaults (Redemption Check) screen by typing 'UTDBLKRC' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

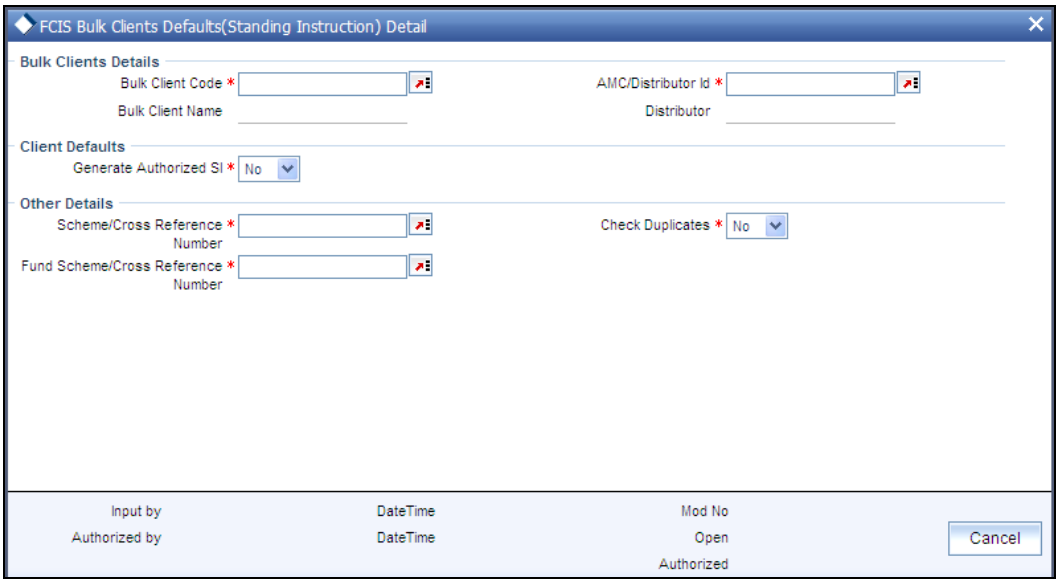


For redemption check imports, you must maintain:

- Whether checking for duplicates must be done
- Scheme/ Cross Reference Number

5.9.1.9 Default Information for Standing Instructions Imports

You can invoke the FCIS Bulk Clients Defaults (Standing Instruction) screen by typing 'UTDBLKSI' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

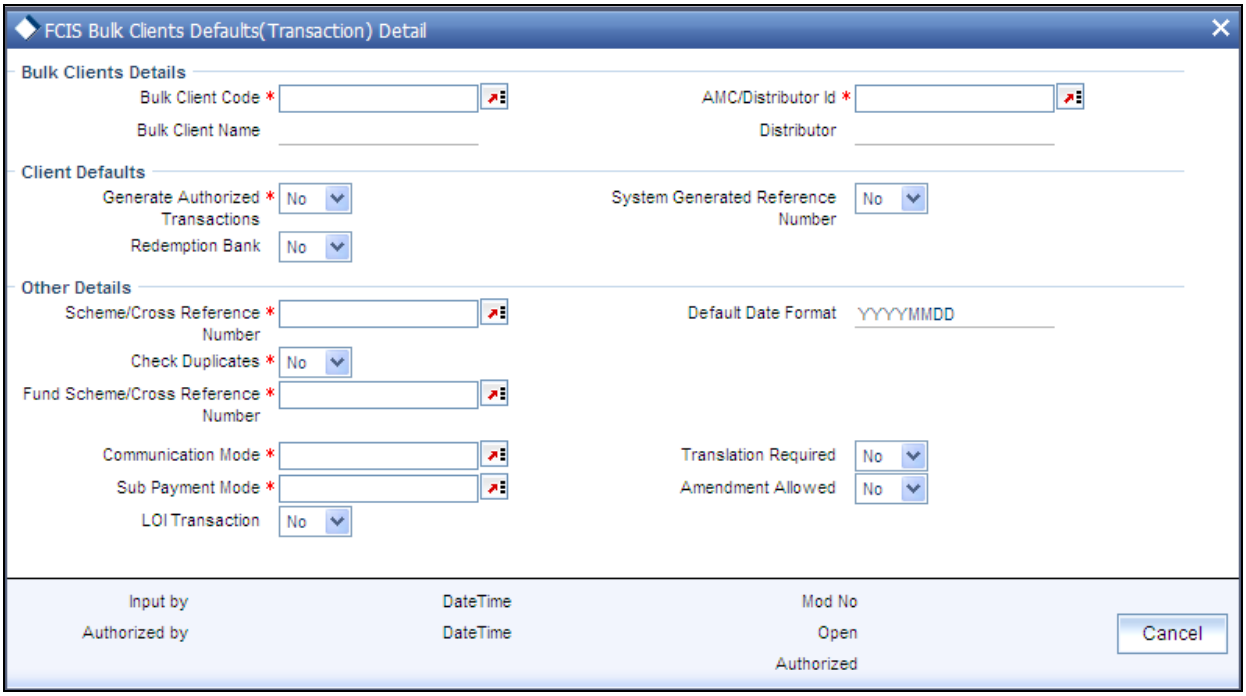


For standing instructions imports, you must maintain:

- Whether authorized standing instruction records are to be generated in the system
- Scheme / Cross Reference Number
- Fund Scheme / Cross Reference Number
- Whether checking for duplicates must be done

5.9.1.10 Default Information for Transactions Imports

You can invoke the FCIS Bulk Clients Defaults (Transaction) screen by typing 'UTDBLTXN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



For imports of new subscription, redemption, transfer and conversion transactions, and amended transactions if indicated for the bulk client, you must maintain:

- Whether authorized transaction records are to be generated in the system
- Whether it must be designated by default that payouts must be made to the unit holder bank account only
- Whether a system generated reference number is indicated
- Scheme / Cross Reference Number
- Fund Scheme / Cross Reference Number
- Whether checking for duplicates must be done
- Default date format

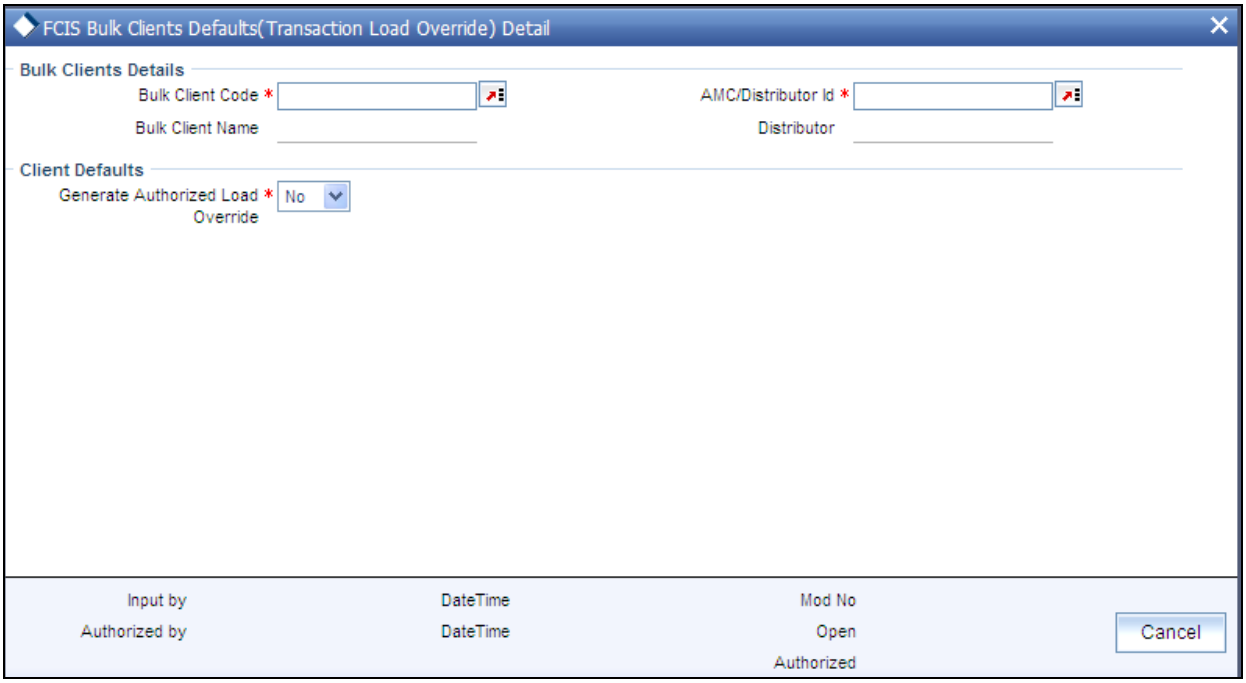
- Communication mode
- Sub payment mode
- Letter of Intent (LOI) applicable
- Whether translation is required
- Whether amended transactions must be uploaded

If you wish to disallow upload of amended transactions for a particular client, select the 'No' option in the Allow Amendment field, when you are setting up the default information for the bulk client. During bulk upload of transactions from a bulk client, amended orders are not imported if disallowed in the Bulk Clients Defaults Maintenance for the bulk client, but errors are logged in respect of them.

5.9.1.11 Default Information for Transaction Load Override Imports

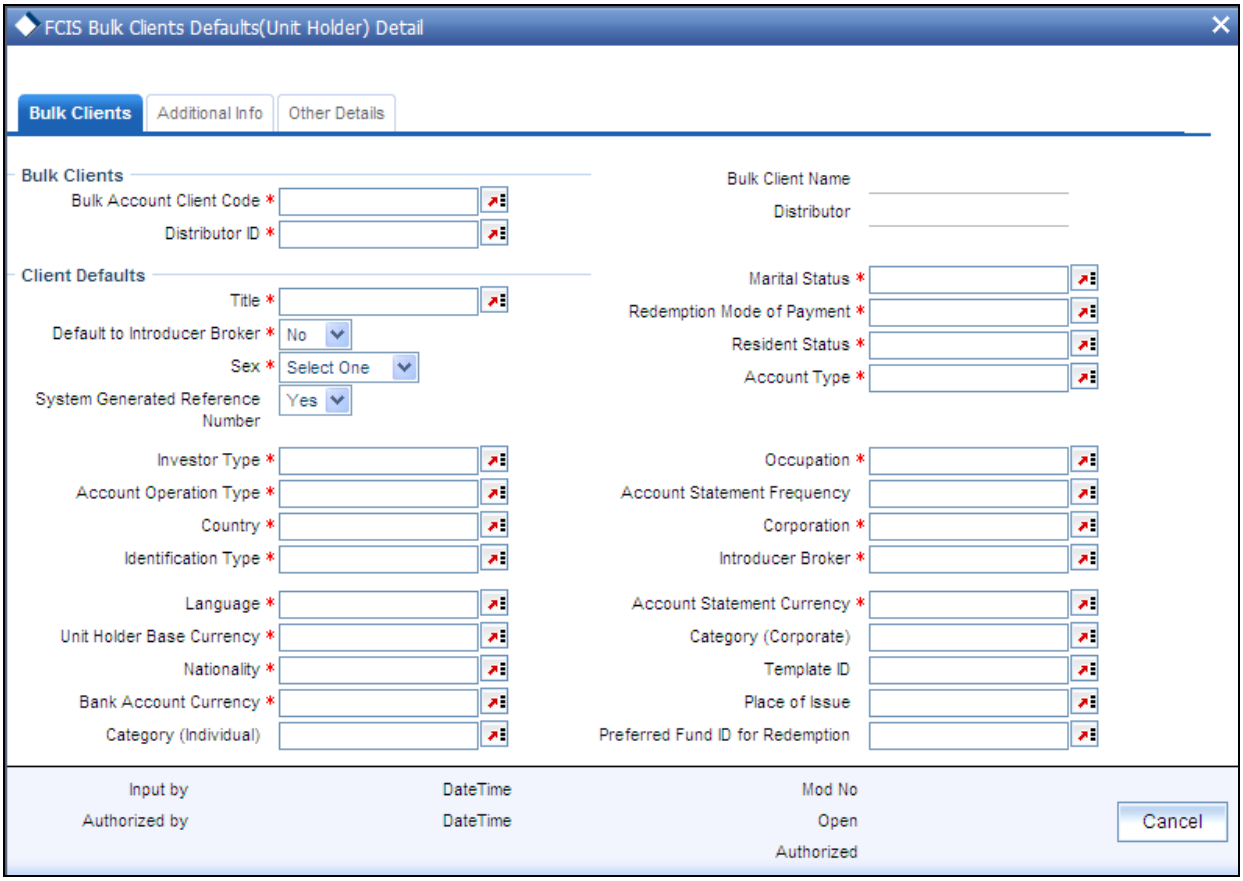
For load override imports, you must maintain whether authorized load override records must be generated in the system.

You can invoke the FCIS Bulk Clients Defaults (Transaction Load Override) screen by typing 'UTDBLTLO' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



5.9.1.12 Default Information for Unit Holder Accounts Imports

You can invoke the FCIS Bulk Clients Defaults (Unit Holder) screen by typing 'UTDBLKUH' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



For import of unit holder accounts, you must maintain:

Client Defaults

- Title
- Sex
- Marital status
- Resident status
- Investor type
- Country
- Occupation
- Corporation
- Language
- Nationality
- Individual category

- Corporate category
- Whether introducer broker must be defaulted
- Whether a system generated reference number is indicated
- Redemption mode of payment
- Account type
- Account operation type
- Identification type
- Account statement frequency
- Introducer broker
- Base currency
- Bank account currency
- Account statement currency
- Template ID

5.9.1.13 Choosing Template for Automatic Replication

Modifications made to a unit holder account under a CIF, through an Information Change operation, might require to be replicated to all unit holder accounts under the CIF. Oracle FLEXCUBE Investor Servicing provides the facility of configuring the system so that automatic replication could be achieved, through automatic replication templates.

For each bulk client, you can define the template to be used for automatic replication, as part of the client default information. The automatic replication template you select here is used for replication of changes made to a unit holder account through Information Change, to all unit holder accounts belonging to the CIF.

How the template is used

Any changes that have been made through Information Change, to any of the fields defined in the template, are replicated to all unit holder accounts belonging to the CIF, when the Information Change is authorized. The replication occurs at the level defined for the template – CIF level (changes made to CIF fields are replicated) or Identification Type level (changes made to Identification Type fields are replicated)

Additional Information Defaults

For the additional information defaults, the list shown is the additional information for which the valid values (restrictive list) are maintained as part of Additional Information Master Setup and Additional Information Valid Values Setup.

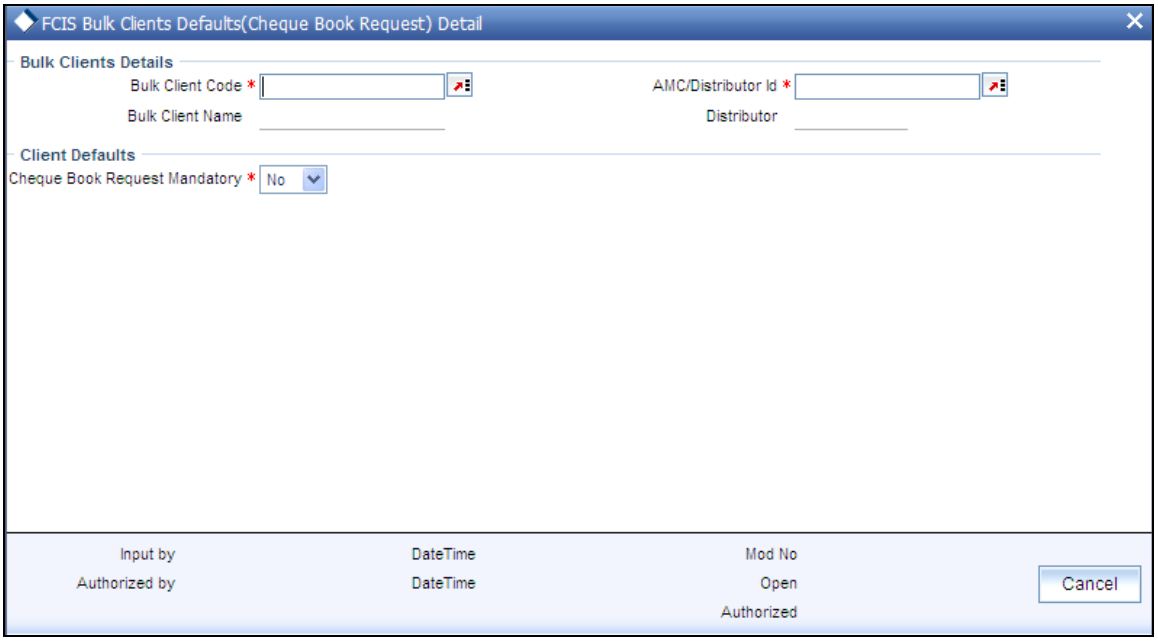
Other Defaults

- Unit holder account type
- RPO Code
- Registration type
- Preferred mailing mode
- Individual fee category and sub category
- Corporate fee category and sub category
- Whether payment by FEDWIRE or ACH is indicated
- Whether IRS Notification on account is to be validated
- Whether redemption or switch requests by telephone are allowable
- Whether check writing is allowable

5.9.1.14 Default Information for Check Book Requests Imports

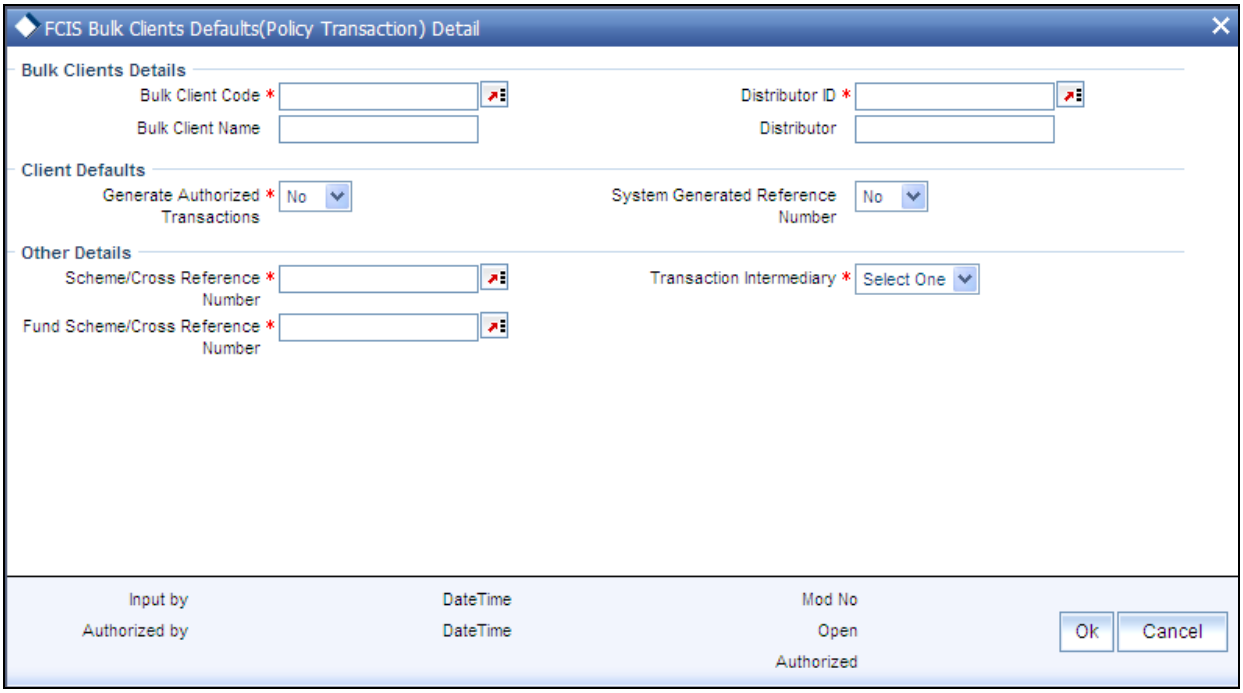
For check book request imports, you must maintain whether check book requests are mandatory.

You can invoke the FCIS Bulk Clients Defaults (Cheque Book Request) screen by typing 'UTDBLCBR' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



5.9.1.15 Default Information for Policy Transactions

You can invoke the FCIS Bulk Clients Defaults (Policy Transaction) screen by typing 'UTDBLKPT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

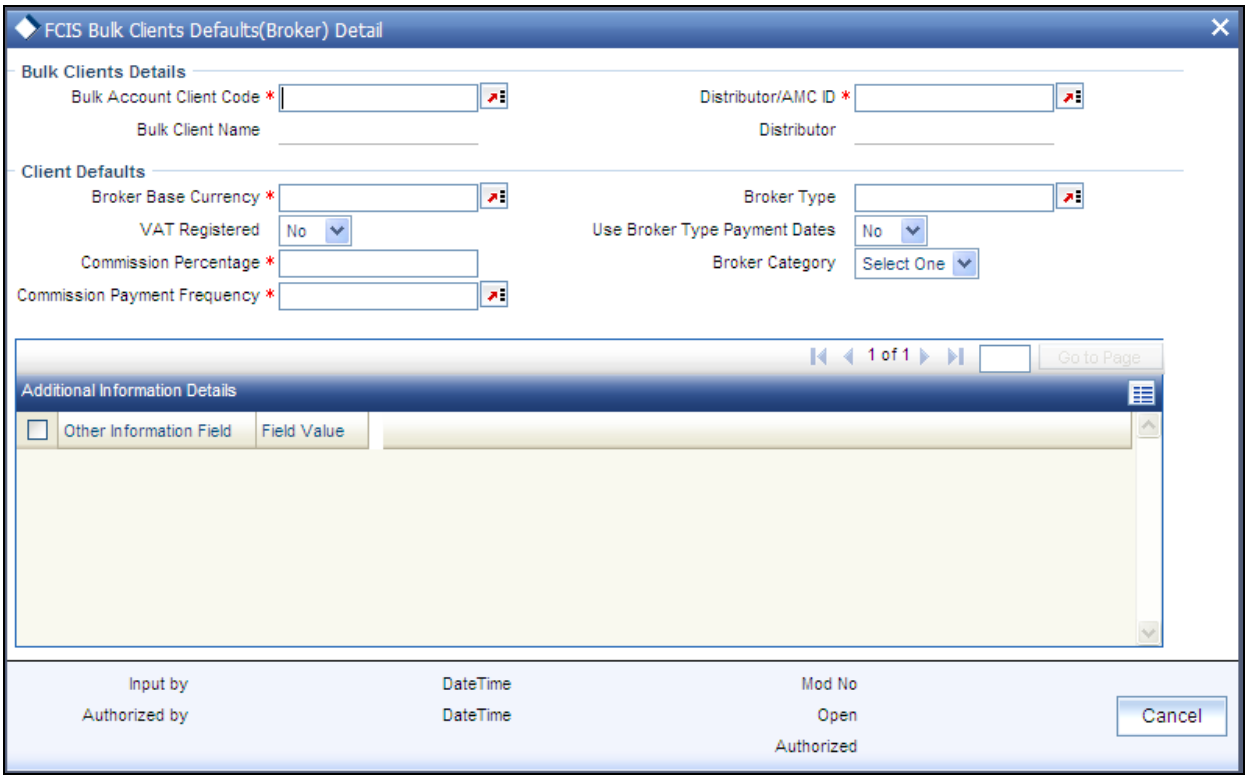


For policy transactions import, you must maintain:

- Whether authorized transaction records are to be generated in the system
- Whether a system generated reference number is indicated
- Scheme / Cross Reference Number
- Fund Scheme / Cross Reference Number
- Whether the broker associated in policy creation or the default broker details of the unit holder are to be defaulted if intermediary details are not provided.

5.9.2 Default Information for Broker

You can invoke the FCIS Bulk Clients Defaults (Broker) screen by typing 'UTDBLCBD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

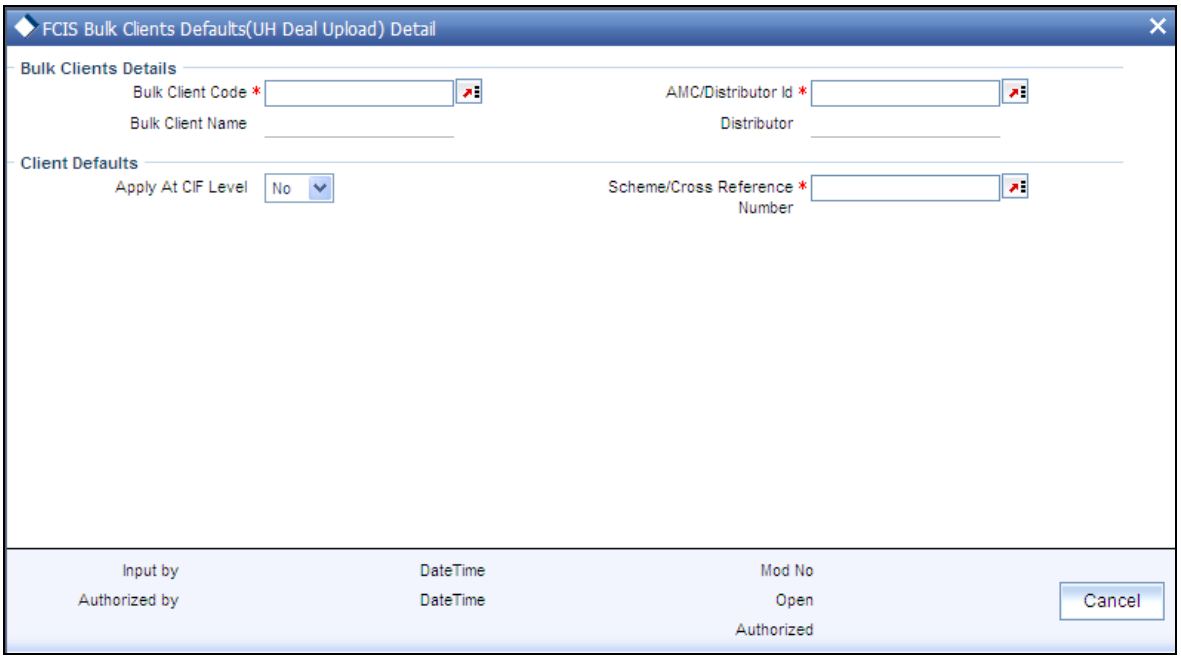


For Broker import, you must maintain:

- Broker Base Currency
- Commission Payment Frequency
- Commission Percentage

5.9.3 Default Information for UH Deal Upload

You can invoke the FCIS Bulk Clients Defaults (UH Deal Upload) screen by typing ‘UTDBLUHD’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



For UH deal import, you must maintain:

- Scheme Cross Reference Number.

5.9.3.1 Fields in Bulk Clients Defaults Screen

Only those fields in the header portion of the screen are discussed here. For the other fields, depending upon the upload type, you must refer the user manual files for the corresponding maintenance in the system.

Bulk Account Client Code

9 Characters Maximum, Alphanumeric, Mandatory

Select the bulk client for whom the bulk default information is being set up.

Once you select the Bulk Client Code, the name of the Bulk Client is displayed alongside.

AMC

6 Characters Maximum, Alphanumeric, Mandatory

Select the ID of the AMC or distributor for which this Bulk Client - AMC / Distributor combination defaults maintenance record is being setup in this screen.

Disable Bulk A/C Default Setup

1 Character Maximum, Boolean, Mandatory

You can use this option to disable the setup that you are defining in this record if its use is not imperative. If you disable the default setup for the Bulk Client - AMC / Distributor by checking this box, any of the imports for this Bulk Client -AMC / Distributor combination will not be carried out.

5.9.4 Bulk Clients Defaults Summary Screen

After you have set up all the default specifications for a bulk client, you must have another user authorize the defaults so that they would be effective in the system database.

Before the default specifications are authorized, you can edit them as many times as necessary. You can also delete a default specification for a bulk client before it is authorized.

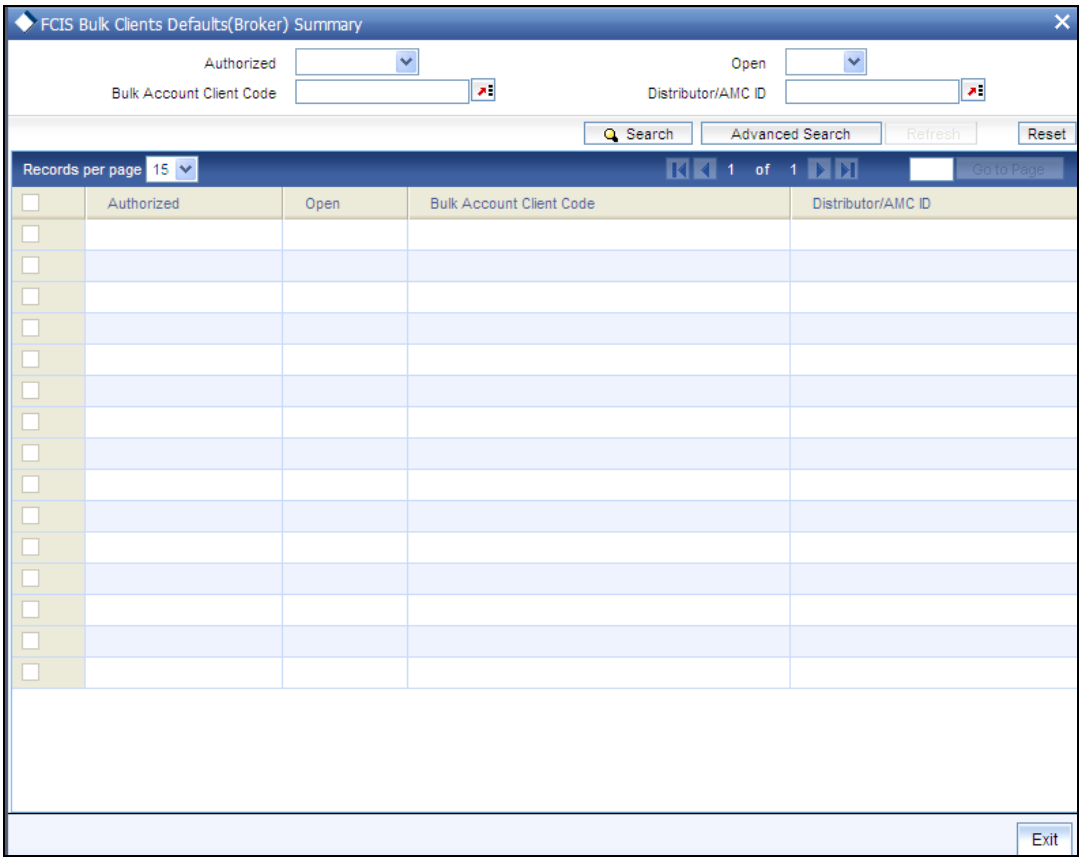
After authorization, you can only make changes to any of the specifications through an amendment.

The Bulk Client Summary screen can be used for the following operations on bulk client default specifications:

- Retrieving bulk client default specifications for viewing
- Editing unauthorized bulk client default specifications
- Deleting unauthorized bulk client default specifications
- Authorizing bulk client default specifications
- Amending authorized bulk client default specifications.

To invoke the Bulk Client Default Find screen, click on Summary under the Bulk Client Defaults menu in the Browser.

You can invoke the FCIS Bulk Clients Defaults (Broker) Summary screen by typing 'UTSENTMN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



5.9.4.1 Retrieving Default Specifications Record for Bulk Client

To retrieve a previously entered default specifications record for a bulk client:

- Invoke the Bulk Clients Defaults Maintenance Summary screen and specify the following :
- The authorization status of the entity in the Authorization Status field. If you choose the "Blank Space" option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the "Blank Space" option, then all the record are retrieved.
- The Bulk Account Client Code
- AMC Code
- Click 'Search' button after you have specified the required details, all records with the specified details are retrieved and displayed in the lower portion of the screen.

- You can also retrieve an individual bulk client detail from the Detail screen by doing query in the following manner:
- Press F7
- Input any parameter in the screen
- Press F8
- You can perform Edit, Delete, Amend, Authorize operation by selecting from the Action list.
- You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Bulk Account Client code by using the combination of % and alphanumeric value.

- ***Search by A%***: The system will fetch all the records whose Bulk Account Client code starts from Alphabet 'A'. For example, ACCB.
- ***Search by %7***: The system will fetch all the records whose Bulk Account Client Code has 7. For example: ACT7

5.9.4.2 Editing Bulk Client Details

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

- Invoke the Bulk Clients Defaults Maintenance Summary screen from the Browser.
- Select the authorization status of the bulk client records that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters of the bulk client in the corresponding fields.
- Click 'Search' button. All unauthorized bulk client records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The FCIS Bulk Clients Defaults Maintenance Detail screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The FCIS Bulk Clients Defaults Maintenance screen is closed and the changes made are reflected in the Summary screen.

5.9.4.3 Viewing Bulk Client Details

To view the bulk client details that you have previously entered:

- Invoke the FCIS Bulk Clients Defaults Maintenance Summary Screen from the Browser.

- Select the authorization status of the bulk client records that you want to retrieve for viewing in the Authorization Status field. You can also view all bulk client records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
- Specify any or all of the search parameters.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view. The FCIS Bulk Clients Defaults Maintenance Detail is displayed in view mode.

5.9.4.4 Deleting Bulk Client Details

You can delete only unauthorized records in the system. To delete a bulk client record:

- Invoke the Bulk Clients Maintenance Summary screen from the Browser.
- Select the status of the bulk client records that you want to retrieve for deletion.
- Specify any or all of the search parameters.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the bulk client record that you want to delete. The FCIS Bulk Client Maintenance Detail screen is displayed.
- Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

5.9.4.5 Authorizing Bulk Client Details Records

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

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

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

5.9.4.6 Amending Bulk Client Records

After a bulk client is authorized, it can be modified using the Unlock operation from Action list. To make changes to a bulk client record after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

- Invoke the Bulk Client Maintenance Summary screen from the Browser.
- Select the status of the bulk client records that you wish to retrieve for amendment. You can only amend records of bulk clients that are authorized.
- Specify any or all of the search parameters.
- Click 'Search' button. All bulk client records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the bulk client record that you want to amend. The FCIS Bulk Client Maintenance screen is displayed in Amendment mode.
- Click the Unlock operation from the Action list to amend the bulk client parameters.
- Amend the necessary information. Click the Save button to save the changes.

5.9.4.7 Authorizing Amended Bulk Client Details

An amended bulk client record must be authorized for the amendment to be made effective in the system.

The process of authorization is the same as that of normal authorization process.

5.9.4.8 Copying Attributes

If you want to create a bulk client record having the same attributes of an existing record:

- Retrieve the bulk client record whose attributes the new record should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the new Bulk Client Code. You can however change the details if required.

6. Maintaining Currencies

6.1 Introduction

The Oracle FLEXCUBE Investor Servicing system provides the AMC with the facility of transacting with different currencies, maintaining different exchange rate sources and also capturing exchange rates. The following menu options are available in the Data Entry Menu Item of the Fund Manager component to take care of these functions:

- Currency Maintenance
- Country Currency Maintenance
- Source Maintenance
- Exchange Rate Maintenance
- Currency Cutoff - Time Maintenance

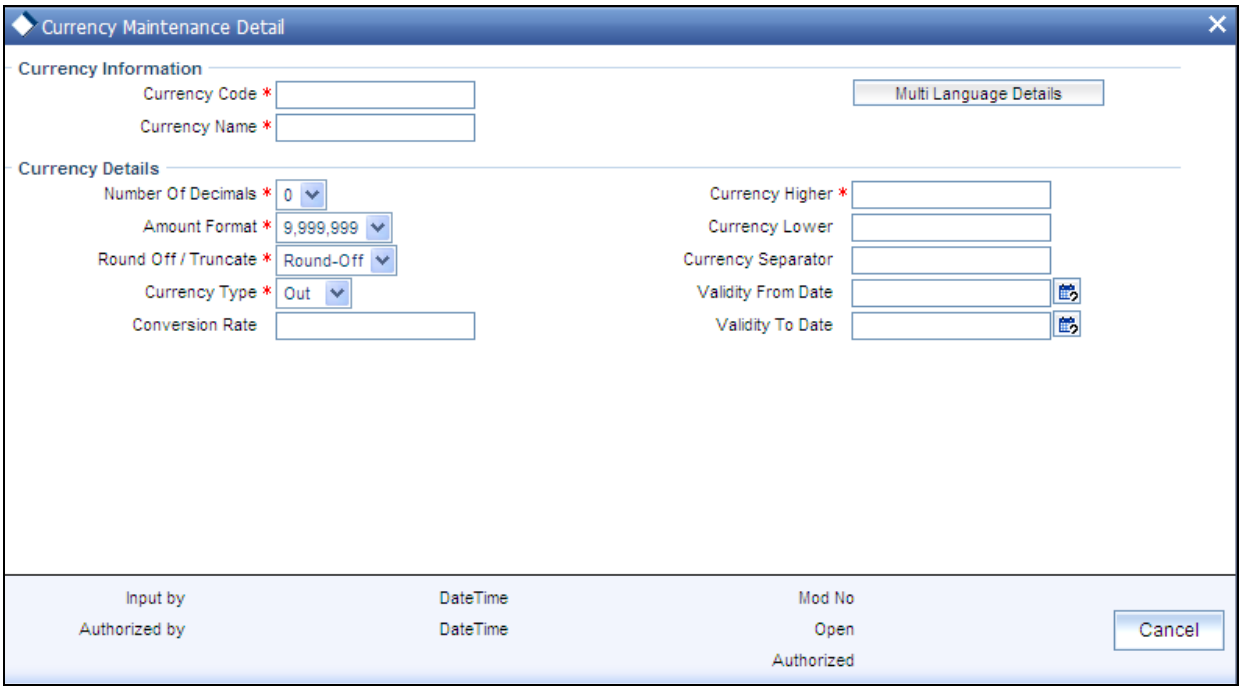
6.2 Maintaining Currencies

The different currencies that will be in use in the processing of transactions must be uniquely identified in the system and a profile maintained for each. You can use the 'Currency Maintenance Detail' screen to set up the currencies in the system. You can invoke this screen by typing 'UTDCURMA' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the currency details.

The profile that is maintained for each currency includes the following details:

- The currency type. There are three types of currencies that you can maintain, and these are enumerated below in the discussion for the Currency Type field in this screen.
- The currency separators
- The fixed conversion rate for In currencies
- The number of decimals for the currency
- The round-off/ truncate setup for the currency
- The amount formats
- The validity period for In currencies

The currency Euro must be maintained with a profile of its own in this maintenance screen. After the Euro currency has been defined and set up, no other currency can be designated to be of currency type Euro, which means that only one currency can be set up as a Euro Currency in the system.



6.2.1 Fields in Currency Maintenance Screen

6.2.1.1 Currency Information Section

Currency Code

3 Characters Maximum, Alphanumeric, Mandatory

Specify a unique 3-character code for the currency that is being maintained in this record.

Currency Name

25 Character Maximum, Alphanumeric, Mandatory

Specify a unique name for the currency that is being maintained in this record.

6.2.1.2 Currency Details Section

Number of Decimals

1 Character Maximum, Numeric, Mandatory

Specify the number of decimals to be displayed and considered in the amount formats for the currency.

This value is used by the system to determine the relationship between the Higher and Lower Currencies. For example, let us suppose that the number of decimals specified is 2. This would mean that 100 units of the Lower Currency must be considered as equivalent to one unit of the Higher Currency. Similarly, if the number of decimals specified is 3, 1000 units of the Lower Currency must be considered as equivalent to one unit of the Higher Currency.

Currency Higher

Alphabetic, Mandatory

Specify the actual currency for example the US Dollar

Currency Lower

Alphabetic, Mandatory

Express the currency specified above in its lower denomination for example Cents if the higher currency is USD.

Currency Separator

15 Characters Maximum, Alphanumeric

You can maintain the separator details for the currencies. The Currency Higher must be specified because it is mandatory, but if the number of decimals has been specified as zero, the Currency Lower and the Currency Separator details need not be specified.

Round-Off/Truncate

Alphanumeric, Mandatory

Indicate whether the currency format is to be rounded off or truncated.

Amount Format

Boolean, Mandatory

Select the format in which amounts in this currency must appear either Millions or Crores.

Currency Type

Boolean, Mandatory

Select the type of currency that is being maintained in this record. This could be any of the following 3 types:

- **Out Currency:** Select this option to maintain a currency that will be not subsumed into the Euro Currency and will always have an exchange rate against the Euro. Therefore, no validity periods or fixed conversion rates will need to be captured for this currency, and none of the restrictions that apply to In currencies will be applicable. Once a currency is designated as an Out Currency, it can later be designated as an In Currency on editing its record profile in this screen.
- **In Currency:** Select this option to maintain a currency that will be subsumed by the Euro Currency as a matter of course. For such currencies, the validity period must be captured, as well as the fixed conversion rate against the Euro. Once a currency is designated to be an In Currency, it cannot later be designated to be an Out Currency.
- **Euro Currency:** Select this option to maintain the Euro Currency in this screen. This is typically an initial setup that will not be changed later on. Once the Euro Currency is maintained by choosing this option, it is disabled and no other currency can be designated as Euro Currency.

Validity From and To Dates

Date, Mandatory

Specify the date range that represents the validity period for this In Currency. During this validity period, the currency will be used as a physical currency, but the conversion rates will apply. At the end of this period, this currency will cease to exist and will be subsumed by the Euro Currency. These dates may be altered on editing the record.

The Validity From Date must not be earlier than application date of the system. The Validity To Date is defaulted to a date 3 years later than the specified Validity From date. This can be altered, but it must always be later than the Validity From Date, and must not be earlier than the application date of the system.

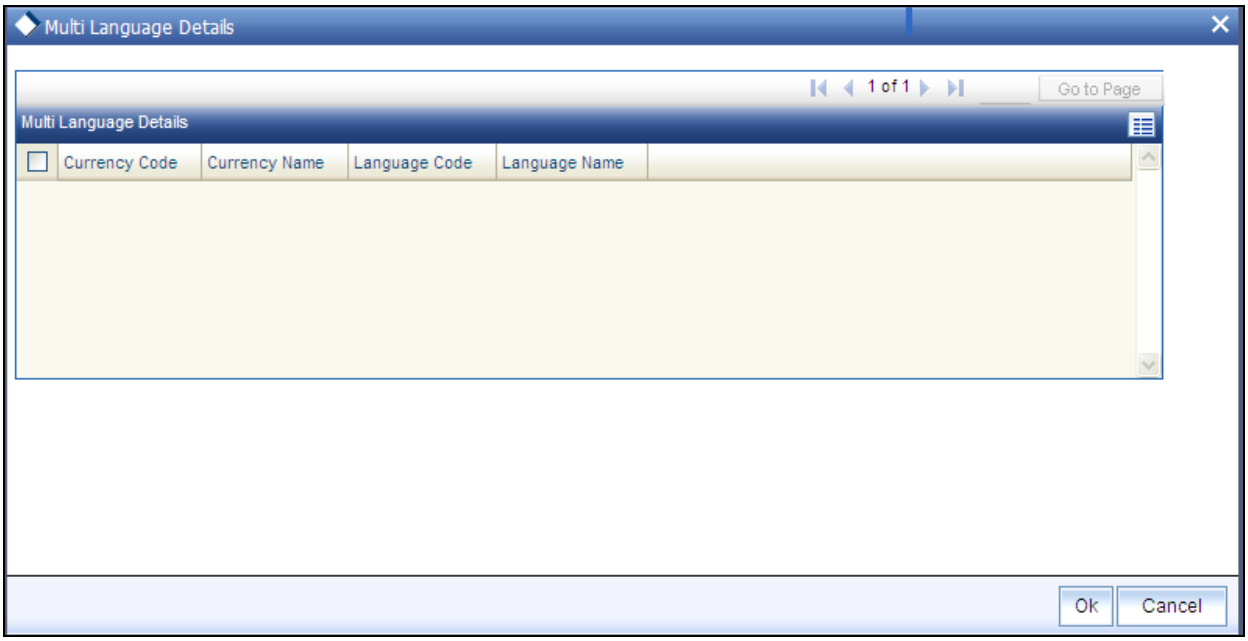
Conversion Rate

6 Characters Maximum, Numeric, Floating Decimal, Mandatory

Specify the fixed conversion rate that will apply for this currency against the Euro currency. This will be used in processing transactions that will use this currency.

6.2.1.3 Specifying Multi Language Details

Click 'Multi Language Details' button to access the Multi Language Details screen. The following screen is invoked:



The Currency code and the Currency Name specified in the Currency Input screen are displayed. You can re-enter the Currency name in the languages shown in the screen.

Refer the chapter 'Maintaining Reference Information' in FC-IS system for information about Multiple language support.

6.2.2 Making Changes to Currency Profiles

After you have set up a currency, you must have another user authorize it so that it would be effective in the system. An unauthorized currency cannot be associated with any entity in the system.

Before the currency is authorized, you can edit its details as many times as necessary. You can also delete it before it is authorized.

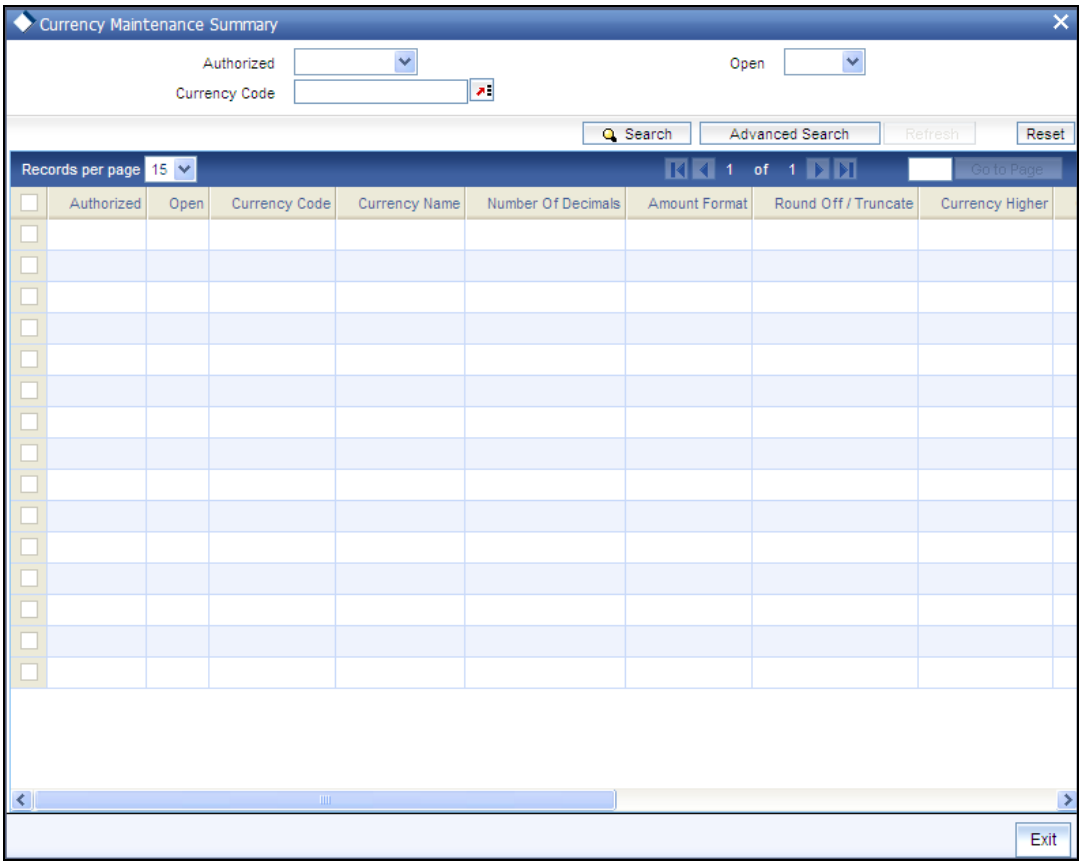
After authorization, you can only make changes to any of the details through an amendment, except in the following circumstances:

- The currency selected for deletion is in use as a source reference currency for an exchange rate source in the system.
- There is at least one fund bank account maintained in this currency in the system.
- There is at least one unit holder bank account maintained in this currency in the system.
- The currency selected for deletion has already been associated with a country in the Country Currency Maintenance.

The 'Currency Maintenance Summary' screen can be used for the following operations on currencies:

- Retrieval for viewing
- Editing unauthorized currencies
- Deleting unauthorized currencies
- Authorizing currencies
- Amending authorized currencies, if amendment is possible

You can invoke the 'Currency Maintenance Summary' screen by typing 'UTSCURMA' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



6.2.2.1 Retrieving Currency Record

To retrieve a previously entered currency record:

- Invoke the Currency Maintenance Summary screen and specify the following :
  - The authorization status of the currency record in the Authorization Status field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the currency records in the Record Status field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The Currency Code
- After you have specified the required details, click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

STOP You can also retrieve an individual currency detail from the Detail screen by doing query in the following manner:-

- Press F7
- Input any parameter in the screen
- Press F8

You can perform Edit, Delete, Amend, Authorize operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for currency code by using the combination of % and alphanumeric value that is, Search by Z%: The system will fetch all the records whose currency code starts from Alphabet 'Z'. For example, ZAR.

6.2.2.2 Editing Currency Details

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

- Invoke the Currency Maintenance Summary screen from the Browser.
- Select the authorization status of the currency records that you want to retrieve for modification in the Authorization Status field. You can only modify records of currencies that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters of the currency for retrieving the records.
- Click 'Search' button. All unauthorized currencies with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the currency that you want to modify. The Currency Maintenance Detail screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Currency Maintenance screen is closed and the changes made are reflected in the Currency Maintenance Summary screen.

6.2.2.3 Viewing Currency Details

To view the currency details that you have previously entered:

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

6.2.2.4 Deleting Currency Details

You can delete only unauthorized records in the system. To delete a currency record:

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

6.2.2.5 Authorizing Currencies

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

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

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

6.2.2.6 Amending Currency Details

After a currency is authorized, it can be modified using the Unlock operation from Action list. To make changes to a currency after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

- Invoke the Currency Maintenance Summary screen from the Browser.
- Select the status of the currency record that you wish to retrieve for amendment. You can only amend records of currencies that are authorized.
- Specify any or all of the search parameters of the currency in the corresponding fields on the screen.
- Click 'Search' button. All currency records with the specified details are retrieved and displayed in the lower portion of the screen.

8. Double click the currency that you want to amend. The Currency Maintenance screen is displayed in Amendment mode.

9. Click the Unlock operation from the Action list to amend the currency.

10. Amend the necessary information. Click the Save button to save the changes.

6.2.2.7 Authorizing Amended Currency Details

An amended currency must be authorized for the amendment to be made effective in the system. The process of authorization is the same as the process of normal authorization.

6.2.2.8 Copying Attributes

If you want to create a currency having the same attributes of an existing currency, you can copy the attributes of an existing currency to a new currency.

To copy the attributes:

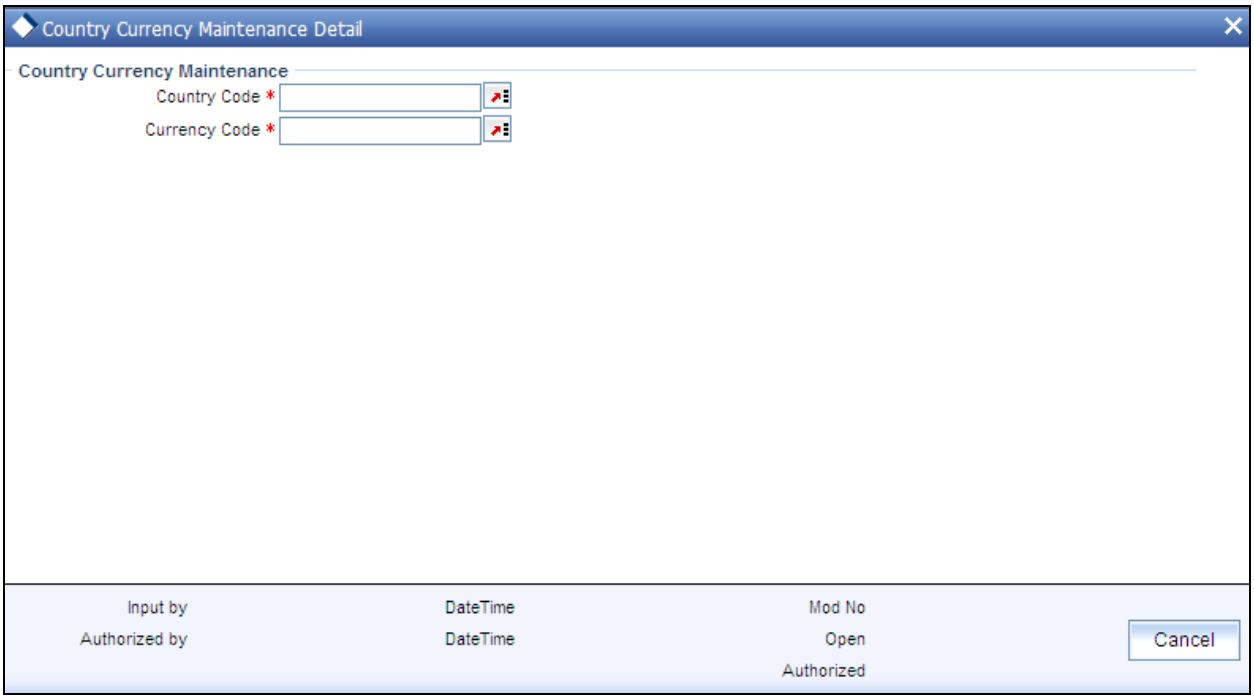
- Retrieve the currency whose attributes the new currency should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the currency code for the new currency. You can however change the details of the currency if required.

6.3 Associating Country with its Currency

The countries maintained in the system must be associated with their respective currencies. This association is used in the Fund Rules setup for a fund, where the base currency of the fund may be defaulted to the currency associated with the country of domicile of the fund.

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

Select 'New' from the Actions menu in the Application tool bar or click new icon to maintain a new country currency association.



6.3.1 Checks

Before you associate a country with its currency, it is desirable to ensure that the following information is already setup in the system:

- The countries that must be associated with their currencies must be set up in the system in the Country Maintenance.
- The currencies must also be set up in the system in the Currency Maintenance.

6.3.2 Fields in Country Currency Maintenance Screen

Country Code

Alphanumeric, Mandatory

Select the country that must be associated with its currency, from the list provided. A country can be associated with only one currency in the system.

Currency Code

Alphanumeric, Mandatory

Select the currency that must be associated with the selected country.

6.3.3 Country Currency Summary Screen

After you have mapped a country to a currency, you must have another user authorize the mapping. An unauthorized mapping cannot be used in the system.

Before a country currency association is authorized, you can edit it as many times as necessary. An unauthorized country currency mapping can also be deleted.

After a country currency association is authorized, it can be changed only through an amendment, only under the following circumstances:

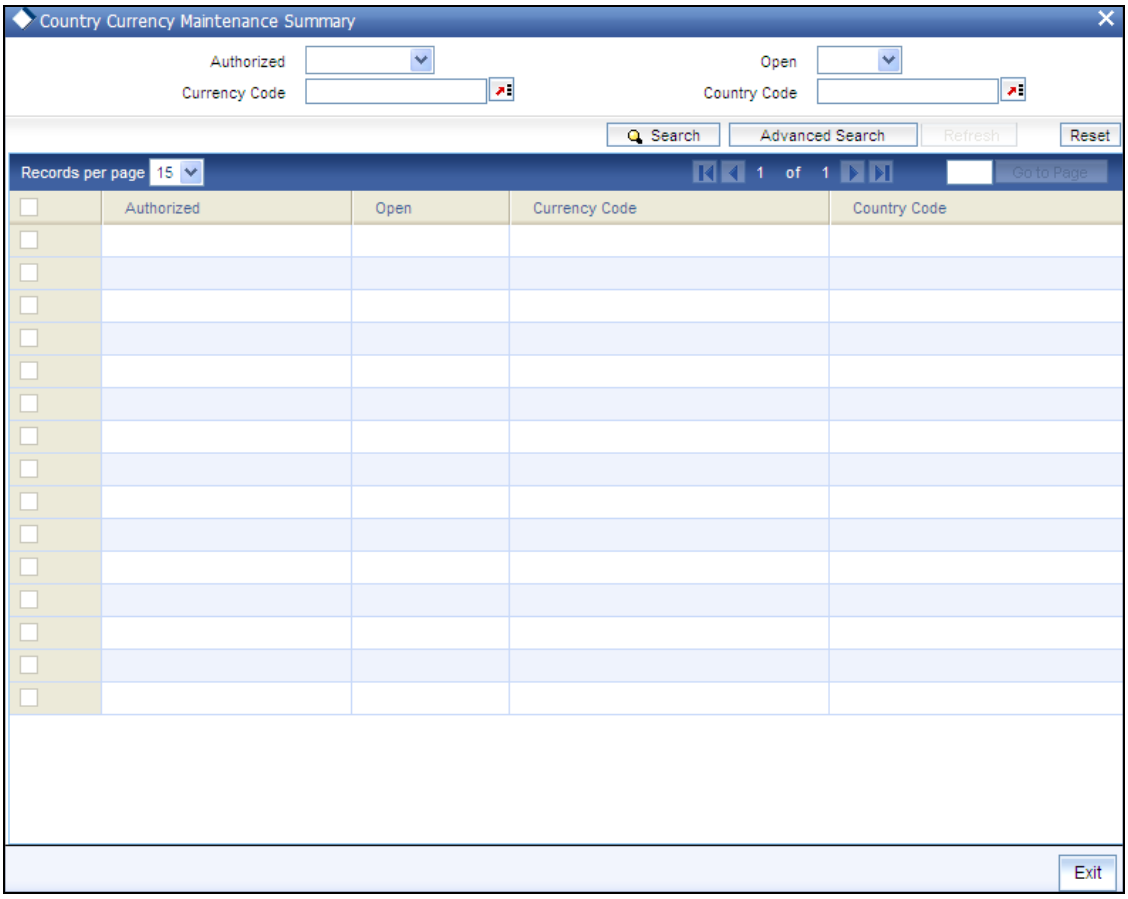
- The Country Currency record has not been used in a unit holder account as the domicile or preferred currency.
- The Country Currency record is not in use as a base currency for an entity, broker, agency branch or fund.
- The currency that is part of the record is not in use as a source reference currency for an exchange rate source in the system.
- There is not even a single fund bank account maintained in this currency
- There is not even a single unit holder bank account maintained in this currency.

If any of these conditions is true, the country currency association record cannot be changed through an amendment.

The ‘Country Currency Maintenance Summary’ screen can be used for the following operations on country currency mappings:

- Retrieval for viewing
- Editing unauthorized mappings
- Deleting unauthorized mappings
- Authorizing mappings
- Amending authorized mappings (only under the circumstances mentioned above)

You can invoke the ‘Country Currency Maintenance Summary’ screen by typing ‘UTSCONCU’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



6.3.3.1 Retrieving Country Currency Association

To retrieve a previously entered currency record:

- Invoke the Country Currency Maintenance Summary screen and specify the following :
  - The authorization status of the country currency association record in the Authorized field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the country currency association records in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The Currency Code
  - Country Code
- Click ‘Search’ button after you have specified the required details. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

STOP You can also retrieve an individual country currency association from the Detail screen by doing query in the following manner:-

- Press F7.
- Input any parameter in the screen.
- Press F8.

You can perform Edit, Delete, Amend, Authorize operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

For Example:

You can search the record for currency code by using the combination of % and alphanumeric value that is, Search by Z%: The system will fetch all the records whose currency code starts from Alphabet 'Z'. For example, ZAR.

6.3.3.2 Editing Country Currency Association Details

You can modify the details of a country currency association that you have already entered into the system, provided it has not been authorized. You can perform this operation as follows:

- Invoke the Country Currency Maintenance Summary screen from the Browser.
- Select the authorization status of the country currency association records that you want to retrieve for modification in the Authorized field. You can only modify records of the associations that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters for retrieving the records.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The Country Currency Maintenance Detail screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Country Currency Maintenance screen is closed and the changes made are reflected in the Country Currency Maintenance Summary screen.

6.3.3.3 Viewing Country Currency Association Details

To view the country currency associations that you have previously entered:

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

6.3.3.4 Deleting Country Currency Association Details

You can delete only unauthorized records in the system. To delete a country currency record:

- Invoke the Country Currency Maintenance Summary screen from the Browser.
- Select the status of the country currency record that you want to retrieve for deletion.
- Specify any or all of the search parameters.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the country currency association that you want to delete. The Country Currency Maintenance Detail screen is displayed.
- Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

6.3.3.5 Authorizing Country Currency Associations

An unauthorized country currency association must be authorized in the system for it to be processed. To authorize a country currency association:

- Invoke the Country Currency Maintenance Summary screen from the Browser.
- Select the status of the country currency association that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters for retrieving the records.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the country currency association that you wish to authorize. The Country Currency Maintenance screen is displayed. Select Authorize operation from Action.

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

6.3.3.6 Amending Country Currency Associations

After a country currency association is authorized, it can be modified using the Unlock operation from Action list. To make changes to an association after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

- Invoke the Country Currency Maintenance Summary screen from the Browser.
- Select the status of the association record that you wish to retrieve for amendment. You can only amend records of associations that are authorized.
- Specify any or all of the search parameters for retrieving the records.
- Click 'Search' button. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

- Double click the association that you want to amend. The Country Currency Maintenance screen is displayed in Amendment mode.
- Click the Unlock operation from the Action list to amend the association.
- Amend the necessary information. Click the Save button to save the changes.

6.3.3.7 Authorizing Amended Currency Details

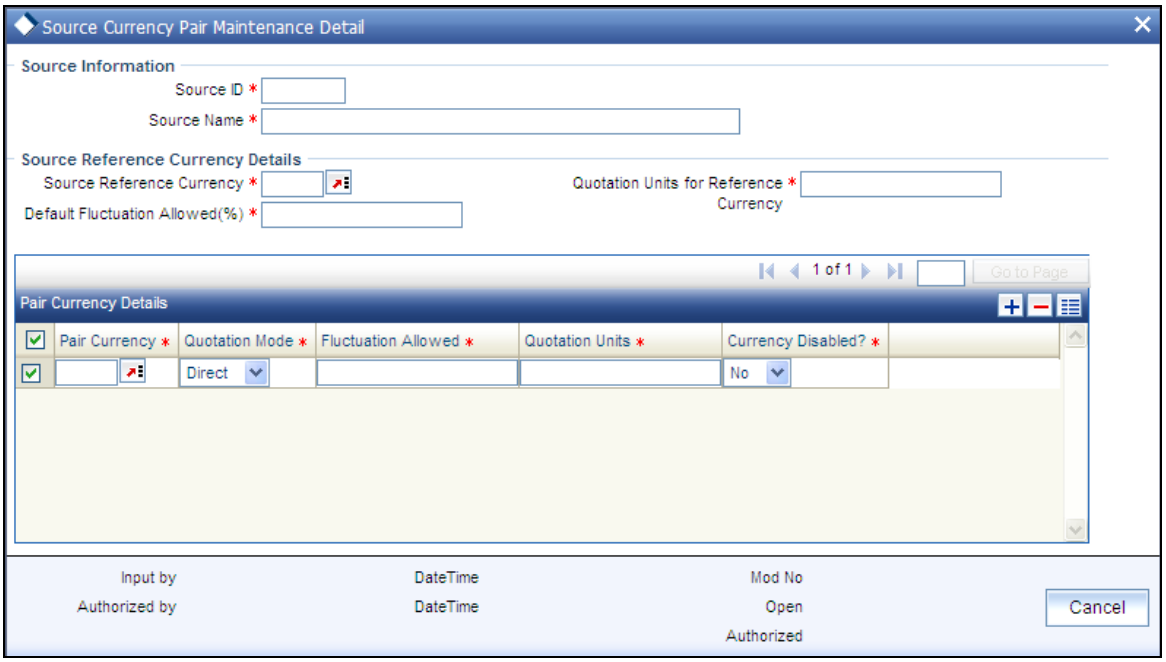
An amended country currency association must be authorized for the amendment to be made effective in the system. The process of authorization is the same as the process of normal authorization.

6.4 Maintaining Exchange Rate Sources

All sources that will be used to derive prevailing exchange rates between any two currencies must be identified in the system, with a unique identification and a profile. You can maintain these sources through the 'Source Currency Pair Maintenance Detail' screen. You can invoke this screen by typing 'UTDSORCE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The profile for each source will consist of the following details:

- The unique ID and the name of the source
- The reference currency associated with this source, against which exchange rates for all other currencies will be derived.
- The default fluctuation percentage that is admissible for this source. Exchange Rates derived from this source can be overridden only within this percentage range.
- Units of quotation for the source reference currency, which will be used for the direct rates.
- The pair currencies for which the exchange rates will be captured against the reference currency. This setup can be maintained in the Pair Currencies section of the Source Maintenance screen and is discussed later on in this chapter.



6.4.1 Checks

Before you maintain an exchange rate source in this screen, it is desirable to ensure that the currencies must be set up in the system in the Currency Maintenance.

6.4.2 Fields in Source Currency Pair Maintenance Screen

6.4.2.1 Source Information Section

Source ID

6 Characters Maximum, Alphanumeric, Mandatory

Specify a unique identification for the Source that is to be maintained.

Source Name

60 Characters Maximum, Alphanumeric, Mandatory

Specify the name of the Source that is to be maintained.

6.4.2.2 Source Reference Currency Details Section

Source Reference Currency

Alphanumeric, Mandatory

Select the currency that is to be designated as the reference currency for this source. This is the currency in which the rates are to be maintained for the other currencies.

An In Currency can be designated as the Reference Currency for a Source only if the validity period (transition period) for the currency has not commenced. At that point when the validity period commences, exchange rates can no longer be captured for this Source. The Reference Currency is defaulted once you select the Source.

Default Fluctuation Allowed (%)

5 Characters Maximum, Numeric, with a Maximum of 2 Decimals, Mandatory

Specify the default percentage by which the exchange rates can be overridden or within which they can be allowed to fluctuate.

Quotation Units for Reference Currency

Numeric, Mandatory

Specify the units of quotation that must be used for direct rates for the reference currency.

6.4.2.3 Pair Currency Details Section

6.4.3 Checks

Before you set up the pair currencies for a source, it is desirable to ensure that the following information is already setup in the system:

- The source for which the currency pair setup must be maintained has already been set up in the Source Maintenance.
- The currencies have already been maintained in the Currency Maintenance

Pair Currency

Alphanumeric, Mandatory

Select the currency that must be set up as a pair currency for the source, from the drop-down list.

An In Currency can be designated as a Pair Currency for a particular reference currency only if the validity period (transition period) for the currency has not commenced. At that point when the validity period commences, no exchange rates can be maintained for this currency. The Pair Currency is already set up for the source; you have to only select the pair currency for which exchange rate needs to be maintained

Quotation Mode

Alphanumeric, Mandatory

Select the mode of quotation that will be used to derive the exchange rate for this currency pair. It could be a direct or an indirect quote.

Fluctuation Allowed

5 Characters Maximum, Numeric, with a Maximum of 2 Decimals, Mandatory

Specify the default percentage by which the exchange rates can be overridden or within which they can be allowed to fluctuate for this currency pair. This is defaulted to the value specified in the Source Maintenance record for this source, but it can be altered at this stage.

Quotation Units

Numeric, Mandatory

Specify the units of quotation that must be used in direct rates for this currency pair. This is defaulted to the units specified in the Source Maintenance record for this source. If the mode of quotation specified for the pair is direct, then the default value cannot be altered. If the mode is indirect, then the default value may be altered.

6.4.4 Making Changes to Sources or Currency Pairs for Source

After you have set up an exchange rate source, you must have another user authorize it so that it would be effective in the system. Exchange rates for an unauthorized source will not be used in the system.

Before the exchange rate source with its associated pair currencies is authorized, you can edit its details as many times as necessary. You can also delete it before it is authorized.

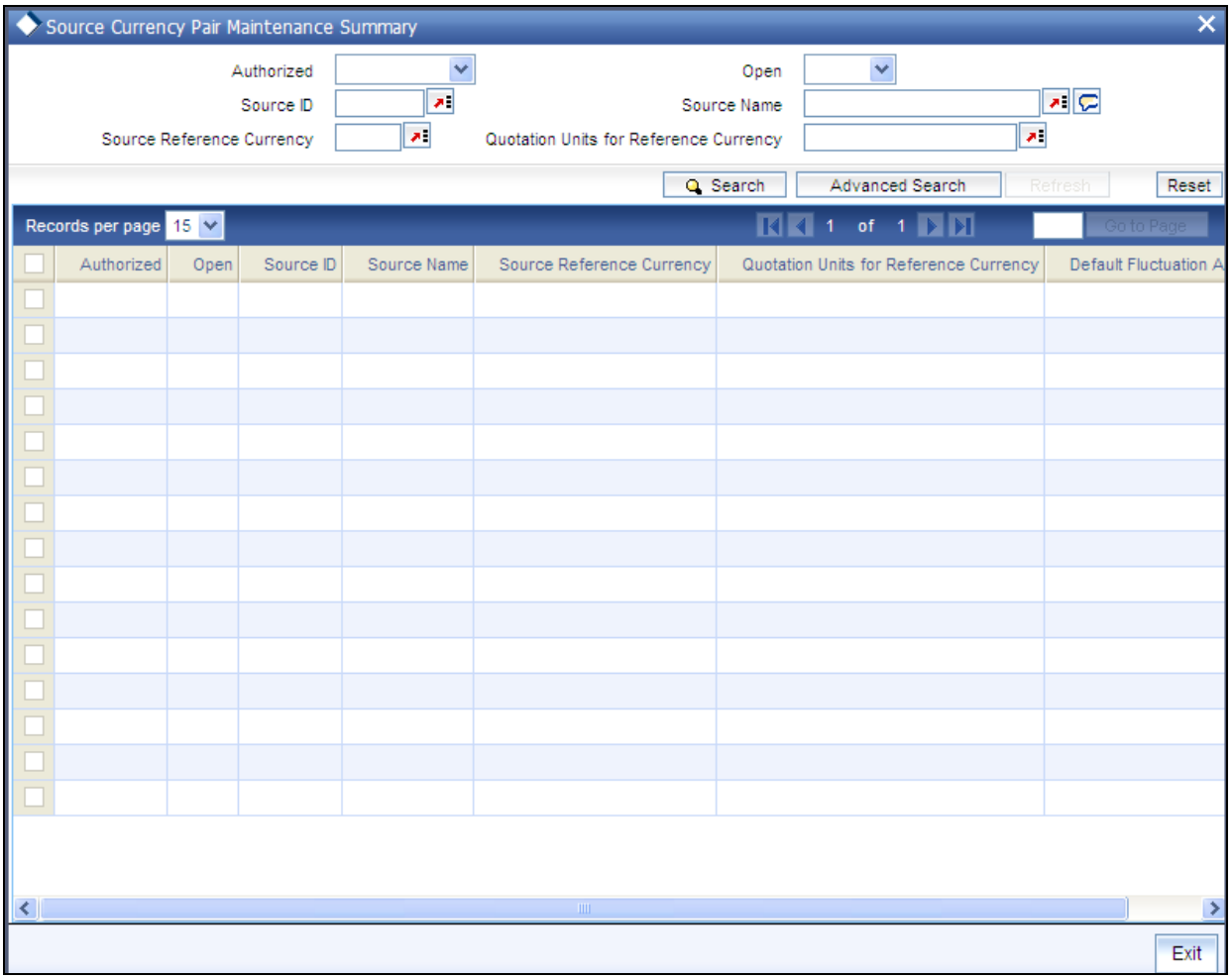
After authorization, you can only make changes to any of the details of the source and currency pairs through an amendment, except in the following circumstances:

- It has been specified as the default source for the AMC in the Defaults Maintenance.
- Exchange Rates have been captured for the source
- The currency combination selected for amendment is in use as a fund base currency - transaction currency combination for any one fund in the system.
- The currency combination selected for deletion is being used to arrive at a derived rate between two currencies that do not form part of a currency pair for a source.

The ‘Source Currency Pair Maintenance Summary’ screen can be used for the following operations on exchange rate sources:

- Retrieval for viewing
- Editing unauthorized sources and currency pairs
- Deleting unauthorized sources and currency pairs
- Authorizing sources and currency pairs
- Amending authorized sources and currency pairs, if amendment is possible

You can invoke the ‘Source Currency Pair Maintenance Summary’ screen by typing ‘UTSSORCE’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



6.4.4.1 Retrieving Source Currency Pair Record

To perform any operation on a source and currency pair:

- Invoke the Source Currency Pair Maintenance Summary screen and specify the following :
  - The authorization status of the source currency pair record in the Authorization Status field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the source currency pair records in the Record Status field. If you choose the “Blank Space” option, then all the records are retrieved.
  - Source ID
  - Source Name
  - Source Reference Currency
  - Quotation Units for Reference
- Click ‘Search’ button after you have specified the required details. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve an individual source currency pair from the Detail screen by doing query in the following manner:

- Press F7
- Input any parameter in the screen
- Press F8

You can perform Edit, Delete, Amend, Authorize operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Source ID by using the combination of % and alphanumeric value that is,. Search by R%: The system will fetch all the records whose Source ID starts from Alphabet 'R'. For example, Reuters

6.4.4.2 Editing Source Currency Pair Details

You can modify the details of a source currency pair that you have already entered into the system, provided it has not been authorized. You can perform this operation as follows:

- Invoke the Source Currency Pair Maintenance Summary screen from the Browser.
- Select the authorization status of the source currency pair records that you want to retrieve for modification in the Authorization Status field. You can only modify records of the source currency pairs that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters for retrieving the records.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The Source Currency Pair Maintenance Detail screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Source Currency Pair Maintenance Detail screen is closed and the changes made are reflected in the Source Currency Pair Maintenance Summary screen.

6.4.4.3 Viewing Source Currency Pair Details

To view the source currency pair details that you have previously entered:

- Invoke the Source Currency Pair Summary Screen from the Browser.
- Select the authorization status of the records that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized / Authorized option.

- Specify any or all of the search parameters for retrieving the records.
- Click 'Search' button. All the records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view. The Source Currency Pair Maintenance screen Detail is displayed in view mode.

6.4.4.4 Deleting Source Currency Pair Details

You can delete only unauthorized records in the system. To delete a source currency pair record:

- Invoke the Source Currency Maintenance Summary screen from the Browser.
- Select the status of the source currency pair record that you want to retrieve for deletion.
- Specify any or all of the search parameters for retrieving the records.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the source currency pair that you want to delete. The Source Currency Pair Maintenance Detail screen is displayed.
- Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

6.4.4.5 Authorizing Source Currency Pair Details

An unauthorized source currency pair association must be authorized in the system for it to be processed. To authorize a source currency pair:

- Invoke the Source Currency Pair Maintenance Summary screen from the Browser.
- Select the status of the source currency pair records that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters for retrieving the records.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the source currency pair association that you wish to authorize. The Source Currency Pair Maintenance screen is displayed. Select Authorize operation from Action.

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

6.4.4.6 Amending Source Currency Pair Associations

After a source currency pair association is authorized, it can be modified using the Unlock operation from Action list. To make changes to an association after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

- Invoke the Source Currency Pair Maintenance Summary screen from the Browser.

- Select the status of the source currency pair record that you wish to retrieve for amendment. You can only amend records of associations that are authorized.
- Specify any or all of the search parameters for retrieving the records.
- Click 'Search' button. All the records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the source currency pair that you want to amend. The Source Currency Pair Maintenance screen is displayed in Amendment mode.
- Click the Unlock operation from the Action list to amend the association.
- Amend the necessary information. Click the Save button to save the changes.

6.4.4.7 Authorizing Amended Source Currency Pair Details

An amended source currency pair must be authorized for the amendment to be made effective in the system. The process of authorization is the same as the process of normal authorization.

6.4.5 Copying Attributes of Source Currency Pairs

If you want to maintain a source currency pair having the same attributes of an existing source currency pair rate, you can copy the attributes of an existing source currency pair to a new source currency pair.

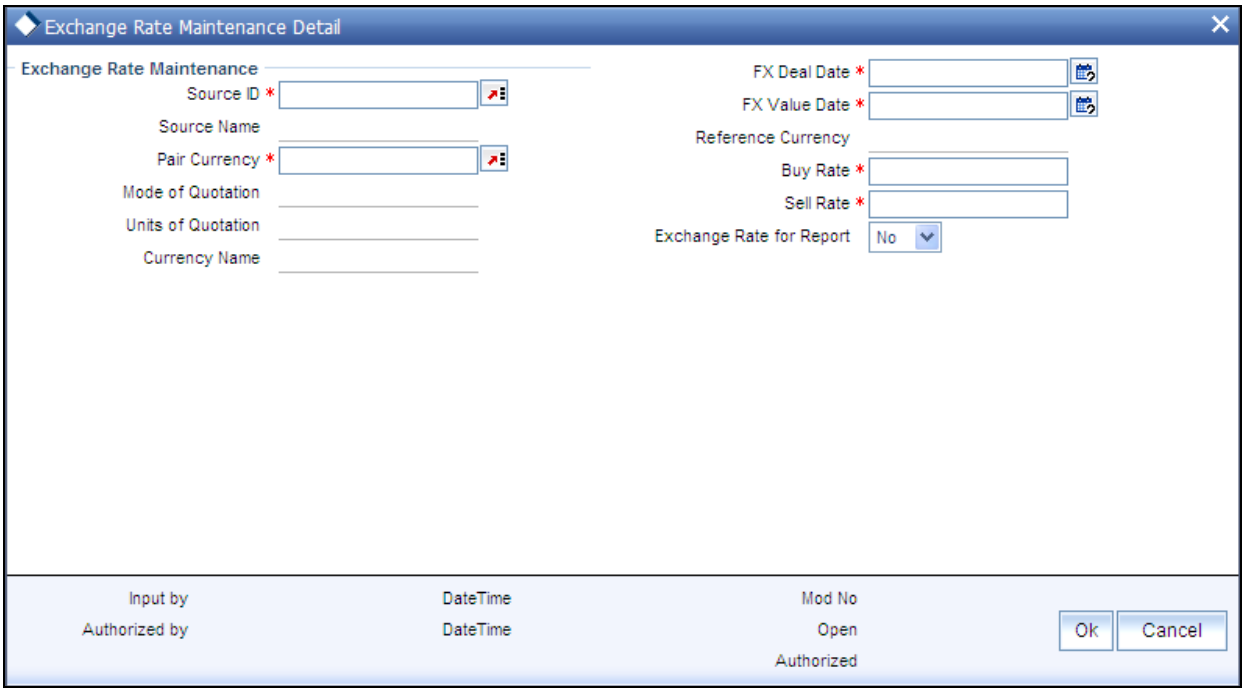
To copy the attributes:

- Retrieve the source currency pair record whose attributes the new currency pair should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the new Source ID. You can however change the details if required.

6.5 Capturing Exchange Rates

Exchange rates must be captured manually in the system. To enter exchange rates, use the 'Exchange Rate Maintenance Detail' screen. You can invoke this screen by typing 'UTDEXCRM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the exchange rate details.

You can enter exchange rates for each currency pair that is maintained for an exchange rate source maintained in the system. Exchange rates can be entered as many times during the course of a working business day, and are effective as and when they are entered. No authorization is necessary. You can enter a buy rate and sell rate for each currency pair that is maintained for a source.



6.5.1 Checks

Before you capture an exchange rate for a currency pair in a source, it is desirable to ensure that the following information is already setup in the system:

- The different exchange rate sources must be set up in the system in the Source Maintenance.
- The different currency pairs must be set up for the exchange rate sources, in the Currency Pair Setup maintenance.

6.5.2 Fields in the Exchange Rate Maintenance Screen

Source ID

Alphanumeric, Mandatory

Select the Source ID of the source for which the exchange rates are being entered, from the drop-down list.

When the selected Source ID is populated in this field, the following fields are populated with the corresponding details of the Source, from the Source Maintenance record for the source:

- The Source Name
- The Source Reference Currency
- The different Pair Currencies that have been maintained for the source
- The Modes of Quotation specified for each currency pair that has been maintained for the source.

- The Units of Quotation for the reference currency that have been maintained for each currency pair.

FX Deal Date

Date; Mandatory

Specify the deal date for the currency pair. This date cannot be earlier or later than the application date.

FX Value Date

Date, Mandatory

Specify the date on which the exchange rates must be effective. This date cannot be lesser than the date specified as the 'FX Deal Date', Additionally, you can enter a future date as the 'FX Value Date' only if you have set the 'Exchange Rate for Report' as 'No'.

The exchange rates may be captured any number of times during a business day. Each exchange rate is given a serial number in the system, and the entry bearing the latest number is deemed to be the latest rate that will be effective.

STOP The system will allow input in the 'FX Deal Date' and 'FX Value Date' fields only if the client country parameter 'FORWARD_FX_RATE' is set to true. If this parameter is set to false, then the system will allow only the application date as valid values in both these fields.

Reference Currency

3 Character Maximum, Optional

Select the currency that is to be designated as the reference currency for this source. This is the currency in which the rates are to be maintained for the other currencies.

Pair Currency

3 Character Maximum, Optional

Select the currency that must be set up as a pair currency for the source.

Buy Rate

Numeric, Mandatory

Specify the buy rate for the pair currency.

Sell Rate

Numeric, Mandatory

Specify the sell rate for the pair currency. This rate must always be greater than zero and greater than the buy rate.

Mode of Quotation

Alphanumeric, Mandatory

Select the mode of quotation that will be used to derive the exchange rate for this currency pair. It could be a direct or an indirect quote.

Units of Quotation

Numeric, Mandatory

Specify the units of quotation that must be used in direct rates for this currency pair. This is defaulted to the units specified in the Source Maintenance record for this source. If the mode of quotation specified for the pair is direct, then the default value cannot be altered. If the mode is indirect, then the default value may be altered.

Currency Name

Display Only

The system displays currency name here.

Exchange Rate for Report

Checkbox, Optional

You can indicate whether multiple exchange rates for a date in the past are allowed. The system will use only those exchange rates where this option is not checked for calculation purposes in various batch processes of FCIS.

6.5.3 Making Changes to Exchange Rates

After you have entered an exchange rate, you must have another user authorize it so that it would be effective in the system. An unauthorized exchange rate will not be picked up for processing in the system.

Editing is possible only on the latest exchange rate entered. Deletion of an exchange rate that has not been used in the system is possible.

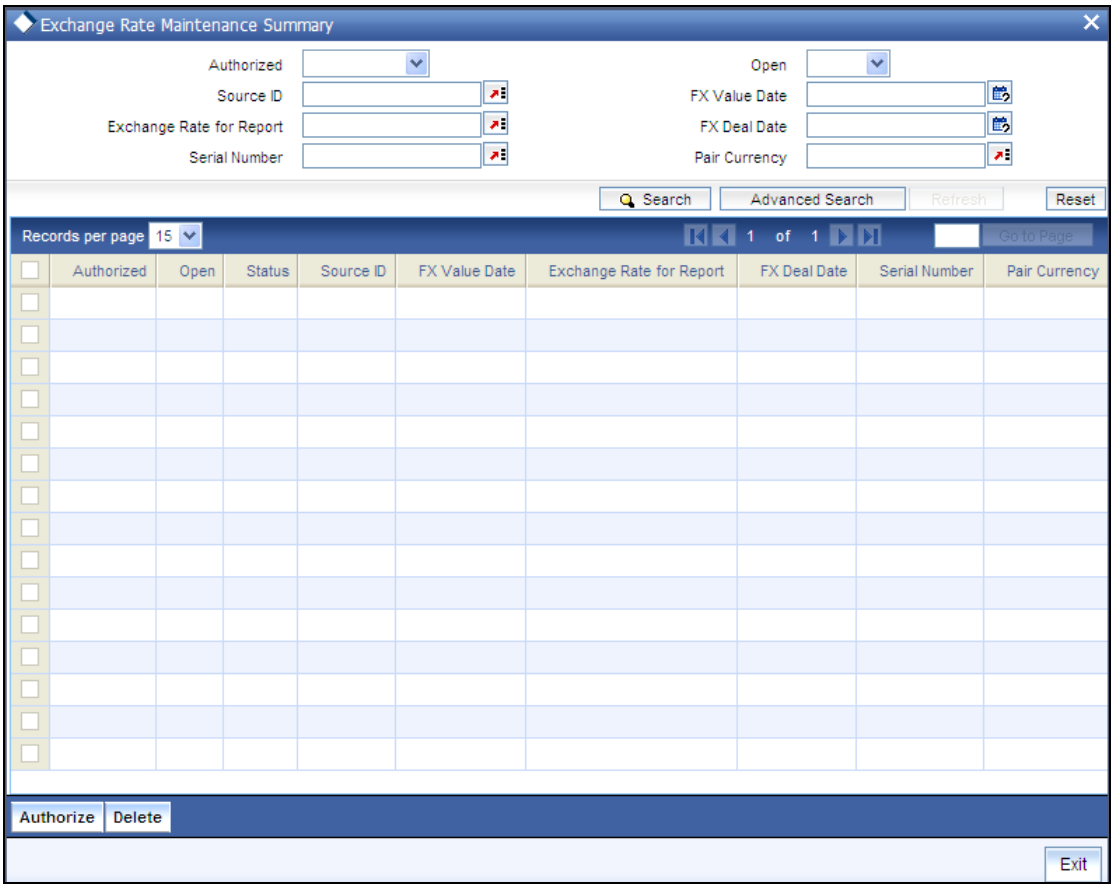
After authorization, you can only make changes to any of the details through an amendment, except in the following circumstances:

The most recent exchange rate (or the latest rate) that has been entered and authorized can be amended, but if this rate has already been used in processing, then amendment is not possible.

The ‘Exchange Rate Maintenance Summary’ screen can be used for the following operations on currencies:

- Retrieval for viewing
- Editing unauthorized exchange rates
- Deleting unauthorized exchange rates
- Authorizing exchange rates

You can invoke the 'Exchange Rate Maintenance Summary' screen by typing 'UTSEXCRM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



6.5.3.1 Retrieving Exchange Rate Record

To retrieve a previously entered exchange rate record:

- Invoke the Exchange Rate Maintenance Summary screen and specify the following :
  - The authorization status of the exchange rate record in the Authorization Status field. If you choose the "Blank Space" option, then all the records are retrieved.
  - The status of the exchange rate records in the Record Status field. If you choose the "Blank Space" option, then all the records are retrieved.
  - The Source ID
  - Exchange Rate for Report
  - FX Value Date
  - FX Deal Date
- After you have specified the required details, click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve an individual exchange rate detail from the Detail screen by doing query in the following manner:-

- Press F7
- Input any parameter in the screen
- Press F8

You can perform Edit, Delete, Amend, Authorize operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

6.5.3.2 Editing Currency Details

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

- Invoke the Exchange Rate Maintenance Summary screen from the Browser.
- Select the authorization status of the records that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters of the exchange rate for retrieving the records.
- Click 'Search' button. All unauthorized exchange rate records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The Exchange Rate Maintenance Detail screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Exchange Rate Maintenance Detail screen is closed and the changes made are reflected in the Exchange Rate Maintenance Summary screen.

6.5.3.3 Viewing Exchange Rate Details

To view the exchange rate details that you have previously entered:

- Invoke the Exchange Rate Maintenance Summary Screen from the Browser.
- Select the authorization status of the exchange rate records that you want to retrieve for viewing in the Authorization Status field. You can also view all the exchange rate records that are either unauthorized or authorized only, by choosing the Unauthorized / Authorized option.
- Specify any or all of the search parameters of the exchange rate for retrieving the records.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

- Double click the record that you want to view. The Exchange Rate Maintenance screen Detail is displayed in view mode.

6.5.3.4 Deleting Exchange Rate Details

You can delete only unauthorized records in the system. To delete an exchange rate record:

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

6.5.3.5 Authorizing Exchange Rate Records

An unauthorized exchange rate record must be authorized in the system for it to come into effect. To authorize an exchange rate:

- Invoke the Exchange Rate Maintenance Summary screen from the Browser.
- Select the status of the exchange rate record that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters of the exchange rate record in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the exchange rate that you wish to authorize. The Exchange Rate Maintenance screen displayed. Select Authorize operation from Action.

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

6.5.3.6 Copying Attributes of Exchange Rates

If you want to maintain an exchange rate having the same attributes of an existing exchange rate, you can copy the attributes of an existing exchange rate to a new exchange rate.

To copy the attributes:

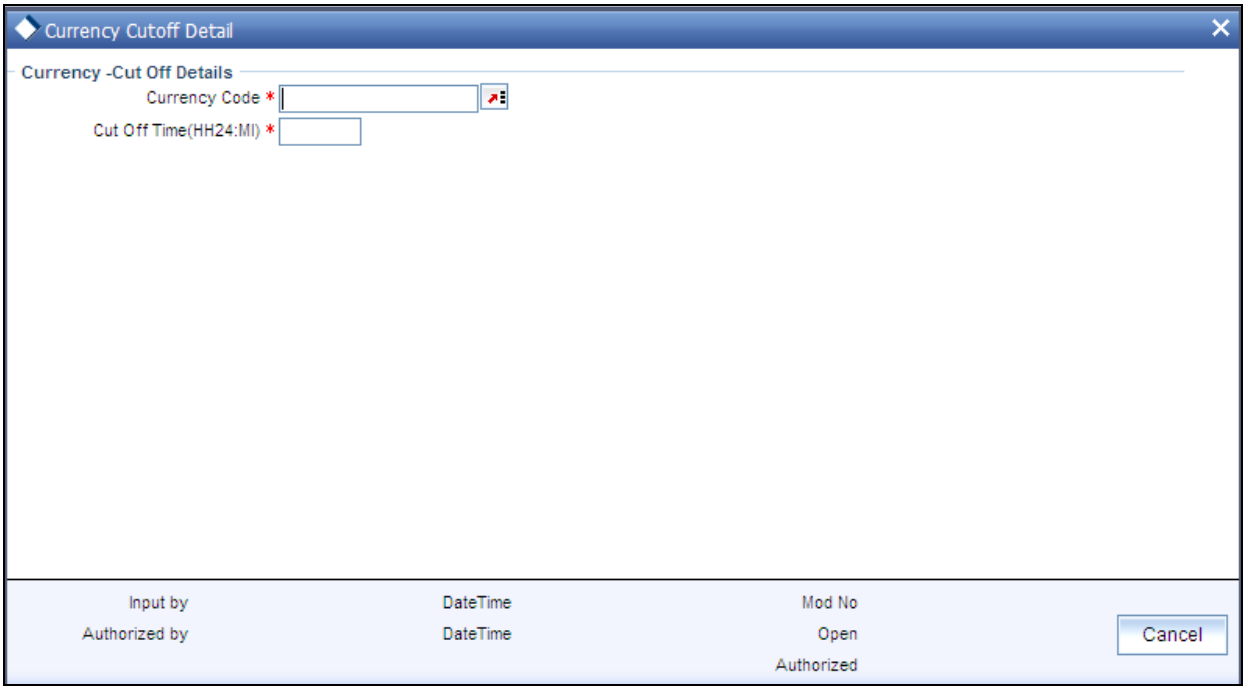
- Retrieve the exchange rate record whose attributes the new exchange rate should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the new Source ID. You can however change the details if required.

6.6 Maintaining Currency Cutoff - Time

FCIS enables you to capture cutoff - time for each currency that is maintained in the system. Transaction instructions received post cutoff – time of the currency involved in the transaction, then the transaction will be processed on the next working day.

To enter cutoff – time for currencies, use the 'Currency Cutoff Detail' screen. You can invoke this screen by typing 'UTDCURCT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'New' from the Actions menu in the Application tool bar or click new icon to maintain the currency cutoff time.



6.6.1 Fields in Currency Cutoff Screen

Currency

3 Character Maximum, AlphaNumeric, Mandatory

Enter the currency code for which you wish to maintain the cut off time.

Cut Off Time

HH24:MI)

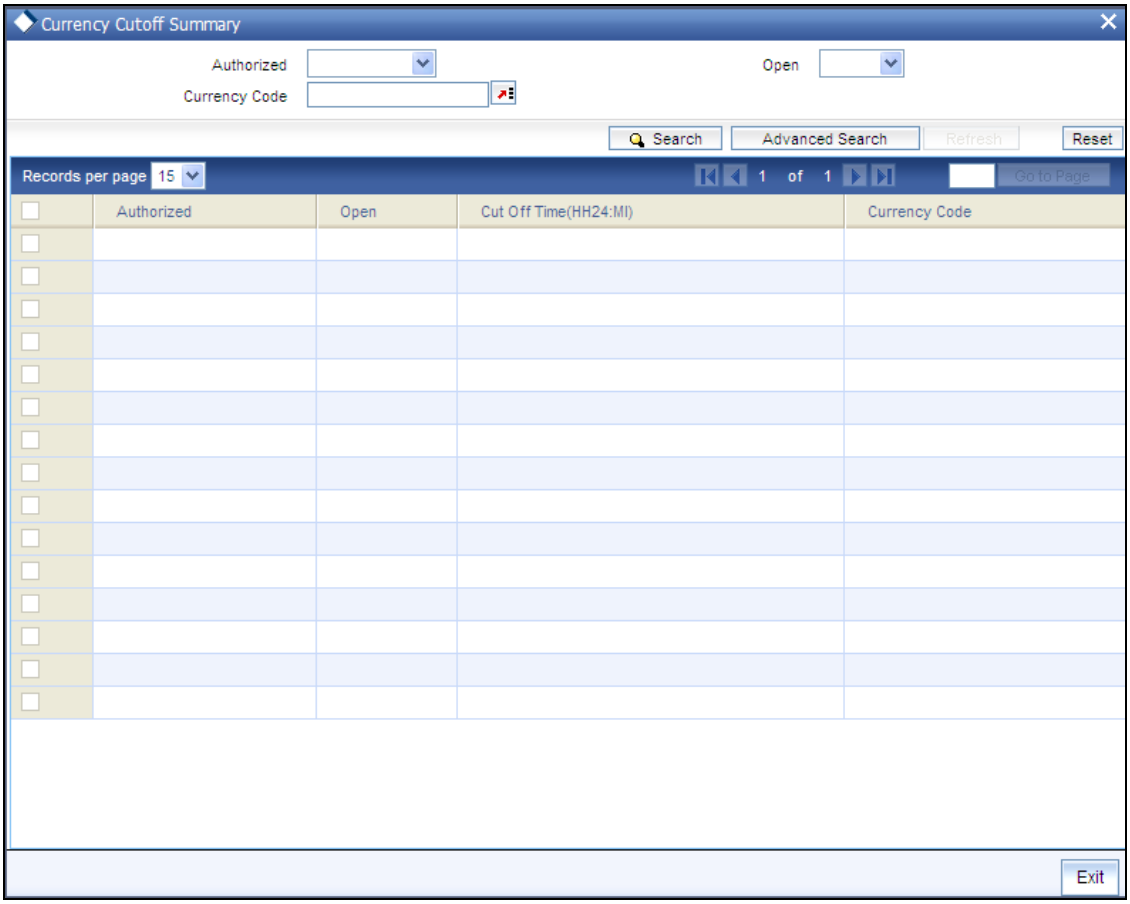
Mandatory

Enter the cutoff – time for the chosen currency. Cutoff – time should be within 00:00 to 23:59.

Click 'Ok' button to store the record in the database. While saving, system checks for any duplicate records. If the record is being modified by any other user at the time of saving, then system throws up an error.

6.6.2 Currency Cutoff Summary Screen

You can invoke the 'Currency Cutoff Summary' screen by typing 'UTSCURCT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



6.6.3 Checks

Before you associate a country with its currency, it is desirable to ensure that the currencies must be set up in the system in the Currency Maintenance.

6.6.4 Making Changes to Currency Cutoff - Time

After you have set up the cutoff – time for a currency, you must have another user authorize it so that it would be effective in the system. Cutoff - time for an unauthorized record will not be used in the system

The Currency Cutoff – Time Summary screen can be used for the following operations on Currency Cutoff – Time:

- Retrieval for viewing
- Editing unauthorized records
- Deleting unauthorized records
- Authorizing cutoff-time for a currency
- Amending authorized records

6.6.4.1 Retrieving Currency Cutoff Records

To retrieve previously maintained records of currency cut off times:

- Invoke the Exchange Rate Summary screen and specify the following :
  - The authorization status of the currency cutoff time records in the Authorization Status field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the currency cutoff time records in the Record Status field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The Currency Name
- After you have specified the required details, click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve an individual currency cutoff record from the Detail screen by doing query in the following manner:-

- Press F7
- Input any parameter in the screen
- Press F8

You can perform Edit, Delete, Amend, Authorize operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

You can search the record for Currency Code by using the combination of % and alphanumeric value. Search by Z%:- System will fetch all the records whose Currency Code starts from Alphabet 'Z'. For example, ZAR

6.6.4.2 Editing Currency Cutoff Time

You can modify the cutoff time for a currency that you have already entered into the system, provided it has not been authorized. You can perform this operation as follows:

- Invoke the Currency Cutoff Summary screen from the Browser.
- Select the authorization status of the currency cutoff records that you want to retrieve for modification in the Authorization Status field. You can only modify the currency cutoff that is unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters for retrieving the records.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The Currency Cutoff Detail screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Currency Cutoff Detail screen is closed and the changes made are reflected in the Currency Cutoff Summary screen.

6.6.4.3 Viewing Currency Cutoff Times

To view the currency cutoff times that you have previously entered:

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

6.6.4.4 Deleting Currency Cutoff Time Record

You can delete only unauthorized records in the system. To delete a currency cutoff time record:

- Invoke the Currency Cutoff Summary screen from the Browser.
- Select the status of the currency cutoff record that you want to retrieve for deletion.
- Specify any or all of the search parameters for retrieving the records.

- Click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the currency cutoff record that you want to delete. The Currency Cutoff Detail screen is displayed.
- Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

6.6.4.5 Authorizing Currency Cutoff Records

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

- Invoke the Currency Cutoff Summary screen from the Browser.
- Select the status of the currency cutoff records that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters for retrieving the records.
- Click ‘Search’ button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the currency cutoff record that you wish to authorize. The Currency Cutoff Detail screen is displayed. Select Authorize operation from Action.

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

6.6.4.6 Amending Currency Cutoff Times

After a currency cutoff record is authorized, it can be modified using the Unlock operation from Action list. To make changes to a currency cutoff time after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

11. Invoke the Currency Cutoff Summary screen from the Browser.
12. Select the status of the currency cutoff record that you wish to retrieve for amendment. You can only amend records of associations that are authorized.
13. Specify any or all of the search parameters for retrieving the records.
14. Click ‘Search’ button. All the records with the specified details are retrieved and displayed in the lower portion of the screen.
15. Double click the currency cutoff record that you want to amend. The Currency Cutoff Detail screen is displayed in Amendment mode.
16. Click the Unlock operation from the Action list to amend the association.
17. Amend the necessary information. Click the Save button to save the changes.

6.6.4.7 Authorizing Amended Currency Cutoff Time Details

An amended cutoff time for a currency must be authorized for the amendment to be made effective in the system. The process of authorization is the same as the process of normal authorization.

6.6.5 Copying Attributes of Cutoff Time

If you want to maintain the same cut off time for another, you can copy the cut off time of an existing currency to a new currency.

To copy the attributes:

- Retrieve the currency whose cutoff time the new currency should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the new currency code. You can however change the cutoff time for the new record if required.

7. Setting up Loads

7.1 Loads

When an investor transacts in an AMC, the AMC may charge the investor a certain fee for any or all of the transactions requested. On the other hand, the AMC may give the investor an incentive for reasons of continued loyalty, or for initial investment. These fees or incentives are identified as loads.

A load involves payment by one entity to another. Any entity that makes the payment is known as the “From” entity, and any entity that receives such payment is known as the “To” entity. Accordingly, there are two basic types of loads, from which all other loads derive:

- **Fees**: Any payment for transaction charges that investors make to the AMC are fees. .
- **Incentives**: An AMC sometimes makes a special preference in terms of charges for initial investors and for those investors that have transacted with the AMC over a considerable period of time. These preferences are known as incentives.

For instance, an AMC may stipulate that for the first 10 investors that invest in a newly floated fund, a differential favorable price would be applied. This is an incentive.

The recipient (or the “To” entity) of an incentive could be a unit holder, a broker or another entity.

A broker may also be required to pay a fee to the AMC for services rendered, such as commission processing and payment, reinvestment processing and so on. If the unit holder is not any of the involved parties then that load is a commission. (that is, the “From” or “To” entities are not unit holders).

7.1.1 Parameters that form Basis for Applying Load

Fees, incentives and commissions may be based on many different parameters, or combinations of these parameters, depending upon the requirements of the AMC.

While transacting, the AMC may attach loads to any transaction, be it a fee, incentive or a commission, which may be computed and applied on the basis of any of the following parameters:

Date

For instance, for any transaction request that is accepted on a certain date or a certain period bounded by any two dates, an incentive may be applied on the amount of the transaction, as follows:

Consider a slab as follows:

Slab	From Date	To Date	Return Value

0-10000	15-10-2000	15-12-2000	5%

Here the slab value may be reckoned as an amount or a number of units.

This means that for all transactions requested after 15-10-2000 and before 15-12-2000, for a volume that lies within the slab, the percentage of the load (incentive) applied is 5%. In such a case, for a transaction coming in on 15-10-2000, if the transaction amount is 5000 Rand, then the investor would be given an incentive amounting to an additional 250 Rand (5/100 * 5000) worth of units in the fund.

In the same case, if the load were a fee, then the investor would be given only 4750 Rand {5000 - (5/100 * 5000)} worth of units in the fund.

Generally, this is an early bird incentive in case of an IPO or subscription transaction period.

A load can also be applied based on a certain number of days, months or years that the unit holder remains in the fund. For instance,

Load	Period	Return Value
L45	45 days	5%
L4M	4 months	4%
L1Y	1 year	3%

Let us suppose that a certain unit holder has entered into transactions with the AMC in the following manner:

Transaction Reference Number	Transaction Type	Transaction Amount	Transaction Date
T1	Subscription	1000	3-1-2001
T2	Subscription	2000	3-4-2001
T3	Redemption	3000	3-7-2001

For the redemption transaction on 3-7-2001, the load based on period is explained below. The load for this transaction is based on the period that has elapsed between the original subscription transaction and the redemption transaction through which the units resulting from the original transaction are redeemed.

STOP The three loads in this example are to be reckoned as separate loads. A single load cannot have slabs based on all three parameters - days, months and years.

Load applied based on the subscription transaction T1:

The number of days between the transaction T1 and T3 = Difference in days between 3-7-2001 and 3-1-2001 = 180 days. This period falls in the slab for load L1Y, above, and the load applied will be 3% of the transaction amount:

Load = 3/100 * 3000 = 90

Load applied based on the subscription transaction T2:

The number of days between the transaction T2 and T3 = Difference in days between 3-7-2001 and 3-4-2001 = 90 days. This period falls in the slab for load L4M, above, and the load applied will be 4% of the transaction amount:

Load = 4/100 * 3000 = 120

Therefore, the total load amount applied for the redemption transaction T3 is 90+120 = 210.

Both the loads applied as shown in the example above are based on periods, and also on the original subscription transaction(s) that have generated the units being redeemed, in a subsequent redemption transaction. These loads have no other basis than these two factors. Since they are based on the period for which the unit holder has continued with the fund, they are known as aging loads.

Loading based on aging policy

In the example given above, the units value considered for the redemption transaction T3 could also be dependent on the aging policy designated for the fund. If the aging policy is designated to be FIFO (first-in, first-out), the aging would apply as follows:

Out of the 3000 units being redeemed, 1000 units would be aged to 180 days (as corresponding to the first subscription transaction T1).

Therefore, the load for the redemption of these 1000 units would be calculated as follows:

3/100 * 1000 = 30

The remaining 2000 units would be aged to 90 days (as corresponding to the first subscription transaction T2).

Therefore, the load for the redemption of these 2000 units would be calculated as follows:

4/100 * 2000 = 80

Therefore, the total loading for T3, with an ageing policy of FIFO, would be 30+80 = 110.

Amount

For each amount slab, the AMC could charge a fee. This would be an amount-based load.

Example

Slab	From Amount	To Amount	Return Value
001	0	10000	200
002	10000	20000	150
003	20000	30000	100

For a transaction amount of 25000 USD, 100 USD would be the fee charged by the AMC.

Units

Similarly, as with amount-based loads, the AMC could charge a fee for each slab of units.

Example

Slab	From Units	To Units	Return Value

001	0	1000	200
002	1000	2000	150
003	2000	3000	100

For a transaction in which 1500 units are requested, 150 USD would be the fee charged by the AMC.

Date and Amount

The fee charged could also be operable within a date range, and an amount range.

Example

Slab	From Date	To Date	From Amount	To Amount	Return Value
001	15-10-2000	15-12-2000	0	10000	200
002	15-10-2000	15-12-2000	10000	20000	150
003	15-10-2000	15-12-2000	20000	30000	100

For any transaction request that comes in between 15-10-2000 and 15-12-2000, the appropriate return value will be applied, based on the amount slab.

Period and Amount

The fee could be charged on each amount slab based on a certain number of days, months or years that the unit holder remains in the fund.

Example

Load	Period	Slab	From Amount	To Amount	Return Value	Lower Boundary Inclusive
L45	45 days	001	0	1000	250	No
		002	1000	2000	200	No
L4M	4 months	001	0	1000	150	No
		002	1000	2000	100	No
L1Y	1 year	001	0	1000	75	No
		002	1000	2000	50	No

If the lower boundary is to be inclusive, then a transaction value of 1000 currency units would be reckoned as falling in the slab 002 for any of the loads. If not, as in this case, then the transaction value of 1000 currency units would be reckoned as falling in the slab 001 for any of the loads.

Let us suppose that a certain unit holder has entered into transactions with the AMC in the following manner:

Transaction Reference Number	Transaction Type	Total Transaction Amount	Transaction Date
T1	Subscription	1000	3-1-2001
T2	Subscription	2000	3-4-2001
T3	Redemption	3000	3-7-2001

For the redemption transaction on 3-7-2001, the load based on period and amount is explained below, assuming that the ageing policy for the fund is designated to be FIFO (first-in, first-out). The load for this transaction is based on the period that has elapsed between the original subscription transaction and the redemption transaction through which the units resulting from the original transaction are redeemed. It also takes into account the amount being redeemed.

Load applied based on the subscription transaction T1:

The number of days between the transaction T1 and T3 = Difference in days between 3-7-2001 and 3-1-2001 = 180 days. This period falls in the period slab for load L1Y, above, and the number of units falls in the units slab 001 for L1Y. The return value for the load applied will be 75 currency units.

Load applied based on the subscription transaction T2:

The number of days between the transaction T2 and T3 = Difference in days between 3-7-2001 and 3-4-2001 = 90 days. This period falls in the period slab for load L4M, above, and the number of units falls in the units slab 002 for L1Y. The return value for the load applied will be 100 currency units.

Therefore, the total load amount applied for the redemption transaction T3 is 75+100 = 175 currency units.

Both the loads applied as shown in the example above are based on periods and amounts, and also on the original subscription transaction(s) that have generated the units being redeemed, in a subsequent redemption transaction. These loads have no other basis than these two factors. Consequently, they are known as aging loads.

Date and Units

The fee charged could also be operable within a date range, and a units range. ***Example***

Slab	From Date	To Date	From Units	To Units	Return Value
001	15-10-2000	15-12-2000	0	1000	200
002	15-10-2000	15-12-2000	1000	2000	150
003	15-10-2000	15-12-2000	2000	3000	100

For any transaction request that comes in between 15-10-2000 and 15-12-2000, the appropriate return value will be applied, based on the units slab.

Period and Units

A load can also be applied based on a certain number of days, months or years that the unit holder remains in the fund. For instance,

Load	Period	Slab	From Units	To Units	Return Value	Lower Boundary Inclusive
L45	45 days	001	0	1000	5%	No
		002	1000	2000	4%	No
L4M	4 months	001	0	1000	4%	No
		002	1000	2000	3%	No
L1Y	1 year	001	0	1000	3%	No
		002	1000	2000	2%	No

Let us suppose that a certain unit holder has entered into transactions with the AMC in the following manner:

Transaction Reference Number	Transaction Type	Transaction Amount	Transaction Date
T1	Subscription	1000	3-1-2001
T2	Subscription	2000	3-4-2001
T3	Redemption	3000	3-7-2001

For the redemption transaction on 3-7-2001, the load based on period is explained below. The load for this transaction is based on the period that has elapsed between the original subscription transaction and the redemption transaction through which the units resulting from the original transaction are redeemed.

Load applied based on the subscription transaction T1:

The number of days between the transaction T1 and T3 = Difference in days between 3-7-2001 and 3-1-2001 = 180 days. This period falls in the slab for load L1Y, above, and the load applied will be 3% of the transaction amount:

Load = 3/100 * 3000 = 90

(Here again, if the aging policy is FIFO, only 1000 units would be aged, and the load would be 3/100 * 1000 = 30)

Load applied based on the subscription transaction T2:

The number of days between the transaction T2 and T3 = Difference in days between 3-7-2001 and 3-4-2001 = 90 days. This period falls in the slab for load L4M, above, and the load applied will be 4% of the transaction amount:

Load = 4/100 * 3000 = 120

(Here again, if the aging policy is FIFO, only 2000 units would be aged, and the load would be 4/100 * 2000 = 80)

Therefore, the total load amount applied for the redemption transaction T3 is 90+120 = 210.

If the aging policy is FIFO, the total load amount would be 30 + 80 = 110.

Both the loads applied as shown in the example above are based on periods, and also on the original subscription transaction(s) that have generated the units being redeemed, in a subsequent redemption transaction. These loads have no other basis than these two factors. Since they are based on the period for which the unit holder has continued with the fund, they are known as aging loads.

Loading based on aging date

Ageing for period based loads is calculated based on the ageing date specified at the time of setting up a fund. It can be the dealing date, transaction date or the confirmation date. Period is calculated using the following formula:

Period = Transaction/Dealing date/Price date of the redemption – Link transaction date of the corresponding subscription transaction.

Here, the link transaction date of the subscription is the date of inflow for the redemption.

The following example illustrates the computation of ageing based on the dealing date:

Example

Assume that the following period based load is setup in the system.

Slab	Period From	Period To	Return Value
1	0	30	5%
2	30	90	4%
3	90	365	3%

Let us suppose that a certain unit holder has entered into a subscription transaction S1 with the AMC in the following manner:

Transaction No.	Transaction Date	Dealing Date
S1	1st Jan, 2006	10th Jan, 2006

The link transaction date for the above transaction is its dealing date i.e., 10th Jan, 2006.

If a redemption transaction R1 is entered into the system with the AMC in the following manner:

Transaction No.	Transaction Date	Dealing Date
R1	1st Feb, 2006	15th Feb, 2006

If a period based load exists in the system for the redemption transaction R1, the retention period for the subscription transaction S1 is calculated as follows:

The number of days between the transactions S1 and R1 is equal to the difference between their dealing dates.

= 15th Feb, 2006 - 10th Jan, 2006= 36 days

This period falls in the second slab of the period based load and load is applied at 4%.

7.1.2 Setting up Loads in System

The Oracle FLEXCUBE Investor Servicing system provides the facility of setting up the pattern according to which you can process loads.

To configure the system to process a load, you must:

- Initiate the load in the system, with all its parameters, in the Load Maintenance (Detail) screen. You can access this screen from the Maintenance menu category of the Fund Manager component. At this time, you must also create any derived loads or basis loads, as applicable, for the load.
- Have another user authorize this load, in the Load Maintenance Find (Summary) screen. This screen may be accessed from the Maintenance menu category of the Fund Manager component. When a load is authorized, all the derived and basis loads (if any) that you have created for the load are also authorized simultaneously.
- At this point, you can edit any details for the load, including details of any derived or basis loads that you have created for the load.
- Map this load to be applied on transactions in the desired funds, in the Fund Load Setup screen. You can access this screen through the Fund Demographics screen, from the Fund Rules (Detail) option in the Maintenance menu category of the Fund Manager component.
- You can also map the load to be applicable for a group of funds defined as a load group. You can do this through the Group Load Mapping screen, accessing it through the Maintenance menu category of the Fund Manager component.
- Authorize the fund (with all its fund rules) in the Fund Rule Find (Summary) screen. You can access this screen from the Maintenance menu category of the Fund Manager component.

Refer the chapters on Setting up Funds and Authorization, respectively, in this user manual for more information on the Fund Load Setup screen and the authorization of a fund.

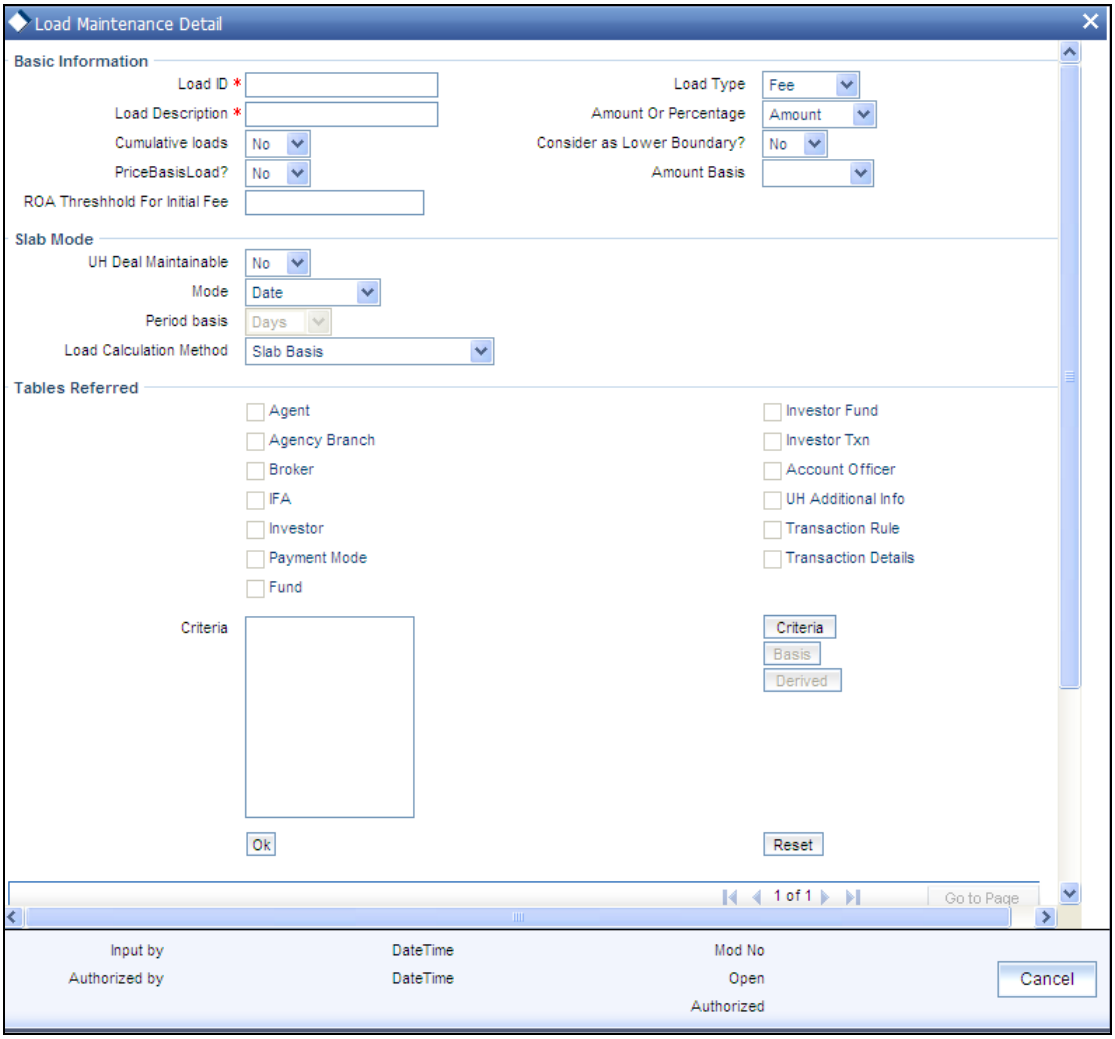
STOP Note the following:

- After you create a load in the Load Maintenance screen, you can edit the details as many times as possible, as long as the load is not authorized. During editing, you can define any new derived loads or basis loads, or edit any previously created loads.
- After a load is authorized, you can edit the details, provided the load is not already mapped to a fund or a load group, through the Fund Load Setup or Group Load Mapping screens. If you do edit an authorized load under these constraints, your changes will be saved as unauthorized changes. These must be subsequently authorized to be reflected in the database.

- After a load is authorized and then subsequently mapped to a fund or a load group, you cannot edit any of the load details.

7.1.3 Creating Load –Load Maintenance Screen

To create a load in the system, use the 'Load Maintenance Detail' screen. You can invoke this screen by typing 'UTDLOADM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the load details.



In this screen, you create a load as follows:

- Specify the basic parameters on the basis of which the load will be applied and computed, in the main Load Maintenance (Detail) screen. These include the following mandatory information:
- A unique identifier for the load, in the Load ID field.
- Descriptive or narrative text qualifying the load, in the Description field.

- Whether the load is fee or an incentive, in the Load Type field. The system deems the load as a fee or an incentive based on the fund load mapping for a fund.
- Whether the return value of the load is arrived at based on an amount or a percentage, in the Amount or Percentage field.
- Whether the load being defined is a price basis load, in the Price Basis Load field.
- The applicable slab type for the load, in the Slab Mode section.
- The basis upon which the period is reckoned, in the Period Basis field.
- The method of calculation to be used for the load, in the Load Calculation Method field.
- Whether a deal can be maintained for a unit holder based on the load, in the UH Deal Maintainable field.
- Whether the load is a cumulative load, in the Cumulative Loads field.
- Whether the lower boundary of a slab is inclusive for the slab, in the Consider as Lower Boundary field.
- Click OK to save your changes.
- Specify the details of slabs for the load and their boundaries in the Load Details section, in the lowest portion of the screen. Setting up slab details for a load is mandatory. When you have set up the slabs, you need to save the changes.
- If you are not setting up a criteria-based load, basis load or derived load, you can save the load in the main Load Definition screen at this stage.
- If you are setting up a criteria-based load, basis load or derived load, click the appropriate button as follows:
- If the load is a basis load, click the Basis link. The Basis Definition screen is opened, and you can set up the load.
- If the load is a derived load, click the Derived link. The Derived Load screen is opened, and you can set up the derived load in this screen.
- If the load is based on criteria, then click the Criteria link. The Query Builder is opened, and you can set up the criteria for the load.

In each of the screens, you must save your changes. The system closes the screen and returns you to the main Load Definition screen, where you must save the load record again.

STOP When you create a load for the first time in this screen, it is advisable that you set up any criteria-based loads, derived loads or basis loads simultaneously.

After a load is authorized, no changes are possible to the load details, i.e., you cannot subsequently set up derived, basis or criteria-based loads, if it has been already mapped to a fund or a group.

7.1.4 Fields in Load Maintenance Screen

7.1.4.1 Basic Information Section

Load ID

5 Characters Maximum, Numeric, Mandatory

Specify a unique alphanumeric identifier for the load. Do not specify the ID of an existing load here.

Consider as Lower Boundary?

Optional

Select yes to indicate that a slab basis value (either amount or units or period or date) that is a boundary value separating slabs, must be considered as the lower boundary of a slab.

An example will make this clear.

Example

Consider the following slab definition:

Slab	From Amount	To Amount	Return Value
001	0	10000	200
002	10000	20000	150
003	20000	30000	100

An investor subscribes into a fund for which this load is applicable, with a subscription amount of 10000 currency units. If you have checked the Consider as Lower Boundary box, then the amount is considered as the lower boundary of a slab. Accordingly, the return value applicable would be, from the above slab definition, 150, corresponding to Slab 002.

If you have not checked the Consider as Lower Boundary box, then the transaction amount of 10000 currency units would be considered to be applicable for Slab 001, and the return value applicable would be 200, from the above slab definition.

Cumulative Loads

Optional

Select yes to indicate that the load is cumulative in nature. If you check this box, it will be applied based on the static options set up for processing cumulative loads for the AMC. This type of a load is applicable for funds for which the Rights of Accumulation (ROA) facility is applicable.

Load Type

1 Character Maximum, Alphabetic, Mandatory

Indicate whether the load is to be applied and processed as a fee or an incentive, by choosing the appropriate value from the list.

Amount or Percentage

1 Character Maximum, Alphabetic, Mandatory

Indicate whether the return value for the load is a flat Amount or a Percentage of the Base Price/Transaction Amount, by choosing the appropriate value from the list.

Amount Basis

Alphanumeric; Optional

You can use this field to indicate whether the load return value is to be applied on the fund capital. This specification is applicable only for Loaded to Price (LTP) loads. Select the Gross option to indicate that the load return value is to be applied on the fund capital. If not, select the Net option.

Description

60 Character Maximum, Alphanumeric, Mandatory

Enter some descriptive or narrative text, qualifying the load. It should describe the purpose for which the load has been set.

Price Basis Load

Optional

You can use this field to indicate whether the load being defined is a price basis load, that is, whether the load could be an inherent fee or incentive in respect of fund prices for which price bases other than the NAV and Transaction Base Price components are used.

Any loads that have been defined as price basis loads are only used as the indicator for computing load values, and are not picked up during evaluation of criteria. That is, the other load details specified for such loads, such as the return value, slabs and so on, are not taken into consideration. The difference between the Transaction Base Price and the Price Basis defined for the transaction is considered as an inherent fee or incentive, during allocation.

For instance, if the Price Basis for a transaction is ‘Offer Price’, and Transaction Base Price is 1.009 and the Offer Price is 1.060, the difference (1.06-1.009 = 0.051, without currency rounding) is considered as the inherent fee (since the TBP is less than the offer price). If the offer price were less than the TBP, the difference between the two is considered an inherent incentive.

ROA Threshold for Initial Fee

Optional

Specify a threshold for initial fees for ROA based loads. The system compares the value specified with the cumulative AUM of the client to determine what a client should be charged by way of initial fees.

If the cumulative AUM exceeds the threshold value maintained, the system considers the Cumulative AUM for load slab pick up basis.

If the cumulative AUM is lower than the Threshold value maintained, the system considers the transaction value for load slab pick up basis.

Slab Mode Section

Mode

Mandatory

Indicate the parameter, upon which basis the slabs for the load will be defined.

A load can be defined based on:

- Date
- Period
- Amount
- Units
- Date and Amount
- Period and Amount
- Date and Units
- Period and Units

Period Basis

1 Character Maximum, Alphabetic, Mandatory

Indicate the basis upon which the period specified for period-based loads must be interpreted, by choosing the appropriate option from the list. The options are Days, Months and Years.

This information is mandatory for slab modes based on Period, Period and Amount or Period and Units.

Load Calculation Method

1 Character Maximum, Alphabetic, Mandatory

From the list, select the option that indicates the method by which the load must be computed.

The following methods of calculation are available:

- Slab Basis
- Weighted Average
- Linear Interpolation
- Progressive Weighted Average

Slab Basis

Consider a load L1, based on amount with the following slabs:

Slab	From Amount	To Amount	Return Value
001	0	1000	10%
002	1000	2000	7%
003	2000	3000	2%

If the method of calculation chosen is Slab Basis, when an investor subscribes into a fund with 1500 currency units, the fee applied to the transaction will be 7% of the transaction amount since it falls in slab 002 for L1.

Cumulative weighted average load basis

If the method chosen is Weighted Average, the return value percentage is arrived at as follows:

Return value percentage applied = ∑[(Amount) * (Load Percent)] / ∑[(Amount)],

Where (Amount) is the amount in the slab range, and (Load Percent) is the Load percent in the slab range.

In the case shown above,

Return value percentage applied = [(1000 * 10) + (500 * 7)] / [1000 + 500] = 9.00

Linear Interpolation of loads

If the method chosen is Linear Interpolation, a linear interpolation within the applicable range will be applied on the transaction amount as follows:

Yx = Y1 + [(Y2 - Y1)/ (X2 - X1)] * (Xx - X1)

Where Yx is the return value percentage applied, Y1 is the load percent for the preceding slab, and Y2 is the load percent for the slab applicable for the transaction amount. Also, X2 is the upper boundary of the slab applicable for the transaction amount, X1 is the upper boundary for the preceding slab and Xx is the transaction amount.

In the case shown above,

Return value percentage applied = {10 + [(7-10)/(2000-1000)] * (1500 - 1000)} = 8.5%

UH Deal Maintainable

Optional

Check this box to indicate whether maintaining any deal based on the load would be permitted for unit holders.

Refer the chapter Managing Investor Accounts in the Agency Branch User Manual for more information on deals for unit holder.

7.1.4.2 Tables Referred Section

You can define a single criterion for a single load. Criteria can be based on any one of the ten parameters given under the Tables Referred section. They can be any of the following - Agent, Broker, Fund, Investor, Payment Mode, Investor Fund, Investor Transaction, UH Additional Info, Transaction Rule, Transaction Detail, Agency Branch, Account Officer or IFA. Agency Branch, Account Officer and IFA options are applicable only for trailer commissions.

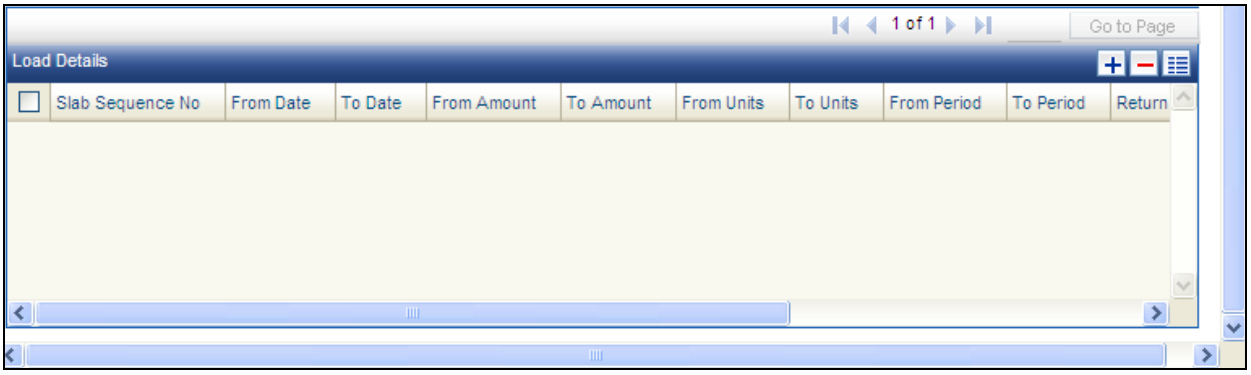
7.1.4.3 Criteria Section

Click ‘Criteria’ button to specify criteria for criteria-based loads. The Query Builder is opened, and you can specify the required criteria.

The criteria could be based on the parameters given. Choose one from the list box and select an Operator like (=, >, <) and enter the value you want to assign. The system will validate the specified criteria and the load will be applied only on successful validation of the same.

7.1.4.4 Load Details Section

After you have set up the basic parameters for a load in the main Load Definition screen, you must set up the details of any applicable slabs and any criteria for the load, before you actually save the load into the system database.



To do so, scroll down to the Load Details section at the lowest portion of the Load Maintenance screen. Here, you can specify the following information for each slab that you want to define for the load:

For loads with the Slab Mode 'Date', 'Date and Amount', or 'Date and Units'

- Specify the lower and upper date boundaries for each slab, in the From Date and To Date fields.
- Specify the lower and upper amount or units boundaries for each slab, in the From Amount and To Amount fields, or the From Units and To Units fields, as applicable.
- Specify the applicable return value for each slab in the Return Value field.
- Specify the floor and ceiling values, if any.
- Save your specifications.

For loads with the Slab Mode 'Period', 'Period and Amount', or 'Period and Units'

- Specify the lower and upper period boundaries for each slab, in the From Period and To Period fields.
- Specify the lower and upper amount or units boundaries for each slab, in the From Amount and To Amount fields, or the From Units and To Units fields, as applicable.
- Specify the applicable return value for each slab in the Return Value field.
- Specify the floor and ceiling values, if any.
- Save your specifications.

Slab Sequence No

System Generated

This number is generated by the system for each slab in the order of entry of the slab details. The sequence number begins with 1. You can set up multiple slabs for every load.

From Date

Date Format, Mandatory only for date-based loads

For date-based loads (i.e., the slab mode you selected for the load in the main Load Definition screen is either Date, Date and Amount or Date and Units), specify the date on and following which the slab is applicable.

Any transaction date higher than this date is reckoned as part of the slab.

If you have designated the lower boundary as inclusive the load by checking the Consider as Lower Boundary check box in the main Load Definition screen, then any transaction date that is equal to the date you specified here is also reckoned as part of the slab.

To Date

Date Format, Optional

For date-based loads (i.e., the slab mode you selected for the load in the main Load Definition screen is either Date, Date and Amount or Date and Units), specify the date up to which the slab is applicable.

Specifying the To Date is optional. If not specified, the system defaults the same, based on the system High Date Value maintained in the Defaults Maintenance.

From Amount

Numeric, Mandatory for all loads with Slab Mode as Amount, Date and Amount or Period and Amount only.

Specify the lower amount boundary for the slab. Any amount higher than this amount is reckoned as part of the slab.

If you have designated the lower boundary as inclusive the load by checking the Consider as Lower Boundary check box in the main Load Definition screen, then any transaction amount that is equal to the amount you specified here is also reckoned as part of the slab.

To Amount

Numeric, Optional.

Specify the upper amount boundary for the slab. Any amount lower than this amount is reckoned as part of the slab.

Specifying the To Amount is optional. If not specified, the system defaults the same, based on the system High Amount Value maintained in the Defaults Maintenance.

From Units

Numeric, Mandatory for all loads with Slab Mode as Units, Date and Units or Period and Units only.

Specify the lower units boundary for the slab. Any number of units higher than this value is reckoned as part of the slab.

If you have designated the lower boundary as inclusive the load by checking the Consider as Lower Boundary check box in the main Load Definition screen, then a number of units applied that is equal to the value you specified here is also reckoned as part of the slab.

To Units

Numeric, Optional.

Specify the upper units boundary for the slab. Any number of units lower than this value is reckoned as part of the slab.

Specifying the To Units is optional. If not specified, the system defaults the same, based on the system High Units Value maintained in the Defaults Maintenance.

From Period

Numeric, Mandatory only for period-based loads

For period-based loads (that is, the slab mode you selected for the load in the main Load Definition screen is either Period, Period and Amount or Period and Units), specify the beginning of the period in which the slab is applicable.

Any period higher than this is reckoned as part of the slab.

If you have designated the lower boundary as inclusive the load by checking the Consider as Lower Boundary check box in the main Load Definition screen, then any period that is equal to this specified here is also reckoned as part of the slab.

The period you specify here will be interpreted by the basis you have specified in the Period Basis field in the main Load Definition screen. For instance, if you enter a value '1', then it will be deemed as 1 day of the period basis is 'Days', 1 month if the period basis is 'Months' and 1 year if the period basis is 'Years'.

To Period

Numeric, Optional

For period-based loads (i.e., the slab mode you selected for the load in the main Load Definition screen is either Period, Period and Amount or Period and Units), specify the end of the period in which the slab is applicable.

The period you specify here will be interpreted by the basis you have specified in the Period Basis field in the main Load Definition screen. For instance, if you enter a value '1', then it will be deemed as 1 day of the period basis is 'Days', 1 month if the period basis is 'Months' and 1 year if the period basis is 'Years'.

Specifying the To Period is optional. If not specified, the system defaults the same, based on the system High Period Value maintained in the Defaults Maintenance.

Return Value

Numeric, Mandatory

Enter the load value applicable for the slab. This is the value that will be applied if the load is applicable for any transaction.

If the return value is indicated to be a percentage of the base price / transaction amount then the value entered should not be greater than one hundred percent.

Floor Value

Numeric, Optional

Specify the minimum amount that must be paid for this load. If the computation of the load returns a value that is lower than this figure, then the applicable load considered is this figure.

Ceiling Value

Numeric, Optional

Specify the maximum amount that must be paid for this load. If the computation of the load returns a value that is higher than this figure, then the applicable load considered is this figure.

UH Deal Ceiling Value

Numeric, Optional

You can specify the UH deal ceiling value either in terms of amount or in terms of percentage.

Refer to the section "Arriving at the Load Return Value and Load Amounts" in the chapter 'The Allocation Process' in Volume IV of Fund Manager User Manual for details.

7.1.5 Derived Loads

A load can be defined not only on the basis of the parameters, but also 'deriving' from (or dependant on) another load. Such loads are termed as derived loads.

In a typical AMC scenario, for example, the charges that are collected from an investor could constitute the parent load and the particulars, that are dependent on the initial collected charges, could be the derived loads. These could comprise broker charges, VAT component, and so on.

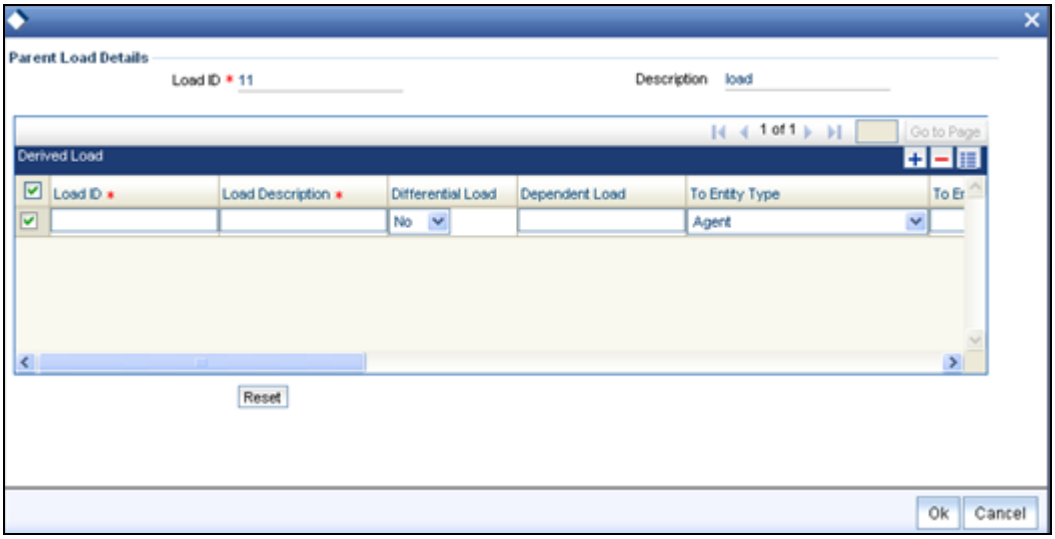
In the Oracle FLEXCUBE Investor Servicing system, you can define loads based on other loads. This means that you can map any load that you set up to a parent load. A tree - structure with multiple levels is therefore possible for loads. The lowest level loads are called Parent Loads, and all other loads will be defined as loads that are dependent on these loads. The loads that are dependent are called derived loads.

Derived loads could also be defined to effect fee and commission sharing between a Distributor and the other intermediaries in the hierarchy, for a transaction.

7.1.6 Setting up Derived Loads –Derived Load Set Up screen

After you have created a load in the Load Definition screen, you can create a derived load that is dependent on the main load.

To do so, click ‘Derived’ button. The ‘Derived Load Set Up’ screen displays, and you can set up the derived load in this screen.



7.1.7 Fields in Derived Load Set up Screen

The following fields are available for data entry in the Derived Load Set Up screen:

Load ID

Display Only

The ID of the Load to which the derived load that is being set up should be mapped, is displayed here, from the Load Definition screen. This is the parent load.

7.1.7.1 Derived Load Section

In this section, you may specify the parameters for a new derived load. Once you tab out of the last field in the row, (i.e. the Criteria field), the record is saved automatically.

Load ID

6 Characters Maximum, Alphanumeric, Mandatory

Specify a unique alphanumeric identifier for the derived load. This ID must not be the ID of a load already existing in the system database.

Load Description

60 Characters Maximum, Alphanumeric, Mandatory

Enter some descriptive or narrative text, qualifying the derived load. It should describe the purpose for which the load has been set.

To Entity Type

1 Character Maximum, Alphanumeric, Mandatory

From the list, select the type of entity that will be the recipient of the derived load. The load setup must be applicable for the entity type you select in this field.

To Entity ID

12 Characters Maximum, Alphanumeric, Optional

Specify the ID of the entity to which this load is payable. This must be the ID of a valid entity in the system, and the load setup must be applicable for this entity type.

Cap to Parent Load Amount

Select Yes to indicate that the derived load amount is to be capped to the parent load amount. If selected as Yes then the sum of derived load amounts cannot be greater than the parent load amount. If not, the net derived amount can be negative (that is, the resultant front end load for a particular entity could be negative).

This specification is used for derived loads that are set up for the purpose of fee/commission sharing between the AMC and the Distributors.

Amount Basis

Alphanumeric; Optional

In this field, you can indicate whether the derived load is a percentage of the parent load amount, or whether it is derived based on the transaction amount. Select either Gross or Net to indicate that the derived load is to be derived based on the transaction amount; leave this field blank to indicate that the derived load is a percentage of the parent load amount.

This specification is used for derived loads that are set up for the purpose of fee/ commission sharing between the AMC and the Distributors.

Return Percentage

5 Characters Maximum, Numeric, including a maximum of 2 decimal places, Mandatory

Enter the load percentage that is applicable for this derived load. This value must be greater than zero and less than one hundred.

Mandatory

Optional

Select Yes to indicate that the derived load is to be processed as a mandatory load. If you select No then the derived load is deemed to be an optional load.

A mandatory derived load will be applied (or processed) based on the criteria setup for this load.

An optional derived load will be applied based on the priority you assign to it, depending upon the priority number you specify in the Priority No. field in this screen.

Priority No.

Numeric, Mandatory for optional derived loads.

Specify the priority number that will indicate the priority of application for the derived load.

Criteria

Optional

Specify any criteria that determine how this load is to be applied.

To specify the criteria, click the Criteria link. The Query Builder is opened and you can specify an SQL statement, by the directives of which the load will be processed.

Tables Referred Window

The derived load that you have created may be referring many tables in the system. As you specify the details in the criteria Query Builder, the check boxes corresponding to each of the tables referred are checked in the main screen, in this window.

7.1.8 Basis Loads

The basis of application of a load is not restricted only to the following parameters:

- Date
- Period
- Amount
- Units
- Date and Amount
- Date and Units
- Period and Amount
- Period and Units

A load may also be applied based on any other parameter that can be defined as a basis. Such a definition is called a basis definition and the load defined on such a basis is called a basis load.

The following example will make this clear:

Example

Consider a fee definition as follows:

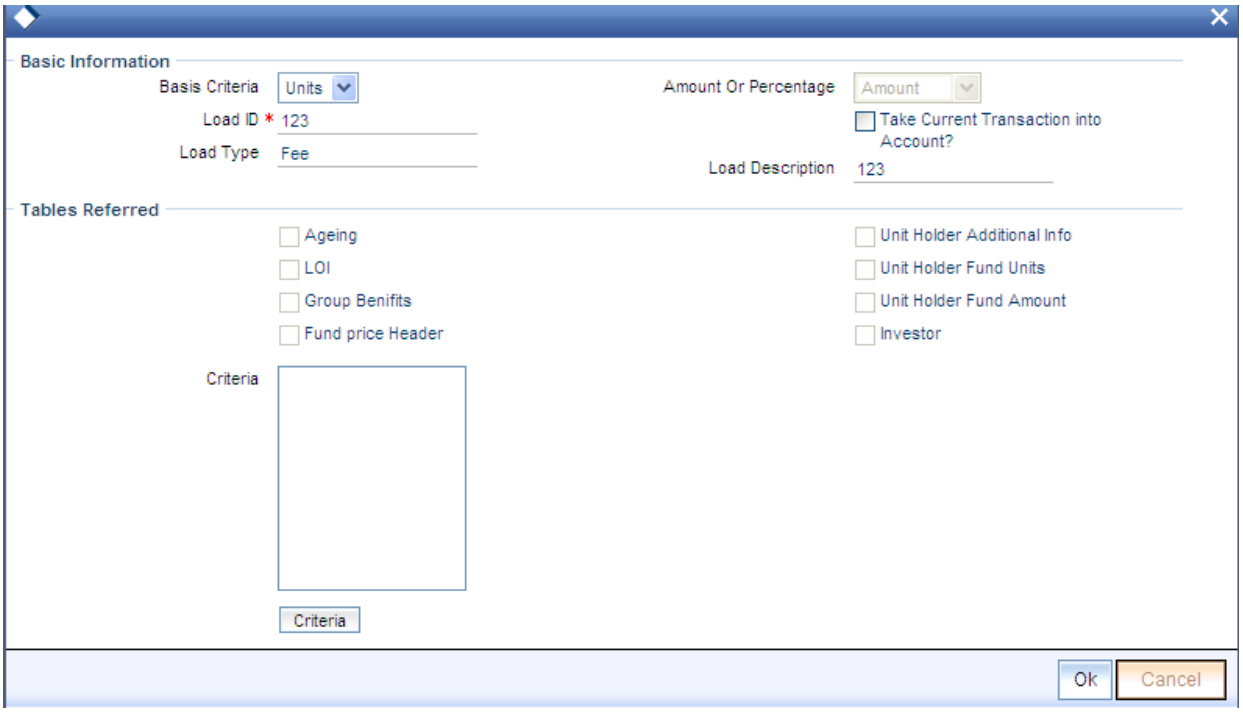
Let us suppose that a certain unit holder has certain holdings (in units) in a certain Fund 'A'. Let a redemption fee of 3% be applied on his holdings in Fund 'A' if the holdings are between 0 and 1000, and 2% if the holdings are between 1000 and 5000. Clearly, this load is not based on transaction value but on some other basis. Such a load may be defined as a basis load.

Basis definitions are usually defined based on a number of holdings units, or a period of time, in days.

7.1.9 Setting up Basis Definitions

In Oracle FLEXCUBE Investor Servicing, you can create a basis definition for any load, through the Basis Definition screen, after you have created a load in the Load Definition screen.

To do so, click 'Basis' button. The Basis Load screen is opened, and you can set up the basis load in this screen.



Note the following:

- You cannot build a basis definition more than once on the same load.
- You can build a basis definition using either the units or period as a basis parameter. It is not possible to build a basis definition using amount as a basis parameter in this screen.
- Basis definitions can be built only on Period and Units as parameters.

7.1.10 Fields in Basis Load Screen

7.1.10.1 Basis Information

Load ID

6 Characters Maximum, Alphanumeric, Mandatory

The ID of the load that you specified in the Load Definition screen, for which you are creating a basis definition, is displayed here.

Load Type

Display Only

The type of the load for which you are creating a basis definition is displayed here, from the Load Definition screen.

Basis Criteria

In this section, you can set up the criteria that will characterize this basis definition. Depending upon whether the basis is reckoned on a number of units or a number of days click the Criteria link and then use the Query Builder to make your specification. To do so, click the Criteria link. The Query Builder is opened.

The criteria that you set up through the Query Builder must return a single value. Once you have saved your specification and closed the Query Builder, the SQL statement corresponding to the desired criteria appears in the Criteria box, and the tables that have been referred in the execution of the criteria are clicked in the Tables Referred Box.

Take Current Transaction into Account

1 Character Maximum, Boolean, Optional

Check this box to indicate the basis definition you are making in this record must take any current transactions into account while computing the return values. By default, this box is not checked.

7.1.10.2 Tables Referred Section

Display Only

After you have saved your criteria specification in the Query Builder, and closed the same, the SQL statement corresponding to the desired criteria appears in the Criteria box, and the tables that have been referred in the execution of the criteria are clicked in this Box.

Criteria can be based on any one of the eight parameters given under the Tables Referred section. They can be any of the following - Ageing, LOI, Group Benefits, Fund Price Header, Unit Holder Additional Info, Unit Holder Fund Units, Unit Holder Fund Amount, and Investor.

7.1.11 Load Maintenance Summary Screen

After you have set up a load, you must have another user authorize it so that it would be effective in the system.

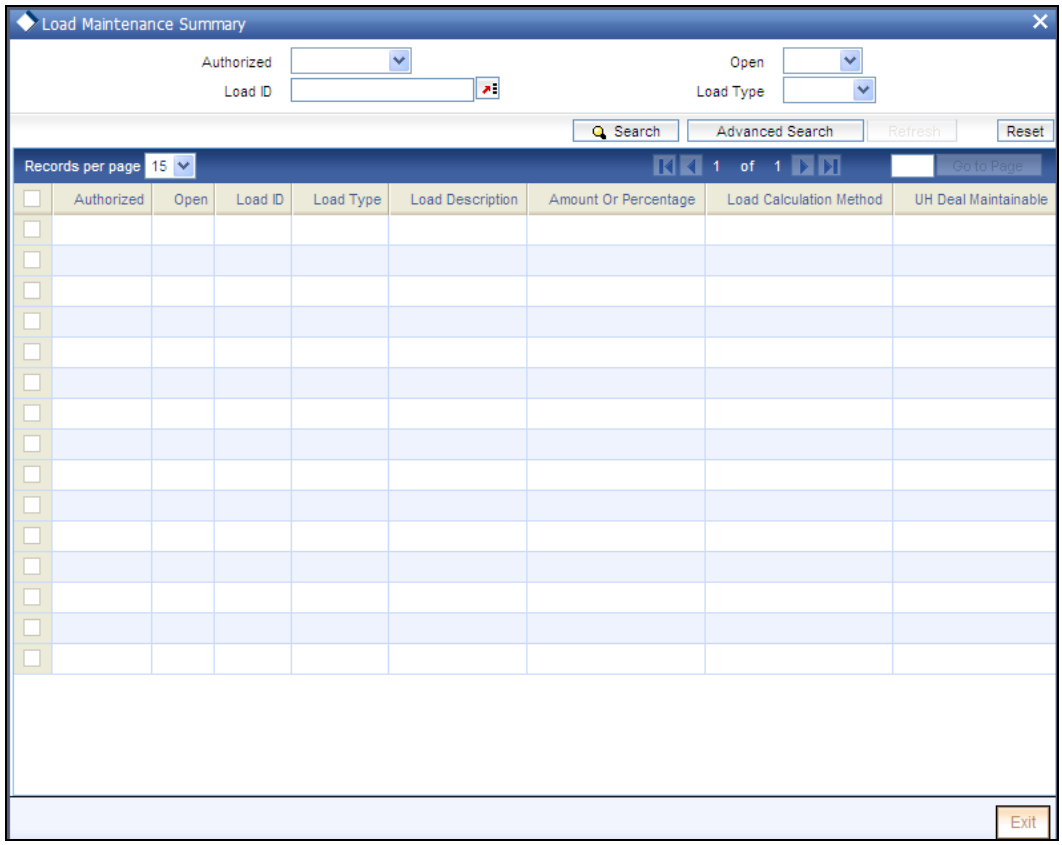
Before the load is authorized, you can edit it as many times as necessary. You can also delete a load before it is authorized.

After authorization, you can only make changes to a load (or any components such as derived or basis loads) through an amendment.

The 'Load Maintenance Summary' screen can be used for the following operations on loads:

- Retrieval for viewing
- Editing unauthorized loads
- Deleting unauthorized loads
- Authorizing loads
- Amending authorized loads

You can invoke the 'Load Maintenance Summary' screen by typing 'UTSLOADM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



7.1.11.1 Retrieving Load

To retrieve a previously entered load:

- Invoke the Load Maintenance Summary screen and specify the following:
  - The authorization status of the load maintenance records in the Authorizedfield. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the load maintenance records in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The Load ID
  - Load Type
- Click ‘Search’ button after you have specified the required details,. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve an individual Load ID from the Detail screen by doing query in the following manner:-

- Press F7.
- Input any parameter in the screen
- Press F8.

You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Load ID/Description code by using the combination of % and alphanumeric value.

- ***Search Load Description by C%***: The system will fetch all the records whose Load Description starts from Alphabet ‘C’. For example, Common Load
- ***Search Load ID by %5:*** The system will fetch all Load ID which end by 5. For example: 5415

7.1.11.2 Editing Load Maintenance Details

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

- Invoke the Load Maintenance Summary screen from the Browser.
- Select the authorization status of the load records that you want to retrieve for modification in the Authorized field. You can only modify records of loads that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters.

- Click ‘Search’ button. All unauthorized loads with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the load that you want to modify. The Load Maintenance Detail screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Load Maintenance Detail screen is closed and the changes made are reflected in the Load Maintenance Summary screen.

7.1.11.3 Viewing Load Maintenance Details

To view the load maintenance details that you have previously entered:

- Invoke the Load Maintenance Summary Screen from the Browser.
- Select the status of the load maintenance records that you want to retrieve for viewing in the Authorization Status field. You can also view all load maintenance records that are either unauthorized or authorized only, by choosing the Unauthorized / Authorized option.
- Specify any or all of the other search parameters.
- Click ‘Search’ button . All load maintenance records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the load that you want to view. The Load Maintenance Detail screen is displayed in view mode.

7.1.11.4 Deleting Loads

You can delete only unauthorized loads in the system. To delete a load:

- Invoke the Load Maintenance Summary screen from the Browser.
- Select the status of the load that you want to retrieve for deletion.
- Specify any or all of the other search parameters for retrieving the records.
- Click ‘Search’ button. All loads with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the load that you want to delete. The Load Maintenance Detail screen is displayed.
- Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

7.1.11.5 Authorizing Loads

When a load is authorized, any derived or basis loads that have been created for the load are also authorized in the database, simultaneously.

After a load is authorized, you can designate that it must be applicable either to a single fund or a group of funds (a load group). You can indicate this mapping in the Fund Load Setup screen (for a single fund) or the Group Load Mapping screen (for a load group)

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

- Invoke the Load Maintenance Summary screen from the Browser.
- Select the status of the load that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
- Specify any or all search parameters of the load for retrieving the records.
- Click 'Search' button. All loads with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the load that you wish to authorize. The Load Maintenance Detail screen displayed. Select Authorize operation from Action.

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

7.1.11.6 Amending Loads

After a load is authorized, it can be modified using the Unlock operation from Action list. To make changes to an after authorization, you must invoke the Unlock operation which is termed as Amend Operation. If a load is attached to a fund, then the system will not allow amendment of load details.

- Invoke the Load Maintenance Summary screen from the Browser.
- Select the status of the load records that you wish to retrieve for amendment. You can only amend records of loads that are authorized.
- Specify any or all other search parameters for retrieving the records.
- Click 'Search' button. All loads with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the load that you want to amend. The Load Maintenance Detail screen is displayed in Amendment mode.
- Click the Unlock operation from the Action list to amend the load.
- Amend the necessary information. Click the Save button to save the changes.

7.1.11.7 Authorizing Amended Loads

After a load is authorized in the Load Authorization screen, you can make changes to any of the details of the load, provided the authorized load has not already been designated as applicable for a fund or load group.

If the load has already been mapped to a fund or a load group in the Fund Load Setup screen or the Group Load Mapping screen, you cannot amend the load.

Provided amendment is possible for the load, you can modify the slab details, any derived or basis loads. If there are no derived loads or basis loads created for the load, you can set up these during amendment.

When you amend an authorized load (provided editing is possible), the changes you make will be saved as unauthorized changes in the database. You must subsequently authorize the record of the load again, so that the changes are effected as authorized in the database.

An amended load must be authorized for the amendment to be made effective in the system. The process of authorization is the same as that of normal authorization process.

7.1.11.8 Copying Attributes

If you want to create a load having the same attributes of an existing load, you can copy the attributes of an existing load to a new load.

To copy the attributes:

- Retrieve the load whose attributes the new load should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.
- Click on 'Copy' in the Actions list.
- Indicate the new Load ID. You can however change the details of the load if required.

7.1.12 Maintaining Fees Applicable on Periodic Basis

Some fees or incentives are periodic in nature, that is, they may not be processed each time a transaction is requested or allocated, but they are paid on a periodic basis.

For instance, trailing commission paid to brokers is typically applicable over a period, irrespective of whether any transactions have been entered. Similarly, a management fee charged by an AMC can be applicable on a monthly basis, or a any other frequency, irrespective of whether any transactions have occurred or not.

7.1.13 Trailing Fees

A trailing fee is defined as the commission or incentive that is paid, normally by the fund, to unit holders, brokers, agents, agency branches, account officer or IFA for the continued loyalty of the unit holders to the fund. Here the term loyalty refers to the fact that unit holders who are allocated units hold them for a certain minimum period of time, which in turn results in the fund manager being able to project cash flows and investments with a greater degree of accuracy.

The fee is calculated based on the holdings of the investor, using any of the following methods:

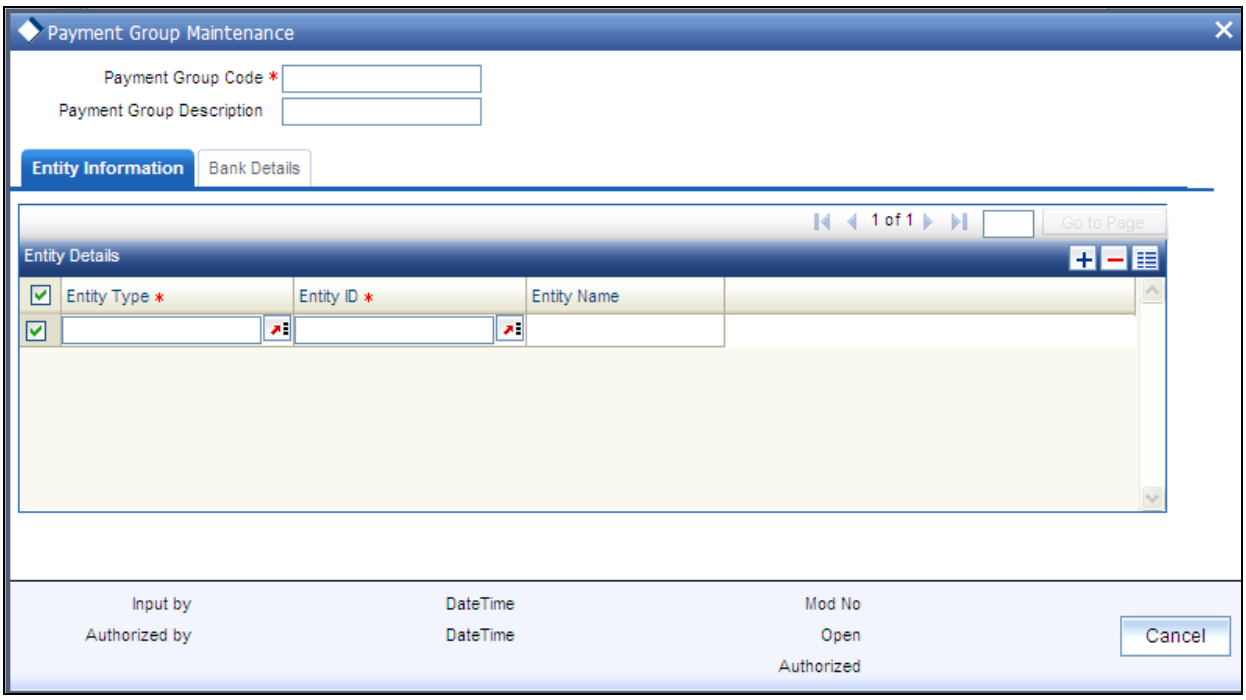
- Quarterly Average Holding
- Average Holdings
- Average Units
- Latest Balance

A minimum period can also be set, for which the balances must be held, before a trailing fee can be applied.

FCIS provides the facility to compute trailer commission at any level i.e. Agent, Agency Branch, Account officer or IFA. The commission sharing will be applicable below the level at which trailer commission is computed. For instance, if trailer commission is computed at Agency branch level, commission sharing on flat percentage will be applicable to all levels below agency branch.

7.1.14 Maintaining Payment Groups

To support different trailing fee rate across the different groups, you can maintain payment groups for the unit holder / agent / agency branch separately using 'Payment Group Maintenance' screen. You can invoke this screen by typing 'UTDPAYGP' in the field at the top right corner of the Application tool bar and click the adjoining arrow. The screen is displayed below:



In this screen you can maintain the following details:

Payment Group Code

Mandatory

Specify the code to identify the payment group.

Payment Group Description

Optional

Specify the description of the payment group.

7.1.14.1 Entity Information Section

Entity Type

Mandatory

Specify the type of entity. You can also select the entity type from the option list provided. The list consists of all the valid and authorized entities type. You can also link multiple entities of same type to the payment group. However, if a entity is already mapped to a payment group, then you cannot map it again to a different payment group.

Entity ID

Mandatory

Specify the type of entity ID. You can also select the ID from the option list provided. The list consists of all the valid and authorized entities.

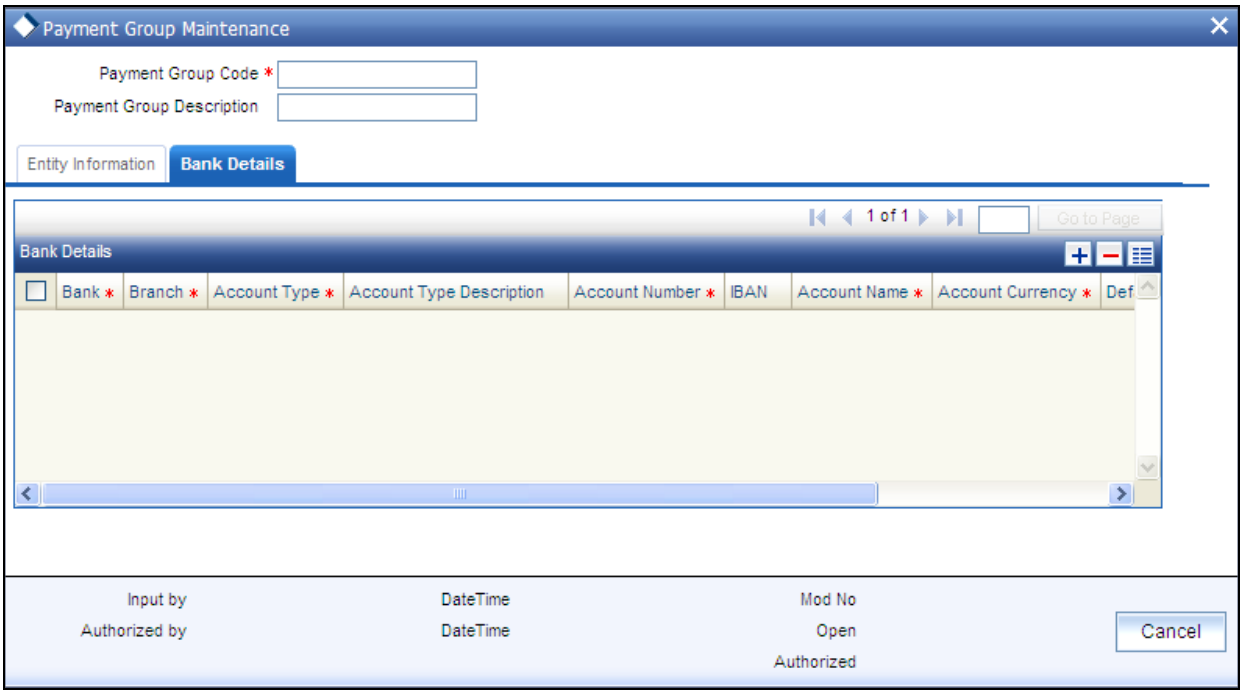
Entity Name

Display

Base on the ID selected, the name of the entity is displayed.

7.1.14.2 Bank Details Section

Click the ‘Bank Details’ tab to specify the bank details for the payment group.



You can maintain the following in this screen:

Bank

Mandatory

Specify the name of the bank for receiving the payment. You can also select the bank from the option list provided. The list consists of all the valid bank names maintained in the system.

Branch

Mandatory

Specify the branch of the bank. You can also select the branch name from the option list provided. The list consists of all the valid bank branches maintained in the system.

Account Type

Mandatory

Specify the type of account. You can also select the account type from the option list provided. The list consists of all the valid and authorized account types maintained in the system.

Account Type Description

Display

Account description is displayed based on the account type selected.

Account Number

Mandatory

Specify the account for receiving the payment.

IBAN

36 Characters Only; Alphanumeric; Optional

Specify the IBAN of the account holder.

Account Name

Mandatory

Specify the name of the account holder.

Account Currency

Mandatory

Specify the account currency. You can also select the currency from the option list provided. The list consists of all the valid and authorized currencies maintained in the system.

Default

Mandatory

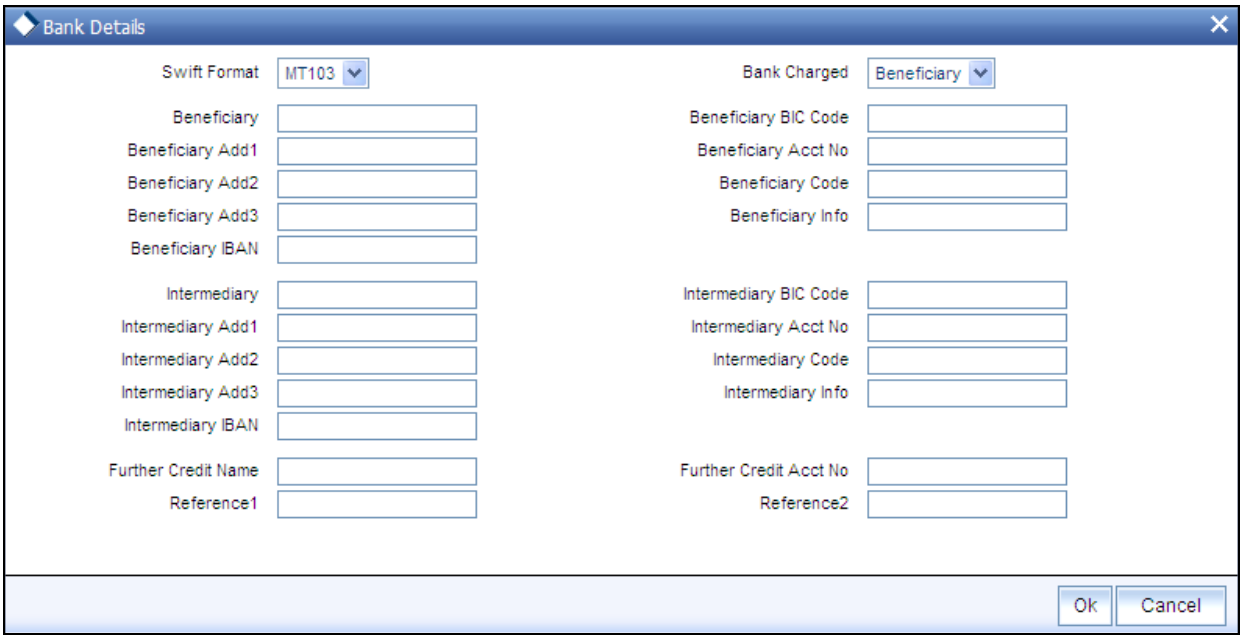
Select ‘Yes’ option to set this bank account as the default account to receive the payments. You shall set at least one account as default for each of the currency.

Direct Debit Allowed

Optional

Select ‘Yes’ option to debit the account directly.

Click the ‘Bank Details’ button in the ‘Payment Group Maintenance’ screen to maintain the additional bank details. The screen is displayed below:



In this screen, you can maintain the following details:

SWIFT Format

Optional

Select the SWIFT format from the drop-down list for receiving the payments. The drop-down list consists of the following SWIFT message formats:

- MT103
- MT202

Bank Charged

Optional

Select the bank to be charged. Select any of the following options:

- Beneficiary
- Remitter
- Share

Beneficiary

Optional

Specify the beneficiary of the payment group.

Beneficiary BIC Code

Optional

Specify the BIC of the beneficiary.

Beneficiary Address

Optional

Specify the beneficiary address.

Beneficiary Acct No

Optional

Specify the beneficiary account number.

Beneficiary Code

Optional

Specify the beneficiary code.

Beneficiary Info

Optional

Specify any other information of the beneficiary.

Intermediary

Optional

Specify the intermediary of the payment group.

Intermediary BIC Code

Optional

Specify the BIC of the intermediary.

Intermediary Address

Optional

Specify the intermediary address.

Intermediary Acct No

Optional

Specify the intermediary account number.

Intermediary Code

Optional

Specify the intermediary code.

Intermediary Info

Optional

Specify any other information of the intermediary.

Further Credit Name

Optional

Enter further credit name.

Further Credit Acct No

Optional

Enter further credit account number.

Reference1 and Reference2

Optional

Specify the reference for the account holder.

STOP The detail maintained through 'Payment Group Maintenance' screen does not have any processing impact on trailing commission and this is just an informative maintenance.

7.1.15 Ongoing Management Fees

Ongoing management fees are levied by an AMC as payment for maintenance services rendered to unit holders.

In the Periodic Load Details screen, management fee loads are always set up at a fund group level, and are applied based on the Assets Under Management (AUM), in respect of all the funds in the fund group.

The load computation method (Nature of Load) for management fee loads can either be Simple Slab or Weighted Average. Management fee loads can only be set in the Periodic Load Details screen if the trailer commission computation method is Average Daily Balance and daily accrual frequency.

Distribution of commission below the level set in Periodic load should be through entity commission sharing. For instance, if the Periodic load setup is at Agency branch level, then for commission distribution to Account Officer and IFA, commission sharing should be setup.

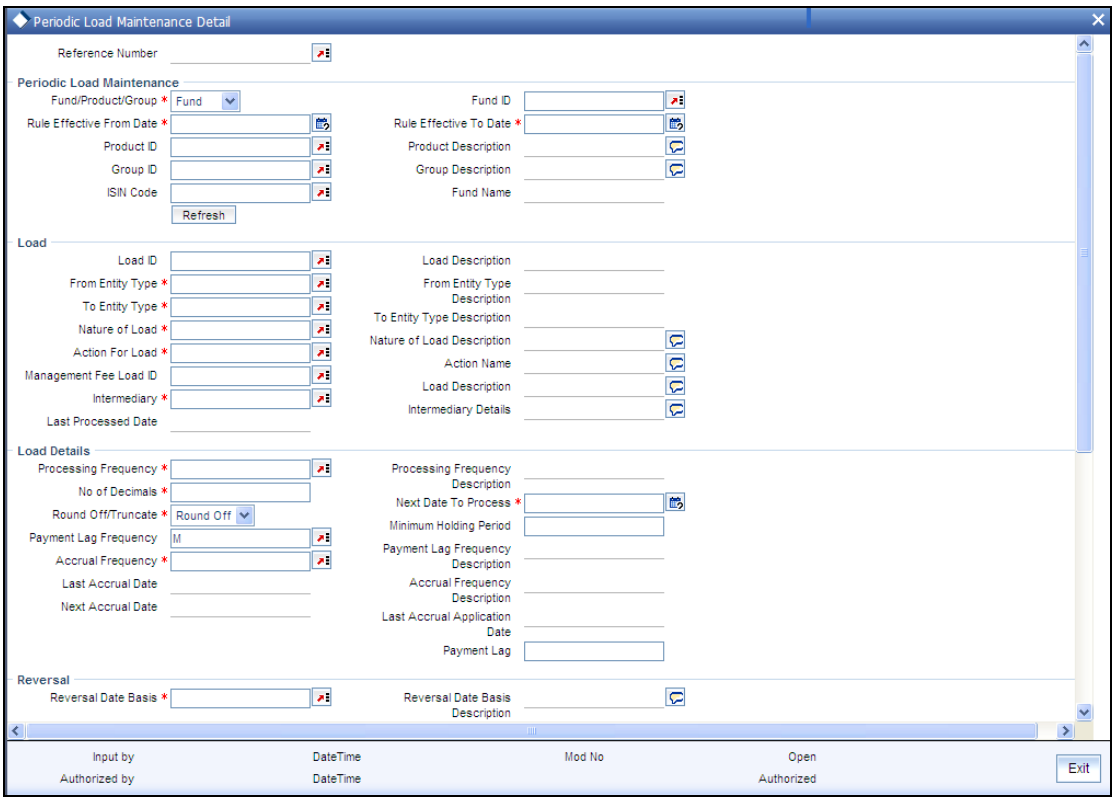
7.1.16 Periodic Load Screen

The system facilitates the processing of trailing fees or management fees payable from any entity in the system to another entity. This trailing fee is set up in the system as a load in the Loads Maintenance. The Periodic Load Setup screen facilitates the mapping of the trailing fee (load) to a fund, and setting up the following details regarding the fee:

- The period in respect of which the trailing fee is to be computed.
- The From and To entities in respect of which the trailing fee will be paid out/received
- The frequency at which the trailing fee is processed
- The computation method (nature) of the fee
- The event of application or action of the fee
- The last processed date and the next date on which the fee must be processed
- The number of decimals for the load

You can invoke the 'Periodic Load Maintenance Detail' by typing 'UTDPERLM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the periodic load details.



7.1.16.1 Checks

Before you set up the details for a 'trailing fee' load or periodic load, and apply it to a fund, it is desirable to ensure that the following information is already set up in the system:

- The trailing fee that must be applied must be set up as a periodic load in the Loads Maintenance
- The fund that the load must be associated to must be an authorized fund.
- The different entities which will be the payees or recipients in respect of the trailing fee must be set up in the system

7.1.16.2 Setting up Trailing Fee

A trailing fee / management fee is usually computed as a percentage of the holdings of the investor, based on the method of computation specified for the fee.

The fee can be set up to apply to the holdings of an investor in:

- Any individual funds
- Funds belonging to a load group
- Funds part of a product or policy / plan portfolio.

To set up the trailing fee in the Periodic Load Setup screen, proceed as follows:

- To set up the trailing fee for a fund, choose the Fund option in the Fund/Product section in the top right portion of the screen. To set up the trailing fee for a product, choose the Product option. To set up the fee for a load group, select the Group option.
- To set up the trailing fee for a fund, choose the Fund option in the Fund/Product section in the top right portion of the screen. To set up the trailing fee for a product, choose the Product option. To set up the fee for a load group, select the Group option.
- Select the ID of the fund, product or group for which you are setting up the trailing fee in the Fund / Product / Group ID field. Any loads that have already been mapped to the selected fund, product or group are displayed with the details in the grid portion in the middle of the screen.
- Specify the dates that form the period in respect of which the computation of the load must be arrived at, in the Rule Effective Date From and To fields.
- For funds, specify the load details in the Load and Load Details sections in the lowest part of the screen, and save the record.
- For products, specify the load details in the Load and Load Details sections. Also, specify the underlying funds or groups for which the load must be applied, and then save the record.

7.1.17 Fields in Periodic Load Maintenance Screen

7.1.17.1 Periodic Load Section

Fund/Product/Group

Mandatory

You can use this field to indicate whether the periodic fee is being set up to be applicable for a fund, a product or a group.

ISIN Code

Specify the ISIN Code for the periodic fee.

Fund ID / Product ID / Group ID

Alphanumeric, Mandatory

Select the fund, product or group that the trailing fee must be associated with, from the drop-down list. When you have selected the fund, product or group, all periodic loads that are already associated to the selected fund, product or group are displayed in the grid portion of the screen.

Product Description

Display only

The system displays description for the specified product based on the details maintained for at 'Product Fund Maintenance' level.

Group Description

Display only

The system displays description for the specified group based on the details maintained for at 'Payment Group Maintenance' level.

Fund Name

Display only

The system displays description for the specified fund based on the details maintained for at 'Fund Maintenance' level.

Rule Effective From and To Dates

Date, Mandatory

By specifying the two dates, indicate the period in respect of which the trailing fee computation must be arrived at.

7.1.17.2 Load Section

Load ID

Alphanumeric, Mandatory

Select the load that represents the trailing fee / management fee that is to be associated and processed for the fund, product or group, from the drop-down list.

Load Description

Display Only

The system displays description for the specified load based on the details maintained at 'Load Maintenance' level.

Management Fee Load ID

AlphaNumeric, Optional

Management fee loads are always set up at a fund group level, and are applied based on the Assets Under Management (AUM), in respect of all the funds in the fund group.

Management fee loads are set up with the Average Daily Balance computation method, with Accrual Frequency as Daily, and can only be set when the periodic load setup is at a group level.

The load computation method (Nature of Load) for management fee loads can either be Simple Slab or Weighted Average.

From and To Entity Types

Alphanumeric, Mandatory

Select the two entities that are to be payees or recipients of the trailing fee.

The 'From' entities could be any of the following:

- Unit Holder
- Funds
- AMC
- Distributor

The 'To' entities could be any of the following:

- Broker
- AMC
- Distributor
- Unit Holder
- Agent

- Product Administrator
- Agency Branch
- Account Officer
- IFA

From and To Entity Type Description

Display only

The system displays description for the entity types maintained as From and To Entity IDs respectively, based on the details maintained at 'Entity Maintenance' level.

Nature of Load

Alphanumeric, Mandatory

Specify the method of computation to be used for the trailing fee represented by the selected load. This could be any of the following options:

- Average Holdings
- Quarterly Average Holdings
- Latest Balance
- Average of Opening and Closing Balance
- Average Holdings Across Funds
- Pro-rata of holdings across funds

Nature of Load Description

Alphanumeric; Optional

Specify description for the method you need to use for the computation of trailing fee represented by the selected load.

Action for Load

Alphanumeric, Mandatory

Select the event at which the fee would be applied and computed. The possible options are:

- Payout in Next Commission: If you select this option, the trailer commission payment would be processed according to the rules maintained in the Entity Commission Payment Setup as well as the payment frequency and payment details maintained in the Entity Payment Details. The settlement can be triggered using the EFT function or through check printing, based on the payment mode.
- Report Trailing Commission: The commission payment data can be viewed as a report.

- Adjust UH Balances: If you select this option, the Unit Holder balance gets adjusted accordingly and there will not be a broker commission payout/adjustment transaction.

  If you select the option ‘Adjust UH Balance’, it is mandatory that you select the option ‘Unit Holder’ against the field ‘To Entity Type’ or ‘From Entity Type’.

- Adjust and Pay Broker: Appropriate broker commission will be done prior to netting (if applicable) and adjustment transaction generation. The commission payout will be according to the Income Distribution Setup for the broker.

  If you select the option ‘Adjust and Pay Broker’, it is mandatory that you select the option ‘Broker’ against the field ‘To Entity Type’.

Action Name

Alphanumeric; Optional

Specify description for the event at which you need to apply and compute the field.

Intermediary

Alphanumeric; Optional

In this field, you can indicate whether the periodic fee payment is to be made to the intermediary of the transaction that resulted in the periodic fee or to the default intermediary specified for the unit holder involved in the transaction that resulted in the periodic fee.

If you are setting up periodic load for Agent, Agency Branch, Account officer or IFA, the Intermediary should be set to either 'Hierarchy' or 'Transaction'. If the Intermediary is set to 'Hierarchy', the commission will be processed to the Default entities maintained at SLA. If the Intermediary is set to 'Transaction', the commission will be processed to the entities maintained at the Transaction level.

In case of CIF Merger/ Hierarchy merger, Trailer commission will be processed to the respective entities till the merger and from the date of merger, the same is processed to the new entities.

Intermediary Details

Alphanumeric; Optional

Specify description of the intermediary to which you need to pay the periodic fee.

Last Processed Date

Display only

This indicates the date when the last payment was made.

7.1.17.3 Load Details Section

Processing Frequency

Alphanumeric, Mandatory

Specify the frequency at which the load that represents the trailing fee must be computed in the system. The system will then automatically compute the trailing commission as part of End of Day Processing based on this frequency, and a report will be generated.

By default, for daily accrual frequencies, the monthly accrual frequency is set; for other accrual frequencies, the processing frequency is deemed to be the same as the accrual frequency. The default option can be changed. If so, the processing frequency specified must always be greater than the accrual frequency.

The following frequencies are possible:

- Monthly
- Quarterly
- Half yearly
- Yearly

Accrual Frequency

Alphanumeric, Mandatory

Specify the frequency at which the fee must be accrued in the System. Any of the following frequencies can be set:

- Daily
- Monthly
- Quarterly
- Half yearly
- Yearly

No of Decimals

1 Character Maximum, Numeric, Mandatory

Specify the number of decimals for the periodic load. Typically, this must be equal to the number of decimals designated for the currency of payment. Trailer commissions are typically paid in the base currency of the fund.

Next Date to Process

Date, Mandatory

When you are setting up a periodic fee for the first time, you must specify the date on which the fee is to be first processed.

Round-off/Truncate

Alphanumeric, Mandatory

Specify whether the computed load must be rounded-off or truncated.

Minimum Holding Period

Numeric; Optional

You can indicate a minimum period for which the units must be held, before they can be considered for computation of the trailing fee. This value is reckoned in days. It is not mandatory to set a minimum holding period.

If this value is not specified, all holdings during the trailer commission period are eligible for trailer commission.

Last Accrual Date

This indicates the last date on which the periodic fee was accrued.

Last Accrual Application Date

This indicates the last application date when the periodic fee was accrued.

Next Accrual Date

This indicates the next date when the periodic fee will accrue.

Processing Lag Frequency

Alphanumeric; Optional

Specify the lag for the payment of trailer commission arrears. You can specify a monthly lag.

Payment Lag Frequency Description

Display Only

The system displays description for the specified payment lag frequency based on the details maintained in the system.

Payment Lag (Days)

Numeric, Optional

Specify the payment lag to be applicable for the trailing commission fee.

Funds/Products and Groups Sections

If you are defining the periodic fee to be applicable for a product, you must define the specific funds and /or groups in the product portfolio to which the fee would be applied. When you select the product in the Fund/Product/Group ID field, any groups or funds that are mapped to the product portfolio are displayed in these sections.

To specify the funds or groups to which the fee must be applicable, use the arrow buttons to move the selected funds or groups from the Available Portfolios / Available Groups boxes to the Mapped boxes.

It is mandatory that you map all available portfolios to the groups.

7.1.17.4 Reversals Section

Reversal Date Basis

Alphanumeric; Mandatory

In this field, you can specify whether the impact of transaction reversals must be affected from the transaction date (Reversal at Source) or from the reversal date (Reversal at Current). Depending upon the option you specify here, the basis units for trailer commission would be affected as of the date of reversal (Reversal at Current) or as of the date of the original transaction (Reversal at Source).

If you opt for the Reversal at Source option, you can choose either the transaction date or the price date option.

Reversal Date Basis Description

Display Only

The system displays description for the specified reversal date basis based on the details maintained in the system.

Example

For a fund, the trailing commission is computed based on the Daily Assets under Management the trailing commission rate, with monthly payment, the payment period being 1st January 2004 to 31st January 2004. The transaction trail for January 2004 is as follows:

Date	Transaction number	Units in	Units out	Assets under management (AUM) Reverse at Current	Assets under management (AUM) Reverse at Source
01-January-2004				10000	10000
02-January-2004	S1	1000		11000	10000
05-January-2004	S2	6000		17000	16000
07-January-2004	Reversal of S1		1000	16000	16000
08-January-2004	R1		1000	15000	15000

20-January-2004	S3	2500		17500	17500

The subscription S1 entered on 2nd January 2004 is reversed on 7th January 2004. The computation of AUM in either case, that is, Reverse at Source and Reverse at Current is indicated.

Reverse at Current

- In this case the AUM would be as indicated in the above table, that is, the effect of the reversal of S1 is as of the reversal date.
- The units due to S1 are considered for the computation of AUM for the period between the transaction dates to the reversal date.

Reverse at Source

- In this case the effect of reversal of S1 is as of the transaction date.
- The units due to S1 are reduced as of transaction date – the AUM are reflected as if S1 had not been entered at all.
- The units due to S1 are not considered for the computation of AUM

In cases where the accrual frequency is 'Daily', and the Reversal at Source option is applicable, and a transaction is reversed, if the transaction date is earlier than the last accrued date for trailer commission, the system recalculates the daily trailer commission from the transaction date to the last accrued date.

Also, in cases where the accrual frequency and payment frequency are different, and the Reverse at Source option is applicable, and a transaction is reversed with the transaction date being earlier than the last paid date, the holdings of such a transaction would have already been considered in the previous trailer commission computation. In respect of such a transaction, the system logs the following details, indicating that the transaction payment has already been done:

- Fund ID and AMC ID
- Distributor hierarchy details
- Trailer commission last paid date
- Original trailer commission amount accrued
- Original transaction number
- New transaction number
- Original transaction value
- Current value (zero in case of reversals)

7.1.17.5 Others Section

Price Basis

Alphanumeric; Mandatory

Here, you can indicate the price basis for periodic load computation. The options are:

- Component Based
- Declared NAV

Holiday Rule for NAV

Alphanumeric; Optional

In this field, you can indicate whether the previous day's NAV (Prior) or the following day's NAV (After) is to be considered for market value calculation, if there is an intermediate holiday during the trailer commission period.

Example

The System Calendar for January 2004 is shown below, with the holidays highlighted in gray:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The trailer commission for a fund is a daily trailer commission based on Assets Under Management (AUM) and trailer commission rate.

Accrual would take place on a daily basis, based on the holiday rule for NAV as shown below:

Holiday setup for NAV	Accrual date	NAV considered	Daily trailer commission
Prior	3rd January 2003	As of 2nd January 2003	(Total units as of 2nd * NAV as of 2nd)
After	3rd January 2003	As of 5th January 2003	(Total units as of 2nd * NAV as of 5th)

Trailer Commission Transaction Pickup Basis

Alphanumeric; Optional

In this field you can indicate the basis upon which the AUM for the trailer commission would be arrived at. The options available are:

- **Price date:** All transactions with price date in trailing commission period and which have a non-zero holding in the trailer commission period are considered. The commission would accrue as of the price date. The AUM is computed as {Total units as of price date} * {NAV as of price date}

- **Transaction date:** All transactions with transaction date in trailing commission period and which have a non-zero holding in the trailer commission period are considered. The commission would accrue as of the transaction date. The AUM is computed as {Total units as of transaction date} * {NAV as of transaction date}
- **Allocation date:** All transactions with allocation date in trailing commission period and which have a non-zero holding in the trailer commission period are considered. The commission would accrue as of the allocation date. The AUM is computed as {Total units as of allocation date} * {NAV as of allocation date}
- **Dealing Date:** All transactions with dealing date in trailing commission period and which have non-zero holding in the trailer commission period are considered. The commission would accrue as of the dealing date.

Description

Alphanumeric; Optional

Specify description for the specified trailing commission transaction pickup basis.

Basis for Units

Alphanumeric; Optional

In this field, you can indicate whether the trailing commission is to be based on settled units or all units (both provisional and settled).

Price Component

Alphanumeric, Mandatory if the Price Basis is Component Based

If the price basis for periodic load computation is component based, then select the fund price component to be utilized for computation from the list. The list displays all the components belonging to the type 'User Entered'.

Include for Netting?

Optional

Select 'Yes' from the adjoining drop-down list, if you need to net the fees or incentive amount. The system defaults the value as 'No'.

Vat Percentage

Numeric; Optional

Specify a valid percentage you need to apply for the period load commission.

Threshold on Ongoing Fee

Optional

Specify threshold amount for ongoing fees, if the load type mapped is 'ROA' load.

The system compares the value specified with the cumulative AUM of the client to determine the Trailer fees to be charged.

Trailer Comm Aum Slab Basis

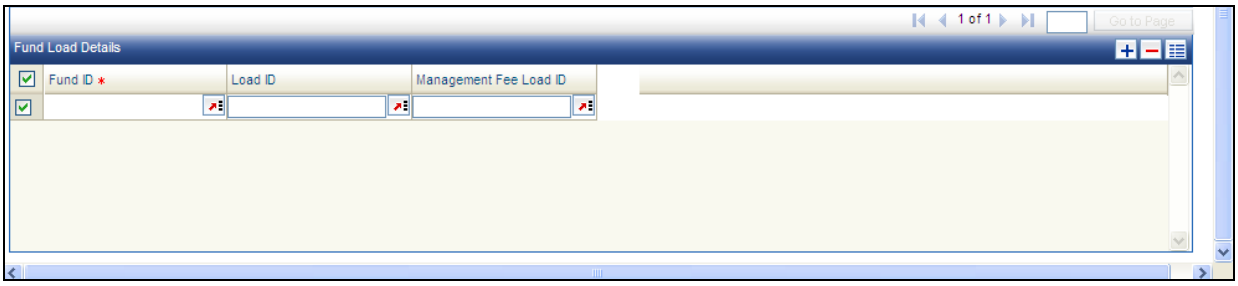
Mandatory

Specify a valid basis system to pick up AUM to determine the trailer commission load slab. Few of the basis systems are:

- UH-Product-Policy-Fund Level (UPPF)
- UH-Product-Policy Level (UPP)
- UH-Product Level (UP)
- UH Level
- CIF Product (CP)
- CIF (C)

You can not change the AUM basis specified for trailer commission in the accrual cycle after it is defined.

7.1.17.6 Fund Load Details Section



Fund ID

Alphanumeric, Mandatory

Specify the fund id. The adjoining option list displays valid fund ids maintained in the system. You can choose the appropriate one.

Load ID

Alphanumeric, Mandatory

Specify the load id. The adjoining option list displays valid load ids maintained in the system. You can choose the appropriate one.

Management Fee Load ID

Alphanumeric, Mandatory

Specify the load id of the management fee. The adjoining option list displays valid management fee load ids maintained in the system. You can choose the appropriate one

7.1.18 Periodic Load Maintenance (Summary) Screen

After you have set up a periodic load, you must have another user authorize it so that it would be effective in the system.

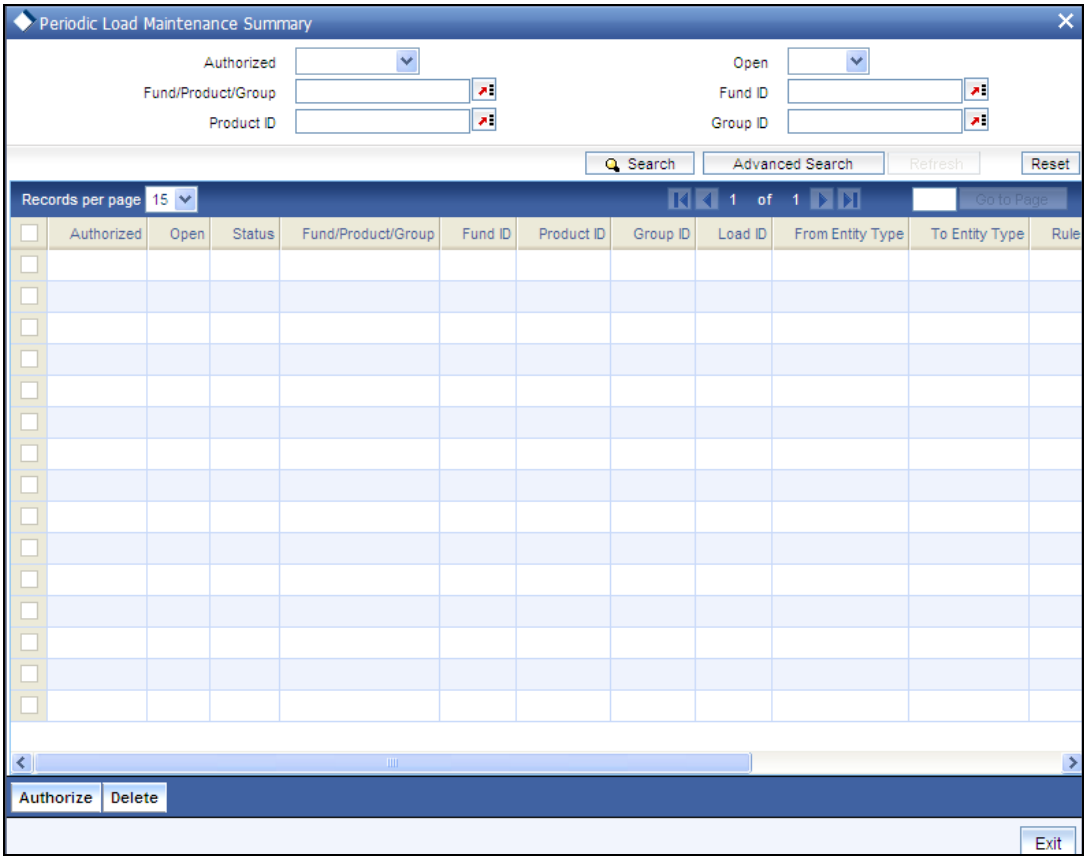
Before the periodic load is authorized, you can edit it as many times as necessary. You can also delete a periodic load before it is authorized.

After authorization, you can only make changes to a periodic load through an amendment.

The 'Periodic Load Maintenance Summary' screen can be used for the following operations on periodic loads:

- Retrieving periodic loads for viewing
- Editing unauthorized fee setups
- Deleting unauthorized setups
- Authorizing setups
- Amending authorized setups

You can invoke the 'Periodic Load Maintenance Summary' screen by typing 'UTSPERLM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



7.1.18.1 Retrieving Periodic Load

To perform any operation on a periodic load record:

- Invoke the Load Maintenance Summary screen and specify the following:
  - The authorization status of the periodic load maintenance records in the Authorized field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the periodic load maintenance records in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
  - Whether Fund/Product/Group
  - Fund ID
  - Product ID
  - Group ID
- Click ‘Search’ button after you have specified the required details. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve an individual Load ID from the Detail screen by doing query in the following manner:-

- Press F7
- Input any parameter in the screen
- Press F8
- You can perform Edit, Delete, Amend, Authorize, Reverse, Confirm operation by selecting from the Action list.
- You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record for Load ID by using the combination of % and alphanumeric value.

- ***Search Fund ID by F%:*** The system will fetch all the records whose Fund ID starts from Alphabet ‘F’. Example: Fund1.
- ***Search Fund by%7:*** The system will fetch all the records whose Fund ID ends with 7. Example: FUND7.

7.1.18.2 Editing Periodic Load Maintenance Details

You can modify the details of a periodic load that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

- Invoke the Periodic Load Maintenance Summary screen from the Browser.
- Select the authorization status of the periodic load records that you want to retrieve for modification in the Authorized field. You can only modify records of loads that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters.

- Click ‘Search’ button. All unauthorized loads with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the load that you want to modify. The Periodic Load Maintenance Detail screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Periodic Load Maintenance Detail screen is closed and the changes made are reflected in the Periodic Load Maintenance Summary screen.

7.1.18.3 Viewing Periodic Load Maintenance Details

To view the periodic load maintenance details that you have previously entered:

- Invoke the Periodic Load Maintenance Summary Screen from the Browser.
- Select the status of the periodic load maintenance records that you want to retrieve for viewing in the Authorized field. You can also view all periodic load maintenance records that are either unauthorized or authorized only, by choosing the Unauthorized / Authorized option.
- Specify any or all of the other periodic load search parameters for retrieving the records.
- Click ‘Search’ button . All the periodic load maintenance records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the periodic load that you want to view. The Periodic Load Maintenance Detail screen is displayed in view mode.

7.1.18.4 Deleting Periodic Loads

You can delete only unauthorized periodic loads in the system. To delete a Periodic load:

- Invoke the Periodic Load Maintenance Summary screen from the Browser.
- Select the status of the periodic load records that you want to retrieve for deletion.
- Specify any or all of the other search parameters for retrieving the records.
- Click ‘Search’ button. All periodic load records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the periodic load record that you want to delete. The Periodic Load Maintenance Detail screen is displayed.
- Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

7.1.18.5 Authorizing Loads

An unauthorized periodic load must be authorized in the system for it to be processed. To authorize a periodic load:

- Invoke the Periodic Load Maintenance Summary screen from the Browser.

- Select the status of the periodic load that you want to retrieve for authorization. Typically, choose the Unauthorized option from the drop down list.
- Specify any or all search parameters of the periodic load for retrieving the records.
- Click 'Search' button. All the periodic load records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the periodic load record that you wish to authorize. The Periodic Load Maintenance Detail screen displayed. Select Authorize operation from Action.

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

7.1.18.6 Amending Periodic Loads

After a periodic load is authorized, it can be modified using the Unlock operation from Action list. To make changes to an after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

- Invoke the periodic Load Maintenance Summary screen from the Browser.
- Select the status of the periodic load records that you wish to retrieve for amendment. You can only amend records of periodic loads that are authorized.
- Specify any or all other search parameters for retrieving the records.
- Click 'Search' button. All the periodic loads with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the periodic load that you want to amend. The Periodic Load Maintenance Detail screen is displayed in Amendment mode.
- Click the Unlock operation from the Action list to amend the load.
- Amend the necessary information. Click the Save button to save the changes.

7.1.18.7 Authorizing Amended Loads

An amended periodic load must be authorized for the amendment to be made effective in the system. The process of authorization is the same as that of normal authorization process.

7.1.18.8 Copying Attributes

If you want to create a periodic load having the same attributes of an existing periodic load, you can copy the attributes of an existing periodic load to a new periodic load.

To copy the attributes:

- Retrieve the periodic load whose attributes the new periodic load should inherit. You can retrieve the record through the Summary screen or through the F7- F8 operation which is explained in the previous sections of this chapter.

- Click on 'Copy' in the Actions list.
- Indicate the parameters for the new Periodic Load if required.

7.1.19 Computation of Trailing Fees

The computation of trailing fees depends upon the method of calculation that is specified for the trailing fee load. The fee can be calculated either using the Average Holdings approach or the Quarterly Average Holdings approach.

The method of computation also depends upon the entity for whom the fee is payable (i.e., the From Entity). The 'From Entity' could be the fund, the AMC or the unit holder.

The two approaches are explained below. Let us suppose that the trailing fee has been set up with the following slabs:

From Amount	To amount	Return Value (%age)
0	10000	1.25%
10000	30000	2.50%
30000	And above	3.50%

Let us suppose that the broker for whom the trailing fee is calculated has three unit holders in the ITC Classic Income Fund, with the history of holdings as follows:

Date	Mr Charles Smith (Units held)	Mrs Wendy Greene (Units held)	Mr Stanley White (Units held)
2-1-2002	1000	500	0
3-1-2002	500	1000	500
4-1-2002	500	1000	500
5-1-2002	1000	1000	1000
6-1-2002	1500	1000	1000
7-1-2002	2000	500	500

Let us suppose that the processing of trailing fees for the ITC Classic fund is due on 7th January 2002.

Average Holdings approach (when the From Entity is the fund or the AMC)

In this approach, the holdings held by the unit holders associated with the broker for whom the fee is being calculated are summed up for each day till the day of processing is reached, and the average value is taken on that date.

First, the average value of the holdings of each unit holder on each date leading up to and including 7th January 2002 is computed.

Unit Holder	Date	Units held	Declared NAV for the day	Value of holdings	Average holdings for unit holder
Mr Charles Smith	2-1-2002	1000	11.00	11000	
	3-1-2002	500	12.00	6000	
	4-1-2002	500	11.50	5750	
	5-1-2002	1000	11.50	11500	
	6-1-2002	1500	10.50	15750	
	7-1-2002	2000	11.00	22000	12000.00
Mrs Wendy Greene	2-1-2002	500	11.00	5500	
	3-1-2002	1000	12.00	12000	
	4-1-2002	1000	11.50	11500	
	5-1-2002	1000	11.50	11500	
	6-1-2002	1000	10.50	10500	
	7-1-2002	500	11.00	5500	**9416.67**
Mr Stanley White	2-1-2002	0	11.00		
	3-1-2002	500	12.00	6000	
	4-1-2002	500	11.50	5750	
	5-1-2002	1000	11.50	11500	
	6-1-2002	1000	10.50	10500	

	7-1-2002	500	11.00	5500	6541.67
				Total	27958.34

The broker is now eligible to receive trailing fees on the total amount of 27958.34 currency units. This amount falls in the second slab in the load structure, and the return value applied is 2.50%.

Trailing Fees = 27958.34 * 2.50% * 6/365 = 11.49 currency units.

Quarterly Average Holdings approach (when the From entity is the fund or the AMC)

In this approach, instead of considering the value of holdings on each day leading up to the processing date, the balances as on every quarter are considered for calculating the average, on the processing date.

For instance, let us suppose that the trailing fees should be computed yearly for the ITC Classic Fund. For the period 1st January 2002 to 31st December 2002, the processing of trailing fees will be done on 31st December, as shown below, for the unit holder Mr. Charles Smith:

Date	Balance	Declared NAV for the day	Value of Holdings	Average Holdings
1-1-2002	1000	11.25	11250	
31-3-2002	500	11.25	5625	
30-6-2002	1000	11.00	11000	
31-9-2002	1000	11.25	11250	
31-12-2002	2000	11.00	22000	12225

The broker is eligible to receive trailing fees on the average holdings value of 12225 currency units. This value falls in the second slab in the load structure for the trailing fee load, and the return value applied is 2.50 %.

Trailing Fees = 12225 * 2.50% * 5/365 = 4.2 currency units.

Average Holdings approach (when the From entity is the unit holder)

In this approach, the holdings held by each unit holder associated with the broker for whom the fee is being calculated are summed up for each day till the day of processing is reached, and the average value is taken on that date.

First, the average value of the holdings of each unit holder on each date leading up to and including 7th January 2002 is computed. Then, the trailing fee is calculated on the average for each unit holder.

Unit Holder	**Date**	**Units held**	**Declared NAV for the day**	**Value of holdings**	**Average holdings for unit holder**	**Trailing Fees**
Mr Charles	2-1-2002	1000	11.00	11000		

Smith						
	3-1-2002	500	12.00	6000		
	4-1-2002	500	11.50	5750		
	5-1-2002	1000	11.50	11500		
	6-1-2002	1500	10.50	15750		
	7-1-2002	2000	11.00	22000	12000.00	(12000*2.50%*6/365) = 4.94
Mrs Wendy Greene	2-1-2002	500	11.00	5500		
	3-1-2002	1000	12.00	12000		
	4-1-2002	1000	11.50	11500		
	5-1-2002	1000	11.50	11500		
	6-1-2002	1000	10.50	10500		
	7-1-2002	500	11.00	5500	9416.67	(9416.67*1.25%*6/365)= 1.93
Mr Stanley White	2-1-2002	0	11.00			
	3-1-2002	500	12.00	6000		
	4-1-2002	500	11.50	5750		
	5-1-2002	1000	11.50	11500		
	6-1-2002	1000	10.50	10500		

	7-1-2002	500	11.00	5500	6541.67	(6541.67*1.25%*6/365) = 1.34
				Total	27958.34	8.31

7.1.20 Methodologies of Trailer Commission Computation

The maintenance required for various methods of computation for trailer commission is indicated below:

Methodology	**Trailer commission**	**Accrual frequency**	**Payment frequency**
Daily trailer commission, based on AUM and Trailer Commission (TC) rate	Daily trailer commission = (Daily AUM * TC rate) / 365	Daily or greater than daily; should be less than payment frequency	Monthly Quarterly Half yearly Yearly
Daily trailer commission (based on AUM, Management fee, TC rate)	Daily trailer commission = (Daily AUM * Management fee rate * TC rate) / 365	Daily or greater than daily; should be less than payment frequency	Monthly Quarterly Half yearly Yearly
Monthly trailer commission (based on AUM on last day of month)	Monthly trailer commission = (AUM on last day of month * TC rate)/12	Monthly or greater than Monthly; should be less than payment frequency	Monthly Quarterly Half yearly Yearly
Monthly trailer commission (based on Average AUM for the month)	Monthly trailer commission = (Average AUM for the month * TC rate) / 12 Average AUM for month = Sum(Daily AUM for the month) / Actual number of days in month	Monthly or greater than Monthly; should be less than payment frequency	Monthly Quarterly Half yearly Yearly
Monthly trailer commission (based on Opening and Closing AUM for the month)	Monthly trailer commission = (Average of Opening and Closing balance of AUM * TC rate) / 12	Monthly or greater than Monthly; should be less than payment frequency	Monthly Quarterly Half yearly

			Yearly
Quarterly trailer commission (based on AUM on last day of quarter)	Quarterly trailer commission = (AUM on last day of quarter * TC rate) / 4	Quarterly or greater than Quarterly; should be less than payment frequency	Quarterly Half yearly Yearly
Quarterly trailer commission (based on Average AUM for the quarter)	Quarterly trailer commission = (Average AUM for the quarter * TC Rate)/4	Quarterly or greater than Quarterly; should be less than payment frequency	Quarterly Half yearly Yearly
Quarterly Trailer Commission (based on Opening and Closing AUM for the quarter)	Quarterly trailer commission = (Average of opening and Closing balance of AUM * TC rate) / 4	Quarterly or greater than Quarterly; should be less than payment frequency	Quarterly Half yearly Yearly

In the Periodic Load Details screen, the setup for each of these methods would be as shown below:

AFS Trailer commission methodology	**Computation method**	**Accrual frequency**	**Payment or Processing frequency**
Daily Trailer Commission (based on AUM and TC rate)	Average Daily Balance	Daily	Monthly
Daily Trailer Commission (based on AUM, Management fee and TC Rate)	Average Daily Balance with management fee	Daily	Monthly
Monthly Trailer Commission (based on AUM on last day of month)	Latest Balance	Monthly	Monthly
Monthly Trailer Commission (based on Average AUM for the month)	Average Daily Balance	Monthly	Monthly
Monthly Trailer Commission (based on Opening and Closing AUM for the month)	Average of First and Last Day AUM	Monthly	Monthly
Quarterly Trailer Commission (based on AUM on last day of quarter)	Latest Balance	Quarterly	Quarterly
Quarterly Trailer Commission (based on Average AUM for the quarter)	Average Daily Balance	Quarterly	Quarterly

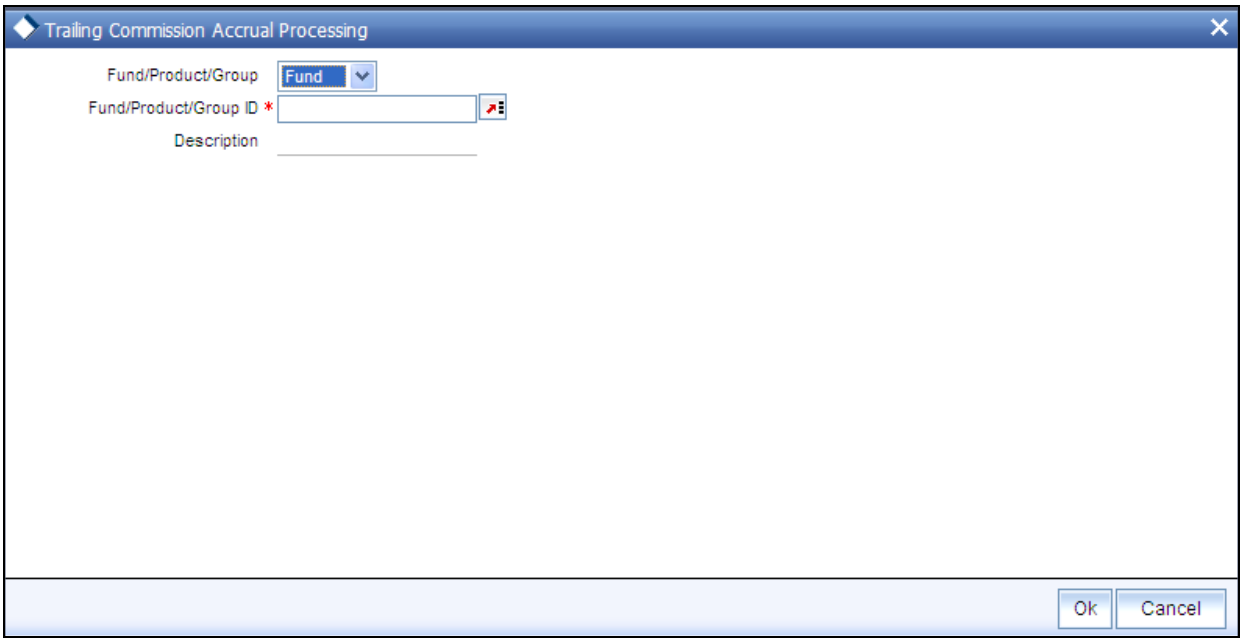
Quarterly Trailer Commission (based on Opening and Closing AUM for the quarter	Average of First and Last Day AUM	Quarterly	Quarterly

7.1.21 Processing Trailer Commission

Processing accrual of trailer commission

The accrual of trailer commission for a fund or group of funds can be executed as a job, which you can trigger in the 'Trailing Commission Accrual Processing' screen.

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

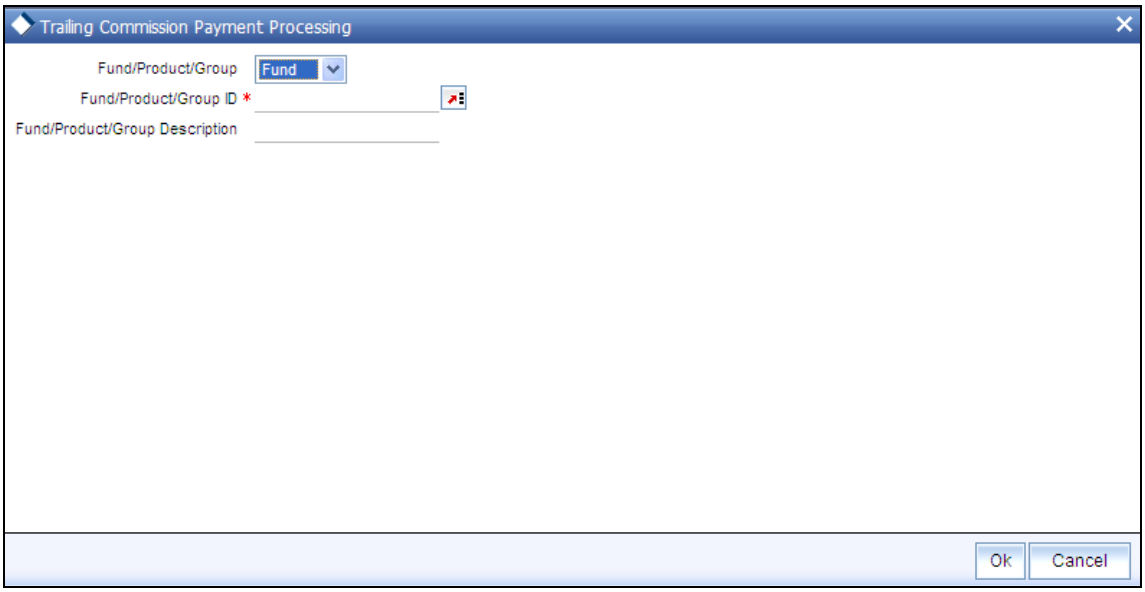


Specify the ID of the fund or fund group for which the trailing commission is to be accrued.

Processing payment of trailer commission

The payment of accrued trailer commission for a fund or group of funds can be executed as a job, which you can trigger in the 'Trailing Commission Payment Processing' screen.

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



Specify the ID of the fund or fund group for which accrued trailing commission is to be paid.

7.2 Maintaining Target Based Fee

On achieving target sales for a given period, an agent/broker is paid an additional fee/brokerage. The broker/agent is eligible to receive a commission on total sales done by him in a given period.

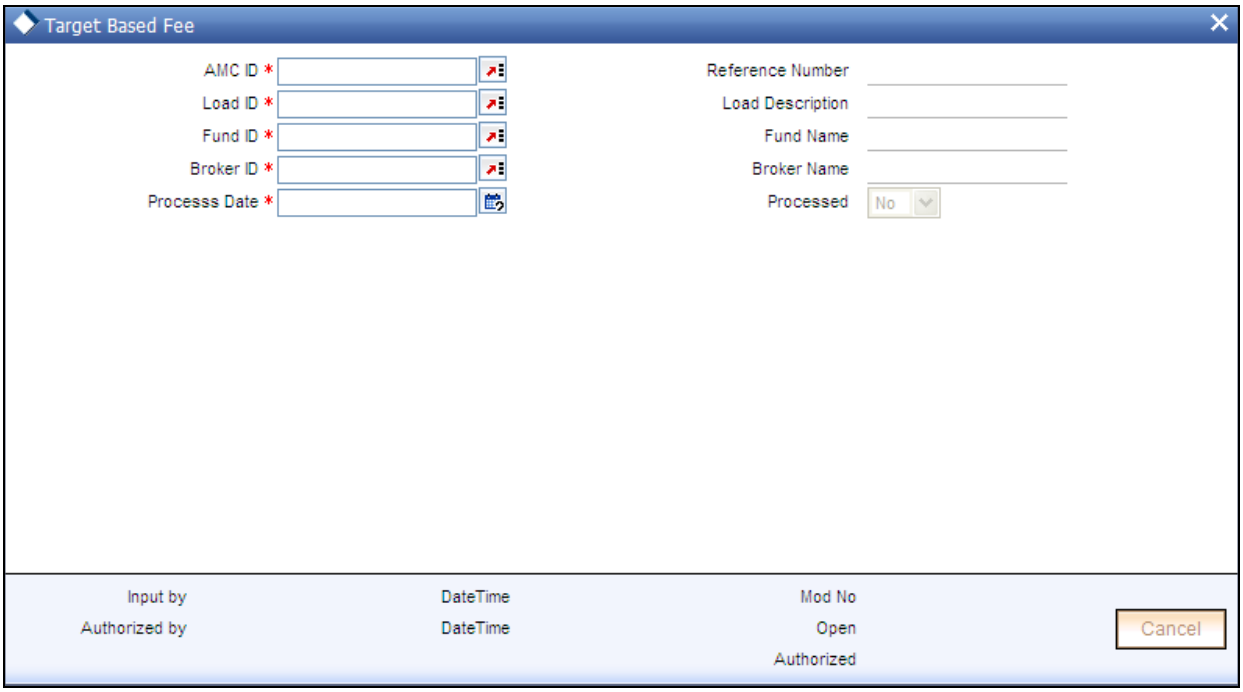
Example:

Consider the following slabs:

Date Range	Slab Amount	Charges
01-Jan to 31-Jan	0 - 100,000	3%
01-Jan to 31-Jan	100,000 - 99,000,000	5%

If a broker 'A' brings in 1000 subscriptions worth 200,000, between 01-Jan to 31-Jan, then he is eligible to receive 5% commission as target sales.

You can maintain target based brokerage at AMC-Fund-Broker level using the 'Target Based Fee' screen. You can invoke this screen by typing 'UTDTGBFE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The screen is displayed below:



7.2.1 Fields in Target Based Fee Screen

AMC

Specify the AMC. You can also select the AMC for target based fee from the adjacent option list. The list displays all the valid authorized values maintained in the system.

You can select 'ALL' option if you want to select all the valid AMC maintained in the system.

Load ID

Specify the Load. You can also select the load from the adjacent option list. The authorized loads having the 'Slab Mode' option selected as 'Date Amount' will be displayed in the option list.

Load Description

The description of the selected load is displayed.

Fund ID

Specify the fund. You can also select the fund from the adjacent option list. The list displays all the valid authorized values maintained in the system.

You can select 'ALL' option if you want to select all the valid funds maintained in the system.

Fund name

The description of the selected fund is displayed.

Broker ID

Specify the broker ID. You can also select the broker from the adjacent option list. The list displays all the valid authorized values maintained in the system.

You can select 'ALL' option if you want to select the entire valid broker maintained in the system.

Broker Name

The description of the selected broker is displayed.

Process Date

Specify the processing date. The target based brokerage is processed on this date. If the date maintained here is a system holiday, then the system will process the brokerage only on the next working day.

Reference Number

On saving the transaction, a unique reference number is generated.

Processed

The system displays 'Yes' value if the transaction is processed on the processed date.

During EOD batch, all the unprocessed transactions with processing date less than or equal to application date will be considered for processing. Based on the load setup, all the transactions with transaction date within the date range specified in the load will be considered. Transaction amount (in fund base currency) will be the basis amount for fee computation. In case of unit based transaction, units applied and latest available NAV will be used to derive the basis amount. If latest NAV is not available, then the system will use the par value. Transaction with in-complete exchange rate details will not be considered for processing. The computed brokerage will be stored in the system.

7.3 Target Based Fee Summary Screen

After setting up a target based brokerage, another user must authorize it so that it would be effective in the system.

You can edit the transaction any number of times before the target based fee is authorized. You can also delete a target based fee before it is authorized.

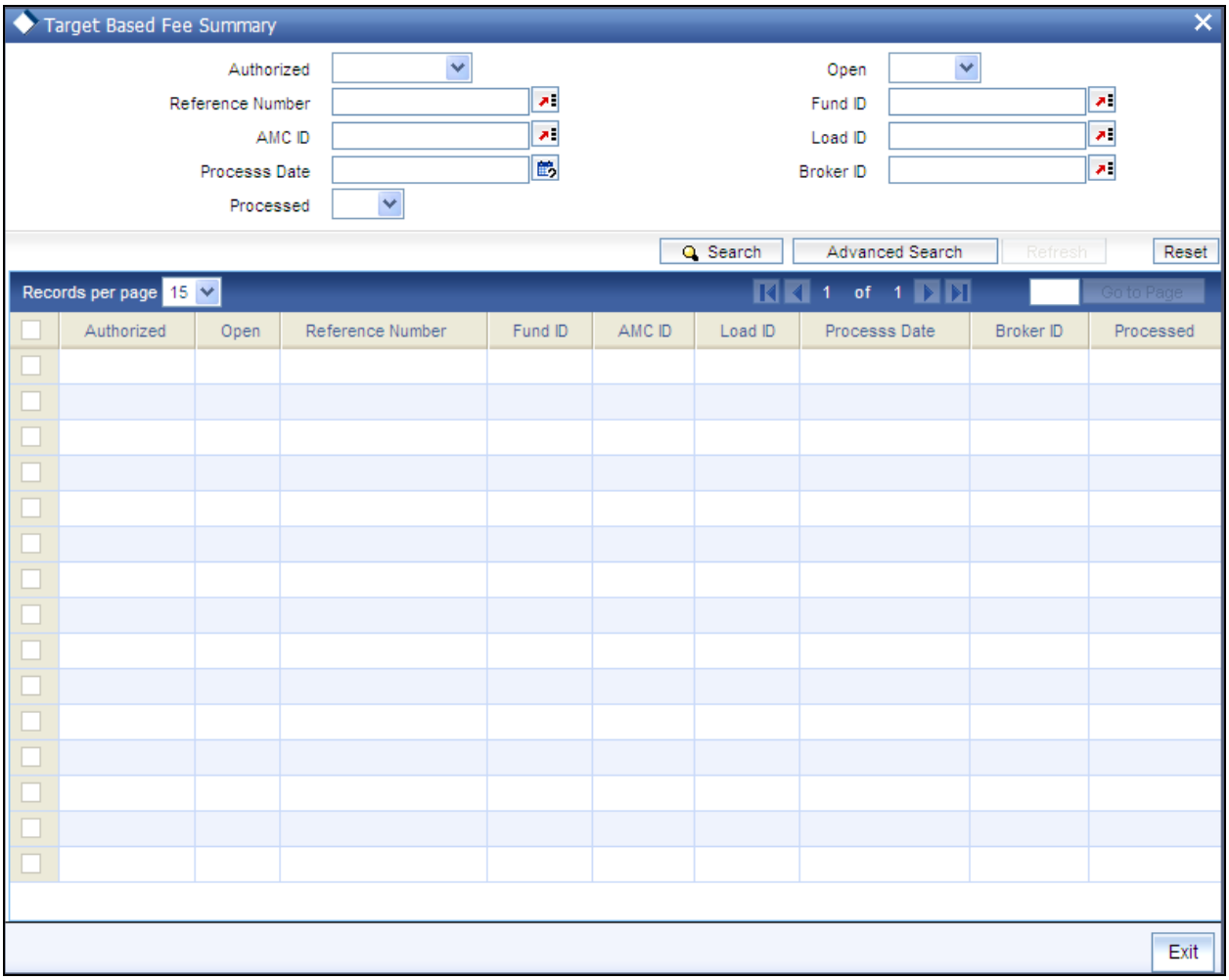
After authorization, you can only make changes to the transaction.

The 'Target Based Fee Summary' screen can be used for the following operations:

- Retrieving target based fee for viewing
- Editing unauthorized target based fee
- Deleting unauthorized target based fee

- Authorizing setups
- Amending authorized setups
- Close target based fee
- Reopen target based fee

You can invoke the 'Target Based Fee Summary' screen by typing 'UTSTGBFE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



7.3.1.1 Retrieving/Viewing Target Based Fee Details

To retrieve a previously entered exchange rate record:

- Invoke the Target Based Fee Summary' screen and specify the following :

- The authorization status of the exchange rate record in the Authorized field. If you choose the “Blank Space” option, then all the records are retrieved.
- The status of the exchange rate records in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
- The AMC code
- The fund ID
- The load ID
- The broker ID
- Process Date
- The status of process

- After you have specified the required details, click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve a target based fee detail from the Detail screen by doing query in the following manner:

- Press F7
- Input reference number
- Press F8

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

7.3.1.2 Editing Target Based Fee Details

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

- Invoke the Target Based Fee Summary’ screen and specify the following :
  - The authorization status of the exchange rate record in the Authorized field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The status of the exchange rate records in the Open field. If you choose the “Blank Space” option, then all the records are retrieved.
  - The AMC code
  - The fund ID
  - The load ID
  - The broker ID
  - Process Date
  - The status of process
- After you have specified the required details, click ‘Search’ button. All records with the specified details are retrieved and displayed in the lower portion of the screen.

- Double click the record that you want to view in the list of displayed records. The 'Target Based Fee' screen is displayed.
- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes. The 'Target Based Fee' screen is closed and the changes made are reflected in the 'Target Based Fee Summary' screen.

7.3.1.3 Deleting Target Based Fee Details

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

- Invoke the Target Based Fee Summary' screen and specify the following :
  - The authorization status of the exchange rate record in the Authorization Status field. If you choose the "Blank Space" option, then all the records are retrieved.
  - The status of the exchange rate records in the Open field. If you choose the "Blank Space" option, then all the records are retrieved.
  - The AMC code
  - The fund ID
  - The load ID
  - The broker ID
  - Process Date
  - The status of process
- After you have specified the required details, click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The 'Target Based Fee' screen is displayed in the view mode.
- Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

7.3.1.4 Authorizing Target Based Fee Details

Apart from the maker, someone else must authorize an unauthorized broker deal in the system for it to be processed. To authorize a record:

- Invoke the 'Target Based Fee Summary' screen from the Browser.
- 'The status of the transaction in the 'Authorized field. Choose the 'Unauthorized' status.
- Click 'Search' button to view the records. All the records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Select the Authorization operation from the Action list to authorize the selected record.

7.3.1.5 Amending Target Based Fee Details

After a target based brokerage is authorized, it can be modified using the Unlock operation from Action list. To make changes to a record after authorization:

- Invoke the 'Target Based Fee Summary' screen from the Browser.
- Select the status of the transaction that you wish to retrieve for amendment. You can only amend only authorized records.
- Click 'Search' button to view the records. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to amend. The 'Target Based Fee' screen is displayed.
- Click the Unlock operation from the Action list to amend the record. Amend the necessary information. Click the Save button to save the changes.

7.3.1.6 Closing Target Based Fee Details

After a target based brokerage is authorized, it can be closed using the Close operation from Action list. To close a record:

- Invoke the 'Target Based Fee Summary' screen from the Browser.
- Select the status of the transaction that you wish to close.
- Click 'Search' button to view the records. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to close. The 'Target Based Fee' screen is displayed.
- Click the Close operation from the Action list to close the record.

7.3.1.7 Reopening Target Based Fee Details

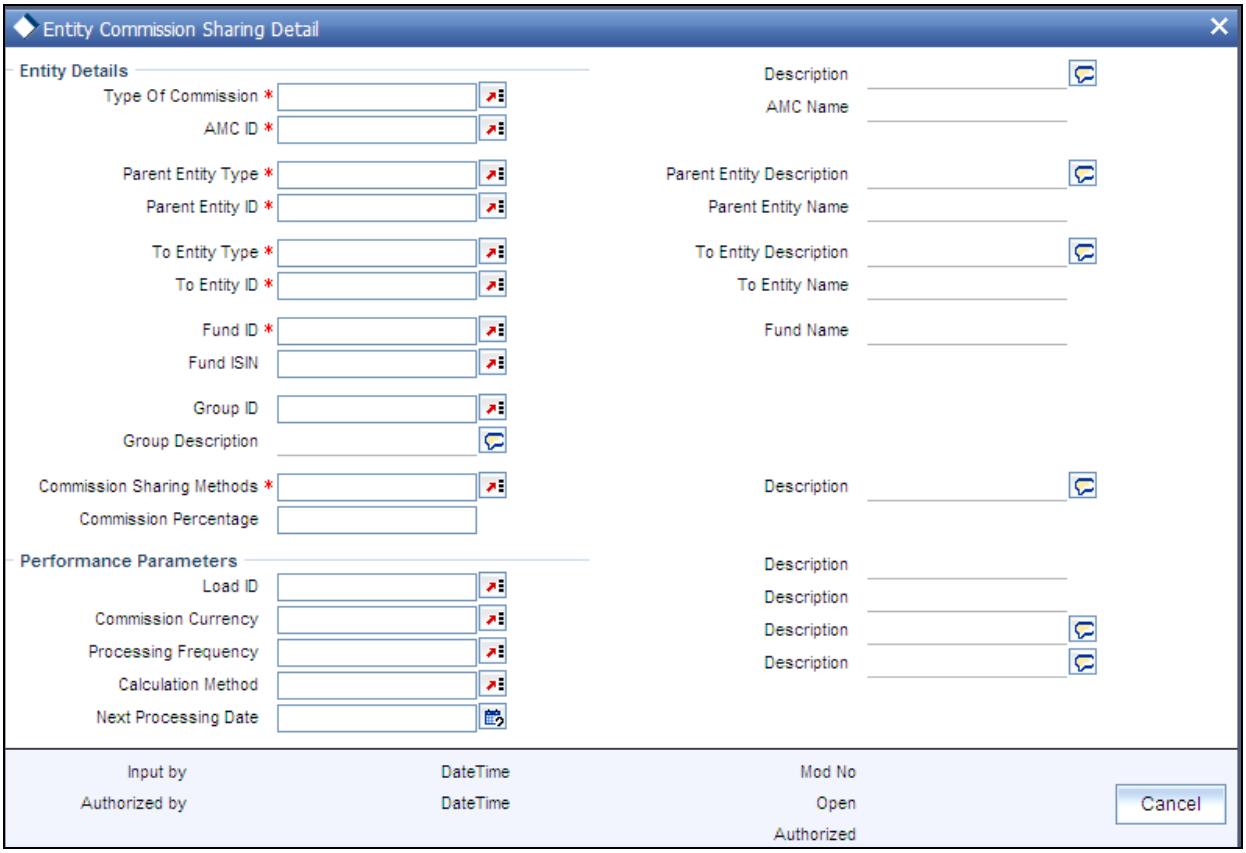
After a target based brokerage is closed, it can be reopened using the Reopen operation from Action list. To reopen a record after closure:

- Invoke the 'Target Based Fee Summary' screen from the Browser.
- Select the status of the transaction that you wish to reopen.
- Click 'Search' button to view the records. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to reopen. The 'Target Based Fee' screen is displayed.
- Click the Reopen operation from the Action list to open the record.

7.4 Sharing of Entity Commission

Trailer commission on holdings in a fund, is typically paid by the fund to the master distributor agent, and the sharing of trailer commission between the master distributor and other transaction intermediaries is processed based on the hierarchy level holdings.

The rules according to which trailer commissions could be shared can be set up in the 'Entity Commission Sharing Detail' screen. You can invoke this screen by typing 'UTDENTCO' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



In this screen, the sharing of commission could be set up by providing the following details:

- The type of commission being shared – Transaction Fee Commission, Trailer Fee Commission or Admin Tax.
- The AMC for which you are defining the sharing setup. If the same setup is applicable for all AMCs, you can select the ALL option.
- The Fund of the AMC for which you are defining the sharing setup. If the same setup is applicable for all funds of the AMC, you can select the ALL option.
- The type of entity for which the trailer commission sharing is applicable (Parent Entity Type and To Entity Type). This could be the Distributor Agent, Branch, Account Officer or IFA.

- You must also indicate the ID of the specific entity of the selected type, for which the trailer commission sharing is applicable (Parent Entity ID and To Entity ID). If the same setup is applicable for all underlying entities of the selected type, you can select the ALL option.
- The 'To Entity type' could be selected as either Agent or Agency Branch from the drop down list and you should choose the respective IDs in 'To Entity ID' field.
- The method according to which the commission would be shared between the entities – either as a fixed percentage, or based on fund performance.
- If you select the fixed percentage option, you can specify the percentage of commission that is to be shared between the selected entities.

You will not be able to specify the commission percentage, if Admin Tax Sharing is opted as the type of commission to be shared.

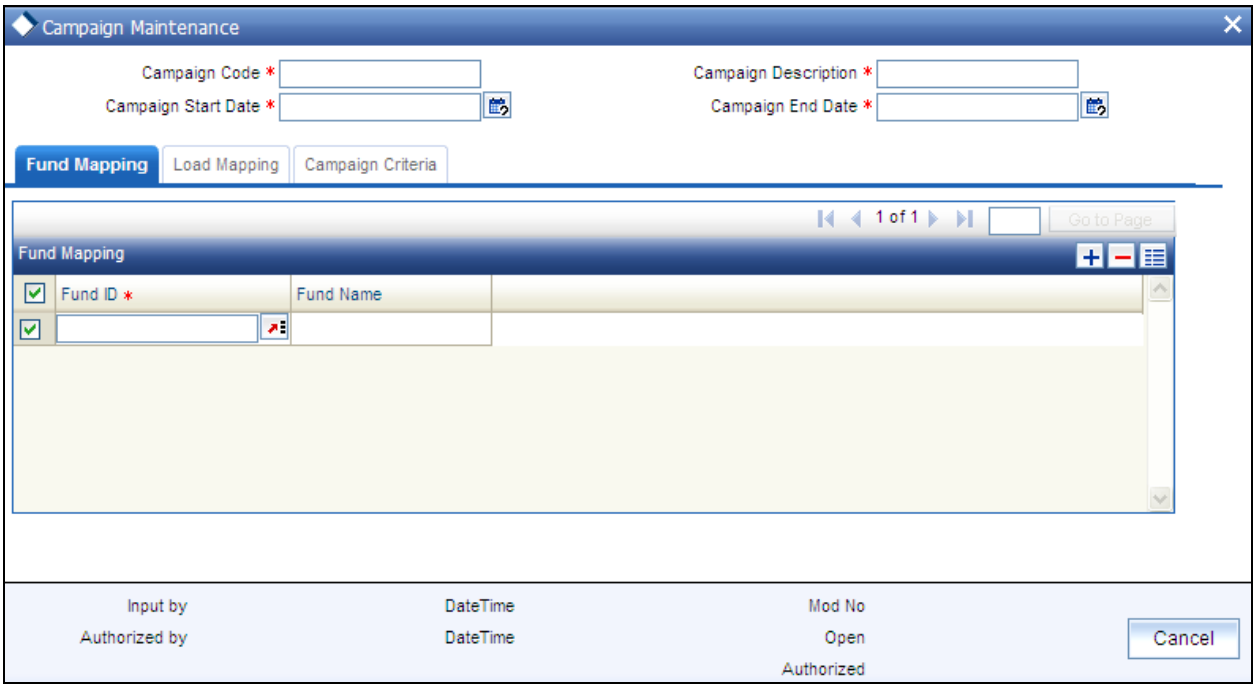
- If you select the Performance Based option, you can also indicate the specific trailer fee load in respect of which the sharing is to take place, the commission currency, the processing frequency for the sharing, and the next processing date for the commission sharing. The calculation method could either be Daily or Average Balance.

Based on the AMC-Distributor agreement, the commission share of the Branches and IFAs could be processed at the AMC. For this, the commission sharing set up is to be maintained at fund level. At the AMC installation, the set up applies only to AMC funds; at the Distributor, the set up applies to other funds too.

7.5 Maintaining Campaign

On certain instances, based on some criteria an AMC may offer certain discount to the investors on a fund or group of funds or for all funds. Encouraging business by offering certain discounts to the investor is called Campaign. It is similar to the incentive/fee concept.

You can maintain the campaign details in the 'Campaign Maintenance' screen. You can invoke this screen by typing 'UTDCMPMN' in the field at the top right corner of the Application tool bar and click the adjoining arrow. The screen is displayed below:



7.5.1 Fields in Campaign Maintenance Screen

In this screen, you can maintain the following details:

Campaign Code

Mandatory

Specify the code to identify the campaign,

Campaign Description

Mandatory

Specify a name to the campaign.

Campaign Start Date

Date; Mandatory

Specify the campaign start date.

Campaign End Date

Mandatory

Specify the campaign end date. The end date cannot be less than or equal to the Application date.

7.5.1.1 Fund Mapping Section

Fund ID

Mandatory

Specify the fund which has to be mapped to the campaign. You can also select the funds to be mapped from the option list provided. The option list consists of valid and authorised funds maintained in the system.

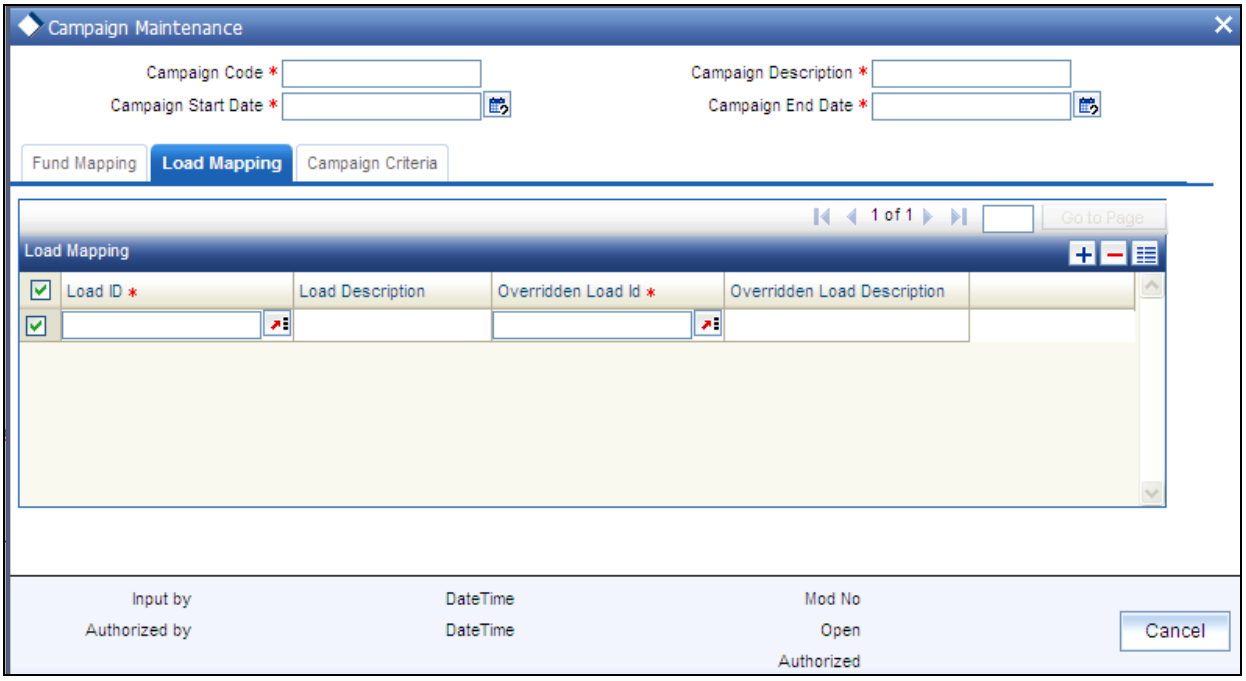
Fund Name

Display

On selecting the fund ID, the fund name is displayed.

7.5.1.2 Load Mapping Section

Select 'Load Mapping' tab to map a load with an override load.



In this screen, you can maintain the following details:

Load ID

Mandatory

Specify the load ID which should be mapped to the overridden load.

From Load Description

The description of the load is displayed.

Overridden Load ID

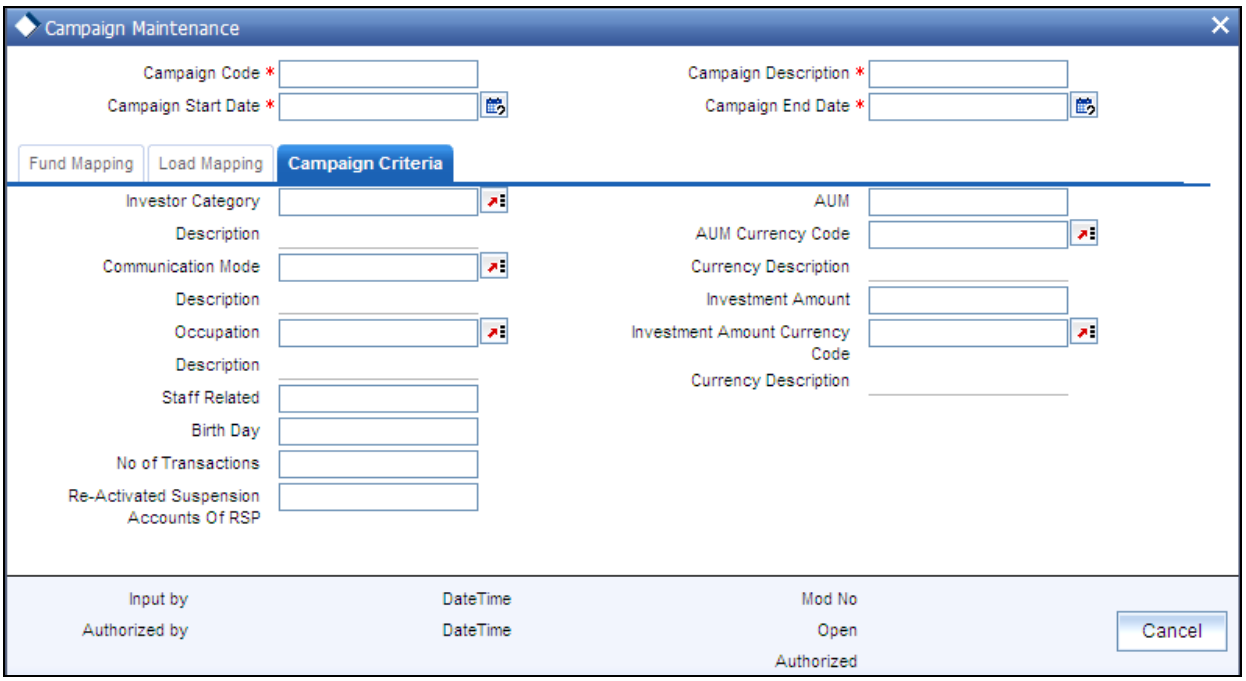
Specify the overridden load ID which should override the 'from load'.

To Load Description

The description of the load is displayed.

7.5.1.3 Campaign Criteria Section

Click 'Campaign Criteria' tab to maintain the criterion for the campaign.



In this screen, you can maintain the following details:

Investor Category

Optional

Specify the investor's category. You can also select the category from the adjacent option list. The list consists of valid investor categories maintained in the system.

Communication Mode

Optional

Specify the mode of communication. You can also select the mode of communication from the option list provided. The list consists of valid communication modes maintained in the system.

Occupation

Optional

Specify the occupation of the investor.

Staff Related

Optional

Specify the related staff of the investor.

Birthday

Optional

Specify the birthday of the investor.

No Of Transactions

Optional

Specify the number of transactions to be made by the investor to avail the campaign.

Re-Activated Suspension Accounts OF RSP

Optional

Mention the RSP account number.

AUM

Optional

Specify the fund level corpus (AUM i.e. Asset Under Management)

AUM Currency Code

Conditional

Specify the AUM currency. You can also select the AUM currency from the adjacent option list. The list consists of valid and authorised currency codes maintained in the system.

Currency Description

Display

The currency of the selected AUM currency code is displayed.

Investment Amount

Optional

Specify the amount invested by the investor.

Investment Amount Currency Code

Conditional

Specify the investor's amount currency code.

Currency Description

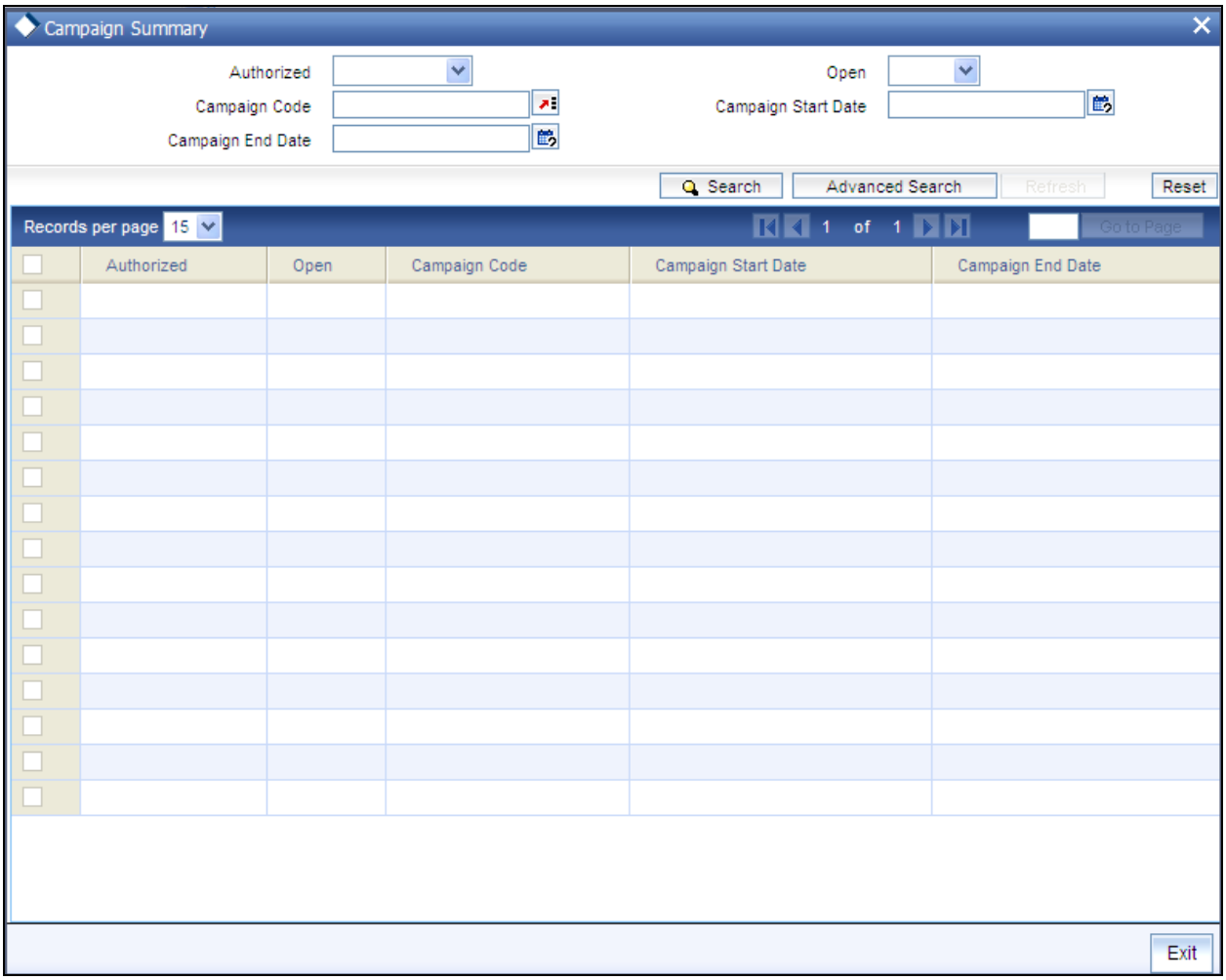
Display

The currency of the selected currency code is displayed.

This feature is available only for subscription, switch in and RSP type of transaction. If more than one campaign is running at the same time for a fund, user will select the best campaign for the investor while capturing the transaction.

7.5.2 Campaign Summary Screen

You can invoke this screen by typing 'UTSCMPMN' in the field at the top right corner of the Application tool bar and click the adjoining arrow. The screen is displayed below:



7.5.2.1 Retrieving/Viewing Campaign Details

You can retrieve/view the campaign details as follows:

- Invoke the 'Campaign Summary' screen from the Browser.
- Specify any or all of the following details in the screen:

- The status of the transaction in the ‘Authorized field. If you choose the blank space, then both the authorized and the unauthorized status records will be retrieved for the specified criteria.
- The status of the records in the ‘Open field. If you choose the blank space, then all the records are retrieved.
- The campaign code in the ‘Campaign Code’ field. If you choose the blank space, then all the records are retrieved.
- The start date of the campaign in the ‘Campaign Start Date’ field. If you choose the blank space, then all the records are retrieved.
- The end date of the campaign in the ‘Campaign End Date’ field. If you choose the blank space, then all the records are retrieved.

- Click ‘Search’ button to view the records. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The ‘Campaign Maintenance’ screen is displayed in the view mode.

7.5.2.2 Editing Campaign Details

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

- Invoke the ‘Campaign Summary’ screen from the Browser.
- Specify any or all of the following details in the screen:
  - The status of the transaction in the ‘Authorized field. If you choose the blank space, then both the authorized and the unauthorized status records will be retrieved for the specified criteria.
  - The status of the records in the ‘Open field. If you choose the blank space, then all the records are retrieved.
  - The campaign code in the ‘Campaign Code’ field. If you choose the blank space, then all the records are retrieved.
  - The start date of the campaign in the ‘Campaign Start Date’ field. If you choose the blank space, then all the records are retrieved.
  - The end date of the campaign in the ‘Campaign End Date’ field. If you choose the blank space, then all the records are retrieved.
- Click ‘Search’ button to view the records. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The ‘Campaign Maintenance’ screen is displayed.
- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes. The ‘Campaign Maintenance’ screen is closed and the changes made are reflected in the ‘Campaign Summary’ screen.

While amending the campaign details, the campaign end date should not be less than or equal to the Application date.

7.5.2.3 Deleting Campaign Details

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

- Invoke the 'Campaign Summary' screen from the Browser.
- Specify any or all of the following details in the screen:
  - The status of the transaction in the 'Authorized field. If you choose the blank space, then both the authorized and the unauthorized status records will be retrieved for the specified criteria.
  - The status of the records in the 'Open field. If you choose the blank space, then all the records are retrieved.
  - The campaign code in the 'Campaign Code' field. If you choose the blank space, then all the records are retrieved.
  - The start date of the campaign in the 'Campaign Start Date' field. If you choose the blank space, then all the records are retrieved.
  - The end date of the campaign in the 'Campaign End Date' field. If you choose the blank space, then all the records are retrieved.
- Click 'Search' button to view the records. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The 'Campaign Maintenance' screen is displayed.
- Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

The maker of the record can only delete the unauthorized record.

7.5.2.4 Authorizing Campaign Details

Apart from the maker, someone else must authorize an unauthorized broker deal in the system for it to be processed. To authorize a record:

- Invoke the 'Campaign Summary' screen from the Browser.
- 'The status of the transaction in the 'Authorized field. Choose the 'Unauthorized' status.
- Click 'Search' button to view the records. All the records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Select the Authorization operation from the Action list to authorize the selected record.

7.5.2.5 Amending Campaign Details

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

- Invoke the ‘Campaign Summary’ screen from the Browser.
- Select the status of the transaction that you wish to retrieve for amendment. You can only amend only authorized records.
- Click ‘Search’ button to view the records. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to amend. The ‘Campaign Maintenance’ screen is displayed in the amendment mode. Click the Unlock operation from the Action list to amend the record.
- Amend the necessary information. Click the Save button to save the changes.

While amending the campaign details, the campaign end date should not be less than or equal to the Application date.

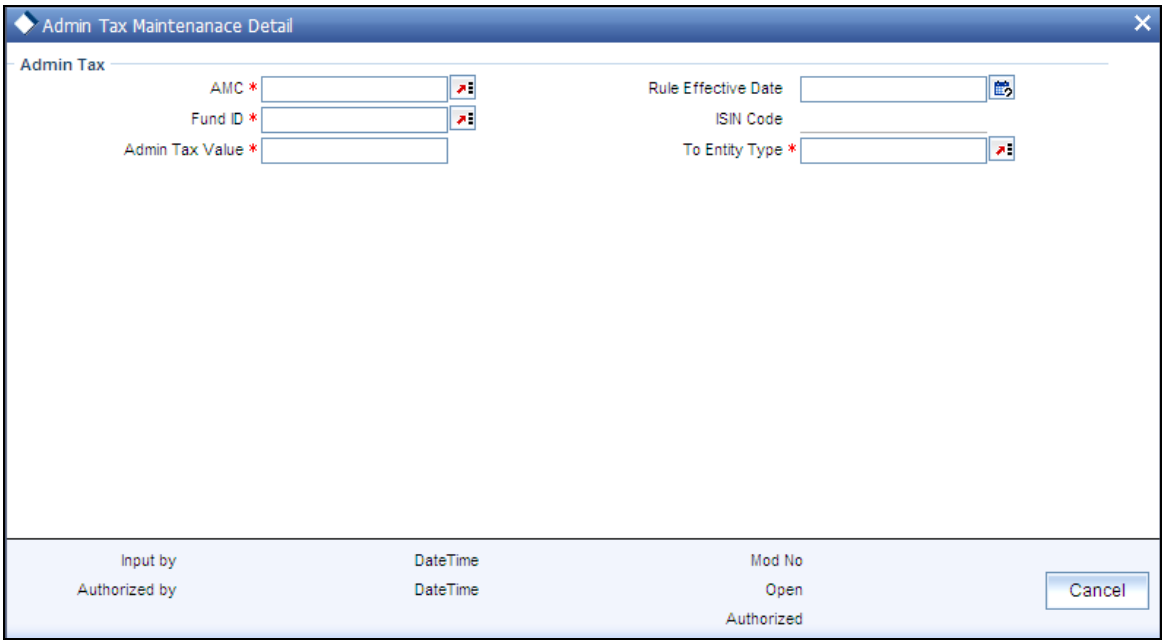
7.6 Admin Tax Maintenance

Admin Tax calculated by an external system will be sent to FCIS System as an external file. This can be interfaced and imported into FCIS system. Admin Tax calculated by an external system, can be imported into FLEXCUBE. The amount is accrued and proportionately distributed among the credit unions with respect to the business made till date.

If Calculation method is set to 'Daily', then the admin tax is computed and processed daily taking outstanding balance till date into consideration. On the other hand, if the calculation method is set to 'Average', the admin tax is computed monthly taking average balance into consideration.

This feature is only available if your installation has requested for it.

You can invoke the ‘Admin Tax Maintenance Detail’ screen by typing ‘UTDADTAX’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



7.6.1.1 Fields in Admin Tax Maintenance Screen

AMC

Mandatory

Specify the AMC from which the Admin tax would be distributed. You can make your choice by using the option list.

Rule Effective Date (DD/MM/YYYY)

Date, Mandatory

Specify the date on which the admin tax needs to be captured.

STOP The effective date can be lesser than or equal to the system date.

FundID

6 Character Maximum, Alphanumeric, Mandatory

Select the ID of the fund to which the admin tax needs to be distributed.

ISIN Code

12 Characters Maximum; Alphanumeric; Mandatory

Select the ISIN Code of the fund to which the admin tax needs to be distributed.

Admin Tax Value

Mandatory

Specify the admin tax value to be distributed here.

The amount specified here should be greater than zero.

To Entity Type

Mandatory

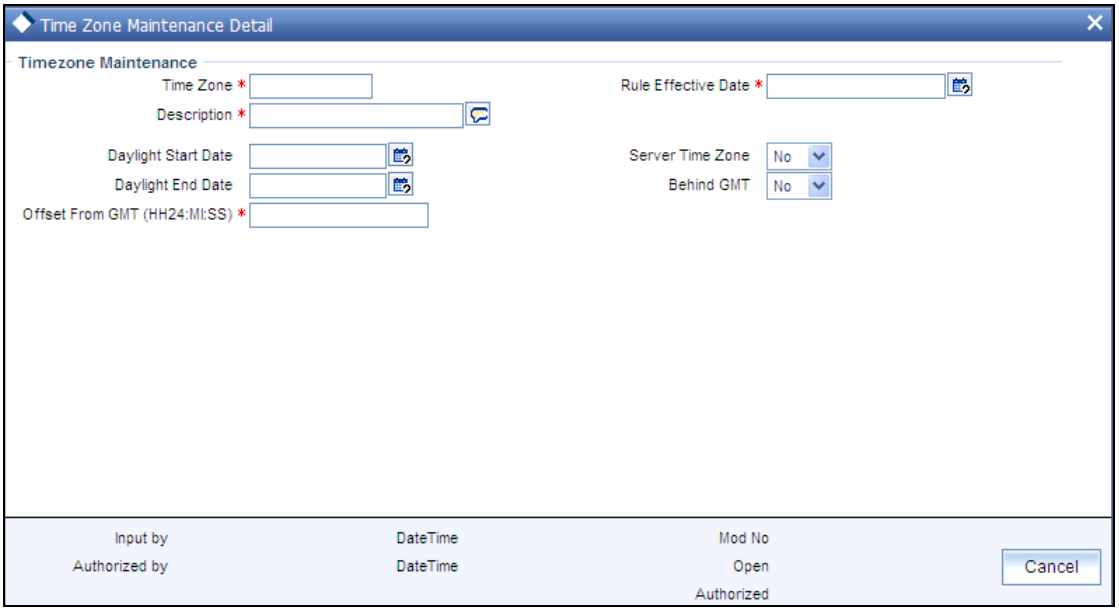
Specify the entity to which the admin tax needs to be distributed. You can make your choice by using the drop-down list.

8. Maintaining Time Zones

8.1 Time Zone Maintenance

Oracle FLEXCUBE Investor Servicing (FCIS) enables you to capture time zones for a particular module. This feature is particularly applicable if you are using Oracle FLEXCUBE Investor Servicing for your Financial Services across the globe.

The 'Time Zone Maintenance Detail' screen allows you to capture time zones for various modules. You can invoke this screen by typing 'UTDTIMEZ' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select 'New' from the Actions menu in the Application tool bar or click new icon to enter the time zone details.



8.1.1 Fields in Time Zone Maintenance Screen

Time Zone

Mandatory

Enter the Time Zone. This can be captured for a particular entity.

Description

Character

Enter a brief description of the Time Zone specified.

Rule Effective Date

Mandatory, DD/MM/YYYY

Enter the date from when the Time Zone has to be considered for any particular entity.

Daylight Start Date

Mandatory, DD/MM/YYYY

Specify the date from when the Daylight Saving Time or Summer Time starts.

Daylight End Date

Mandatory, DD/MM/YYYY

Specify the date from when the Daylight Saving Time or Summer Time ends.

Offset From GMT

Mandatory, HH24 : MM : SS

Enter the time difference between the Time Zone and Greenwich Meridian Time.

Server Time Zone

Check this option in order to specify if the time zone code is where the server would be located.

Behind GMT

Check this option to denote that the Time Zone being maintained is behind GMT.

Click 'Ok' button to save the Time Zone captured in the system.

Note the following:

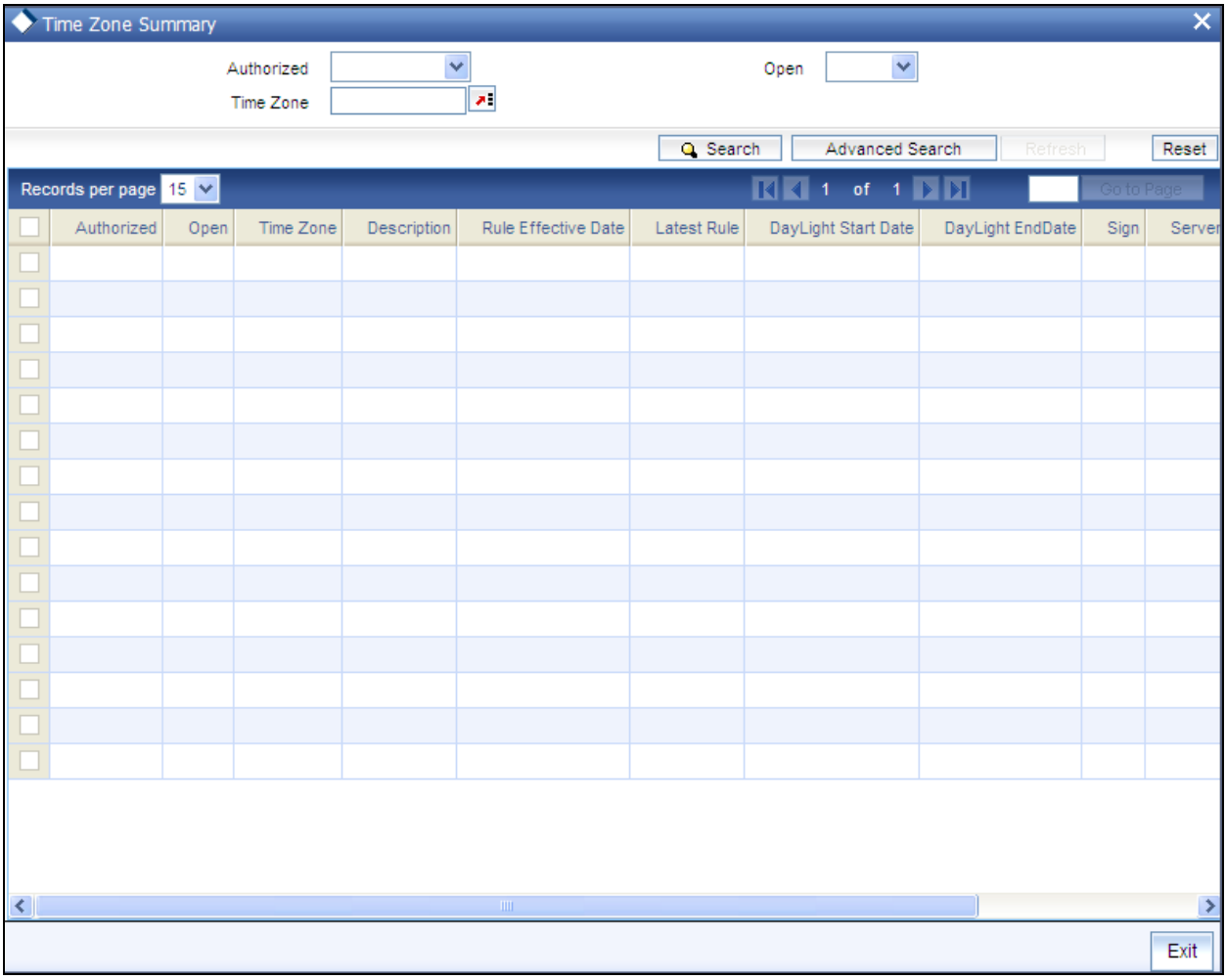
- If there are multiple time zones within a country, one Front office module (agency branch) has to be created and associated to each time zone.
- The latest rule of the time zone incase it has been amended is updated during BOD processing.

8.1.2 Time Zone Maintenance Summary Screen

To perform any operation on Fund-ISIN association, you must first retrieve the record from the database in the Summary screen. You can invoke the 'Time Zone Maintenance Summary' screen by typing 'UTSTIMEZ' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

- You can perform the following operations on a Time Zone:

- View
- Edit
- Delete
- Authorize
- Amend
- Authorize an amended record
- Copy the Attributes



8.1.3 Retrieving Record in Time Zone Summary Screen

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

Invoke the summary screen and specify any or all of the following details in the corresponding fields:

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

- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Time Zone
- Click 'Search' button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

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

- Press F7
- Input the Time Zone
- Press F8

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

Example

You can search the record for Time Zone by using the combination of % and alphanumeric value as follows:-

- ***Search by I%:*** The system will fetch all the records whose Time Zone starts from Alphabet 'I'. For example, IST and so forth.
- ***Search by %7 :*** The system will fetch all the records whose Time Zone ends by numeric value' 7' .For example, AGC17,GSD267,AGC77 and so forth.
- ***Search by %17%:*** The system will fetch all the records whose Time Zone contains the numeric value 17. For example, GSD217, GSD172, AGC17 and so forth.

8.1.4 Editing Time Zone Maintenance

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

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

- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes. The Time Zone Maintenance Detail screen is closed and the changes made are reflected in the Time Zone Summary screen.

8.1.5 Viewing Time Zone Maintenance

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

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

8.1.6 Deleting Time Zone Maintenance

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

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

8.1.7 Authorizing Time Zone Maintenance

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

- Invoke the Time Zone Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.

- Specify any or all of the details in the corresponding fields on the screen.
- Click ‘Search’ button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The Time Zone Maintenance Detail screen is displayed. Select Authorize operation from the Action List.

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

8.1.8 Amending Time Zone Maintenance

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

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

8.1.9 Authorizing Amended Time Zone Maintenance

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

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

8.1.10 Copying Attributes

If you want to create a new Time Zone Maintenance with the same attributes of an existing maintenance, you can copy the attributes of an existing Time Zone Maintenance to a new one.

To copy the attributes:

- Retrieve the record whose attributes the new Time Zone Maintenance should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
- Click on Copy

- Indicate the ID for the new Time Zone Maintenance. You can, however, change the details of the new maintenance.

8.1.11 Database and Web Server Time

The Agency Branch is the entity for which a Time Zone is associated. The Agency Branch module time is used instead of the Database server time as the transaction save and authorization time. The Agency Branch time is arrived by the time zone set for it with respect to the module from which the transaction is being captured.

During handoff of Fund Rule, the cut off time is not changed as per the local time, but Fund Amendment is allowed from distributor. The fund cut off time must be amended manually to reflect the local time by the Distributor. This Fund local time is used to arrive into transaction cut off time at the time of transaction capturing from distributor and if the fund local time exceeds the fund cut off time the transaction date is captured as next working date.

8.2 Maintaining Default Time Zones and Scheduler Changes

Each Agency Branch is associated with a time zone. This time zone is used in case a country has multiple time zones.

While setting up the job for scheduler, you can schedule a job based on the client time. This time has to be the web server time for that module.

The Defaults Maintenance screen allows you to capture the default time zone.

Refer to the chapter 'Maintaining System Parameters' in this User Manual for further information on the Defaults Maintenance screen.

9. Appendix

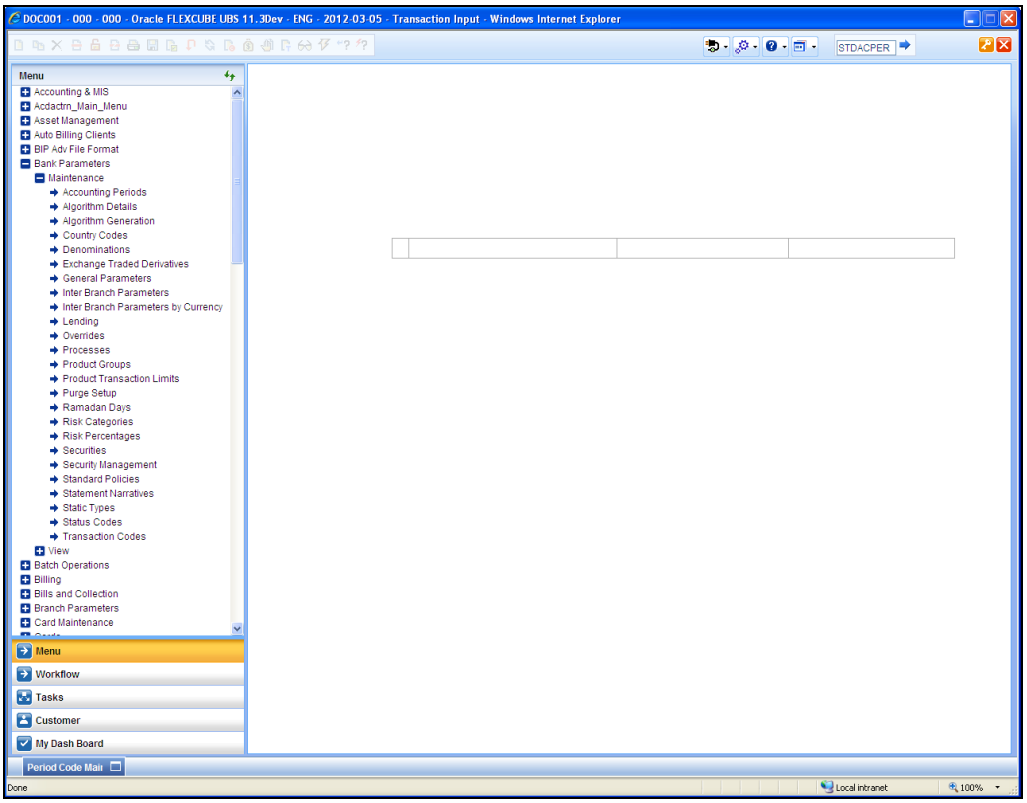
9.1 Introduction

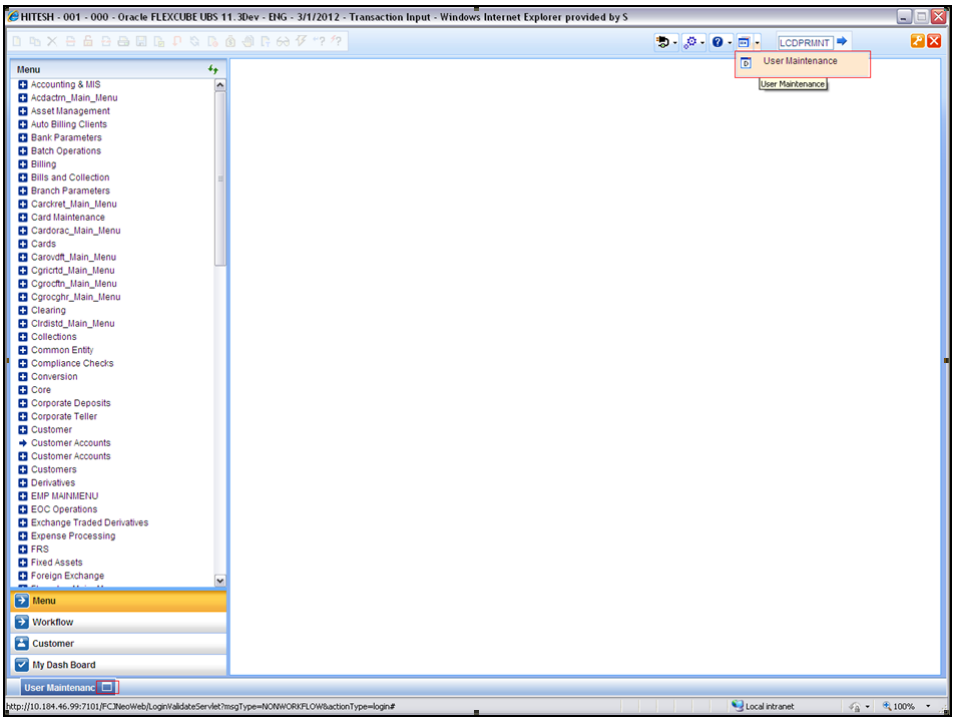
Oracle FLEXCUBE Investor Servicing is accessibility compliant. This chapter deals with the following activities on the screens available in the browser:

- Minimizing Main Screens – explains methods of minimizing screens.
- Keyboard Compatibility – helps you to comfortably navigate using keyboard.

9.2 Minimizing Main Screens

You can minimize main screens by clicking minimize button. The minimized screens reside in the provided taskbar. These minimized screens can be maximized either from the taskbar or from the windows menu option.





9.3 Keyboard Compatibility

Oracle FLEXCUBE Investor Servicing is compatible with keyboard. You can comfortably navigate using arrow keys and tab keys. You can use the appropriate keyboard shortcuts to navigate through the following sections:

- Landing Page
  - Side Bar Menu
  - Toolbar
- Custom Windows
  - Detail Screen
  - Summary Screen

9.3.1 Landing Page – Keyboard Compatibility

Oracle FLEXCUBE Investor Servicing provides keyboard compatibility in navigating through Side Bar and Toolbar of the Application Browser.

9.3.2 Navigating through Side Bar

Side bar menu refers to the menus available in the Application Browser. You can navigate through the side bar menus using Tab Key, Shift and Tab Key, and Arrow Keys. The side bar menus include Menu, Workflow, Customer, My Dashboard, etc.

Tab Key

- To move from the selected side bar menu header to the first element of the selected side bar menu container.
- To move the focus to the first enabled Action key in the toolbar from any of the side bar menu.

  STOP If the action keys are hidden, then it moves to the first drop-down menu.

Shift + Tab Key

- To move the focus at the selected side bar menu header.
- To move the focus to the selected side bar menu header, when the focus is on any of the side bar.

  STOP If the element of the side bar menu container further opens its details in the dashboard then the focus will shift to the first element of the detail.

Arrow Keys

- To navigate within the elements of the side bar menu container.
- To navigate between the side bar menus.

9.3.3 Navigating through Toolbar

You can even navigate through the toolbar options using keyboard.

9.3.3.1 Action Key

You can navigate through Action Keys using keyboard.

Tab Key

- To move the focus to the first drop-down menu.

Shift + Tab Key

- To move the focus to the selected side bar menu header

Arrow Keys

- To navigate between the action keys that are enabled.

9.3.3.2 Drop-down Menu

You can navigate through drop-down menus using keyboard.

Tab Key

- To move the focus to the fast-path.

Shift + Tab Key

- To move the focus to the first action key in the toolbar that is enabled.

If the action keys are hidden, then it moves the focus to the last side bar menu.

Arrow Keys

- To navigate between the drop-down menus.
- To navigate between the items of the selected drop-down menu.

Esc

- To close the drop-down menu.

9.4 Custom Window – Keyboard Compatibility

Oracle FLEXCUBE provides keyboard compatibility to navigate through Detailed and Summary screens.

9.4.1 Detail Screen Navigation

Detail screens contain Tabs and Buttons. Clicking them opens a sub-screen. Hence, navigation in these screens is handled in different stages.

9.4.1.1 Generic Navigation

Generic navigation involves navigating through the general fields available.

Tab Key

- To navigate through the fields.
- To move the focus from the first field to the next.

Shift +Tab Key

- To move the focus to the previous fields.

Shortcut keys

- To navigate through LOV, Calendar, Pop-up editor buttons.

Tabs Navigation

Tabs navigation involves navigating through the tabs available.

Tab Key

- To focus on the first element of the same tab.

Shift +Tab Key

- To move the focus to the first text field in the header of the screen.

Arrow Keys

- To navigate through multiple tabs.

9.4.1.2 Data Table Navigation

Data Table navigation involves navigating through the rows and cells of the rows in the table.

Tab Key

- To navigate to the next cell in the row.

Shift +Tab Key

- To navigate to the previous cell in the row.

Up and Down Arrow Keys

- To navigate through Data Table rows.

Shortcut Keys

To avoid focusing on pagination, adding row, deleting row, and single view buttons of data table; the following shortcut keys are available:

- First page – Home
- Previous page – Page Up
- Next Page – Page Down
- Last Page – End
- Add Row – Ctrl + Insert
- Delete Row – Ctrl + Delete
- Single View – Ctrl + i
- Navigation to the form field after data table – Ctrl + Tab
- Navigation to the form field before data table – Ctrl + Shift + Tab

9.4.1.3 Single View Screen Navigation

You can open single view screen by using 'Ctrl + I' shortcut key.

Tab Key

- To navigate between the fields.

Esc

- To close the window.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- Previous Record – Up Arrow Key
- Next Record – Down Arrow Key

9.4.1.4 LOV Navigation

You can open LOV window by pressing 'F4' key. LOV navigation involves navigating through the list of values available.

Tab Key

- To navigate through reduction fields.
- To move focus to the cross button in the window title bar.

Shift +Tab Key

- To move focus to the first element of the header of result block.

Esc

- To close the LOV window.

Arrow Keys

- To navigate between the elements of the result block.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- First page – Home
- Previous page – Page Up
- Next Page – Page Down
- Last Page – End

9.4.1.5 Calendar Navigation

You can open Calendar window by pressing 'F4' key. Calendar navigation involves navigating through the years, months, and days.

Tab Key

- To move focus to the exit button in the window title bar.

Shift +Tab Key

- To move focus to the first navigation button.

Esc

- To close the calendar window.

Arrow Keys

- To navigate between the dates.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- Previous Year – Home
- Previous Month – Page Up
- Next Month – Page Down
- Next Year – End

9.4.1.6 Editor Navigation

You can open Editor window by pressing 'F4' key.

Tab Key

- To navigate between the text area and buttons.

Esc

- To close the editor window

Press 'Enter' if the editor window is only a display field.

9.4.2 Summary Screen Navigation

Summary screens display details related to a specific query based on the selected criteria available in the screen. Navigation through these criteria can be handled through keyboard keys.

Tab Key

- From any element of the header key to move focus to the first element of the first row of the result block.
- If the result block is empty, then moves focus to the exit button.
- From any element of any row to shift focus to the exit button.

Shift +Tab Key

- To move focus to the previous enabled field.
- To move the focus to the first element of the result block header.

Arrow Keys

- To navigate through header of the result block.
- To navigate between the elements of the rows in the result block.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- First page – Home
- Previous page – Page Up

- Next Page – Page Down
- Last Page – End

9.4.2.1 Advance Search Navigation

Advance search navigation involves navigating through Query criteria and Other Fields listed in the window.

Tab Key

- To navigate between other fields listed in the window.

Arrow Keys

- To navigate between query criteria.

Reference Information
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