

Oracle FLEXCUBE Core Banking

Billing Reports Manual
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Billing Reports Manual
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1. Preface

1.1. Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.2. Documentation Accessibility

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

1.3. Access to OFSS Support

<https://support.us.oracle.com>

1.4. Structure

This manual is organized into the following categories:

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

Introduction provides brief information on the overall functionality covered in the Reports Manual

Chapters are dedicated to individual reports and its details, covered in the Reports Manual

1.5. Related Information Sources

For more information on Oracle FLEXCUBE Core Banking Release 11.5.0.0.0, refer to the following documents:

- Oracle FLEXCUBE Core Banking Licensing Guide

2. Billing Reports

A report is a document that is illustrated with the help of information, and tailored to a given situation and audience. The primary purpose of a report is to provide information. However, reports may also include additional information, such as suggestions or conclusions that indicate possible future actions which the report reader might take. Reports can be public or private.

Advice is generally a written proof of a service performed, funds transferred, or a payment that is received or made. It can also be a recommendation that advises a customer about specific investment asset allocations based on age and circumstances.

Note: Reports can be generated by navigating through the **Report Request** (Fast Path: 7775) option. Reports can be viewed from the **Advice/Report Status Enquiry** (Fast Path: 7778) option. Alternatively the above screens can be accessed by navigating through the following path:
Transaction Processing > Internal Transactions > Reports

Note: Report Codes precede the Report Names. Unlike the User Manual where the Fast Path preceding the Topic Title indicates the access for the screen, the Report Code is simply a unique code for the report.

Reports are categorized under:

- Adhoc Reports
- Batch Reports

2.1. Adhoc Reports

Adhoc reports are generated on demand or on request. Reports and advices can be requested from the Report Request screen. Adhoc reports can be viewed and generated using the teller login or the system operator login.

List of Adhoc Reports:

- Billing Reports

2.1.1. Billing Reports

The billing reports include those reports that allow the branches to generate a comprehensive report on bills for collateral, bills for collection and the status of bills

List of Billing Reports:

- BI005 - Bills Pending For Realization (Bfnwise)
- BI014 - Due Bills Listed For A Given Beneficiary
- BI001 - Bills For Collection Tellerwise
- BI002 - Bills For Collection Corrbank wise
- BI006 - Dispatch awaiting report
- BI007 - Dispatched bills report
- BI018 - Due Bills Status Change Report

BI005 - Bills Pending For Realization (Bfnwise)

If bills are used as collaterals, the drawing power of the beneficiary will be automatically updated by the system. The beneficiary cannot exceed the account lendable margin defined in the risk card. The total overdraft against the bills drawn by the customer cannot exceed the lendable margin. Payee can pledge the bills as collateral only in the case when the risk card of the drawee is in regular status. This a comprehensive list of collateral bills.

This is a report of bills pending for realisation. This report is sorted based on the beneficiary. Each column of the report provides information on Serial no., Bill no., Collateral code, Bill type, Type of collateral, Bill amount, Account limit no., Correspondent bank, Bill date, Collection date, Maturity date, Dispatch date, Payment type, Doc ref no., Beneficiary account no. and Drawee account number.

To generate the Bills Pending For Realization (Bfnwise) Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Ensure that the **Adhoc Reports** button is selected.
3. Navigate through **Billing > Billing Reports > BI005 - Bills Pending For Realization (Bfnwise)**.
4. The system displays the **BI005 - Bills Pending For Realization (Bfnwise)** screen.



BI005 - Bills Pending For Realization (Bfnwise)

5. By default, the **Waived Service Charge** check box is selected. Clear the check box if you want to apply the service charge for the report.
6. Click the **Generate** button.
7. The System displays the message "Report Request Submitted".
8. Click the **OK** button.
9. The system generates the **Bills Pending For Realization (Bfnwise) Report**.

To view and print the Bills Pending For Realization (Bfnwise) Report

1. Access the **Advice/Report Status Enquiry** (Fast Path: 7778) screen.
2. Select the check box corresponding to **BI005 - Bills Pending For Realization (Bfnwise)**.
3. Click the **View** button to view the report.
4. The system displays **Bills Pending For Realization (Bfnwise)** screen

Bank : 335 DEMO BANK		FLEXCUBE			Run Date : 19-Apr-2007			
Branch : 999 Head Office		Bills pending for realization (beneficiary wise)			Run Time : 09:49:51PM			
Op. Id : SYSOPER		FOR : 15-Jan-2008			Report No: BI005/1			
Sr No	Bill No. Collat. Code	Bill Type Type of Collat.	Bill Amt Limit No.	Acct Corr. Bank Payment Type	Bill Dt. Doc Ref No.	Collection Dt. Benef Acct No.	Maturity Dt.	Dispatch Dt. Drawee Acct No.
Beneficiary Full Name:		A/C No.:		Cust ID:		Address:, ,		
Instr. Currency : -								
1								
-								
*** No data for this Report ***								

BI005 - Bills Pending For Realization (Bfnwise)

5. On the **File** menu, click **Print**.
6. The system displays the **Print** dialog box.
7. Select the appropriate parameters and click the **OK** button.

BI014 - Due Bills Listed For A Given Beneficiary

Due bills are the bills that have crossed their maturity date and have not been paid by the drawer. In the case of non-payment of dues of collateral bills, the limits against which such collaterals were attached will have the drawing power reduced, and accounts will go into over line. The various status of due bills are Realization, Partial Realization, Dishonour, Due, Held in Branch, Return to Customer, To be Protested, Protested in Court, Protest Revoked, etc.

This is a list of due bills report sorted beneficiary wise. Each column of the report provides information on serial no, bill no, bill type, bill amount, correspondent bank, drawee account no, collection date, maturity date, collateral code, account limit no, type of collateral, payment type, doc ref no, bill date, and dispatch date.

To generate the Due Bills Listed For A Given Beneficiary Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Ensure that the **Adhoc Reports** button is selected.
3. Navigate through **Billing > Billing Reports > BI014 - Due Bills Listed For A Given Beneficiary**.
4. The system displays the **BI014 - Due Bills Listed For A Given Beneficiary** screen.



The screenshot shows a web application window titled "BI014 - Due Bills Listed For A Given Beneficiary". Inside the window, there is a checkbox labeled "Waived Service Charge:" which is currently checked. At the bottom center of the window, there is a button labeled "Generate".

5. By default, the **Waived Service Charge** check box is selected. Clear the check box if you want to apply the service charge for the report.
6. Click the **Generate** button.
7. The System displays the message "Report Request Submitted".
8. Click the **OK** button.
9. The system generates the **Due Bills Listed For A Given Beneficiary Report**.

BI014 - Due Bills Listed For A Given Beneficiary

To view and print the Due Bills Listed For A Given Beneficiary Report

1. Access the **Advice/Report Status Enquiry** (Fast Path: 7778) screen.
2. Select the check box corresponding to **BI014 - Due Bills Listed For A Given Beneficiary**.
3. Click the **View** button to view the report.
4. The system displays **Due Bills Listed For A Given Beneficiary** report screen.

Bank : 335 DEMO BANK	FLEXCUBE	Run Date : 24-May-2007					
Branch : 999 Head Office	DUE BILLS LISTED FOR A GIVEN BENEFICIARY	Run Time : 04:28:19PM					
Op. Id : SSUPP2	FOR : 30-Jun-2008	Report No: BI014/1					
Srl N	Bill No.	Bill Type	Bill Amount	Corr. Bank	Drawee Acct No.	Collection Dt.	Maturity Dt.
Collateral Code		Acct Limit No.	Collat Typ	Payment Type	Doc Ref No.	Bill Date	Dispatch Dt.
Beneficiary Name :							
Account No.:		Customer Id					
Address:							
Instr. Currency : -							
1							
*** No data for this Report ***							

BI014 - Due Bills Listed For A Given Beneficiary

5. On the **File** menu, click **Print**.
6. The system displays the **Print** dialog box.
7. Select the appropriate parameters and click the **OK** button.

BI001 - Bills For Collection Tellerwise

Bills are trade instruments used by commercial customers of the bank. The bill can be used for the purpose of collection, purchase or as a collateral for an existing account. The typical types of bills that come for collection are Post-dated Cheques and Trade Bills/Commercial papers. A bill can come to the branch as either inward bill or outward bill for collection. This report provides the branch a comprehensive list of details of collection bills entered by various tellers.

This is a report of collection bills lodged by various tellers. Details are grouped based on teller. Each column of the report provides information on Serial no., Bill no., Beneficiary account no., Bill amount, Correspondent bank, Bill date, Maturity date, Doc ref no. Drawee account number, Bill type, Payment type, Collection date and Dispatch date. The information on instrument currency is also provided.

To generate the Bills For Collection Tellerwise Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Ensure that the **Adhoc Reports** button is selected.
3. Navigate through **Billing > Billing Reports > BI001 - Bills For Collection Tellerwise**.
4. The system displays the **BI001 - Bills For Collection Tellerwise** screen.

The screenshot shows a web-based interface for generating a report. The window title is "BI001 - Bills For Collection Tellerwise". Inside the window, there is a checkbox labeled "Waived Service Charge:" which is currently checked. At the bottom center of the window, there is a button labeled "Generate".

5. By default, the **Waived Service Charge** check box is selected. Clear the check box if you want to apply the service charge for the report.
6. Click the **Generate** button.
7. The System displays the message "Report Request Submitted".
8. Click the **OK** button.
9. The system generates the **Bills For Collection Tellerwise Report**.

To view and print the Bills For Collection Tellerwise Report

1. Access the **Advice/Report Status Enquiry** (Fast Path: 7778) screen.
2. Select the check box corresponding to **BI001 - Bills For Collection Tellerwise**.
3. Click the **View** button to view the report.
4. The system displays **Bills For Collection Tellerwise** screen.

Bank : 335 DEMO BANK		FLEXCUBE		Run Date : 24-May-2007		
Branch : 999 Head Office		BILLS FOR COLLECTION TELLERWISE		Run Time : 04:27:29PM		
Op. Id : SSUPP2		FOR : 30-Jun-2008		Report No: BI001/1		
Sr1	Bill No.	Benef Acct No.	Bill Amt	Corr. Bank	Bill Dt.	Maturity Dt.
No	Doc Ref No.	Drawee Acct No.	Bill Type	Payment Type	Collection Dt.	Dispatch Dt
Teller ID:						
Instr. Currency: -						
1						
*** No data for this Report ***						

5. On the **File** menu, click **Print**.
6. The system displays the **Print** dialog box.
7. Select the appropriate parameters and click the **OK** button.

BI002 - Bills For Collection Corrbank wise

Banks accept collection bills from the customers and sends it to the correspondent banks / branches to whom it is drawn for collection. The various stages are bills lodging, dispatch, realisation, dishonour etc. This report provides the branch a comprehensive list of details of collection bills entered by correspondent wise.

This is a report of collection bills lodged by various tellers. Details are grouped based on the correspondent bank. Each column of the report provides information on Serial no., Bill no., Beneficiary account no., Bill amount, Correspondent bank, Bill date, Maturity date, Doc ref no., Drawee account number, Bill type, Payment type, Collection date and Dispatch date. The information on instrument currency is also provided.

To generate the Bills For Collection Corrbank wise Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Ensure that the **Adhoc Reports** button is selected.
3. Navigate through **Billing > Billing Reports > BI002 - Bills For Collection Corrbank wise**.
4. The system displays the **BI002 - Bills For Collection Corrbank wise** screen.



5. By default, the **Waived Service Charge** check box is selected. Clear the check box if you want to apply the service charge for the report.
6. Click the **Generate** button.
7. The System displays the message "Report Request Submitted".
8. Click the **OK** button.
9. The system generates the **Bills For Collection Corrbank wise Report**.

To view and print the Bills For Collection Corrbank wise Report

1. Access the **Advice/Report Status Enquiry** (Fast Path: 7778) screen.
2. Select the check box corresponding to **BI002 - Bills For Collection Corrbank wise**.
3. Click the **View** button to view the report.
4. The system displays **Bills For Collection Corrbank wise** screen.

Bank : 335 DEMO BANK	FLEXCUBE	Run Date : 08-May-2007				
Branch : 999 Head Office	BILLS FOR COLLECTION CORRBANK WISE	Run Time : 08:47:30PM				
Op. Id : SYSOPER	FOR : 31-May-2008	Report No: BI002/1				
Sr1	Bill No.	Benef Acct No.	Bill Amt	Corr. Bank	Bill Dt.	Maturity Dt.
No	Doc Ref No.	Drawee Acct No.	Bill Type	Payment Type	Collection Dt.	Dispatch Dt
Corr Bank Code :						
Instr. Currency : -						
1						
*** No data for this Report ***						

5. On the **File** menu, click **Print**.
6. The system displays the **Print** dialog box.
7. Select the appropriate parameters and click the **OK** button.

BI006 - Dispatch awaiting report

After the bills of collateral type are entered and authorised, the bills are ready for dispatch to the correspondent banks /branches. This report will be generated some predefined number of days before the actual dispatch is done in the system. This will allow the tellers to sort the bills correspondent bank wise and send them on the actual day of dispatch.

This is a report of dispatch awaiting collateral bills. Details are sorted based on the correspondent bank. Each column of the report provides information on Serial no., Bill no., Collateral code, Collateral number, Bill type, Type of collateral, Bill amount, Account limit no., Correspondent bank, Bill date, Collection date, Maturity date, Dispatch date, Payment type, Doc ref no., Beneficiary account no. and Drawee account number.

To generate the Dispatch awaiting report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Ensure that the **Adhoc Reports** button is selected.
3. Navigate through **Billing > Billing Reports > BI006 - Dispatch awaiting report**.
4. The system displays the **BI006 - Dispatch awaiting report** screen.

The screenshot shows a software window titled "BI006 - Dispatch awaiting report". Inside the window, there is a section labeled "Input Parameters". Under this section, there is a text input field for "Date Dispatch" and a checkbox labeled "Waived Service Charge:" which is currently checked. At the bottom center of the window, there is a button labeled "Generate".

Field Description

Field Name	Description
Date Dispatch	[Mandatory, dd/mm/yyyy] The date when the bills will be sent to the correspondent bank/branch. Type the valid bill dispatch date.
Waived Service Charge:	[Optional, Check Box] Select the check box to waive the service charge.

5. Enter the appropriate parameters in the **BI006 - Dispatch awaiting report** screen.
6. Click the **Generate** button.
7. The System displays the message "Report Request Submitted".
8. Click the **OK** button.
9. The system generates the **Dispatch awaiting report**.

To view and print the Dispatch awaiting report

1. Access the **Advice/Report Status Enquiry** (Fast Path: 7778) screen.
2. Select the check box corresponding to **BI006 - Dispatch awaiting report**.
3. Click the **View** button to view the report.
4. The system displays **Dispatch awaiting report** screen.

Bank : 335 DEMO BANK	FLEXCUBE	Run Date : 24-May-2007					
Branch : 999 Head Office	DISPATCH AWAITING BILLS REPORT	Run Time : 04:29:07PM					
Op. Id : SSUPP2	FOR : 30-Jun-2008	Report No: BI006/1					
Sr1 Bill No.	Bill Type	Bill Amt Acct Limit No.	Corr. Bank	Bill Dt.	Collection Dt.	Maturity Dt.	Dispatch Dt
No Collat.Cd-Collat.Nm	Type of Collat.		Payment Type	Doc Ref No.	Benef Acct No.		Drawee Acct No.
Corr Bank							
*** No data for this Report ***							

5. On the **File** menu, click **Print**.
6. The system displays the **Print** dialog box.
7. Select the appropriate parameters and click the **OK** button.

BI007 - Dispatched bills report

After the bills are entered and authorised, the bills will be dispatched to the correspondent bank on the scheduled date. System will also generate contingent GL entries for dispatch. In the BOD of dispatch date, this report will be generated for the bills that have been dispatched for collection.

This is a report of collateral type of bills dispatched for the day. Details are grouped based on the correspondent bank. Each column of the report provides information on Serial no., Bill no., Bill type, Bill amount, Correspondent bank, Bill date, Collection date, Maturity date, Dispatch date, Collateral code, Collateral number, Account limit no., Type of collateral, Payment type, Doc ref no., Beneficiary account number and Drawee account number.

To generate the Dispatched bills report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Ensure that the **Adhoc Reports** button is selected.
3. Navigate through **Billing > Billing Reports > BI007 - Dispatched bills report**.
4. The system displays the **BI007 - Dispatched bills report** screen.

The screenshot shows a web-based interface for generating a report. The window title is "BI007 - Dispatched bills report". Under the "Input Parameters" section, there is a text input field for "Date Dispatch" and a checkbox for "Waived Service Charge" which is currently checked. At the bottom of the screen, there is a "Generate" button.

Field Description

Field Name	Description
Date Dispatch	[Mandatory, dd/mm/yyyy] The date when the bills were sent to the correspondent bank/branch. Type the valid bill dispatch date.
Waived Service Charge	[Optional, Check Box] Select the check box to waive the service charge.

5. Enter the appropriate parameters in the **BI007 - Dispatched bills report** screen.
6. Click the **Generate** button.
7. The System displays the message "Report Request Submitted".
8. Click the **OK** button.
9. The system generates the **Dispatched bills report**.

To view and print the Dispatched bills report

1. Access the **Advice/Report Status Enquiry** (Fast Path: 7778) screen.
2. Select the check box corresponding to **BI007 - Dispatched bills report**.
3. Click the **View** button to view the report.
4. The system displays **Dispatched bills report** screen.

Bank : 335 DEMO BANK	FLEXCUBE	Run Date : 24-May-2007				
Branch : 999 Head Office	DISPATCHED BILLS REPORT	Run Time : 04:28:58PM				
Op. Id : SSUPP2	FOR : 30-Jun-2008	Report No: BI007/1				
Sr1 Bill No.	Bill Type	Bill Amt Acct Limit No.Corr. Bank	Bill Dt.	Collection Dt.	Maturity Dt.	Dispatch Dt
No Collat.Cd-Collat.Nm	Type of Collat.	Payment Type	Doc Ref No.	Benef Acct No.		Drawee Acct No.
Corr Bank						
*** No data for this Report ***						

5. On the **File** menu, click **Print**.
6. The system displays the **Print** dialog box.
7. Select the appropriate parameters and click the **OK** button.

BI018 - Due Bills Status Change Report

Due bills are the bills that have crossed their maturity date and have not been paid by the drawer. In case of non-payment of dues of collateral bills the limits against which such collaterals were attached will have the drawing power reduced and accounts will go into over line. The various due bills states are Realization, Partial Realization, Dishonour, Due, Held in Branch, Return to Customer, To be protested, Protested in court, Protest revoked etc. This report records the status changes for the due bills.

This is a due bills status change report. Each column of the report provides information on Serial no., Bill no., Bill type, Bill amount, Correspondent bank, Bill date, Collection date, Maturity date, Dispatch date, Collateral code, Account limit no., Type of collateral, Payment type, Doc ref no. and Drawee account number.

To generate the Due Bills Status Change Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Ensure that the **Adhoc Reports** button is selected.
3. Navigate through **Billing > Billing Reports > BI018 - Due Bills Status Change Report**.
4. The system displays the **BI018 - Due Bills Status Change Report** screen.

The screenshot shows a software window titled "BI018 - Due Bills Status Change Report". At the top left of the window, there is a checkbox labeled "Waived Service Charge:" which is checked. At the bottom center of the window, there is a button labeled "Generate".

5. By default, the **Waived Service Charge** check box is selected. Clear the check box if you want to apply the service charge for the report.
6. Click the **Generate** button.
7. The System displays the message "Report Request Submitted".
8. Click the **OK** button.
9. The system generates the **Due Bills Status Change Report**.

To view and print the Due Bills Status Change Report

1. Access the **Advice/Report Status Enquiry** (Fast Path: 7778) screen.
2. Select the check box corresponding to **BI018 - Due Bills Status Change Report**.
3. Click the **View** button to view the report.
4. The system displays **Due Bills Status Change Report** screen.

Srl No.	Bill No.	Bill Type	Bill Amount	Corr. Bank	Bill Date	Date Of	Maturity Dt	Dispatch Dt
Collateral Code	Account Limit No.	Type of Collateral	Type Of Payment	Doc Ref No.	Collection	Drawee Acct No.		
Bank : 335 DEMO BANK Branch : 999 Head Office Op. Id : SSUPP2								
FLEXCUBE DUE BILLS STATUS CHANGE REPORT FOR : 30-Jun-2008								
Run Date : 24-May-2007 Run Time : 04:28:48PM Report No: BI018/1								
Bill Status								
Currency:								
1								
*** No data for this Report ***								

5. On the **File** menu, click **Print**.
6. The system displays the **Print** dialog box.
7. Select the appropriate parameters and click the **OK** button.

2.2. Batch Reports

Batch reports are automatically generated at the end of day or beginning of day. Reports and advices can be requested from the **Report Request** screen. Batch reports can only be generated using the **System Operator** login.

The operator must run the cut-off process at the end of every day, before starting the EOD for that day. This is to ensure that all transactions done through the on-line delivery channels are handed over to a log for batch processing. A fresh log is created for the next day's transactions. Here it is important to note that while the processing date from the point of view of EOD processing is still today, the on-line processing date has moved to the next processing date and the online transactions done after cut-off will be processed in the next day's EOD.

EOD refers to the processing required to be done for each functional module of **FLEXCUBE Retail** as well as some files that are generated for updating data in other LO's. The EOD Client option is used to take care of the system related batch processes of cutoff, BOD, EOD, monthly report generation and printing, file hand off, eligibility of the RP, etc.

Beginning of the Day process opens a new transaction day for the Bank. BOD as a process depends on EOD process for the previous working day. This means, if the EOD is not completed for a day, system will not allow the BOD for the next day to start.

List of Batch Reports:

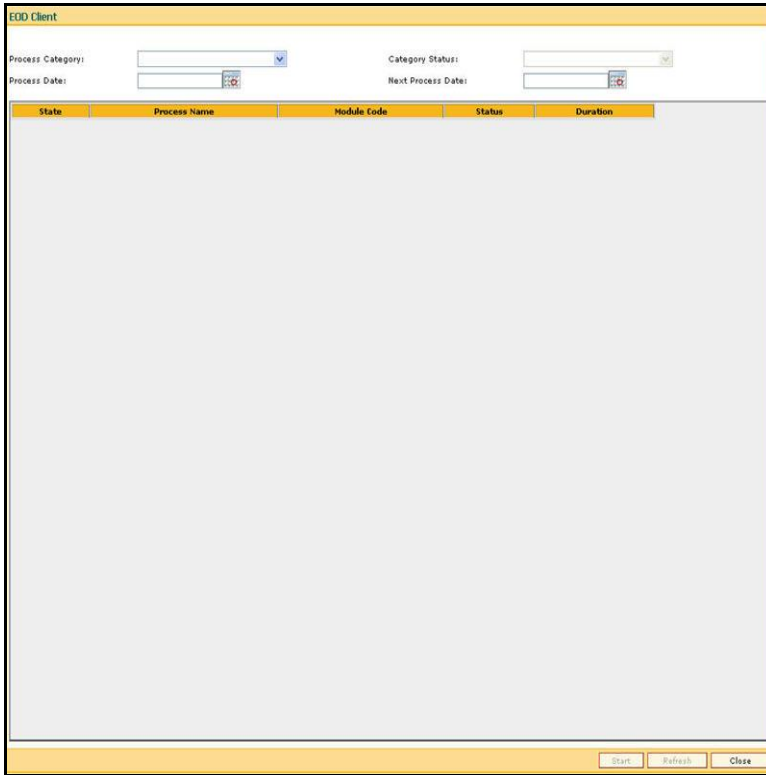
- Billing Reports

Access

- Fast Path: EOD10
- Operator Process > EOD/BOD Operations > EOD Processing

To generate batch reports

1. Take Pre Cutoff Backup before processing the EOD.
2. Log in to the **Flexcube Retail** application with a valid System Operator Login ID.
3. The **Flexcube Retail** window appears.
4. Access the **EOD Client** (Fast Path: EOD10) screen.



Field Description

Field Name	Description
Process Category	<p>[Mandatory, Drop-Down]</p> <p>The category of the process to be performed.</p> <p>The options are:</p> <ul style="list-style-type: none"> • End of Day: It is a process where a fixed set of shell or functionality are processed. A proper handoff of GL's to FLEXCUBE Corporate, Consolidation etc. is done in the EOD process. Interest related processing, GL Updatons, Draw-Down, Sweep-Outs, TD part redemption due to Sweep-In instructions, report related processing is done during the EOD processing. • Beginning Of Day: It is process where in some predefined functions are processed. The user can login in the system after the BOD is completed. The validation for BOD is that the previous day EOD should be

Field Name	Description
	<p>completed. For e.g. TD Maturity, SI Execution etc.</p> <ul style="list-style-type: none"> • Cutoff: It is a process where the process date of the system is changed to the next working day as maintained in the bank calendar. All the transactions entered in the system, till the point of cutoff, are picked up for EOD processing. The validation for cutoff is that the previous day BOD should be completed. • Transfer DB Scripts: This process was used earlier. • Apply DB Scripts: This process was used earlier. • Process CIF Handoff: This process is used to download the customers and related tables which are opened in other branch to the base branch of the customer. The validation for CIF handoff is that the previous day BOD should be completed. • Schedule Extracts: It is a processed to extract specific schedule and to have a proper handoff to the interface. • MONTHLY STATEMENTS: This process is used to generate the customer monthly statement in order to stream line the time during the actual EOM process. This process is run separately. This process can be run even after the BOD process next day. • Handoff After EOD: It is a processed to extract specific schedule and to have a proper handoff to the interface. • Elig Evaluation: It is a processed to evaluate the eligibility of the RVT schemes. • File Handoff: It is a processed to extract specific schedule and to have a proper handoff to the interface. • Automatic EFS for Converted Loan: This process is used to close the loan accounts with Automatic EFS Date falling on running day. If running of this process is skipped on a particular day, such accounts falling due for automatic closure on that day will be picked on next working day process. Future dated closure or back dated closure is not be supported. If the automatic closure date falls on a holiday, then such accounts will be picked up on the next working days process. All accounts attempted for such system initiated closure will be marked as Tried for both successful and failure cases. The accounts which are marked as Tried will not be picked up for further retries when the process is attempted at the later dates. • Mark for Write Off: In this process system displays the "Accounts marked for write off are pending processing. Cannot proceed" message for the account which are marked for write off for which the write off process has not been executed. If there are no accounts marked for write off, FLEXCUBE will start the process of marking

Field Name	Description
	<p>accounts for write off based on the parameters defined. The system displays the message "SUCCESS MESSAGE" after the process is completed.</p> <ul style="list-style-type: none"> Automatic Write Off: In this process system displays the "No accounts marked for write off, Cannot Proceed" message if no account is write off for which the write off process. Accounts manually marked for write off will be fully written off irrespective of the present CRR status or the DPD. If the accounts are marked for write off, FLEXCUBE will write off the accounts if the accounts meet the eligibility criteria as on the date of write off. Accounting entries including off balance sheet entries will be passed by the system pertaining to written off accounts. The system displays the message "SUCCESS MESSAGE" after the process is completed.
Category Status	<p>[Mandatory, Drop-Down]</p> <p>This field displays the status of the selected category. The status can be as follows:</p> <ul style="list-style-type: none"> Yet to Start Started Aborted Completed
Process Date	<p>[Mandatory, dd/mm/yyyy]</p> <p>This field displays the current process date for the selected process. Select the process date from the calendar.</p>
Next Process Date	<p>[Mandatory, dd/mm/yyyy]</p> <p>The field displays the next logical working day on which the process has to be run. Select the next process date from the calendar.</p>

Column Name	Description
State	<p>[Display]</p> <p>This field displays a different colour for different process state. The different colour displayed are:</p> <ul style="list-style-type: none"> Green - Run Red - Aborted Default - Other Status (Complete, Yet to Start)

Column Name	Description
Process Name	[Display] The name of the different process which are performed.
Module Code	[Display] The code of the module on which the process is performed.
Status	[Display] The status of the process performed. The status can be as follows: <ul style="list-style-type: none"> • Yet to Start • Started • Aborted • Completed
Duration	[Display] This field displays the duration for which the process was running, or when was the process completed.

5. Select **Cutoff** from the **Process Category** drop-down list.
6. Select the appropriate parameters in the **EOD Client** screen.
7. Click the **Start** button to start the cutoff process.
8. On successful completion of cutoff process, the system displays the message “Category Successfully Completed”.
9. Click the **OK** button.
10. Select **End of Day** from the **Process Category** drop-down list.
11. Click the **Start** button to start the EOD process.
12. On successful completion of EOD process, the system displays the message “Category Successfully Completed” and saves the reports in a folder in an appropriate location. For e.g. /home/wasadmin/USGapsSTR1/flexcube/host/runarea/rjsout.

Note: Once this is done, the operator should logout completely out of the system and login again. After the EOD Console is brought up again, the operator must check the process date displayed at the bottom right hand corner of the status bar below. The date should have moved to the next process date.

13. Take POSTEOD Backup for that process date before processing the BOD.
14. Select **Beginning of Day** from the **Process Category** drop-down list.
15. Click the **Start** button to start the EOD process.
16. On successful completion of BOD process, the system displays the message “Category Successfully Completed” and saves the reports in a folder in an appropriate location. For e.g. /home/wasadmin/USGapsSTR1/flexcube/host/runarea/rjsout.
17. Click the **OK** button.
18. Take POSTBOD Backup after executing the BOD.

2.2.1. Billing Reports

The billing reports include those reports that allow the branches to generate a comprehensive report on bills for collateral, bills for collection and the status of bills.

List of Billing Reports:

- BI002 - Bills For Collection Corrbank Wise
- BI005 - Bills Pending For Realization (Beneficiarywise)
- BI007 - Dispatched bills report
- BI009 - Protested Bills Report
- BI010 - Rejected Bills Report
- BI011 - Realised Bills Report
- BI012 - Drawee Outstanding Bills Report
- BI013 - Drawee-wise list of bills due
- BI015 - Limit Set Up Report
- BI016 - Bills Summary Report
- BI017 - Limit Expiry Report

BI002 - Bills For Collection Corrbank Wise

Banks accept collection bills from the customers and sends it to the correspondent banks / branches to whom it is drawn for collection. The various stages are bills lodging, dispatch, realisation, dishonour etc. This report provides the branch a comprehensive list of details of collection bills entered by correspondent wise.

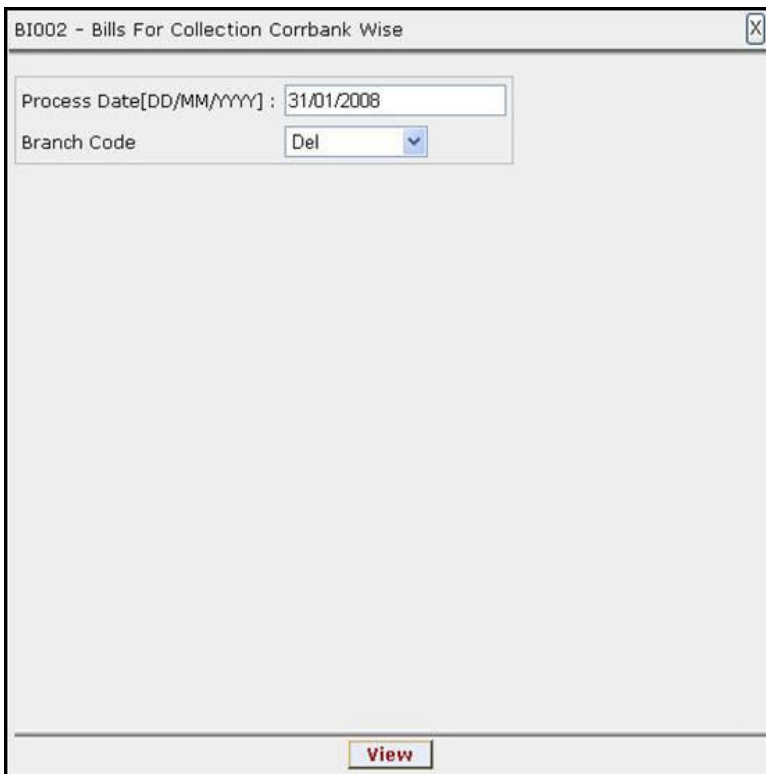
This is a report of collection bills lodged by various tellers. Details are grouped based on the correspondent bank. Each column of the report provides information on Serial no., Bill no., Beneficiary account no., Bill amount, Correspondent bank, Bill date, Maturity date, Doc ref no., Drawee account number, Bill type, Payment type, Collection date and Dispatch date. The information on instrument currency is also provided.

Frequency

- Daily (EOD)

To view and print the Bills For Collection Corrbank Wise Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Billing > Billing Reports > BI018 - Due Bills Status Change Report**.
4. The system displays the **BI002 – Bills For Collection Corrbank Wise** screen.



Field Description

Field Name	Description
Process Date[DD/MM/YYYY]:	[Mandatory, dd/mm/yyyy] The date for which the report is processed. Type a valid process date.
Branch Code	[Mandatory, Drop-Down] The code of the branch for which the report needs to be viewed. Select a valid branch code.

5. Enter the appropriate parameters in the **BI002 – Bills For Collection Corrbank Wise** screen.
6. Click the **View** button to view the report.
7. The system displays the **Bills For Collection Corrbank Wise Report** screen.

Bank : 335 DEMO BANK		FLEXCUBE		Run Date : 19-Apr-2007		
Branch : 999 Head Office		BILLS FOR COLLECTION CORRBANK WISE		Run Time : 09:49:39PM		
Op. Id : SYSOPER		FOR : 15-Jan-2008		Report No: BI002/1		
Sr/No	Bill No. Doc Ref No.	Benef Acct No. Drawee Acct No.	Bill Amt Bill Type	Corr. Bank Payment Type	Bill Dt. Collection Dt.	Maturity Dt. Dispatch Dt
Corr Bank Code :						
Instr. Currency : -						
1						
*** No data for this Report ***						

8. On the **File** menu, click **Print**.
9. The system displays the **Print** dialog box.
10. Select the appropriate parameters and click the **OK** button.

BI005 - Bills Pending For Realization (Beneficiarywise)

If bills are used as collaterals, the drawing power of the beneficiary will be automatically updated by the system. The beneficiary cannot exceed the account lendable margin defined in the risk card. The total overdraft against the bills drawn by the customer cannot exceed the lendable margin. Payee can pledge the bills as collateral only in the case when the risk card of the drawee is in regular status. This a comprehensive list of collateral bills.

This is a report of bills pending for realisation. This report is sorted based on the beneficiary. Each column of the report provides information on Serial no., Bill no., Collateral code, Bill type, Type of collateral, Bill amount, Account limit no., Correspondent bank, Bill date, Collection date, Maturity date, Dispatch date, Payment type, Doc ref no., Beneficiary account no. and Drawee account number.

Frequency

- Daily (EOD)

To view and print the Bills Pending For Realization (Beneficiarywise) Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Billing > Billing Reports > BI005 – Bills Pending For Realization (Beneficiarywise)**.
4. The system displays the **BI005 – Bills Pending For Realization (Beneficiarywise)** screen.

BI005 - Bills Pending For Realization (Beneficiarywise)

Process Date[DD/MM/YYYY] : 31/01/2008

Branch Code Del

View

BI005 - Bills Pending For Realization (Beneficiarywise)

Field Description

Field Name	Description
Process Date [DD/MM/YYYY]:	[Mandatory, dd/mm/yyyy] The date for which the report is processed. Type a valid process date.
Branch Code	[Mandatory, Drop-Down] The code of the branch for which the report needs to be viewed. Select a valid branch code.

5. Enter the appropriate parameters in the **BI005 – Bills Pending For Realization (Beneficiarywise)** screen.
6. Click the **View** button to view the report.
7. The system displays the **Bills Pending For Realization (Beneficiarywise) Report** screen.

BI005 - Bills Pending For Realization (Beneficiarywise)

Bank : 335 DEMO BANK		FLEXCUBE		Run Date : 19-Apr-2007				
Branch : 999 Head Office		Bills pending for realization (beneficiary wise)		Run Time : 09:49:51PM				
Op. Id : SYSOPER		FOR : 15-Jan-2008		Report No: BI005/1				
Sr1 No	Bill No. Collat. Code	Bill Type Type of Collat.	Bill Amt Limit No.	Acct Corr. Bank Payment Type	Bill Dt. Doc Ref No.	Collection Dt. Benef Acct No.	Maturity Dt.	Dispatch Dt Drawee Acct No.
Beneficiary Full Name:		A/C No.:		Cust ID:		Address:, ,		
Instr. Currency : -								
1								
-								
*** No data for this Report ***								

BI005 - Bills Pending For Realization (Beneficiarywise)

8. On the **File** menu, click **Print**.
9. The system displays the **Print** dialog box.
10. Select the appropriate parameters and click the **OK** button.

BI007 - Dispatched bills report

After the bills are entered and authorised, the bills will be dispatched to the correspondent bank on the scheduled date. System will also generate contingent GL entries for dispatch. In the BOD of dispatch date, this report will be generated for the bills that have been dispatched for collection.

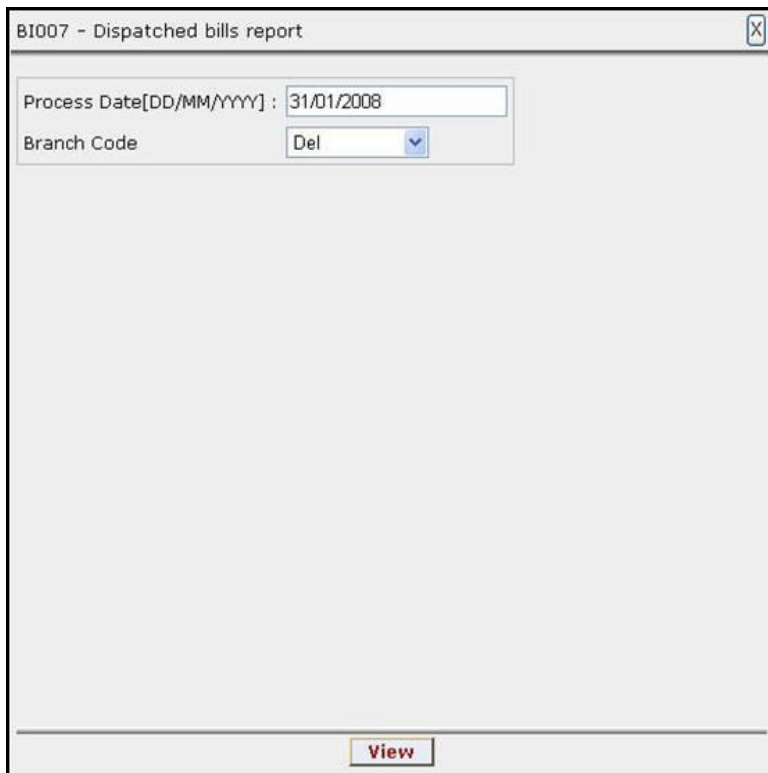
This is a report of collateral type of bills dispatched for the day. Details are grouped based on the correspondent bank. Each column of the report provides information on Serial no., Bill no., Bill type, Bill amount, Correspondent bank, Bill date, Collection date, Maturity date, Dispatch date, Collateral code, Collateral number, Account limit no., Type of collateral, Payment type, Doc ref no., Beneficiary account number and Drawee account number.

Frequency

- Daily (BOD)

To view and print the Dispatched bills report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Billing > Billing Reports > BI007 – Dispatched bills report**.
4. The system displays the **BI007 – Dispatched bills report** screen.



BI007 - Dispatched bills report

Process Date[DD/MM/YYYY] : 31/01/2008

Branch Code Del

View

Field Description

Field Name	Description
Process Date [DD/MM/YYYY]:	[Mandatory, dd/mm/yyyy] The date for which the report is processed. Type a valid process date.
Branch Code	[Mandatory, Drop-Down] The code of the branch for which the report needs to be viewed. Select a valid branch code.

5. Enter the appropriate parameters in the **BI007 – Dispatched bills report** screen.
6. Click the **View** button to view the report.
7. The system displays the **Dispatched bills report** screen.

Bank : 335 DEMO BANK	FLEXCUBE	Run Date : 24-May-2007				
Branch : 999 Head Office	DISPATCHED BILLS REPORT	Run Time : 04:28:58PM				
Op. Id : SSUPP2	FOR : 30-Jun-2008	Report No: BI007/1				
Sr Bill No.	Bill Type	Bill Amt Acct Limit No.Corr. Bank	Bill Dt.	Collection Dt.	Maturity Dt.	Dispatch Dt
No Collat.Cd-Collat.Nm	Type of Collat.	Payment Type	Doc Ref No.	Benef Acct No.		Drawee Acct No.
Corr Bank						
*** No data for this Report ***						

8. On the **File** menu, click **Print**.
9. The system displays the **Print** dialog box.
10. Select the appropriate parameters and click the **OK** button.

BI009 - Protested Bills Report

The non-payment of the bills by the drawee can lead to a protest, mediated by the central authority. Once the grace period after the maturity date passes, if the protest is requested by the customer, the bill will be marked as protest. All these bills marked as protest by the system will be shown in this report.

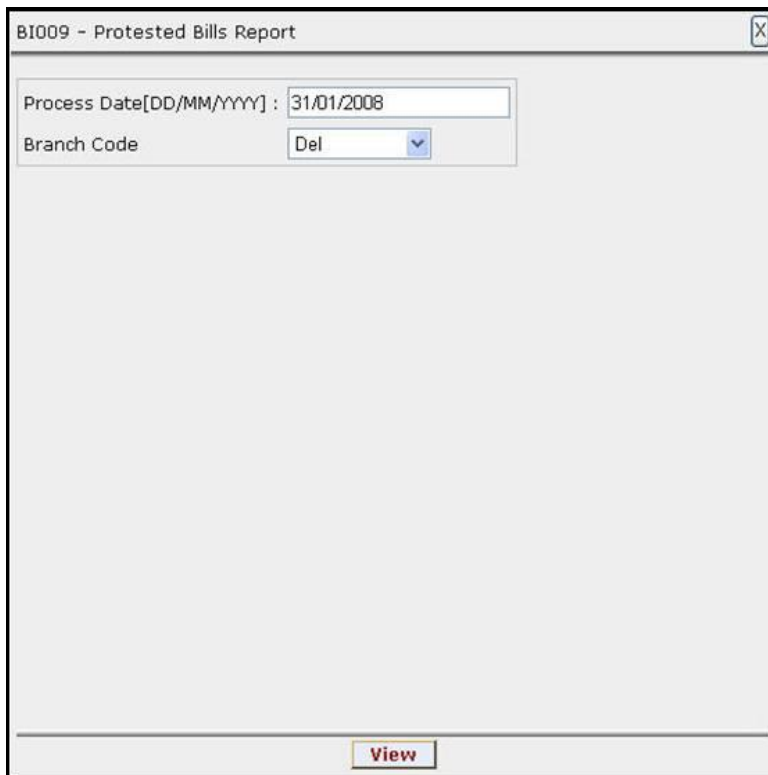
This is a report of protested bills list. Each column of the report provides information on Serial no., Bill no., Collateral code, Bill type, Type of collateral, Bill amount, SC amount, Account limit no., Correspondent bank, Bill date, Collection date, Maturity date, Dispatch date, Payment type, Doc ref no., Beneficiary account no. and Drawee account number.

Frequency

- Daily (EOD)

To view and print the Protested Bills Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Billing > Billing Reports > BI009 – Protested Bills Report**.
4. The system displays the **BI009 – Protested Bills Report** screen.



BI009 - Protested Bills Report

Process Date[DD/MM/YYYY] : 31/01/2008

Branch Code Del

View

Field Description

Field Name	Description
Process Date [DD/MM/YYYY]:	[Mandatory, dd/mm/yyyy] The date for which the report is processed. Type a valid process date.
Branch Code	[Mandatory, Drop-Down] The code of the branch for which the report needs to be viewed. Select a valid branch code.

5. Enter the appropriate parameters in the **BI009 – Protested Bills Report** screen.
6. Click the **View** button to view the report.
7. The system displays the **Protested Bills Report** screen.

Bank : 335 DEMO BANK	FLEXCUBE	Run Date : 26-Apr-2007							
Branch : 999 Head Office	PROTESTED BILLS REPORT	Run Time : 10:55:50PM							
Op. Id : SYSOPER	FOR : 15-Feb-2008	Report No: BI009/1							
Sr No	Bill No. Collat. Code	Bill Type Type of Collat.	Bill Amt Acct Limit	SC Amt NoPayment	Corr. Bank Type	Bill Dt. Doc Ref No.	Collection Dt. Benef Acct No.	Maturity Dt.	Dispatch Dt. rawee Acct No.
Currency:									
*** No data for this Report ***									

8. On the **File** menu, click **Print**.
9. The system displays the **Print** dialog box.
10. Select the appropriate parameters and click the **OK** button.

BI010 - Rejected Bills Report

If payment from the drawee does not come till maturity date, the system will mark the bill as rejected on the next day of maturity. At the time of marking the bill as reject, the contingent entries are reversed by the system. All the bills that are marked as rejected will be shown in this report.

This is a report of bills marked as rejected. Each column of the report provides information on Serial no., Bill no., Collateral code, Bill type, Type of collateral, Bill amount, SC amount, Account limit no., Correspondent bank, Bill date, Collection date, Maturity date, Dispatch date, Payment type, Doc ref no., Beneficiary account number and drawee account number.

Frequency

- Daily (EOD)

To view and print the Rejected Bills Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Billing > Billing Reports > BI010 – Rejected Bills Report**.
4. The system displays the **BI010 – Rejected Bills Report** screen.

BI010 - Rejected Bills Report

Process Date[DD/MM/YYYY] : 31/01/2008

Branch Code Del

View

Field Description

Field Name	Description
Process Date [DD/MM/YYYY]:	[Mandatory, dd/mm/yyyy] The date for which the report is processed. Type a valid process date.
Branch Code	[Mandatory, Drop-Down] The code of the branch for which the report needs to be viewed. Select a valid branch code.

5. Enter the appropriate parameters in the **BI010 – Rejected Bills Report** screen.
6. Click the **View** button to view the report.
7. The system displays the **Rejected Bills Report** screen.

Bank : 335 DEMO BANK	FLEXCUBE	Run Date : 23-May-2007						
Branch : 999 Head office	REJECTED BILLS REPORT	Run Time : 12:31:37AM						
Op. Id : SYSOPER	FOR : 31-Jan-2008	Report No: BI010/1						
Sr1 Bill No.	Bill Type	Bill Amt	SC Amt	Corr. Bank	Bill Dt.	Collection Dt.	Maturity Dt.	Dispatch Dt.
No Collat. Code	Type of Collat.	Acct Limit	No.	Payment Type	Doc Ref No.	Benef Acct No.		rawee Acct No.
Currency:								
*** No data for this Report ***								

8. On the **File** menu, click **Print**.
9. The system displays the **Print** dialog box.
10. Select the appropriate parameters and click the **OK** button.

BI011 - Realised Bills Report

Bills are lodged and dispatched to the correspondent banks / branches for collection. When the realisations advice is received from the correspondent bank, the user in **FLEXCUBE** does the settlement transaction which marks the bill realised. All the bills that have been realized by the teller through payment by any of the modes will be shown in this report.

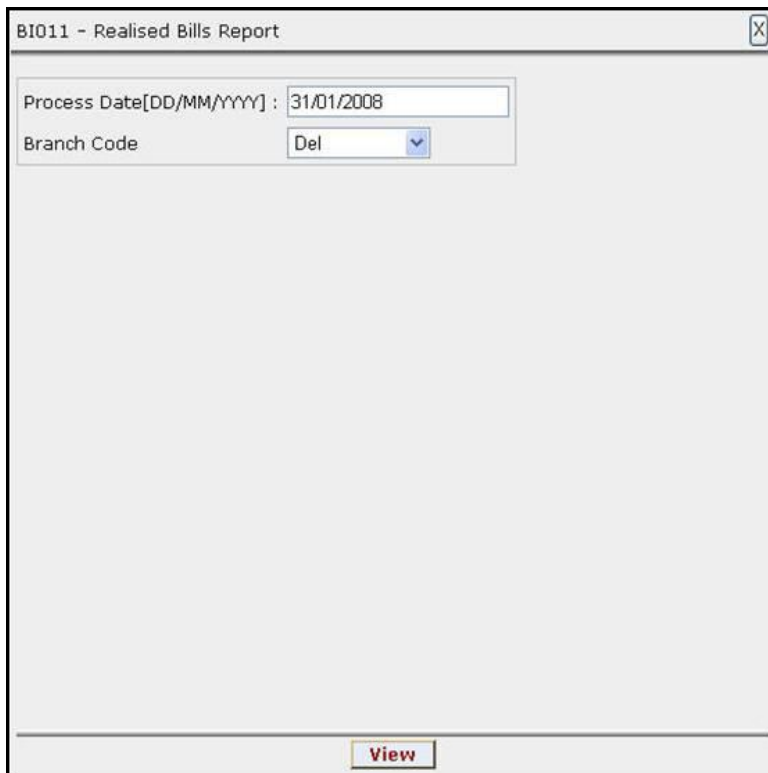
This report provides a list of realised bills. Each column of the report provides information on Serial no., Bill no., Collateral code, Bill type, Type of collateral, Bill amount, Account limit no., SC amount, Correspondent bank, Bill date, Collection date, Maturity date, Dispatch date, Payment type, Doc ref no., Beneficiary account number and Drawee account number.

Frequency

- Daily (EOD)

To view and print the Realised Bills Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Billing > Billing Reports > BI011 – Realised Bills Report**.
4. The system displays the **BI011 – Realised Bills Report** screen.



BI011 - Realised Bills Report

Process Date[DD/MM/YYYY] : 31/01/2008

Branch Code Del

View

Field Description

Field Name	Description
Process Date [DD/MM/YYYY]:	[Mandatory, dd/mm/yyyy] The date for which the report is processed. Type a valid process date.
Branch Code	[Mandatory, Drop-Down] The code of the branch for which the report needs to be viewed. Select a valid branch code.

5. Enter the appropriate parameters in the **BI011 – Realised Bills Report** screen.
6. Click the **View** button to view the report.
7. The system displays the **Realised Bills Report** screen.

Sr No	Bill No.	Collat. Code	Bill Type	Type of Collat.	Bill Amt	SC Amt	Corr. Bank	Payment Type	Bill Dt.	Doc Ref No.	Collection Dt.	Maturity Dt.	Dispatch Dt.	rawee Acct No.
Currency:														
*** No data for this Report ***														

8. On the **File** menu, click **Print**.
9. The system displays the **Print** dialog box.
10. Select the appropriate parameters and click the **OK** button.

BI012 - Drawee Outstanding Bills Report

In **FLEXCUBE**, the **Drawee Risk Card Maintenance** option allows to track the risk details of the drawee of a collateral bill type. This enables the system to validate for Drawee risk card limits, margin etc. Limits can be provided to a drawee only if his /her risk card status is regular.

This report provides a list of bills outstanding based on the drawee. Each column of the report provides information on Serial no., Bill no., Collateral code, Bill type, Type of collateral, Bill amount, Account limit no., Correspondent bank, Bill date, Collection date, Maturity date, Dispatch date, Payment type, Doc ref no., Beneficiary account number and Risk card id.

Frequency

- Daily (EOD)

To view and print the Drawee Outstanding Bills Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Billing > Billing Reports > BI012 – Drawee Outstanding Bills Report**.
4. The system displays the **BI012 – Drawee Outstanding Bills Report** screen.

BI012 - Drawee Outstanding Bills Report

Process Date[DD/MM/YYYY] : 31/01/2008

Branch Code Del

View

Field Description

Field Name	Description
Process Date[DD/MM/YYYY]:	[Mandatory, dd/mm/yyyy] The date for which the report is processed. Type a valid process date.
Branch Code	[Mandatory, Drop-Down] The code of the branch for which the report needs to be viewed. Select a valid branch code.

5. Enter the appropriate parameters in the **BI012 – Drawee Outstanding Bills Report** screen.
6. Click the **View** button to view the report.
7. The system displays the **Drawee Outstanding Bills Report** screen.

Sr No	Bill No.	Collat. Code	Bill Type	Type of Collat.	Bill Amt	Acct Limit No.	Corr. Bank	Payment Type	Bill Dt.	Doc Ref No.	Collection Dt.	Benef Acct No.	Maturity Dt.	Dispatch Dt.	Risk Card ID
*** No data for this Report ***															

8. On the **File** menu, click **Print**.
9. The system displays the **Print** dialog box.
10. Select the appropriate parameters and click the **OK** button.

BI013 - Drawee-wise list of bills due

Due bills are the bills that have crossed their maturity date and have not been paid by the drawer. In case of non-payment of dues of collateral bills the limits against which such collaterals were attached will have the drawing power reduced and accounts will go into over line. The various due bills states are Realization, Partial Realization, Dishonour, Due, Held in Branch, Return to Customer, To be protested, Protested in court, Protest revoked etc. This is a comprehensive list of drawee wise due bills.

This is a drawee wise due bills report. Each column of the report provides information on Serial no., Bill no., Bill type, Bill amount, Account limit no., Correspondent bank, Bill date, Collection date, Maturity date, Dispatch date, Collateral code, Collateral name, Type of collateral, Payment type, Doc ref no., Beneficiary account number and Drawee account number.

Frequency

- Daily (EOD)

To view and print the Drawee-wise list of bills due Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Billing > Billing Reports > BI013 – Drawee-wise list of bills due**.
4. The system displays the **BI013 – Drawee-wise list of bills due** screen.

BI013 - Drawee-wise list of bills due

Process Date[DD/MM/YYYY] : 31/01/2008

Branch Code Del

View

Field Description

Field Name	Description
Process Date[DD/MM/YYYY]:	[Mandatory, dd/mm/yyyy] The date for which the report is processed. Type a valid process date.
Branch Code	[Mandatory, Drop-Down] The code of the branch for which the report needs to be viewed. Select a valid branch code.

5. Enter the appropriate parameters in the **BI013 - Drawee-wise list of bills due** screen.
6. Click the **View** button to view the report.
7. The system displays the **Drawee-wise list of bills due** screen.

Bank : 335 DEMO BANK		FLEXCUBE			Run Date : 26-Apr-2007				
Branch : 999 Head Office		DRAWEE-WISE DUE BILLS REPORT			Run Time : 10:59:58PM				
Op. Id : SYSOPER		FOR : 15-Feb-2008			Report No: BI013/1				
Sr No	Bill No. Collat.Code - Collat.Name	Bill Type Type of Collat.	Bill Amt	Acct Limit No.	Corr. Bank Payment Type	Bill Dt. Doc Ref No.	Collection Dt. Benef Acct No.	Maturity Dt.	Dispatch Dt Drawee Acct No.
Drawee Id :		Drawee Name :							
Instr. Currency: -									
1	-								
*** No data for this Report ***									

8. On the **File** menu, click **Print**.
9. The system displays the **Print** dialog box.
10. Select the appropriate parameters and click the **OK** button.

BI015 - Limit Set Up Report

Based on the credit worthiness of the drawee, a percentage limit will be setup. This limit will be used for validating the overdraft facility given to the payee in the due course. This limit is modifiable and can be cancelled for a given drawee. The drawee of the bill should be a valid risk card holder and if a bill is attached as collateral, the system will validate the account limits, the Drawee risk card limits, the margin etc.

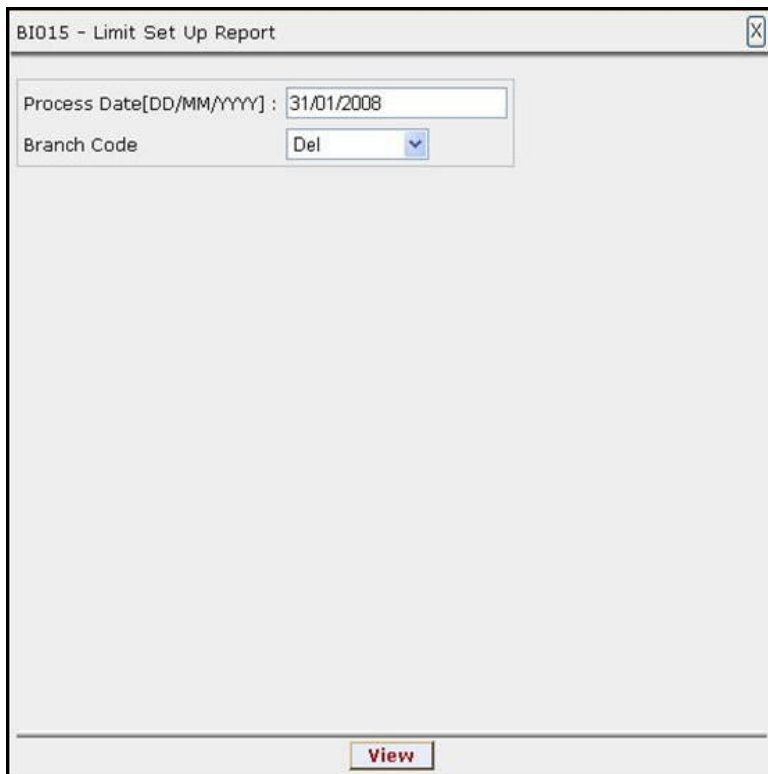
This is a limit set up report. Each column of the report provides details about Drawee Risk card number, Home Branch, Working Capital, Lendable Margin, Bill Used Value, IC Start Date, Risk card Start Date, Credit Rating, No. of protests lodged, Full Name, Account Lendable Margin, Issuance Source, IC Expiry Date, Risk card Expiry Date and Card Status.

Frequency

- Daily (EOD)

To view and print the Limit Set Up Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Billing > Billing Reports > BI015 – Limit Set Up Report**.
4. The system displays the **BI015 – Limit Set Up Report** screen.



BI015 - Limit Set Up Report

Process Date[DD/MM/YYYY] : 31/01/2008

Branch Code Del

View

Field Description

Field Name	Description
Process Date [DD/MM/YYYY]:	[Mandatory, dd/mm/yyyy] The date for which the report is processed. Type a valid process date.
Branch Code	[Mandatory, Drop-Down] The code of the branch for which the report needs to be viewed. Select a valid branch code.

5. Enter the appropriate parameters in the **BI015 - Limit Set Up Report** screen.
6. Click the **View** button to view the report.
7. The system displays the **Limit Set Up Report** screen.

Drawee Risk Card Number	Home Branch Full Name	Working Capital	Lendable Margin A/c Lendable Margin	Bill used value	IC Start Dt. Expiry Dt	Riskcard Start Dt. Expiry Dt.	Credit Rating	No. of protests	Todged
*** No data for this Report ***									

8. On the **File** menu, click **Print**.
9. The system displays the **Print** dialog box.
10. Select the appropriate parameters and click the **OK** button.

BI016 - Bills Summary Report

Branches enter various types of bills and send them to correspondent banks/ branches for collection. After the realisation / dishonour advice is received, this entry gets marked off. The various stages are bills lodging, dispatch, realisation, dishonour etc. A bill can come to the branch as either inward bill or outward bill for collection. This report provides information about the number of bills lodged in a branch and the status of the bills for follow up purpose.

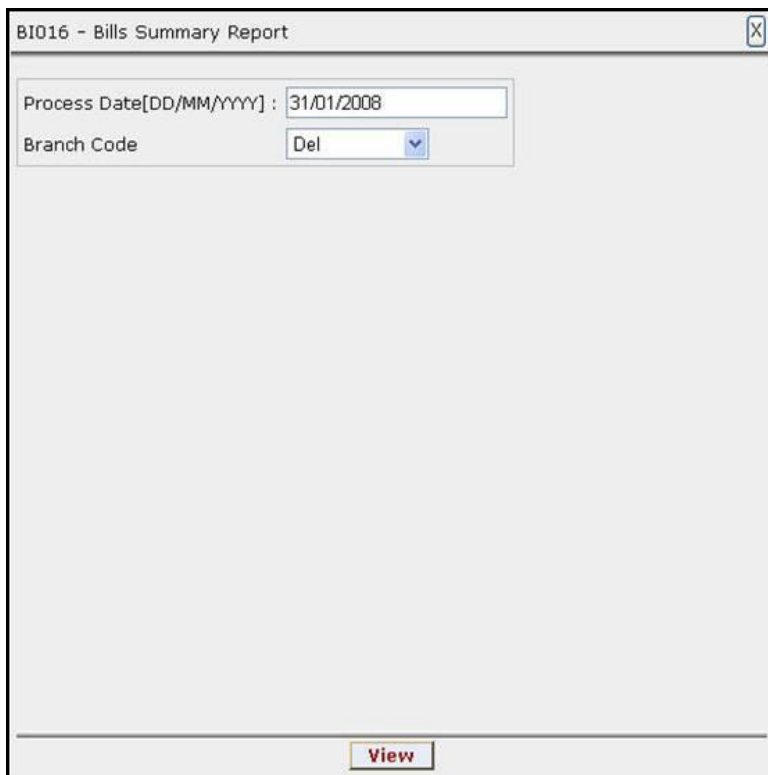
This is a bill summary report as on the run date. Each column of the report provides information on Bills Status, Count of Bills and Total Amount of Bills.

Frequency

- Daily (EOD)

To view and print the Bills Summary Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Billing > Billing Reports > BI016 – Bills Summary Report**.
4. The system displays the **BI016 – Bills Summary Report** screen.



BI016 - Bills Summary Report

Process Date[DD/MM/YYYY] : 31/01/2008

Branch Code Del

View

Field Description

Field Name	Description
Process Date[DD/MM/YYYY]:	[Mandatory, dd/mm/yyyy] The date for which the report is processed. Type a valid process date.
Branch Code	[Mandatory, Drop-Down] The code of the branch for which the report needs to be viewed. Select a valid branch code.

5. Enter the appropriate parameters in the **BI016 – Bills Summary Report** screen.
6. Click the **View** button to view the report.
7. The system displays the **Bills Summary Report** screen.

Bank : 335 DEMO BANK	Flexcube	Run Date : 23-May-2007
Branch : 999 Head Office	Bill Summary Report	Run Time : 12:32:20AM
Op. Id : SYSOPER	FOR : 31-Jan-2008	Report No: BI016/1
Bills Status	Count of Bills	Total Amount of Bills
Branch Code:		
*** No data for this Report ***		

8. On the **File** menu, click **Print**.
9. The system displays the **Print** dialog box.
10. Select the appropriate parameters and click the **OK** button.

BI017 - Limit Expiry Report

Risk card maintenance allows the bank to capture details like Lendable Margin, risk card start date, end date etc. Based on the credit worthiness of the drawee, end date is set for the risk card. When the risk card is about to expire, investigation department will carry out the review for extension of end date. The various risk card status are regular, under investigation, expired etc. In the events of non-payment i.e. dishonouring the bill, the bill is sent to the court for protest purpose. The cumulative count of the bills sent to court is stored and also shown in this report.

This is a limit expiry report. Each column of the report provides information about the Drawee Risk card number, Home Branch, Working Capital, Lendable Margin, Bill Used Value, IC Start Date, Risk card Start Date, Credit Rating, No. of protests, Full Name, Account Lendable Margin, Issuance Source, IC Expiry Date, Risk card Expiry Date and Card Status.

Frequency

- Daily (EOD)

To view and print the Limit Expiry Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Billing > Billing Reports > BI017 – Limit Expiry Report**.
4. The system displays the **BI017 – Limit Expiry Report** screen.

The screenshot shows a web application window titled "BI017 - Limit Expiry Report". At the top, there is a search area with two fields: "Process Date[DD/MM/YYYY]" containing the text "31/01/2008" and "Branch Code" with a dropdown menu showing "Del". Below these fields is a large, empty white area. At the bottom center of the window, there is a yellow button labeled "View".

Field Description

Field Name	Description
Process Date [DD/MM/YYYY]:	[Mandatory, dd/mm/yyyy] The date for which the report is processed. Type a valid process date.
Branch Code	[Mandatory, Drop-Down] The code of the branch for which the report needs to be viewed. Select a valid branch code.

5. Enter the appropriate parameters in the **BI017 - Limit Expiry Report** screen.
6. Click the **View** button to view the report.
7. The system displays the **Limit Expiry Report** screen.

Bank : 335 DEMO BANK	LIMIT EXPIRY	Run Date : 09-May-2007
Branch : 999 Head office	REPORT	Run Time : 09:45:56PM
Op. Id : SYSOPER	FOR : 01-Jun-2008	Report No: BI017/1
Drawee Risk Home Branch	Working Capital Lendable Margin Bill Used ValueIC Start Dt	Riskcard Start DtCredit Ratin No. of
Card Number Full Name	A/c Lendable Margin Issuance SourceIC Expiry Dt	Riskcard Expiry DCard Status protests
*** No data for this Report ***		

8. On the **File** menu, click **Print**.
9. The system displays the **Print** dialog box.
10. Select the appropriate parameters and click the **OK** button.