Oracle FLEXCUBE Core Banking

Safe Deposit Box Reports Manual
Release 11.6.0.0.0

Part No. E65544-01

October 2015

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Safe Deposit Box Reports Manual
October 2015

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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

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1.5. Related Information Sources

For more information on Oracle FLEXCUBE Core Banking Release11.5.0.0.0, refer to the following documents:

- Oracle FLEXCUBE Core Banking Licensing Guide

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2. Safe Deposit Box 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.

Oracle Flexcube supports report generation in PDF, HTML and Excel formats. Based on the system configuration the reports can be generated in any of the above mentioned format.

Note 1: Reports can be generated by using the **Report Request** (Fast Path: 7775) option. Reports can be viewed/printed using the **Advice/Report Status Inquiry** (Fast Path: 7778) option. The above screens can be accessed by navigating through the following path: **Transaction Processing** > **Internal Transactions** > **Reports**.
Note 2: 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 Report

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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

- Safe_Box_Reports

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2.1.1. Safe Box Reports

The Safe Box Reports include reports of safe deposit box rental and allotment due.

List of Safe Box Reports:

- SB002 - Safe Box User Report
- SB007 - SDB Past Due Report
- SB010 - Master Box Listing Report

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SB002 - Safe Box User Report

Safe Deposit Boxes (SDB) are allotted to eligible customers using the **Safe Box Allotment** (Fast Path: 8057) option. Using the **Safe Box Usage Log (**Fast Path: SB001) option, the usage of the SDBs during the day are maintained. To keep track of the total SDBs for the branch an adhoc report can be generated. This report gives listing of the SDB allotments on the branch.

This is the Safe Box User Report generated for the branch. Each column of this report provides details on Safe Box ID, Product Name, Allotment Number and Customer Name.

To generate the Safe Box User Report

1. Access the **Report Request** (Fast Path: 7775) screen.

2. Ensure that the **Adhoc Reports** button is selected.

3. Navigate through **Safe Deposit Box > Safe Box Reports > SB002 - Safe Box User Report.**

4. The system displays the **SB002 - Safe Box User Report** screen.

SB002 - Safe Box User Report

Input Parameters

Enter the safe box type [   ]   Waived Service Charge: ☑

Enter the branch code [   ]

Generate

Field Description

Field Name	Description
Enter the safe box type	[Mandatory, Alphanumeric, Six] Type the valid Safe Box category to generate the report.
Enter the branch code	[Mandatory, Numeric, Five] Type the branch code to generate the report.

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Field Name	Description
Waived Service Charge	[Optional, Check Box] Select the check box to waive the service charge.

5. Enter the appropriate parameters in the **SB002 - Safe Box User Report** screen.

6. Click the **Generate** button.

7. The system displays the message "Report Request Submitted". Click the **OK** button.

8. The system generates the **Safe Box User Report.** For reference, a specimen of the report generated is given below:

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```
Bank   : 335      DEMO BANK              Flexcube              Run Date :  02-Jan-2009
Branch : 9999     DEMO              Safe Box User Report       Run Time :   3:28PM
Op. ID : TNEHA                      Safe Box Type : 77         Report No: SB002/1
                                       For: 15-Dec-2007
```

Safe Box ID	Product Name	Allotment No.	Customer Name
83	SAFE DEPOSIT BOX - prod type correct	99000000001440	JOHN H DCOSTA
84	SAFE DEPOSIT BOX - prod type correct	99000000002440	TERRY
85	SAFE DEPOSIT BOX - prod type correct	99000000003440	TERRY
86	SAFE DEPOSIT BOX - prod type correct	99000000004440	TERRY
87	SAFE DEPOSIT BOX - prod type correct	99000000005440	TERRY
88	SAFE DEPOSIT BOX - prod type correct	99000000006440	TERRY
89	SAFE DEPOSIT BOX - prod type correct	99000000007440	TERRY
90	SAFE DEPOSIT BOX - prod type correct	99000000008440	TERRY
91	SAFE DEPOSIT BOX - prod type correct	99000000009440	TERRY

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SB007 - SDB Past Due Report

Rent is charged by bank for maintenance of the Safe Deposit Boxes (SDBs) allotted to the customers. The amount of rent is defined through the Service Charges maintenance. Rent is recovered by debit to the provider from the CASA Account or by any other mode as specified during SBD opening. At the end of day a batch report enlists the SDBs for which the rent is past due and thus enables the branches for effective follow-up.

This is the report for SDB Past Due. Each column of this report provides details on - Safe Box ID, Allotment Number, Account Title, Customer ID, Mobile Phone, Office Phone, Home Phone, Product Type, Due Since, Rent Due, Past Due Days, Provider CASA Account Number, and Provider CASA Account Status.

To generate the SDB Past Due Report

1. Access the **Report Request** (Fast Path: 7775) screen.

2. Ensure that the **Adhoc Reports** button is selected.

3. Navigate through **Safe Deposit Box > Safe Box Reports > SB007 - SDB Past Due Report.**

4. The system displays the **SB007 - SDB Past Due Report** screen.

SB007 - SDB Past Due Report

Waived Service Charge: ☑

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 **SDB Past Due Report**.

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To view and print the SDB Past Due Report

1. Access the **Advice/Report Status Enquiry** (Fast Path: 7778) screen.

2. Select the check box corresponding to **SB007 - SDB Past Due Report**.

3. Click the **View** button to view the report.

4. The system displays the **SDB Past Due Report** screen.

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```
                    SDB Past Due Report
-----------------------------------------------------------------------------------------------------------------
Bank Name      Bank Danamon              Page Number     Page -1 of 1
Branch Code    9999
                         Report      SDB07
Branch Name    Head Office             Date        30-Apr-2008
Operator ID    SAMOL
-----------------------------------------------------------------------------------------------------------------
Safe Box l Allotment No Account Titl Customer l Mobile   Office    Home    Product  Due Since   Rent   Past Due  Provider   provider
                                     ------Phone ------Phone--------Phone-----Type -----------------Due    -Days-------CASA account-casa a/c sta-----
 1001   000000026955      602155                         SDB-L      0.00         000000026955
-----------------------------------------------------------------------------------------------------------------
 1002   000000032383      601552                         SDB-L      0.00         000000032383
-----------------------------------------------------------------------------------------------------------------
 1003   000000032417      601552                         SDB-L      0.00         000000032417
-----------------------------------------------------------------------------------------------------------------
 1005   000000032524      601538                         SDB-L      0.00         000000032524
-----------------------------------------------------------------------------------------------------------------
 1006   000000032540      601538                         SDB-L      0.00         000000032540
-----------------------------------------------------------------------------------------------------------------
 1008   000000032599      601532                         SDB-L      0.00         000000032599
-----------------------------------------------------------------------------------------------------------------
 1010   000000032706      601532                         SDB-L      0.00         000000032706
-----------------------------------------------------------------------------------------------------------------
 1011   000000032714      601532                         SDB-L      0.00         000000032714
-----------------------------------------------------------------------------------------------------------------
 1012   000000032730      601532                         SDB-L      0.00         000000032730
-----------------------------------------------------------------------------------------------------------------
 1013   000000036475      602423                         SDB-L      0.00         000000036475
-----------------------------------------------------------------------------------------------------------------
```

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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.

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SB010 - Master Box Listing Report

Safe Deposit Boxes (SDBs) are allotted to eligible customers using the **Safe Box Allotment** (Fast Path: 8057) option. Using the **Safe Box Usage Log** (Fast Path: SB001) option, usage of the SDBs during the day are maintained. To keep track of the total SDBs for the branch an adhoc report can be generated. This report gives the complete overview of the SDB allotments on the branch.

This is the report for Master Box Listing. Each column of this report provides details on Safe Box ID, Product Type, Allotment Number, Customer ID, Account Title, Safe Deposit Box Status, Date Open, Date Due, Provider Current and Savings Account, Rent Amount Due, Tax Due, Total Due and Key Deposit Amount.

To generate the Master Box Listing Report

1. Access the **Report Request** (Fast Path: 7775) screen.

2. Ensure that the **Adhoc Reports** button is selected.

3. Navigate through **Safe Deposit Box > Safe Box Reports > SB010 - Master Box Listing Report.**

4. The system displays the **SB010 - Master Box Listing Report** 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". Click the **OK** button.

8. The system generates the **Master Box Listing Report**. For reference, a specimen of the report generated is given below:

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Master Box Listing Report

Bank Code	335					Page Number	Page -1 of 1
Bank Name	DEMO BANK					Report	SDB010
Branch Code	9999					Date	15-Mar-2008
Branch Name	DEMO					Operator ID	TNEHA

Safe Box ID	Product Type	Allotment Number	Customer ID	Account Title	SDB Status	Date Open	Date Due	Provider Casa	Rent Amount Due	Tax due	Total due	Key deposit amount
6	77	6000000037444	603958	SIGITA	Open/Regular	11/30/2007	02/29/2008	600000003744	0.00	0.00	0.00	0.00
7	77	6000000037544	603958	SIGITA	Open/Regular	11/30/2007	11/30/2007	600000003754	0.00	0.00	0.00	0.00
1	77	6000000027544	603969	PARAGDEKA1	Open/Regular	11/30/2007	01/15/2008	600000002754	0.00	0.00	0.00	1000.00
2	77	6000000028244	603971	PARAGDEKA1	Open/Regular	11/30/2007	01/15/2008	600000002824	0.00	0.00	0.00	0.00
33	77	6000000092344	604527	ARVINDKUMAR	Open/Regular	11/30/2007	02/29/2008	600000009234	0.00	0.00	0.00	0.00
57	77	6000000118844	604532	GeorgePaul	Forced Renewed	12/15/2007	02/29/2008	600000011884	0.00	0.00	0.00	0.00
61	77	6000000122844	604532	GeorgePaul	Forced	11/30/2007	02/29/2008	600000012284	0.00	0.00	0.00	15000.00

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2.2. Batch Reports

Batch reports are automatically generated at the end of day (EOD) or beginning of day (BOD). Reports and advices can be requested from the **Report Request** (Fast Path - 7775) 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 end of the day 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 local offices. 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 Relationship Pricing (RP), etc.

Beginning of the Day (BOD) 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:

- Safe Box 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.

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Field Description

Field Name	Description
Process Category	[Mandatory, Drop-Down]
	Select the category of the process to be performed.
	The options are:
	• 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 Updations, 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 completed. For e.g. TD Maturity, Standing Instruction (SI) Execution, etc.
	• 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

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Field Name	Description

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 accounts for write off based on the parameters defined. The system displays the message "SUCCESS MESSAGE" after the process is completed.

- 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

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Field Name	Description
	process. Accounts manually marked for write off will be fully written off irrespective of the present Credit Risk Rating (CRR) status or the days past due. 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	[Mandatory, Drop-Down]
	This field displays the status of the selected category.
	The status can be as follows:
	• Yet to Start
	• Started
	• Aborted
	• Completed
Process Date	[Mandatory, Pick List, dd/mm/yyyy]
	Select the process date from the calendar.
	By default, this field displays the current process date for the selected process.
Next Process Date	[Mandatory, Pick List, dd/mm/yyyy]
	Select the next process date from the calendar.
	By default, this field displays the next logical working day on which the process has to be run.

Column Name	Description
State	[Display]
	This column displays a different colour for different process state.
	The different colour displayed are:
	• Green - Run
	• Red - Aborted
	• Default - Other Status (Complete, Yet to Start)
Process Name	[Display]
	This column displays the name of different processes which are performed.

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Column Name	Description
Module Code	[Display]
	This column displays the code of the module on which the process is performed.
Status	[Display]
	This column displays the status of the process performed.
	The status can be as follows:
	• Yet to Start
	• Started
	• Aborted
	• Completed
Duration	[Display]
	This column 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.

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2.2.1. Safe Deposit Reports

The Safe Box Reports include reports of safe deposit box past due.

List of Safe Deposit Reports:

- SB007 - SDB Past Due Report

SB007 - SDB Past Due Report

Rent is charged by bank for maintenance of the Safe Deposit Boxes (SDBs) allotted to the customers. The amount of rent is defined through the Service Charges maintenance. Rent is recovered by debit to the provider CASA Account or by any other mode as specified during SBD opening. At the end of day a batch report enlists the SDBs for which the rent is past due and thus enables the branches for effective follow-up.

This is the report for SDB Past Due. Each column of this report provides details on - Safe Box ID, Allotment Number, Account Title, Customer ID, Mobile Phone, Office Phone, Home Phone, Product Type, Due Since, Rent Due, Past Due Days, Provider CASA Account Number, and Provider CASA Account Status.

Frequency

- Daily (EOD)

To view and print SDB Past Due Report

1. Access the **Report Request** (Fast Path: 7775) screen.

2. Select the **Batch Reports** button.

3. Navigate through **Safe Deposit Box > Safe Box Reports > SB007 - SDB Past Due Report.**

4. The system displays the **SB007 - SDB Past Due Report** screen.
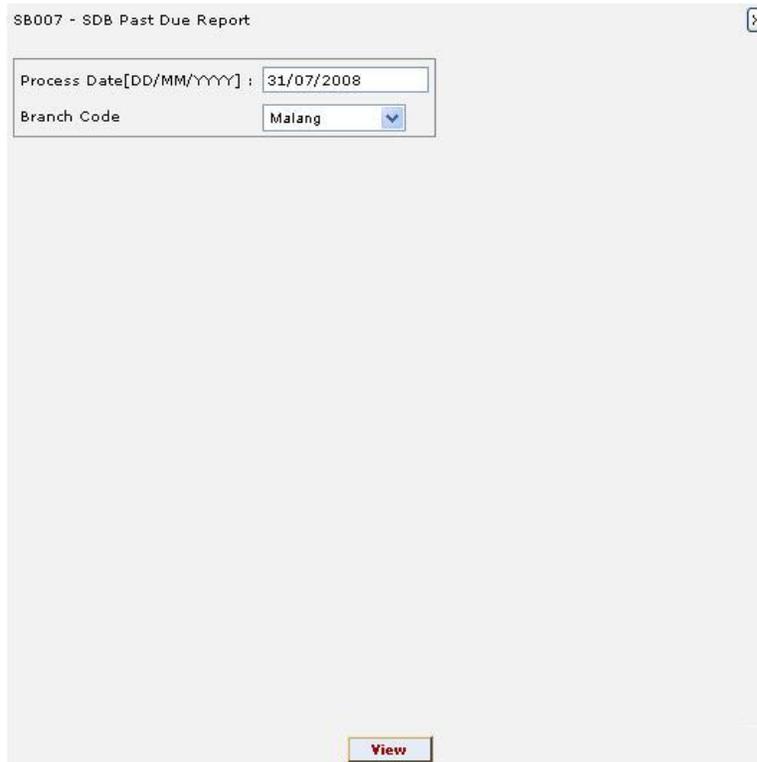
SB007 - SDB Past Due Report   [X]

Process Date[DD/MM/YYYY] : 31/07/2008

Branch Code   Malang   ▼

View

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Field Description

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

5. Enter the appropriate parameters in the **SB007 - SDB Past Due Report** screen.

6. Click the **View** button to view the report.

7. The system displays the **SDB Past Due Report** screen.

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```
                    SDB Past Due Repor
Bank Name     Bank                Page Number    Page -1 of 1

Branch Code    9999              Report    SDB07
Branch Name    Head Office         Date     20-Mar-20
Operator ID   TDARSINI
Safe Box ID  Allotment No  Account Ti  Customer  Mobile Pho  Office Pho  Home Phone  Product Tv  Due Since  Rent Due  Past Due D  Provider    provider
                                                                                                                          CASA      casa
                                                                                                                          account   a/c sta

 1001   000000026955         602155              SDB-L        0.00       000000026955
 1002   000000032383         601552              SDB-L        0.00       000000032383
 1003   000000032417         601552              SDB-L        0.00       000000032417
 1005   000000032524         601538              SDB-L        0.00       000000032524
 1006   000000032540         601538              SDB-L        0.00       000000032540
 1008   000000032599         601532              SDB-L        0.00       000000032599
 1010   000000032706         601532              SDB-L        0.00       000000032706
 1011   000000032714         601532              SDB-L        0.00       000000032714
 1012   000000032730         601532              SDB-L        0.00       000000032730
 1013   000000036475         602423              SDB-L        0.00       000000036475
 1014   000000038794         600170              SDB-L        0.00       000000038794
 1015   000000039446         602501              SDB-L        0.00       000000039446
 1004   000000046656         602270              SDB-L        0.00       000000046656
 1007   000000046904         601665              SDB-L        0.00       000000046904
 1009   000000046920         600415              SDB-L        0.00       000000046920
 2001   000000047555         602772              SDB-L        0.00       000000047555
 1017   000000057208         601576              SDB-L        0.00       000000057208
 2001   000000025502         601431              SDB-M        0.00       000000025502
 2002   000000025544         601526              SDB-M        0.00       000000025544
 2003   000000026708         602155              SDB-M        0.00       000000026708
 2004   000000026807         602155              SDB-M        0.00       000000026807
 2005   000000026922         602155              SDB-M        0.00       000000026922
```

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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.

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