

Oracle FLEXCUBE Core Banking

Security Management Reports Manual
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Security Management 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 Release11.5.0.0.0, refer to the following documents:

- Oracle FLEXCUBE Core Banking Licensing Guide

2. Security Management 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 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:

- SMS DAILY REPORTS

SMS Daily Reports

The SMS Daily Reports includes reports specific to the user profiles that are maintained daily.

List of Customer Information Reports:

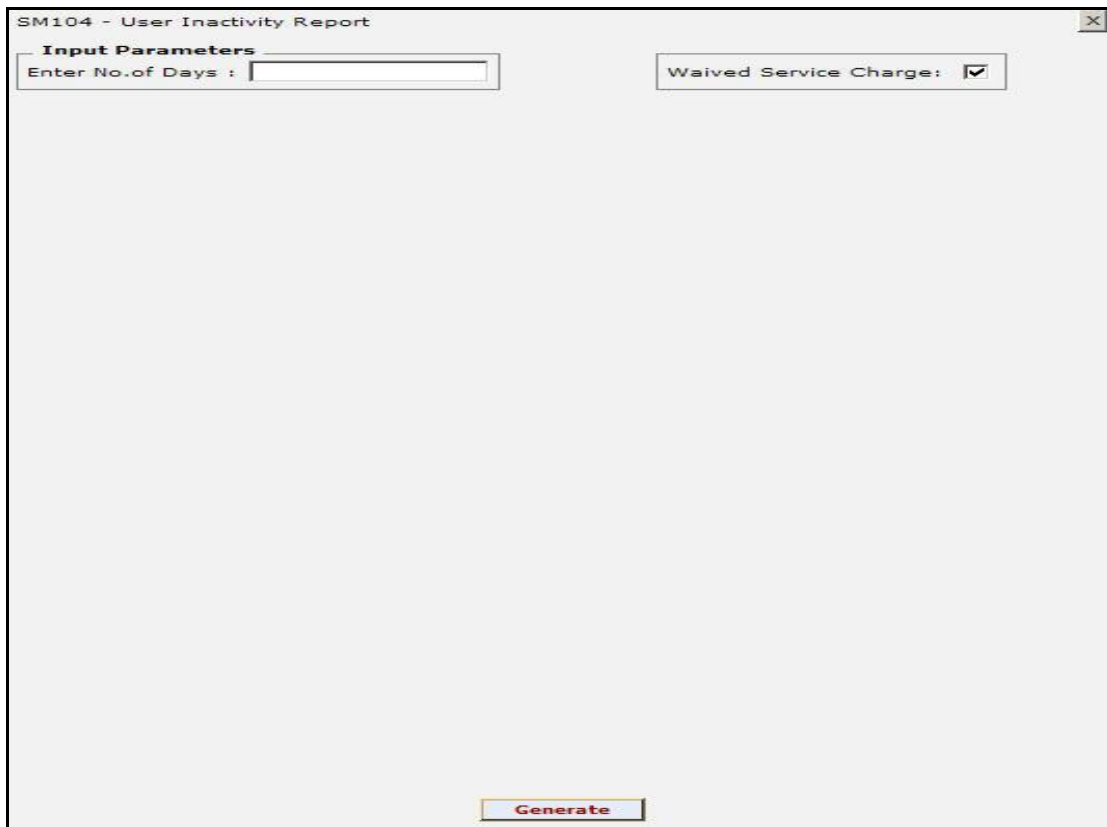
- SM104-User Inactivity Report
- SM106 - User List
- SM112 - List Of Disabled Users

SM104 - User Inactivity Report

This report is a list of users who are inactive for a period of time. Each column in this report provides information about the Branch, User ID, User Name, Last Sign On and Remarks.

To generate the User Inactivity Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Ensure that the **Adhoc Reports** button is selected.
3. Navigate through **Security Management > SMS Daily Reports > SM104 - User Inactivity Report**.
4. The system displays the **SM104 - User Inactivity Report** screen.



SM104 - User Inactivity Report

Input Parameters

Enter No.of Days :

Waived Service Charge:

Generate

Field Description

Field Name	Description
Enter No.of Days	[Optional, Numeric, Nine] Type the number of days to generate the user inactivity report.
Waived Service Charge	[Optional, Check Box] Select the check box to waive the service charge.

5. Enter the appropriate parameters in the **SM104 - User Inactivity Report** screen.
6. Click the **Generate** button.

7. The system displays the message "Report Request Submitted". Click the **OK** button.
8. Click the **OK** button.
9. The system generates the **SMS Event Logs Report**.

To view and print the User Inactivity Report

1. Access the **Advice/Report Status Enquiry** (Fast Path: 7778) screen.
2. Select the check box corresponding to **SM104 - User Inactivity Report**.
3. Click the **View** button to view the report.
4. The system displays the **User Inactivity Report** screen.

Branch	User Id	User Name	Last Sign-On	Remarks
560	SYSSMS02	Second System Administrator	04-09-2008	
560	SYSSTL	First System Administrator	12-09-2008	
560	SYSSUPER	First Supervisor	06-06-2008	
240	SYSTD	First System Administrator	05-09-2008	
560	SYSTELLER	First teller	25-07-2008	
560	SYSTEM	SYSTEM	25-07-2008	Profile Expired
560	SYSVTELLER	vault teller	13-12-2007	
240	SYSVTELLER1	SUPER	13-12-2007	
240	TABHIJIT	TABHIJIT	31-12-1799	Primary Password Expired
240	TBHUPEN	TBHUPEN	31-12-1799	Primary Password Expired
560	TBS_USER	TBS USER	07-06-2008	
240	TDEVCASA2	First Teller	16-05-2008	
240	TELANGO	TELANGO	31-12-1799	
240	TGANESH	TGANESH	16-05-2008	
240	THARI	THARI	31-12-1799	
240	THARIKA	THARIKA	16-05-2008	
240	TIGNORE	TIGNORE	31-12-1799	
240	TJAGAN	TJAGAN	31-12-1799	
240	TJYOTI	TJYOTI	16-05-2008	
240	TKIRAN	Kíran	31-12-1799	
240	TKUMUD	TKUMUD	31-12-1799	
240	TMADHU	Madhusudhanan M	16-05-2008	
240	TMALA	TMALA	16-05-2008	
240	TMANISHA	TMANISHA	31-12-1799	
240	TMUDIT	TMUDIT	16-05-2008	
240	TNEW	TNEW	31-12-1799	Primary Password Expired
240	TRAJ	Raj	31-12-1799	
240	TRIAZ	TRIAZ	16-05-2008	
240	TSAGAR	TSAGAR	16-05-2008	
240	TSAISH	TSAISH	16-05-2008	
560	SAISH560	SAISH 560	31-12-1799	
240	TSAMEER	TSAMEER	16-05-2008	
240	TSHAILEN	TSHAILEN	31-12-1799	Primary Password Expired
240	TSHANKAR	TSHANKAR	31-12-1799	Primary Password Expired
240	TSHIVANI	TSHIVANI	31-12-1799	
240	TSHYAM	TSHYAM	16-05-2008	
240	TTANMAY	TTANMAY	31-12-1799	
560	TTTESTKUMUD	ttestkumud	31-12-1799	
240	TVIJAY	First teller	13-09-2008	

*** End of 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.

SM106 - User List

You can view the user list using this report.

To generate the User List

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Ensure that the **Adhoc Reports** button is selected.
3. Navigate through **Security Management > SMS Daily Reports > SM106 - User List**.
4. The system displays the **SM106 - User List** screen.



The screenshot shows a web application window titled "SM106 - User List". At the top left, there is a checkbox labeled "Waived Service Charge:" which is checked. At the bottom center, there is a button labeled "Generate".

Field Description

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 **SM106 - User List** screen.
6. Click the **Generate** button.
7. The system displays the message "Report Request Submitted". Click the **OK** button.
8. Click the **OK** button.
9. The system generates the **User List**.

To view and print the User List

1. Access the **Advice/Report Status Enquiry** (Fast Path: 7778) screen.
2. Select the check box corresponding to **SSM106 - User List**.
3. Click the **View** button to view the report.
4. The system displays the **User List Report** screen.

Bank : 240 DEMO BANK		FLEXCUBE		Run Date :18-NOV-2015							
Branch : 9999 DEMO BANK 9999		USER LIST		Run Time :11:56 AM							
Op. Id : TRAHUL		For: 06-Jan-2015		Report No:SM106/1							
User No.	User Id	Profile St. Date	Profile End Date	Brn Code	Lang Code	Host Templ	Branch Templ	B/H Flag	Access Code	Category	User Level
33007 NITIN_TELLER BR 9	TNIITIN9	15-SEP-2014	01-JAN-2049	9	ENG	19	0	H	90	OT	15
33173 Branch batch user for 9	SBRNACH9	31-DEC-2014	01-JAN-2049	9	ENG	0	16	B	90	OT	50
33008 NITIN_SUP BR 9	SNITIN9	15-SEP-2014	01-JAN-2049	9	ENG	16	0	H	90	OT	50
33008 NITIN_SUP BR 9	SNITIN9	15-SEP-2014	01-JAN-2049	9	ENG	0	16	B	90	OT	50
33071 DEEPALI_TELLER BR 9	TDEEPALI9	31-AUG-2014	01-JAN-2049	9	ENG	19	0	H	90	OT	15
33071 DEEPALI_TELLER BR 9	TDEEPALI9	31-AUG-2014	01-JAN-2049	9	ENG	0	19	B	90	OT	15
33007 NITIN_TELLER BR 9	TNIITIN9	15-SEP-2014	01-JAN-2049	9	ENG	0	19	B	90	OT	15
33173 Branch batch user for 9	SBRNACH9	31-DEC-2014	01-JAN-2049	9	ENG	16	0	H	90	OT	50
33158 TRISHULA_SUP BR 9	STRISHULA	30-NOV-2014	01-JAN-2049	9	ENG	0	16	B	90	OT	50
33158 TRISHULA_SUP BR 9	STRISHULA	30-NOV-2014	01-JAN-2049	9	ENG	16	0	H	90	OT	50
33157 TRISHULA_SUP 9	STRISHULAK9	30-NOV-2014	01-JAN-2049	9	ENG	0	16	B	90	OT	50
33157 TRISHULA_SUP 9	STRISHULAK9	30-NOV-2014	01-JAN-2049	9	ENG	16	0	H	90	OT	50
33156 TRISHULA_SUP BR 9	STRISHULA9	30-NOV-2014	01-JAN-2049	9	ENG	0	16	B	90	OT	50
33156 TRISHULA_SUP BR 9	STRISHULA9	30-NOV-2014	01-JAN-2049	9	ENG	16	0	H	90	OT	50
33151 AMIT_TELLER BR 9	TAMIT9	30-NOV-2014	01-JAN-2049	9	ENG	0	19	B	90	OT	15
33151	TAMIT9	30-NOV-2014	01-JAN-2049	9	ENG	19	0	H	90	OT	15

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.

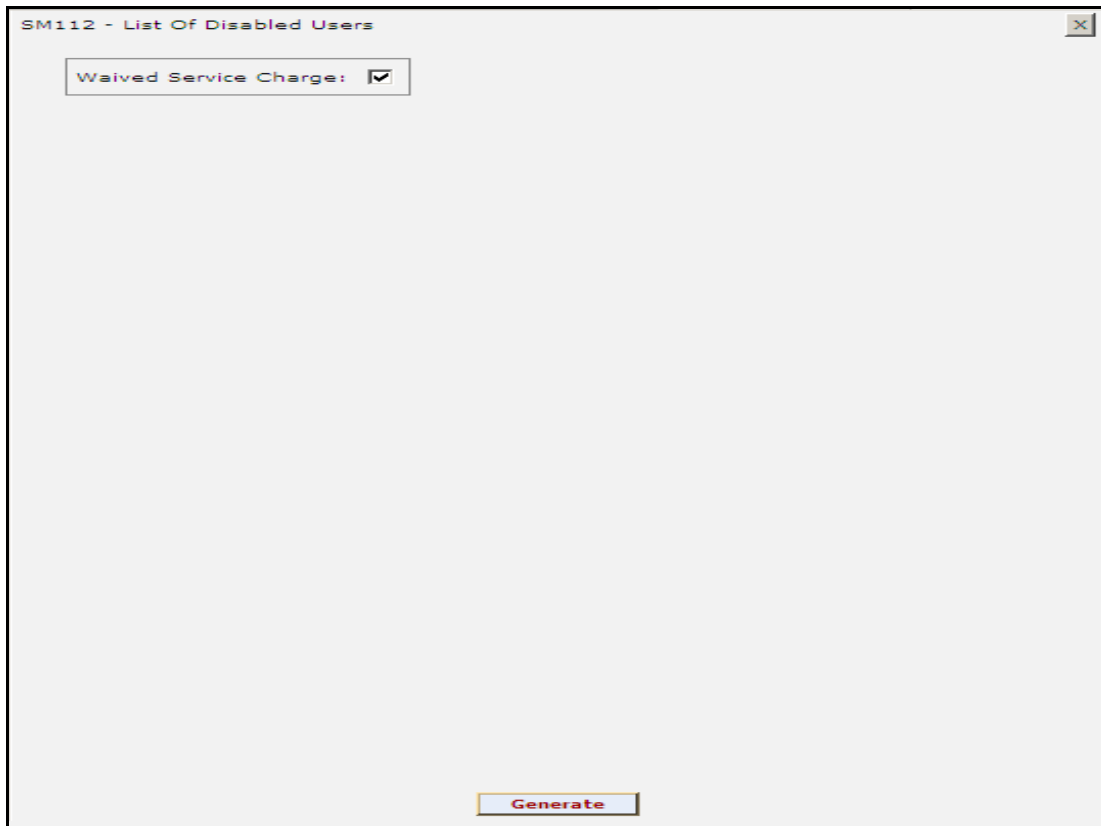
SM112 - List Of Disabled Users

The system may disable certain user ID's due to wrong entry of password. This report is used by the systems administrator to keep track of such occurrences.

Each column in this report provides information about the User Number, User ID, User Name, and Cost Center.

To generate the List Of Disabled Users

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Ensure that the **Adhoc Reports** button is selected.
3. Navigate through **Security Management > SMS Daily Reports > SM112 - List Of Disabled Users**.
4. The system displays the **SM112 - List Of Disabled Users** screen.



The screenshot shows a web application window titled "SM112 - List Of Disabled Users". At the top left, there is a checkbox labeled "Waived Service Charge:" which is checked. At the bottom center, there is a "Generate" button.

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 **List Of Disabled Users**. For reference, a specimen of the report generated is given below:

Bank :240 DEMO BANK LIMITED		FLEXCUBE		Run Date : 27-SEP-2016	
Branch :9999 DEMO1		LIST OF DISABLED USERS		Run Time : 6:46 PM	
Op. Id :TJAYA9999		As on 03-Apr-2017		Report No: SM112/1	
User No.	User Id	User Name			Cost Center
33248	12	Ram			9999
33364	407208A03	Ramya			9999
33358	412130R	RAM			9999
33232	412130R01	Ram			9999
33233	412130R02	Ram			9999
33234	412130R03	Ram			9999
33251	412130R04	Ram			9999
33340	419269C	SMITA			9999
33339	419269M	SMITA			9999
33275	ALTHU01	KARNA_TELLER BR 9999			9999
33341	ARULO6	ARUL			9999
33342	ARULO7	ARUL			9999
32821	ATM_USER	ATM USER			9999
32831	CONVSUPER	Conversion Supervisor			9999
32830	CONVTELLER	Conversion Teller			9999
33207	CYRIAC1	Cyriac Jomy			9999
32828	FWBRNIL	FC Interface Maker for FW			9999
32827	GEFUONLY	First teller			9999
33378	GOWRI_AUTH	GOWRI AUTHOR			9999
33377	GOWRI_MAK	GOWRI MAKER			9999
32829	TBUSER	INTERNET BANKING USER			9999
33209	LIJ001	Lijo James			9999
33210	LIJ002	Lijo James			9999
33229	LIJ003	Lijo James			9999
32829	NET	NET BANKING USER			9999
33211	NITHYA1	Nithya Raghuraman			9999
33212	NITHYA2	Nithya Raghuraman			9999
33088	NITIN9999	NISHANK TELLER BR 9999			9999
33384	NITIN_M	NITIN_MAK BR 9999			9999
32820	POS_USER	POS USER			9999
33269	PRITAM	TELLER BR 9999			9999
32822	PYMT_USER	PYMT USER			9999
33391	RAJESHAUTH	RAJESH MUTHURAJ			9999
33390	RAJESHMAK	RAJESH MUTHURAJ			9999
33349	RAM001	RAM			9999
33350	RAM002	RAM			9999
33351	RAM003	RAM			9999
33249	RAMYA01	Ramya			9999
33343	RAMYA03	Ramya			9999
33348	RAMYA04	RAMYA			9999
33163	RANISH9999	RANSIH TELLER BR 9999			9999
33024	SAMIT9999	AMIT_SUP BR 9999			9999
33121	SANIKET9999	ANIKET_SUP BR 9999			9999
33347	SANJEET1	sanjeet nayak			9999
33299	SANKER1	SANKER1			9999
33352	SANTHOSH1	Santosh			9999

I

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:

- SMS DAILY 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.

EOD Client

Process Category:
 Process Date:

Category Status:
 Next Process Date:

State	Process Name	Module Code	Status	Duration

Field Description

Field Name	Description
------------	-------------

Field Name	Description
Process Category	<p data-bbox="613 268 902 296">[Mandatory, Drop-Down]</p> <p data-bbox="613 310 1214 338">Select the category of the process to be performed.</p> <p data-bbox="613 352 805 380">The options are:</p> <ul data-bbox="654 405 1369 2091" style="list-style-type: none"> <li data-bbox="654 405 1369 615">• 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 are done during the EOD processing. <li data-bbox="654 636 1369 814">• 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. <li data-bbox="654 835 1369 1014">• 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. <li data-bbox="654 1035 1295 1062">• Transfer DB Scripts: This process was used earlier. <li data-bbox="654 1083 1263 1110">• Apply DB Scripts: This process was used earlier. <li data-bbox="654 1131 1369 1283">• 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. <li data-bbox="654 1304 1369 1360">• Schedule Extracts: It is a processed to extract specific schedule and to have a proper handoff to the interface. <li data-bbox="654 1381 1369 1533">• 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. <li data-bbox="654 1554 1369 1610">• Handoff After EOD: It is a processed to extract specific schedule and to have a proper handoff to the interface. <li data-bbox="654 1631 1369 1688">• Elig Evaluation: It is a processed to evaluate the eligibility of the RVT schemes. <li data-bbox="654 1709 1369 1766">• File Handoff: It is a processed to extract specific schedule and to have a proper handoff to the interface. <li data-bbox="654 1787 1369 2091">• 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

Field Name	Description
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, Pick List, dd/mm/yyyy]</p> <p>Select the process date from the calendar.</p> <p>By default, this field displays the current process date for the selected process.</p>
Next Process Date	<p>[Mandatory, Pick List, dd/mm/yyyy]</p> <p>Select the next process date from the calendar.</p> <p>By default, this field displays the next logical working day on which the process has to be run.</p>

Column Name	Description
State	<p>[Display]</p> <p>This column displays a different colour for different process state.</p> <p>The different colour displayed are:</p> <ul style="list-style-type: none"> • Green - Run • Red - Aborted • Default - Other Status (Complete, Yet to Start)
Process Name	<p>[Display]</p> <p>This column displays the name of different processes which are performed.</p>
Module Code	<p>[Display]</p> <p>This column displays the code of the module on which the process is performed.</p>

Column Name	Description
Status	<p>[Display]</p> <p>This column displays the status of the process performed.</p> <p>The status can be as follows:</p> <ul style="list-style-type: none"> • Yet to Start • Started • Aborted • Completed
Duration	<p>[Display]</p> <p>This column displays the duration for which the process was running, or when was the process completed.</p>

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.

SMS DAILY REPORTS

The SMS Daily Reports includes reports specific to the user profiles that are maintained daily.

List of SMS DAILY REPORTS:

- SM105 - Password Expiry Report

SM105 - Password Expiry Report

This report displays the list of users whose primary or secondary password has expired. This will be used by the system administrator to alert the respective users and to keep a log of updates.

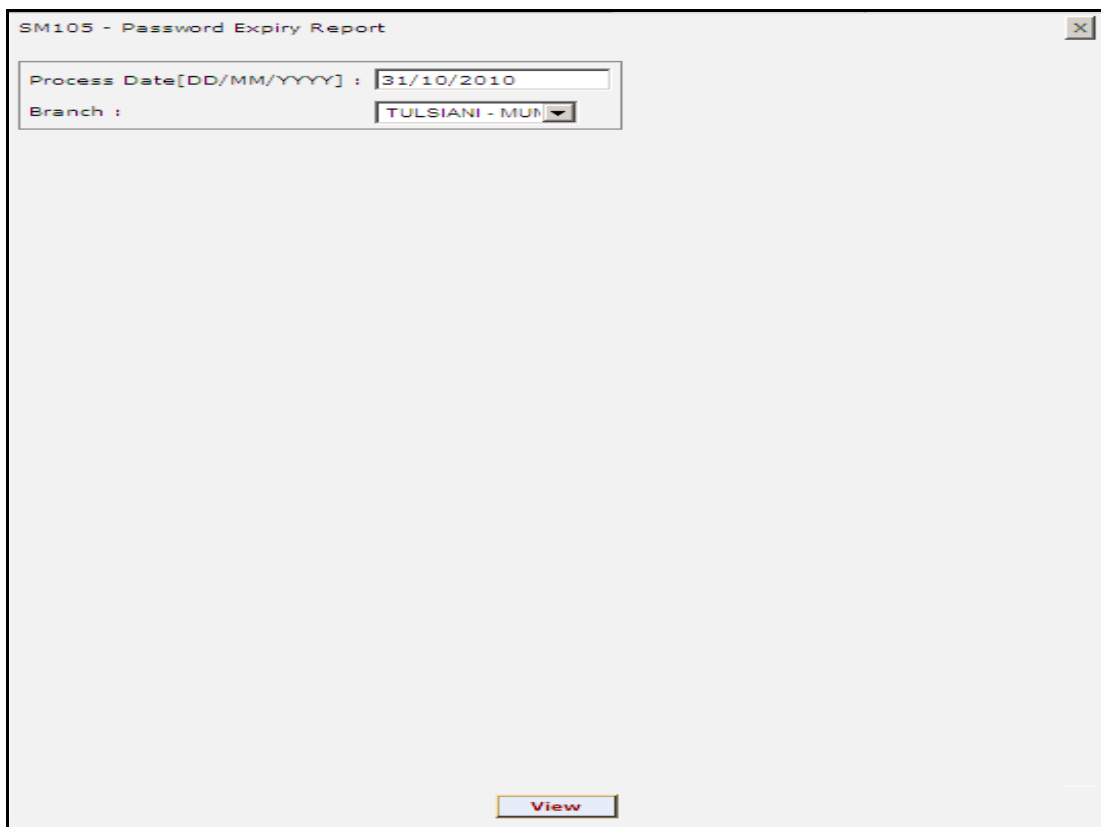
Each column in this report provides information about User Number, User ID, User Name, Template, Employee Code, Last Password Change Date Primary/ Secondary, Inputter, Next Password Change Date Primary/ Secondary, Department Code, and Authoriser.

Frequency

- Daily (EOD)

To view and print Password Expiry Report

1. Access the **Report Request** (Fast Path: 7775) screen.
2. Select the **Batch Reports** button.
3. Navigate through **Security Management > SMS DAILY REPORTS > SM105 - Password Expiry Report**.
4. The system displays the **SM105 - Password Expiry Report** screen.



SM105 - Password Expiry Report

Process Date[DD/MM/YYYY] : 31/10/2010

Branch : TULSIANI - MUN

View

Field Description

Field Name	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 branch for which the report needs to be viewed from the drop-down list.

5. Enter the appropriate parameters in the **SM105 - Password Expiry Report** screen.
6. Click the **View** button to view the report.
7. The system displays the **Password Expiry Report** screen.

User No	User ID	User Name	Template	Emp Code	Dept Code	Last Pwd Chg Date	Inputter Authoriser	Next Pwd Chg Date
33304	407208A01	Ramya	19	11111	-	02-MAR-2017 12:00	407208A01	09-JUN-2017 12:00
33305	407208A02	Ramya	19	11111	-	02-MAR-2017 12:21	407208A02	09-JUN-2017 12:21
33364	407208A03	Ramya	19	11111	-	31-MAR-2017 12:59	407208A03	09-JUL-2017 12:59
33359	412130M	RAM	19	11111	-	02-JAN-2017 12:00	412130M	11-APR-2017 12:00
33358	412130R	RAM	19	11111	-	02-JAN-2017 10:42	412130R	11-APR-2017 10:42
33234	412130R03	Ram	19	11111	-	31-MAR-2017 03:40	412130R03	08-JUL-2017 03:40
33360	412130RM	RAM	19	11111	-	02-JAN-2017 12:00	412130RM	11-APR-2017 12:00
33340	419269C	SMITA	19	11111	-	30-SEP-2016 12:00	419269C	07-JAN-2017 12:00
33339	419269M	SMITA	19	11111	-	30-SEP-2016 12:00	419269M	07-JAN-2017 12:00
33246	431311	KARTHIKEYAN KARUPAIAH	19	11111	-	31-MAR-2017 12:00	431311	08-JUL-2017 12:00
33247	431311A	KARTHIKEYAN KARUPAIAH	19	11111	-	31-MAR-2017 12:00	431311A	08-JUL-2017 12:00
33346	464489A01	ARUN	19	11111	-	02-FEB-2017 12:00	464489A01	12-MAY-2017 12:00
33345	464489M01	ARUN	19	11111	-	02-FEB-2017 12:00	464489M01	12-MAY-2017 12:00
33374	476858A01	TELLER BR 9999	19	11111	-	02-MAR-2017 10:50	476858A01	09-JUN-2017 10:50
33373	476858M01	NITIN_SUP BR 9999	16	11111	-	31-MAR-2017 06:23	476858M01	08-JUL-2017 06:23
33275	ALTHU01	KARNA_TELLER BR 9999	19	11111	-	30-APR-2016 12:00	TKARUN9999	07-AUG-2016 12:00

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