Oracle Banking Digital Experience

Core – Corporate Admin User Manual Release 17.2.0.0.0

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Core – Corporate Admin User Manual July 2017

Oracle Financial Services Software Limited

Oracle Park

Off Western Express Highway

Goregaon (East)

Mumbai, Maharashtra 400 063

India

Worldwide Inquiries:

Phone: +91 22 6718 3000 Fax:+91 22 6718 3001

www.oracle.com/financialservices/

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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.

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http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs_if you are hearing impaired.

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 User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Pre-requisites for the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure.
- If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 17.2.0.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

2. Corporate Administrator

In large corporate organizations, there is a need to have user(s) with an admin role to carry out certain administrative functionalities for the corporate party.

Such delegated user with an admin role will have restricted scope over these administration functionalities and scope will be restricted to manage the corporate to which they belong.

Following administrative functions are extended for Corporate Administrator.

- User Management
- Party Preferences
- Party to Party Linkage (Only View Access)
- Approval Rules Maintenance
- Account Access
- Alerts
- File Upload

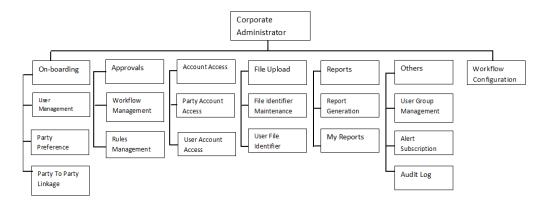
3. Corporate Administrator Dashboard

Corporate Administrator maker's role involves maintenance of certain administrative functions in addition to day to day operations.

Features Supported In Application

- Create Corporate Users and update user information such as email addresses and names
- Change or reset a user's password
- Control user access with permissions
- · Send alerts to users
- Generate and download MIS Reports
- View audit log
- · Create custom workflow

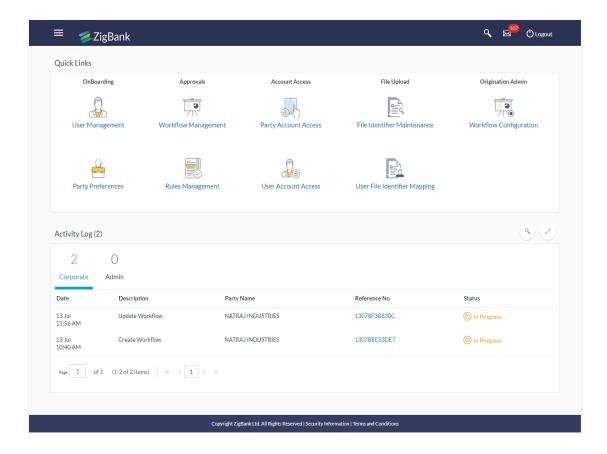
Workflow



Corporate Admin Dashboard - Overview

The Corporate Administrator dashboard comprises of

- Quick Links
- Other Options accessed via Toggle Menu
- Activity Log



Dashboard Overview

Icons

Following icons are present on the corporate administrator dashboard:

- Clicking this icon takes you to the dashboard.
- Clicking this icon takes you to the Mailbox screen.
- Click this icon to search the transactions.
- Click this icon to log out from the application.
- Click the toggle menu to access the transactions.
- Click this icon to open the section in a new window.
- Click this icon to search the transactions that are performed on a particular date. It has two fields From and To, you can select the start and end date to search the transaction.

Toggle Menu Transactions

Following items are present on the Toggle Menu:

- **Welcome Note**: Displays the welcome note with last login details **Menus** Following menus are present on the maker's dashboard:
 - Onboarding
 - Approvals
 - Account Access
 - File Upload
 - Reports
 - Others (User Group Management, Alert Subscription, Audit Log)
- My Profile: Click this icon to view the profile of the logged in user.
- ATM/Branch Locator: Click to view the address and location of the ATMs and the branches of the Bank.
- Manage Alerts Change Password : Click this menu to change the login password.
- Help: Click this menu to launch the online help.
- About Click this menu to view the information about the application like version number, copyright etc.

Quick Links

Onboarding

(a) User Management

The Corporate Administrator can search and view users, create users, and modify users. He can reset passwords of the users. He can lock / unlock a user, through this option.

(b) Party Preferences

Party Preferences maintenance enables the Corporate Administrator to view the corporate entities requirements. Corporate Administrators can view the preferences set for a corporate party by accessing the Party Preferences screen.

Approvals

(a) Workflow Management

Approval workflows are created to support requirements where multiple levels of approval are required in a specific sequence for a transaction/maintenance. Each workflow can be configured to have up to five levels of approval with a specific user or a user group configured at each level.

The Corporate Administrator can search and view approval workflows maintained and create new workflows. As part of creating workflows, he can add various levels of approvals and map users or user groups to each level. He can also modify workflows maintained.

(b) Rule Management

The Corporate Administrator can set up rules for approvals. Applying a rule makes the requirement for an approval more customized. For instance, through this screen, the corporate administrator can create a rule, so that all admin maintenances initiated by a certain user-group, always require approval.

Account Access

(a) Party Account Access

The Corporate Administrator can set up account and transaction access rules at the corporate party level. The corporate administrator can provide access to accounts held by the party with the bank as available in the core banking system. The Corporate Administrator maker can search & view own accounts & transactions mapped, as well as those of linked parties. He can create, modify and delete mapping.

(b) User Account Access

Using this option the Corporate Administrator can set up account and transaction access for user(s) of the corporate party. This maintenance can be done only after the Party Account Access is setup for the party of the user(s). The Corporate Administrator maker can search & view own accounts & transactions mapped to a user. He can create, modify and delete mapping of a user to an account / transaction.

File Upload

(a) File Identifier Maintenance

The Corporate Administrator – Maker, can create file identifiers (FI) for a corporate entity. A File Identifier is always mapped to a specific single file template. It permits configuration of corporate preferences like approval type (file level/ record level) for a particular type of file. This is a pre-requisite for the File Uploads functionality, for a corporate.

(b) User File Identifier Mapping

Through this option the Corporate Administrator – Maker, can map a file identifier to a user to grant access rights to the user, for this specific file type. This maintenance enables a user to upload a specific file, approve the uploaded file and view its status. The Corporate Administrator maker can map / un-map an FI to a User. Further, he can enable or disable the sensitive data check. This is a pre-requisite maintenance, for the File Uploads functionality, for a corporate.

Options accessible only via Toggle Menu

Onboarding

Party to Party Linkage

Party to Party linkage is required by medium and large corporate if the user(s) of the parent company need to access accounts of the subsidiary companies. The Corporate Administrator can view the parties already linked to the parent party ID.

Reports

(a) Report Generation

Using this option, the Corporate Administrator, can generate various adhoc and scheduled banking reports. Application provides an option to generate and schedule reports using Oracle Business Intelligence (BI) Publisher and / or by using an internal application.

(b) My Reports

On accessing 'My Reports' menu, the Corporate Administrator, can view the last 10 reports generated with the respective report status. He can choose to search a specific report using the search criteria or can opt to view/ download detailed report.

Others

(a) User Group Management

The Corporate Administrator can create User Groups with two or more users. He can search and views already maintained groups and also update them. The maintained user groups are used for further maintenances like – User Group Subject Mapping or while creating approval rules.

(b) Alert Subscription

The Corporate Administrator can subscribe users to non-mandatory alerts, through this option. The corporate Administrator processes the subscription request, received from users of his party (for non-mandatory alerts).

(c) Audit

The Corporate Administrator can search and view the Audit Log for the transactions initiated by the users of the corporate party.

Note:

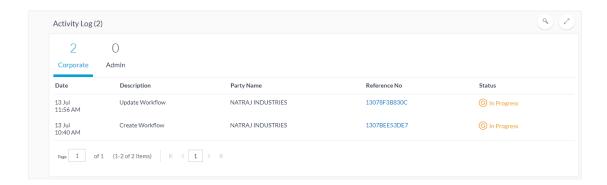
1) If the setup requires an approval workflow, it will be initiated. Once approved by the required number of approvers, the maintenance will be effective.

2) If the setup does not require an approval workflow or is self / auto approved, the maintenance will come into effect on saving & confirming.

Activity Log

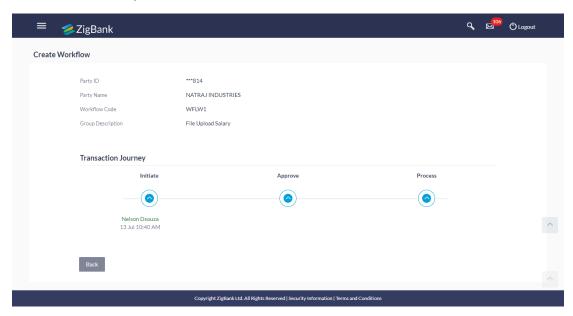
The Corporate Administrator can view the activities of corporate users. The following fields are displayed.

- Date: Date of the maintenance
- Description: Description of the maintenance
- Party Name: Party Name
- Reference No: Reference Number of the maintenance.
- Status: Status of the maintenance



Click on Reference no. will navigate the user to the transaction journey page wherein he can view the transaction details, current status of the transaction whether it is initiated / approved or processed.

Transaction Journey



Transaction Journey

Transaction Name

This section displays the name of the transaction for which the transaction is being viewed

Transaction Journey

This section displays the status of transactions that has been initiated by the maker. Transaction journey displays the status as:

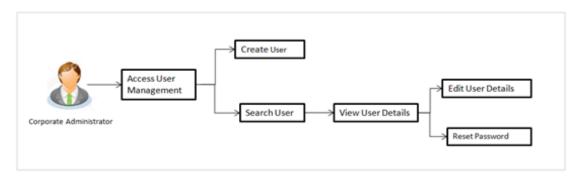
- Initiate
- Approve
- Process
- 1. Click **Back** to navigate to the Dashboard.

4. User Management

User Management function enables corporate administrator to onboard and manage users along with their login credentials for channel banking access. This module facilitates channel banking access to corporate users of a party that the corporate administrator belongs to.

Prerequisites:

- Application roles and child roles are maintained
- Transactions are associated with each child role
- Corporate Administrator is maintained for a party.
- Transaction (User Management) access is provided to Corporate Administrator.
- Approval rule set up for corporate administrator to perform the actions.



Features supported in application

The User Management module allows the corporate administrator to:

- Create User
- Search User
- Edit User

How to reach here:

Corporate Administrator Dashboard > Toggle menu > OnBoarding > User Management OR

Corporate Administrator Dashboard > Quick Links > OnBoarding > User Management

4.1 User Management - Create User

Corporate Administrator logs into the system and navigates to the User Management screen. This function allows the administrator to create corporate type of user for a party ID mapped to administrator.

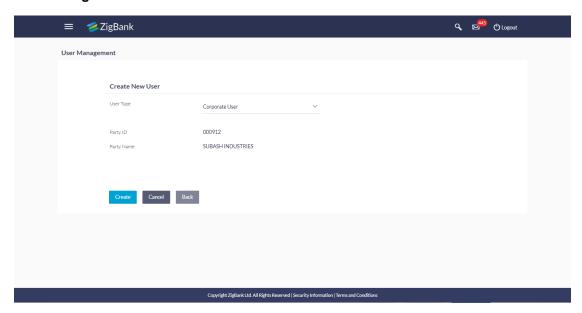
As a part of create user, administrator captures following details of user:

- Personal Information
- Contact Details
- Assign Transaction Limits
- Assign Child Roles
- Define User Status

To create a new user:

1. In the **User Management** screen, click **Create**. The **User Management - Create New User** screen appears.

User Management - Create New User



Field Description

Field Name	Description
User Type	User type is always defaulted to 'Corporate User'.
Party ID	Party ID mapped to the logged in corporate administrator.
Party Name	Party name of the party mapped to the logged in corporate administrator.

2. Click **Create** to create new corporate user. The **Create New User** screen appears.

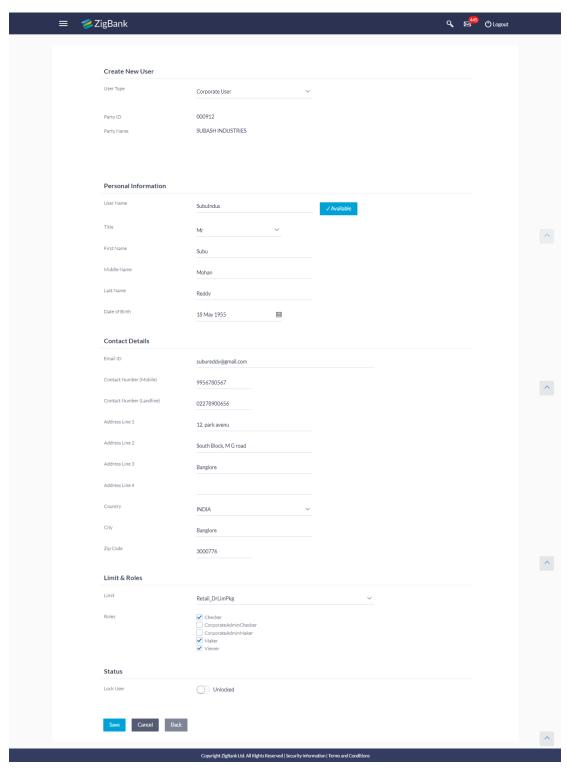
OR

Click **Back** to go back to previous screen.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

User Management – Create New User



Field Description

Field Name	Description
User Type	User type is always defaulted to 'Corporate User'.
Party ID	Party ID for which the user is to be created is displayed. Party ID mapped to the logged in corporate administrator.
Party Name	Party Name of the party ID for which the user is to be created is displayed.
	Party name of Party ID mapped to the logged in corporate administrator.
Personal Information	
User Name	Define the name of the user (login ID) which is to be created.
Title	Title of the user. The options are:
	• Mr
	• Mrs
	MissMs
	MsDr
	Master
First Name	Specify first name of the user.
Middle Name	Specify middle name of the user.
Last Name	Specify last name/ surname of the user.
Date of Birth	Specify date of birth of the user.
Contact Details	
Email	Specify an email id of the user.
Contact Number (Mobile)	Specify mobile number of the user.
Contact Number (Land Line)	Specify phone number (land line) number of the user.
Address Line 1-3	Address of the user.

Field Name	Description
Country	Country of the user.
City	Specify city in which the user resides.
Zip Code	The postal code of the city in which the user resides.
Limits & Roles	
Limit	To map transaction limit package to the user. All the limit packages available for a selected user type are listed.
Roles	Child roles like maker, checker etc maintained under corporate user types are listed.
	Multiple child roles can be mapped to the user.
Status	The user's status.
	The option can be:
	• Lock
	• Unlock

- 3. In the **User Name** field, enter the name of the user.
- 4. Click **Check Availability** to check the uniqueness of the user ID. If the user ID is already used.
- 5. Enter the relevant information.
- 6. In the **Contact Details** section, enter the relevant information.
- 7. In the Limits & Roles section, select the limit to be mapped from the Limit list.
- 8. Select the roles to be mapped from the **Roles** check box.
- 9. In the **Status** field, select the appropriate option.
- 10. Click Save to create the user.

OR

Click **Back** cancel the operation and to go back to previous screen.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

 The Create New User - Review User Details screen appears. Verify the details, and click Confirm.

OR

Click **Edit** to make the changes if any.

The user directed to the Create New User screen with values in editable form.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

12. The success message of **Create New User** appears along with the transaction reference number.

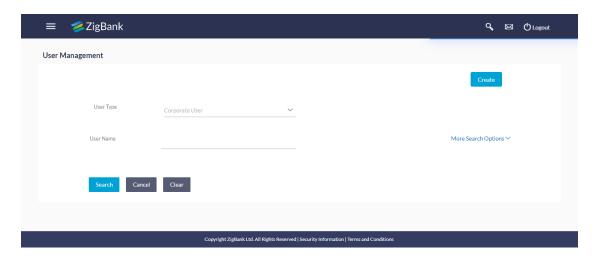
Click **OK** to complete the transaction and navigate back to 'Dashboard'.

4.2 User Management - Search/ View User

Using this option, corporate administrators can search and view details of the existing users. Administrator can search only those users who are associated with the same party ID mapped to him.

Default search is available with User Name, whereas user can be searched by provided other details also.

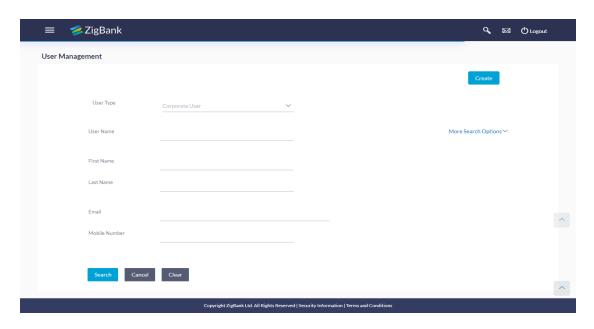
User Management - Search User



To search and view details of the existing users

1. Click the **More Search Options** link; screen will be displayed with additional user search criteria.

User Management - Search User - More Search Options



Field Description

Field Name	Description
User Type	User type is always defaulted to 'Corporate User'.
User Name	To search the user with the user name. Partial search is allowed.
First Name	Allows to search based on first name or given name of the user.
Last Name	Specify last name/ surname of the user. Allows to search based on last name/ surname of the user.
Email	Allows to search based on email id of the user.
Contact Details	Allows to search based on email id of the user.

2. Enter the search criteria, click **Search**.

The search results appear on the **User Management** screen based on the search parameters.

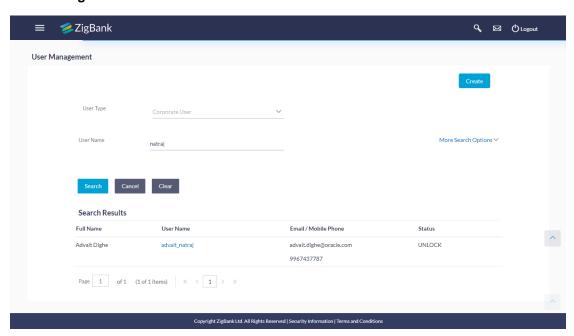
OR

Click Clear to clear the input search parameters.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

User Management - Search Results



Field Description

Field Name	Description
Search Results	
Full Name	First name and last name of the user.
User Name	User Name of the user.
Email/ Mobile Number	Email / mobile number of the user.
Status	Status of the user, Locked or Unlocked.

If the search results are more than five, pagination will be enabled.

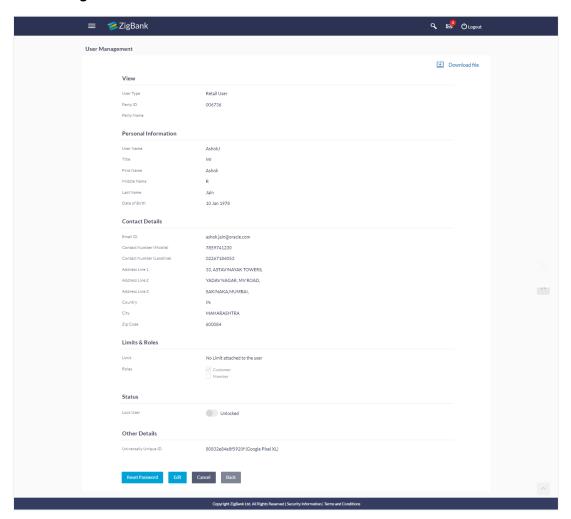
3. Click the **User Name** link to view the user details.

To view the user details:

4. In the **User Management - Search Results** section, click the **User Name** link of the record for which you want to view the details.

The User Management - View screen appears.

User Management - View



Field Description

Field Name	Description
User Type	User type is always defaulted to 'Corporate User'.
Party ID	Party ID mapped to the user.
	Party ID is defaulted to the logged in corporate administrator.
Party Name	Party name of Party ID mapped to the user. Party name of Party ID mapped to the logged in corporate
	administrator.
Personal Information	
User Name	Name (login ID) of the user.

Field Name	Description
Title	Title of the user.
	• Mr
	• Mrs
	• Miss
	• Ms
	DrMaster
	• iviasiei
First Name	First name of the user.
Middle Name	Middle name of the user.
Last Name	Last name/ surname of the user.
Date of Birth	Date of birth of the user.
Contact Details	
Email	Email id of the user.
Contact Number (Mobile)	Mobile number of the user.
Contact Number (Land Line)	Phone number (land line) number of the user.
Address Line 1-3	Address of the user.
Country	Country of the user.
City	City in which the user resides.
Zip Code	The postal code of the city in which the user resides.
Limits & Roles	
Limit	Limit package mapped to the user.
Roles	Child roles mapped to the user.
Status	The user's status which can be locked or unlocked.
Limit Roles	Child roles mapped to the user.

- 5. Click Download file to download the details in .csv format.
- Click Edit to edit the user details. The User Management Edit User screen appears. OR

Click **Reset Password** to reset user's password. A warning message 'Do you want to reset the password?' is appears on the screen.

Click **Yes**, a reset password confirmation screen appears and new password gets communicated to the user on registered email address. Click **No**, the action gets canceled. OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

OR

Click **Back** to cancel the operation and to go back to previous screen.

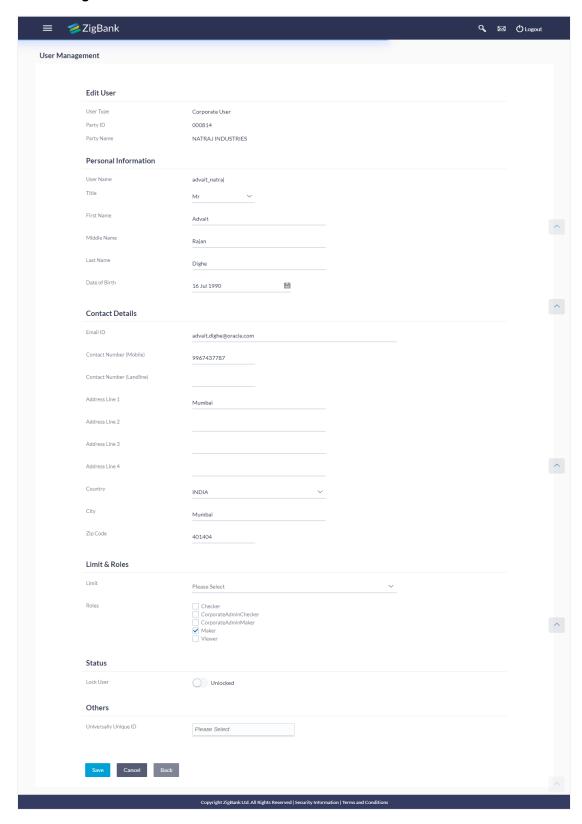
4.3 User Management – Edit User

This function enables corporate administrator to edit the existing user details.

To edit or update user details:

- 1. In the **User Management Search Results** section, click the **User Name** link of the record for which you want to edit the details.
 - The **User Management View** screen appears.
- 2. Click Edit. The User Management Edit User screen appears.

User Management - Edit User



Field Description

Field Name	Description
User Type	User type is always defaulted to 'Corporate User'. This field is non-editable.
Party ID	Party ID mapped to the user. Party ID is defaulted to the logged in corporate administrator. This field is non-editable.
Party Name	Party name of Party ID mapped to the user. Party name of Party ID mapped to the logged in corporate administrator. This field is non-editable.
Personal Information	
User Name	Name (login ID) of the user. This field is non-editable.
Title	Title of the user. Mr Mrs Miss Ms Dr Master
First Name	First name of the user.
Middle Name	Middle name of the user.
Last Name	Last name/ surname of the user.
Date of Birth	Date of birth of the user.
Contact Details	
Email	Email id of the user.
Contact Number (Mobile)	Mobile number of the user.
Contact Number (Land Line)	Phone number (land line) number of the user.

Field Name	Description
Address Line 1-3	Address of the user.
Country	Country of the user.
City	City in which the user resides.
Zip Code	The postal code of the city in which the user resides.
Limits & Roles	
Limit	Limit package mapped to the user.
Roles	Child roles mapped to the user.
Status	The user's status which can be locked or unlocked.

3. Edit the required details.

4. Click Save to save user details.

OR

Click **Back** to cancel the operation and to go back to previous screen.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

5. The **User Management - Review User Details** screen appears. Verify the details, and click **Confirm**.

OR

Click Edit to modify the details.

The user is directed to **User Management - Edit User** screen with values in editable form. OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

6. The success message of edit user appears along with the transaction reference number appears.

Click **OK** to complete the transaction and navigate back to 'Dashboard'.

FAQs

Who can create / update the user?

System administrator, bank administrator and corporate administrator can create or edit the users.

2. Can I edit the party id mapped to the user?

No, party ID mapped to the user cannot be edited. It is defaulted to a party id mapped to corporate administrator.

3. When does the system update a user status as 'locked'?

When administrator needs to temporarily block access for any user, 'Lock user' functionality can be used. Also if there are multiple unsuccessful login attempts, the user's status will get updated as 'Locked'.

4. Can I set the user name which is already used in the application?

No, uniqueness of a user ID is checked while creating or modifying a user.

5. Can one assign multiple child roles to a user?

Yes, multiple child roles can be assigned to the user. e.g. Corporate user is acting as maker of few transactions and approver of few other transactions.

6. What are the different child roles available out of box?

Following are the child role associated with corporate user role out of box.

Application Role	Child Roles
Corporate User	Maker
	Checker
	Viewer
	Corporate Admin Maker
	Corporate Admin Checker

7. Can I update the limit package associated with a user, If Yes, what will happen to the in-flight transactions?

Yes, new limit package can be mapped to a user. Limits get applied from an immediate effect if the effective date is less than or equal to current date. And if the effective date is future date, the limit package will be applied from the date available in the package.

8. If I update the child role associated to a user, what will happen to the in-flight transactions?

In case of any update of child roles mapped to the user as edit user functionality, the privileges associated with new child roles get applied to the user with an immediate effect.

So if any transaction is pending with approver for approval, user can view and approve those transactions only if checker role is mapped to him. As soon as checker role is unmapped, then user will not be able to view and approve the transactions which were pending for his approval.

5. Party Preferences

Party Preferences maintenance enables the bank administrator to define certain parameter values as per the corporate requirements. This maintenance is done only for corporate type of parties and is not applicable for retail type of parties.

Parameter values maintained against a corporate party defines the system behavior for the following:

- Cumulative daily limits per transaction for the corporate party
- User Transaction Limits Transaction limits for the users
- Type of Approval flow applicable
- Channel Access Preferences
- Availability of Corporate Administrator facility

Corporate Administrators can only view the preferences set for a corporate party by accessing the Party Preferences screen. They do not have the rights to maintain or edit the party preferences.

Prerequisites

- Party preference is maintained by the Bank administrator.
- Corporate Administrator is maintained for a party.
- Transaction access is provided to Corporate Administrator.

Features Supported In Application

Party Preference maintenance available for corporate administrator users in the application includes;

View Party Preferences

How to reach here:

Corporate Administrator Dashboard > Toggle menu > OnBoarding > Party Preferences OR

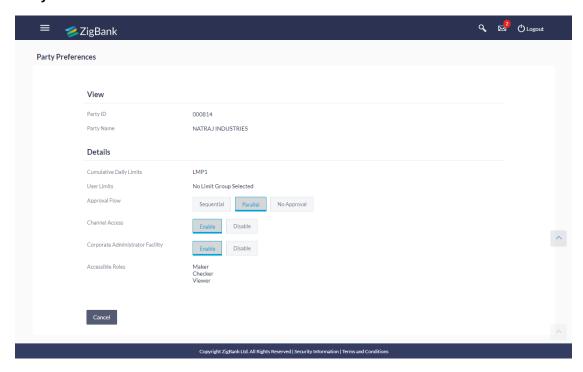
Corporate Administrator Dashboard > Quick Links > OnBoarding > Party Preferences

5.1 Party Preferences - View

Corporate Administrator logs into the system and navigates to the Party Preferences screen.

System displays the preferences maintained for the Party linked to the corporate administrator. Corporate administrator can view the details but cannot edit anything in the screen.

Party Preferences



Field Description

View	
1.011	
Party Id Part	ty ID mapped to the logged in corporate administrator.
-	ty name of Party ID mapped to the logged in corporate ninistrator.
Details	
Cumulative Daily Nan Limit	ne of the cumulative limit package mapped to the party.
User Limit Nan	ne of the user limit package mapped to the party.
	approval type for the party. options are: • Sequential • Parallel • No Approval

Field Name Description **Channel Access** Whether the corporate user can start transacting through channel banking. The options are: Enable: Allows bank administrator to enable the party for application channel access Disable: Allows bank administrator to disable the party for application channel access Enable for Whether the corporate has corporate administrator rights and can one Corporate of the user perform the administrator functionalities on behalf of Party. Administrator The options are: Enable Disable Accessible Roles Field lists the type of roles that will be available to the corporate administrator while on-boarding a user for the corporate party. Options are: Corporate Admin Maker – If this is selected, corporate administrator will be able to onboard a user in corporate admin maker role. Corporate Admin Checker - If this is selected, corporate administrator will be able to onboard a user in corporate admin checker role. Maker – If this is selected, corporate administrator will be able to onboard a user in corporate maker role. Checker - If this is selected, corporate administrator will be able to onboard a user in corporate maker role. Viewer – If this is selected, corporate administrator will be able to onboard a user in corporate viewer role.

1. Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.

FAQs

1. What is sequential type of approval flow?

Under Sequential approval flow, the approval can be done only in the sequence as mentioned in approval workflow. So, at the first level of approval, users/ user groups who are assigned to authorize only can view and approve the transaction. After the transaction is approved by level 1 user, the users/ user groups having rights for second level of approval will be able to view and authorize the transaction. The transaction is marked as approved only after the user at the last level approves/ authorizes it.

2. What is Parallel type of approval flow?

It is "Non-Sequential" type of approval flow which doesn't follow any specific sequence. Any user (who is part of the approval flow) from any approval level can pick up the transaction/maintenance and approve it. The transaction/maintenance is marked as approved if one user from each approval level (as configured) has approved/ authorized the transaction.

3. What is cumulative daily limit package?

This limit package acts as a cumulative limit for all users of a corporate party and is utilized as and when any user authorizes the transaction as a final approver. The daily limit per transaction and number of transactions allowed limit is checked and updated against the cumulative limit set. It is mandatory to assign a cumulative daily limit package to each party preference created.

4. What is User limit package?

This limit package is applicable for all users of the party (Users to whom this party ID is mapped as primary Party ID). This package will be overridden by User level limits package, if defined, at User Maintenance.

5. Can corporate administrator view the party preference maintained for a linked party?

No, preferences can be viewed only of a primary party ID mapped to a logged in corporate administrator.

6. Party To Party Linkage

Party to Party linkage is required by medium and large corporates if the user(s) of the parent company needs to access accounts of the subsidiary companies.

For e.g. consider a case wherein say 'ABC Industries' is the parent company with a subsidiary company 'PQR Enterprises' and the users of ABC Industries needs to access accounts of PQR Enterprises to carry out transactions and/or inquiries.

The corporate will provide a mandate/ board resolution to the bank for creation of Party to Party linkage.

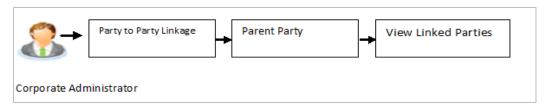
Bank Administrator will setup a Party to Party linkage by selecting the parties to be linked.

Corporate Administrators can only view party to party linkage. They do not have the rights to maintain or edit the party liankages

Pre-Requisites

- Party preferences should be maintained for the parent as well as the party to be linked
- Channel Access should be enabled for both the parent as well as the party to be linked

Workflow



Features Supported In Application

The following options are available as part of P2P linkage maintenance

View an existing Party to Party Linkage

How to reach here:

Corporate Administrator Dashboard > Toggle menu > OnBoarding > Party To Party Linkage

Party to Party Linkage



Field Description

Field Name	Description
Parent Party Id	Parent party Id of the corporate user to which you want to link other party.
Parent Party Name	Name of the parent party.

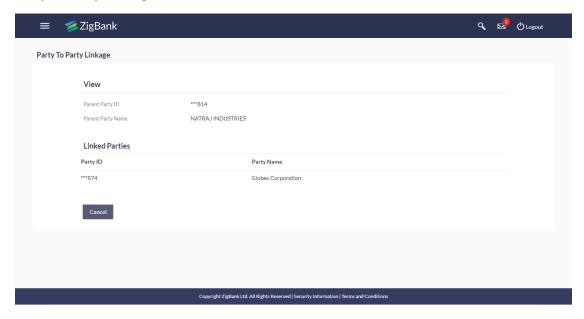
6.1 Party to Party Linkage- View

The corporate administrator can view the details of the linked parties to the parent party id.

To view the party to party linkage:

1. Navigate to the **Party to Party Linkage** screen.

Party to Party Linkage



2. Click Cancel to cancel the transaction.

The **Party To Party Linkage** screen with search results with parent party identified and list of linked parties appears.

Account Access

Access management enables the corporate administrator to enable access of accounts of the corporate party for channel banking. With this access defined, users of the corporate party can transact on their own or linked party accounts through internet banking. They can view accounts, statements, initiate payments, upload files, and various other transactions available for corporate users.

Account access management maintenance is designed to allow and/ or restrict the corporate accounts for online access. Typically, there are multiple users from different departments who transact on behalf of the corporate using specific accounts and specific transactions

- Party Account Access
- User Account Access

7. Party Account Access

Using this option the corporate administrator can set up account and transaction access for the corporate party.

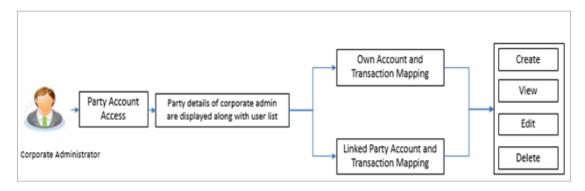
The Corporate Administrator can only provide access to the party to which the corporate administrator is associated to.

Corporate Administrator cannot provide access to the party to which the administrator is not associated to.

Prerequisites

- Corporate Administrator has the required rights to provide account and transaction access to the corporate party
- Party preferences should be created for the party of the user for which access is to be maintained
- Channel Access should be enabled for party of the user for which account access is to be maintained
- Account access maintenance for linked party accounts can be done once there is a party to party linkage maintained

Workflow



Features Supported In Application

This option allows the corporate administrator to perform the following:

- Party Account Access Mapping (Own accounts and linked party accounts)
- Party Account Access View (Own accounts and linked party accounts)
- Party Account Access Edit (Own accounts and linked party accounts)
- Party Account Access Delete (Own Accounts and linked party accounts)

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Account Access > Party Account Access OR

Corporate Administrator Dashboard > Quick Links > Party Account Access

7.1.1 Party Account Access - Create

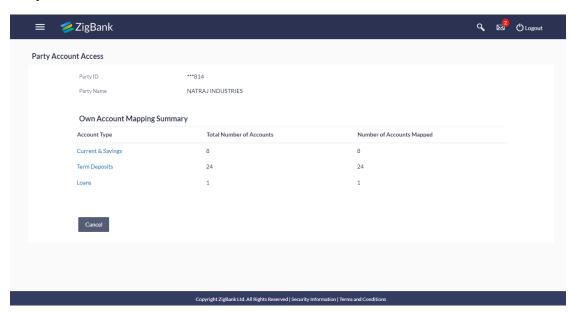
The Corporate Administrator has the list of account(s) and transactions for which access needs to be provided to the corporate party.

Party Id and Party Name of the corporate administrator are defaulted and not allowed for input.

To provide the party with account and transaction access:

 Navigate to the account access summary page with two sections Own Account Mapping Summary and Linked Party Account Mapping Summary.
 Linked party account mapping will only be available if the party to which corporate admin is associated has Party to Party Linkage maintained.

Party Account Access



Field Description

Field Name	Description
Party Id	Party id of the corporate administrator.
Party Name	Party name of the corporate administrator.
OWN ACCOUNT MAPPING SUMMARY	

Field Name	Description	
Account Type	All account types available under the party. The account type can be:	
	 Current & Savings 	
	Term Deposits	
	• Loans	
Total Number of Accounts	Total number of accounts available under the party.	
Number of Accounts Mapped	Number of accounts mapped to the particular account type.	
LINKED PARTY ACCOUNT MAPPING SUMMARY		
Account Type	All account types available under the linked party. The account type can be:	
	Current & Savings	
	Term Deposits	
	• Loans	
Total Number of Accounts	Total number of accounts available under the linked party.	
Number of Accounts Mapped	Number of accounts mapped to the particular account type.	

 If there is no mapping done for the party (own/ linked), there will be a message No Accounts mapped for the party with Map. Click Map. The Party Account Access - Create screen appears.

OR

Click Cancel to cancel the transaction.

OR

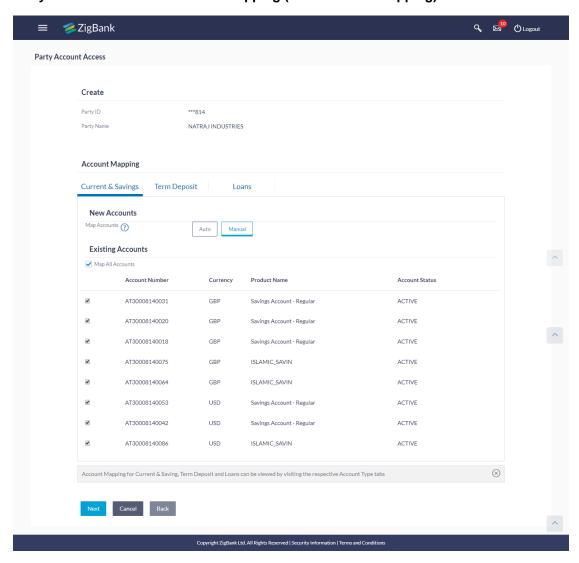
Click **Back** to navigate to the previous screen.

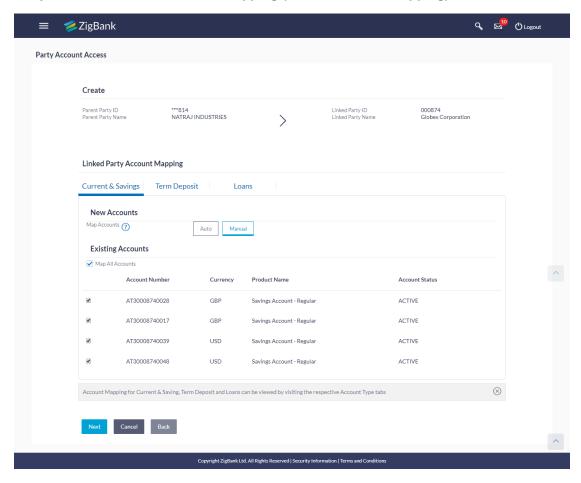
- All the accounts held by the selected party as a relationship with the bank as available in the
 core banking system will be fetched and displayed in the respective categories i.e. CASA,
 Term Deposits and Loans.
 - In case of mapping of linked party accounts to the parent party, user will select the parent party as part of party search section and click **Map** against the linked party of which account access is to be provided.
- 4. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., and select a global check box of **Map all accounts** to enable all the existing accounts under the selected category for channel banking (on screen, it will serve as a **Select All** function). OR

If specific accounts are required to be given access then the user needs to select the respective check boxes preceding the account number.

- To map new accounts, select appropriate option from Map Accounts field;
 Select Auto if you wish to allow access to all future CASA/ Term Deposit/ Loans accounts.
 OR
 - Select Manual if you wish to explicitly map new accounts and transactions.
- 6. The cookie message appears at the bottom of the category tab indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.

Party Account Access - Account Mapping (Own Account Mapping) - Create

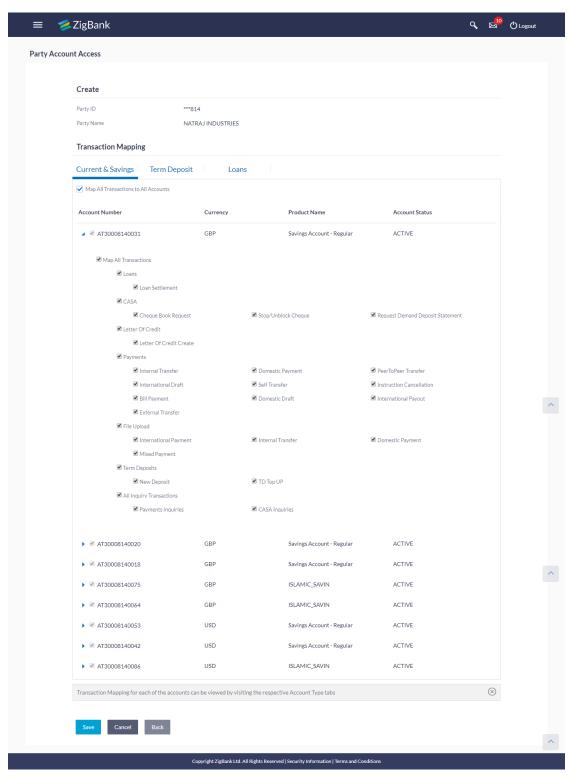


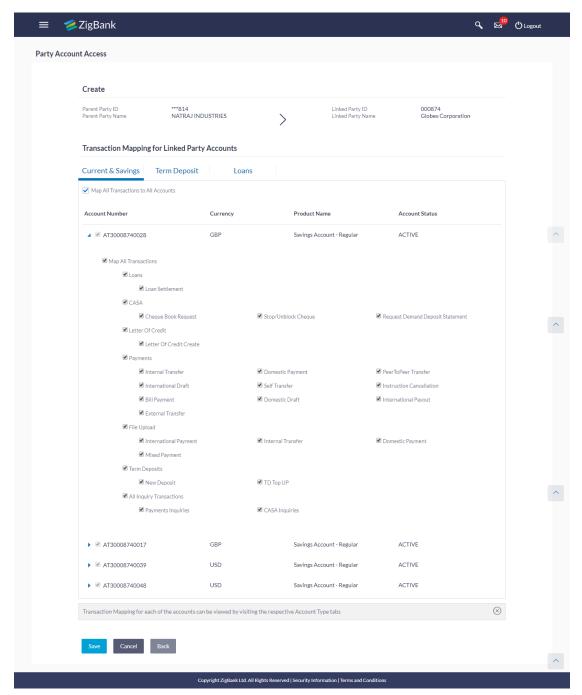


Party Account Access - Account Mapping (Linked Account Mapping) - Create

- 7. Click **Next**. The **Party Account Access Create** (Transaction Mapping) screen appears. OR
 - Click Cancel to cancel the transaction.
 - OR
 - Click Back to navigate to the previous screen.

Party Account Access - Transaction- Account Mapping (Own Account Mapping) - Create





Party Account Access - Transaction- Account Mapping (Linked Account) - Create

- 8. To map the transactions to the account, click > against the particular account number to view the transaction mapping.
- Select the respective check boxes preceding the transaction to be mapped.
 OR
 Select Map All Transactions, if you want to map all the transactions to all accounts.
- Click **Save** to save the changes. OR

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to the previous screen.

11. The **Party Account Access - Review** screen appears. Verify the details, and click **Confirm**.

Click **Edit** to edit the transaction.

OR

Click Cancel to cancel the transaction.

12. The screen with success message appears. Click **OK** to complete the transaction. After following above steps the summary of mapped accounts and transactions available for party.

7.1.2 Party Account Access - View

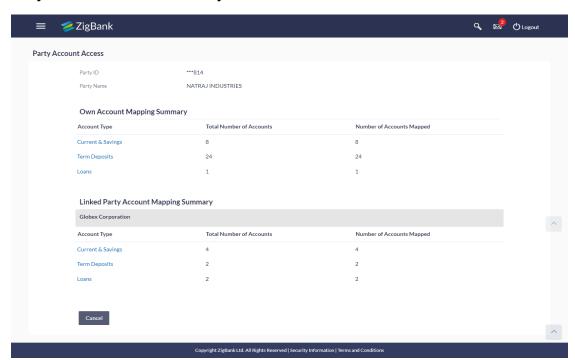
The Corporate Administrator can view the list of account(s) and transactions for which access has been provided to the corporate party.

Party Id and Party Name of the corporate administrator are defaulted and not allowed for input. User list of the corporate party is displayed with details like user ID, user name and mapping details.

To view the party account and transaction access:

 Navigate to the account access summary page with two sections Own Account Mapping Summary and Linked Party Account Mapping Summary.
 Linked party account mapping will only be available if the party to which corporate admin is associated has Party to Party Linkage maintained.

Party Account Access - Summary



Field Description

Field Name	Description
Party Id	Party id of the corporate administrator.
Party Name	Party name of the corporate administrator.
Own Account Manning Summary	

Own Account Mapping Summary

Click the **Account Type** link to view the respective mapping details.

Account Type All account types available under the party.

The account type can be:

Current & Savings

Term Deposits

Loans

Total Number of Accounts

Total number of accounts available under the party.

Number of Accounts Mapped

Number of accounts mapped to the particular account type.

Linked Party Account Mapping Summary

Click the **Account Type** link to view the respective mapping details.

Account Type All account types available under the linked party. The account

type can be:

Current & Savings

Term Deposits

Loans

Total Number of Accounts

Total number of accounts available under the linked party.

Number of Accounts Mapped Number of accounts mapped to the particular account type.

 Click the <u>Account Type</u> link i.e. CASA / TD / Loans in the summary details for the party. The Party Account Access - View screen displaying the account mapping for an accounts appear.

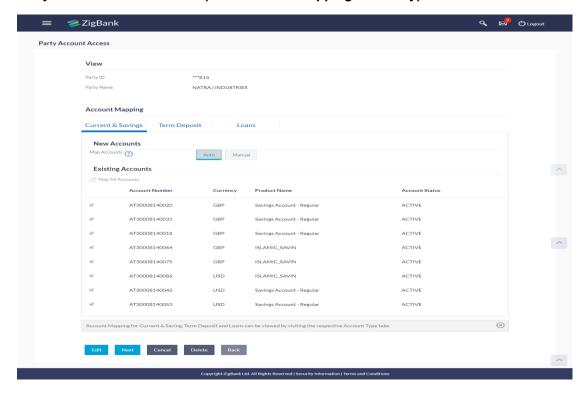
OR

Click **Back** to navigate to the previous screen.

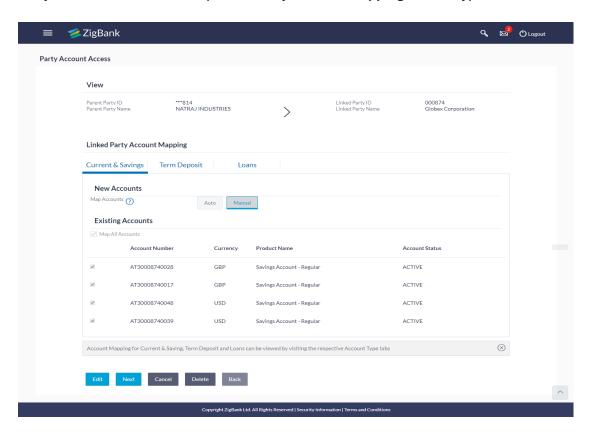
ΩR

Click Cancel to cancel the transaction.

Party Account Access - View (Own Account Mapping Summary)



Party Account Access - View (Linked Party Account Mapping Summary)



Field Description

Field Name Description

Party Id Party id of the corporate administrator.

Party Name Party name of the corporate administrator.

CASA/ Term Deposits/ Loans

New Accounts

Map Accounts Mapping of the accounts.

The options can be:

- Auto: gives default access to the all future newly added accounts and transactions of the party as soon as the account is opened.
- Manual: gives specific access to future accounts. This is to explicitly map new accounts and transactions if access needs to be provided.

Existing Accounts

Map All Accounts	Mapping all the existing accounts under the selected category to enable for channel banking.
Account Number	List of account numbers present in a particular account type.
Currency	Account currency.
Product Name	Name of the product available under the party.
Account Status	Status of the account access for the party

^{3.} Click **Account Type** i.e. CASA/ TD/ Loan, all the accounts held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed in the respective categories i.e. CASA, Term Deposits and Loans. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.

- Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., the administrator
 can view both the accounts for which access has been provided and the ones for which
 access is not provided.
 - Can also view the selection done for New Accounts mapping i.e. Auto/ Manual.
- 5. The cookie message appears at the bottom of the category tab indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.
- 6. Click **Next**. The **Party Account Access View** screen for account selected and transactions enabled for the selected account appears.

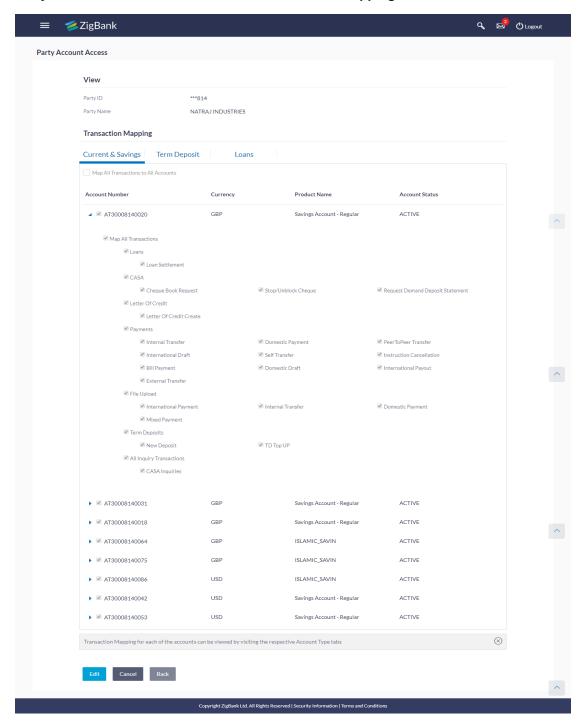
OR

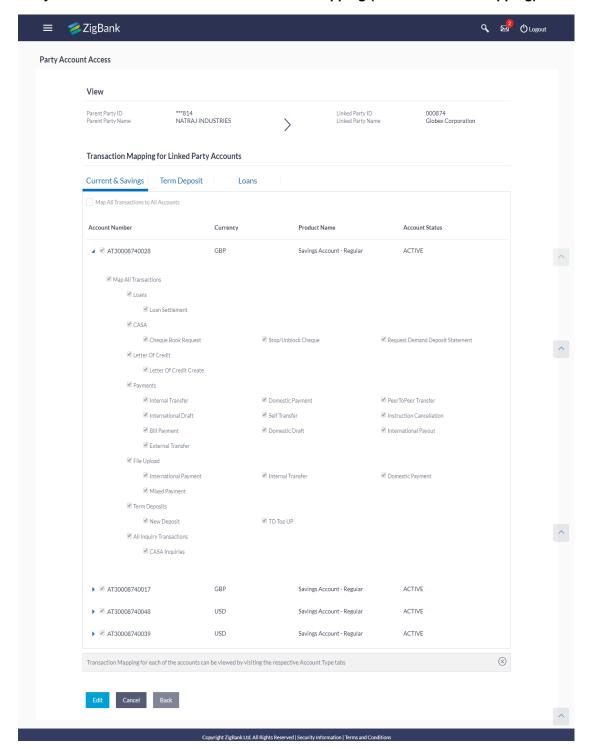
Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to the previous screen.

Party Account Access - Transaction- Own Account Mapping- View





Party Account Access - Transaction- Account Mapping (Linked Account Mapping) - View

7. Click > against the particular account number to view the mapped transactions.

Click Edit to update transaction mapping.

OR

Click Cancel to cancel the transaction.

8. Click **Edit** to update the **Party Account Access** account mapping for new accounts and existing accounts.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to the previous screen.

7.1.3 Party Account Access - Edit

The Corporate Administrator has the list of account(s) and transactions for which access details needs to be edited for the corporate party.

Party Id and Party Name of the corporate administrator are defaulted and not allowed for input.

To edit account and transaction access for the party:

1. Navigate to the account access summary page with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary**.

Linked party account mapping will only be available if the party to which corporate admin is associated has Party to Party Linkage maintained.

 Click the <u>Account Type</u> link i.e. CASA / TD / Loans in the summary details for the party. The Party Account Access - View screen displaying the account mapping for an accounts appear.

OR

Click **Back** to navigate to the previous screen.

ΛR

Click Cancel to cancel the transaction.

- 3. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
- 4. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
- 5. Click Edit. The Party Account Access Edit screen appears.

This enables the selection and de-selection option against the accounts and also allow changing the map accounts from Auto to Manual and vice-versa.

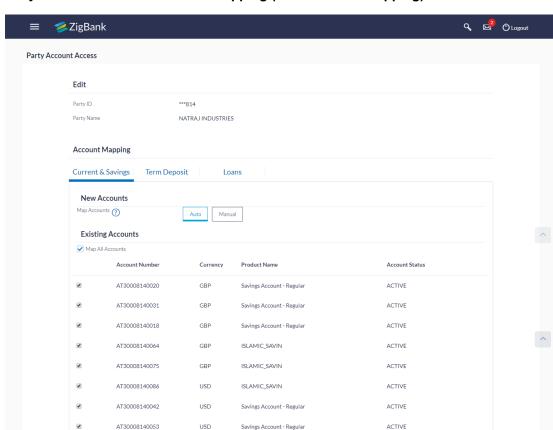
OR

Click **Back** to navigate to the previous screen.

OR

Click Cancel to cancel the transaction.

- 6. Click **Account Type** for which you want to edit the mapping of the accounts.
- 7. The cookie message displayed indicating the administrator that account mapping for other category tabs can be viewed by visiting the respective tabs.

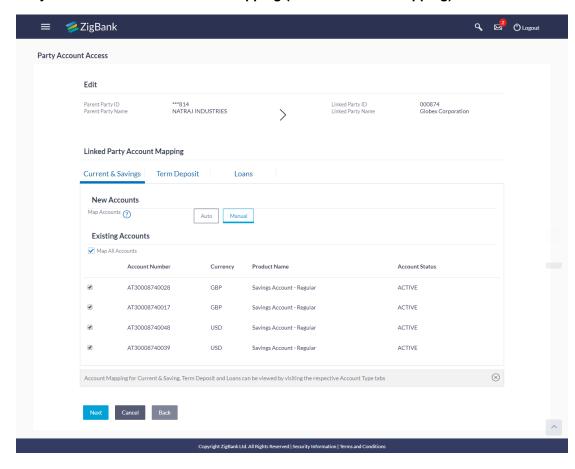


Party Account Access - Account Mapping (Own Account Mapping) - Edit

Account Mapping for Current & Saving, Term Deposit and Loans can be viewed by visiting the respective Account Type tabs

Next Cancel Back

 \otimes



Party Account Access - Account Mapping (Linked Account Mapping) - Edit

- To map the new accounts, select appropriate option from Map Accounts field;
 Select Auto if you wish to allow access to all future CASA/ Term Deposit/ Loans accounts.
 OR
 - Select **Manual** if you wish to allow specific access to all future CASA/ Term Deposit/ Loans accounts.
- Select the respective check boxes preceding the **Account Number** to be mapped. OR
 - Select Map All Accounts, if you want to map all the account numbers.
- Click Next. The Party Account Access Edit screen with mapped transaction account appears.

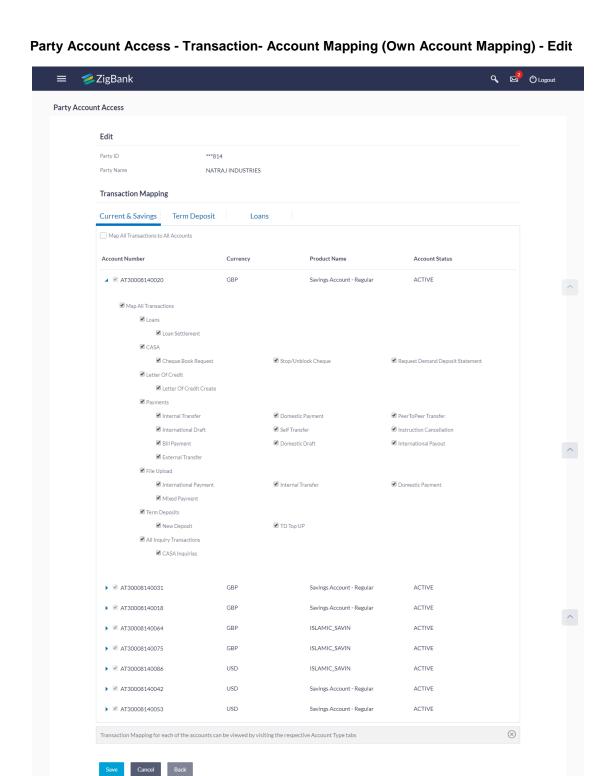
OR

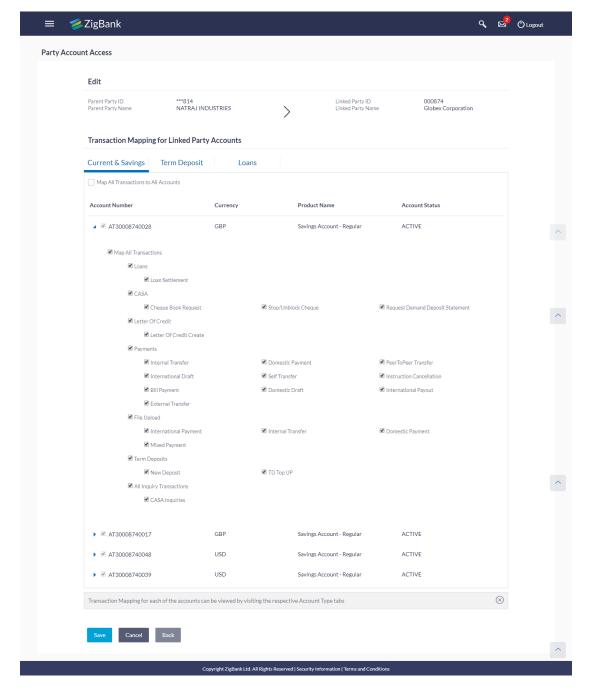
Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to the previous screen.

- 11. To map the transactions to the account, click against the particular account number to view the transaction mapping.
- Select the respective check boxes preceding the transaction to be mapped.
 - Select Map All Transactions, if you want to map all the transactions to all accounts.





Party Account Access - Transaction- Account Mapping (Linked Account) - Edit

13. Click Save to save the changes.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to the previous screen.

14. The Party Account Access - Review screen appears. Verify the details, and click Confirm.

OR

Click **Edit** to edit the transaction.

OR

Click Cancel to cancel the transaction.

15. The screen with success message appears. Click **OK** to complete the transaction.

7.1.4 Party Account Access - Delete

The Corporate Administrator will have the provision to delete access for the corporate party.

As part of this option, own account mapping and/ or linked party account mapping can be deleted for the party.

To delete account and transaction access for the party:

- Navigate to the account access summary page with two sections Own Account Mapping Summary and Linked Party Account Mapping Summary.
 Linked party account mapping will only be available if the party to which corporate admin is
 - Linked party account mapping will only be available if the party to which corporate admin it associated has Party to Party Linkage maintained.
- Click the <u>Account Type</u> link i.e. CASA / TD / Loans in the summary details for the party. The Party Account Access - View screen displaying the account mapping for an accounts appear.

OR

Click Back to navigate to the previous screen.

OR

Click Cancel to cancel the transaction.

- 3. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
- Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., the administrator
 can view both the accounts for which access has been provided and the ones for which
 access is not provided.
- 5. Click **Delete**. The application prompt the administrator with a delete confirmation message with an option of **Yes / No**.
- 6. Click **Yes** to proceed with the deletion request.

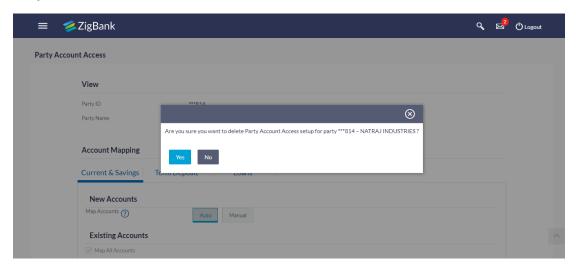
It will navigate to confirmation page with a success message and the status.

OR

Click **No** if you do wish to proceed with deletion.

7. The success message and the status appear. Click **OK** to complete the transaction.

Party Account Access - Delete



8. Click Yes to continue.

OR

Click **No** to cancel the deletion process.

9. The screen with success message appears. Click **OK** to complete the transaction.

<u>FAQs</u>

 Is it necessary to setup Party Account Access Management before setting up User Account Access?

Yes. The party account access management setup must be done before the user level mapping of accounts and transactions.

2. What is the significance of Auto and Manual option in 'Map Accounts'?

This feature allows the corporate administrator to configure access policies for accounts and associated transactions which may get added subsequently in the future.

Auto: Gives access to the newly added accounts and transactions of the party as soon as the account is opened. This option can be selected whenever corporate administrator wishes to provide access by default

Manual: Denies the newly added accounts and transactions by default. This is to ensure that access to accounts and transactions is provided only upon receiving specific instructions

3. Party Account Access has not been maintained for the user for Own or Linked party, still there is no 'Map' button available?

It is possible that the channel access and/or party preferences has not been maintained for the corporate party.

There will be an appropriate message provided to the user below the party details. Before proceeding with account access, corporate admin can co-ordinate with bank admin to get 'Party Preferences' screen and/or channel access maintained for the party.

4. Will Party Account Access – Deletion for a party (Own/Linked) lead to automatic deletion of User Account Access?

Yes. Deletion of account access for a party will lead to automatic deletion of access for the users of the corporate party.

5. If I remove access of account(s) and transaction(s) for my party, will it lead to automatic access removal for the users

Yes. Access removal at party level for an account and/or transaction will automatically remove access at user level of the corporate party.

6. Have mapped/edited/deleted party account access but it is not reflecting in the system even after a successful maintenance save message?

There is a possibility that the maintenance is saved but the status is 'Pending Approval'. For the maintenance, if there is an approval required then the changes will reflect only once the approver(s) approve the submitted request.

If the setup does not require an approval workflow or is self / auto approved, then the same will reflect immediately.

8. User Account Access

Using this option the corporate administrator can set up account and transaction access for user(s) of the corporate party.

The corporate administrator can only provide access to the users of party to which the corporate administrator is associated to.

Corporate Administrator cannot provide access to the users of the party to which the administrator is not associated to.

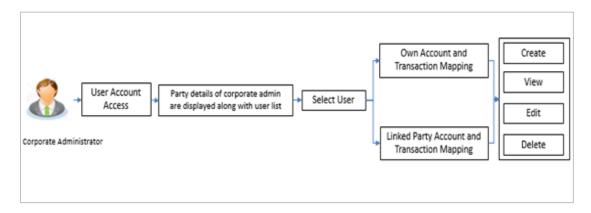
User account access for users of a corporate party can be done only after Party Account Access is setup for the party.

The user level mapping of accounts and transactions must be done in order to provide access to the accounts for performing transactions to the specific user. If this step is not followed, the corresponding user will not be able to view any accounts on the dashboard screen or at the individual transactions.

Pre-requisites

- Corporate Administrator has the required rights to provide account access to the users of the corporate party
- Account Access should be maintained for the party of the user for which access is to be maintained
- Account Access for the party should be maintained for linked party accounts if the user needs access to linked party accounts
- Party preferences should be created for the party of the user for which access is to be maintained
- Channel Access should be enabled for party of the user for which account access is to be maintained

Workflow



Features Supported In Application

This option allows the corporate administrator to:

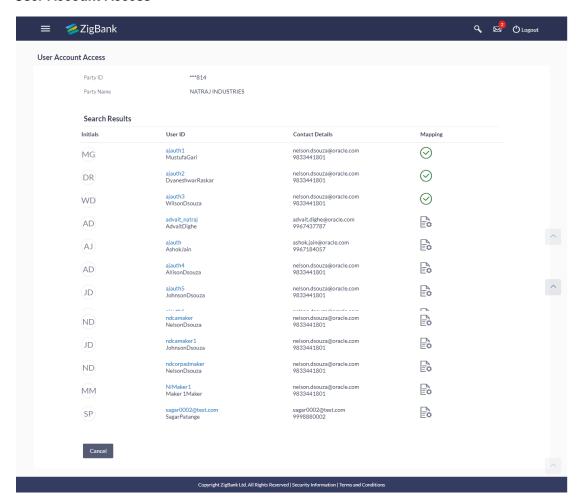
- User Account Access Mapping (Own accounts and linked party accounts)
- User Account Access View (Own accounts and linked party accounts)
- User Account Access Edit (Own accounts and linked party accounts)
- User Account Access Delete (Own Accounts and linked party accounts)

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Account Access > User Account Access OR

Corporate Administrator Dashboard > Quick Links > User Account Access

User Account Access



Field Description

Field Name	Description

Party Id Party id of the corporate administrator.

Party Name Party name of the corporate administrator.

Search Results

Initials The initials of the user id.

User ID The user id of the user.

Contact The email id and mobile number of the user. **Details**

Mapping The given party has granted access to the user or not. • clenotes the user account is mapped. • the denotes the mapping of user account is not yet done.

8.1.1 User Account Access - Create

The Corporate Administrator has the list of account(s) and transactions for which access needs to be provided to the user(s) of the corporate party. Party Id and Party Name of the corporate administrator are defaulted and not allowed for input. User list of the corporate party is displayed with details like user ID, user name and mapping details.

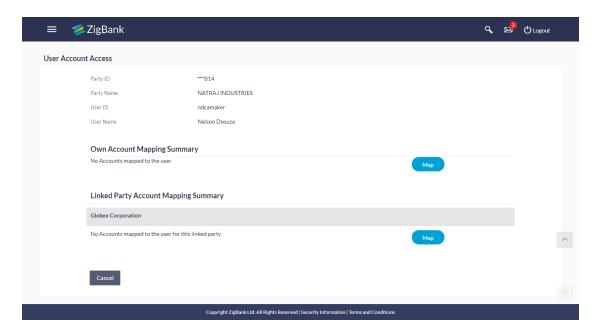
To provide the user with account and transaction access:

 In the User Account Access screen, click the <u>User Id</u> link, of the record for which you want to create the user account transaction mapping. The User Account Access screen with two sections Own Account Mapping Summary and Linked Party Account Mapping Summary appears.

Linked party account mapping will only be available if the party to which corporate administrator is associated has Party to Party Linkage maintained.

Click Cancel to cancel the transaction.

User Account Access – Summary



Field Description

Field Name	Description	
Party ID	Party id of the corporate administrator.	
Party Name	Party name of the corporate administrator.	
User Id	User ID of the selected user.	
User Name	User name of the selected user.	
Account Type	All account types available under the party. The account type can be: Current & Savings Term Deposits Loans	

Total Number of Accounts Total number of accounts available under the party.

Number of Accounts Mapped Number of accounts mapped to the particular account type.

LINKED PARTY ACCOUNT MAPPING SUMMARY

Click the **Account Type link** to view the respective mapping details.

2. If there is no mapping done for the user for a party (own/ linked), there will be a message 'No Accounts mapped for the party' with Map. If the access for the party to which the user belongs to is not done, then there will be no Map button. Click **Map**. The **User Account Access - Create** screen appears.

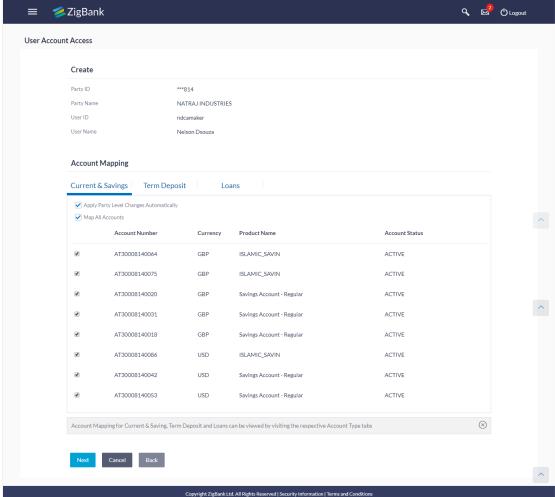
OR

Click **Back** to navigate to the previous screen.

OR

Click Cancel to cancel the transaction.



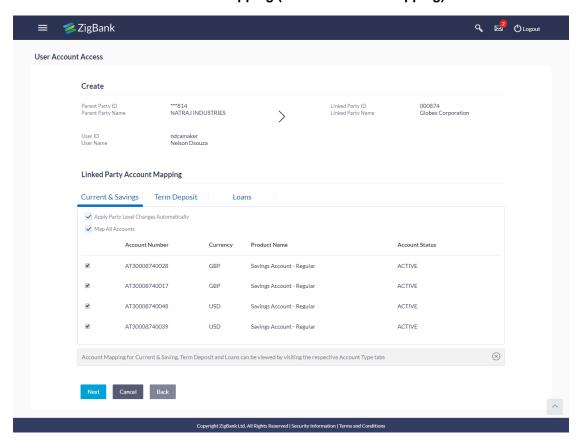


Field Description

Field Name	Description
Create	
Party Id	Party id of the corporate administrator.
Party Name	Party name of the corporate administrator.
User Id	User ID of the selected user.
User Name	User name of the selected user.
Account Mapping	
CASA/ Term Deposits/ Loans	

Field Name	Description	
Apply Party Level Changes Automatically	This indicates any party level change will automatically apply to the users of the party.	
Map All Accounts	Mapping all the existing accounts under the selected category to enable for channel banking.	
Account Number	List of account numbers present in a particular account type.	
Currency	Account currency.	
Product Name	Name of the product available under the party.	
Account Status	Status of the account access for the party.	

User Account Access - Account Mapping (Linked Account Mapping) - Create



3. All the accounts held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed in the respective categories i.e. CASA,

Term Deposits and Loans.

In case of mapping of linked party accounts to the user, corporate administrator will select the user and click **Map** against the linked party of which account access is to be provided.

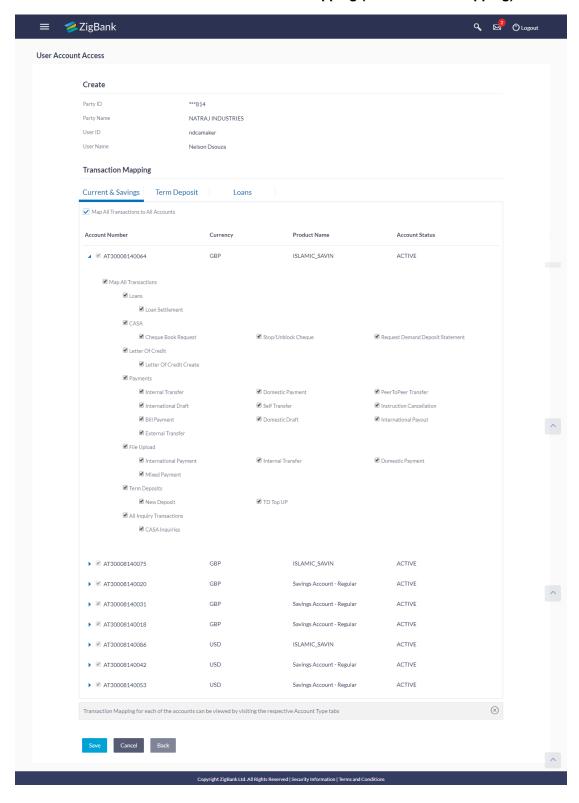
- 4. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., and select a global check box of **Map all accounts** to enable all the existing accounts under the selected category for channel banking (on screen, it will serve as a **Select All** function). OR
 - If specific accounts are required to be given access to the user, then the corporate administrator needs to select the respective check boxes preceding the account number.
- 5. Select Apply Party Level Changes Automatically to automatically apply the party changes.
- 6. The cookie message appears indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.
- Click Next. The User Account Access Create screen with mapped transactions appears.
 OR

Click **Back** to navigate to the previous screen.

OR

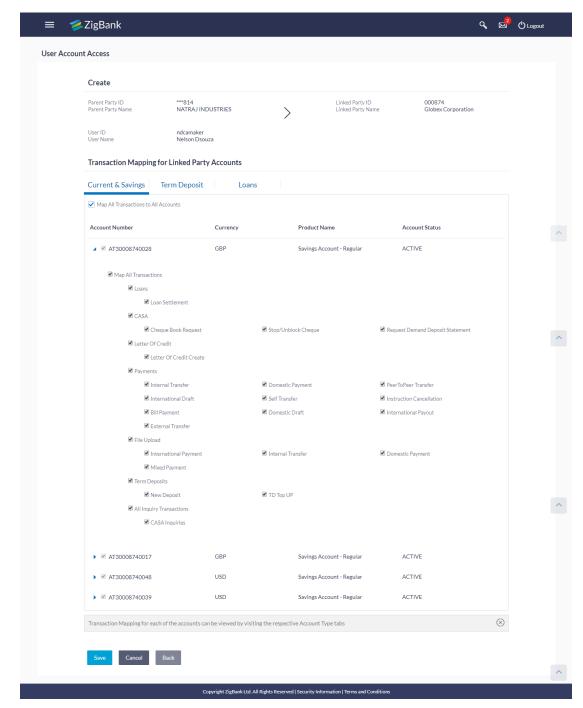
Click Cancel to cancel the transaction.

User Account Access - Transaction- Account Mapping (Own Account Mapping) - Create



Field Description

Field Name	Description	
Create		
Party Id	Party id of the corporate administrator.	
Party Name	Party name of the corporate administrator.	
User Id	User ID of the selected user.	
User Name	User name of the selected user.	
Account Mapping		
CASA/ Term Deposits/ Loans		
Apply Party Level Changes Automatically	User will get access to accounts that are allowed/disallowed at the party level.	
Map All Transactions to All Accounts	Mapping all the transactions to all the existing accounts.	
Account Number	List of account numbers present in a particular account type.	
Currency	Account currency.	
Product Name	Name of the product.	
Account Status	Status of the account access for the party	



User Account Access - Transaction - Account Mapping (Linked Account) - Create

- 8. To map the transactions to the account, click > against the particular account number to view and update the mapping.
- Select the respective check boxes preceding the transaction to be mapped. OR
 - Select Map All Transactions, if you want to map all the transactions to all accounts.
- 10. Select Apply Party Level Changes Automatically to automatically apply the party changes.

11. Click Save.

OR

Click Cancel to cancel the transaction.

 \cap R

Click **Back** to navigate to the previous screen.

12. The **User Account Access - Review** screen appears. Verify the details, and click **Confirm**.

Click Edit to edit the mapping.

OR

Click Cancel to cancel the transaction.

13. The screen with success message appears. Click **OK** to complete the transaction.

8.1.2 User Account Access - View

The Corporate Administrator can view the list of account(s) and transactions for which access has been provided to the user.

Party Id and Party Name of the corporate administrator are defaulted and not allowed for input. User list of the corporate party is displayed with details like user ID, user name and mapping details.

To view the party account and transaction access:

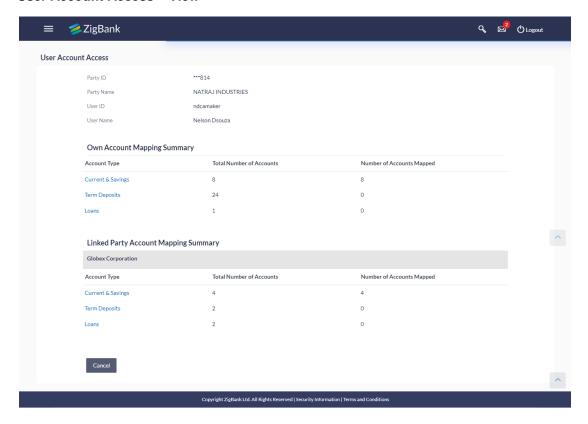
 In the User Account Access screen, click the <u>User Id</u> link, of the record for which you want to create the user account transaction mapping. The User Account Access screen with two sections Own Account Mapping Summary and Linked Party Account Mapping Summary appears.

Linked party account mapping will only be available if the party to which corporate administrator is associated has Party to Party Linkage maintained.

OR

Click Cancel to cancel the transaction.

User Account Access - View



Field Description

Field Name	Description
Party Id	Party id of the corporate administrator.
Party Name	Party name of the corporate administrator.
User Id	User ID of the user of selected party.
User Name	User name of the user of selected party.

Own Account Mapping Summary

Click **Account Type** to view the respective mapping details.

Account Type	All account type The account type can	available be:	under	the	party.
	 Currer 	t & Savings			
	Term I	Deposits			
	• Loans				
Total Number of Accounts	Total number of accor	ınts available ι	under the	party.	

Field Name Description

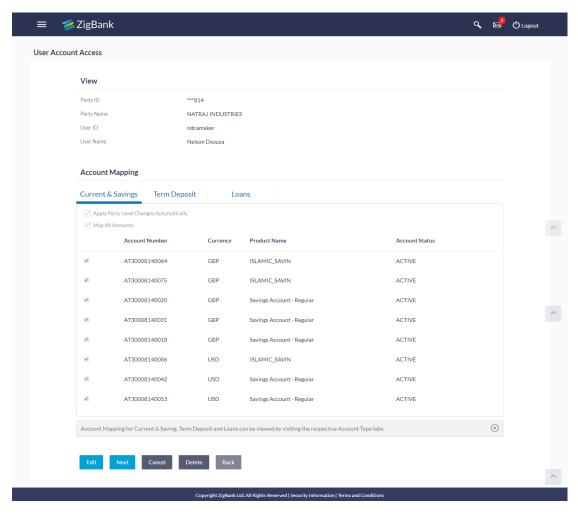
Number of Accounts Mapped Number of accounts mapped to the particular account type.

Linked Party Account Mapping Summary

Click **Account Type** to view the respective mapping details.

2. Click the **Account Type** i.e. CASA / TD / Loans in the summary details for the party. The **User Account Access - View** screen displays the account mapping for the user.

User Account Access – View (Account Mapping Summary)

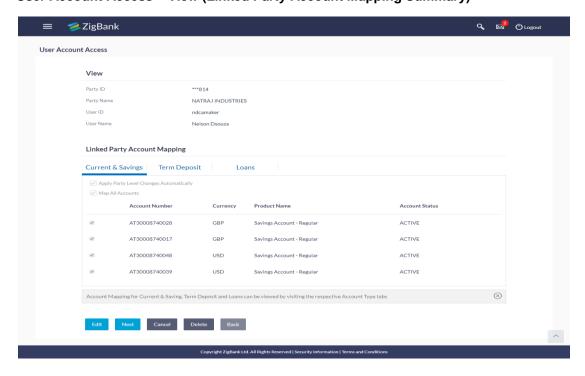


Field Description

Field Name	Description
Party Id	Party id of the corporate administrator.

Field Name	Description
Party Name	Party name of the corporate administrator.
User Id	User ID of the selected user.
User Name	User name of the selected user.
Account Mapping	
CASA/ Term Deposits/ Loans	
Apply Party Level Changes Automatically	This indicates any party level change will automatically apply to the users of the party.
Map All Accounts	Mapping all the existing accounts under the selected category to enable for channel banking.
Account Number	List of account numbers present in a particular account type.
Currency	Account currency.
Product Name	Name of the product available under the party.
Account Status	Status of the account access for the party.

User Account Access – View (Linked Party Account Mapping Summary)



3. Click **Next**. The **User Account Access- View** screen for account selected and transactions enabled for the selected account appears.

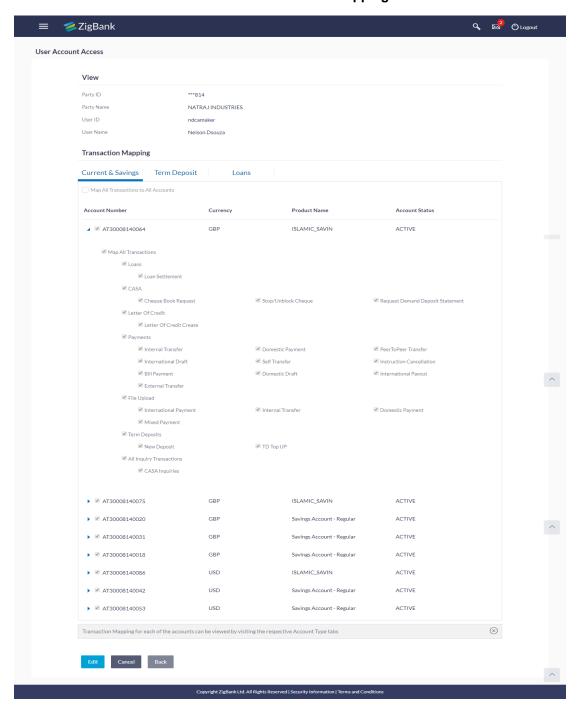
OR

Click Cancel to cancel the transaction.

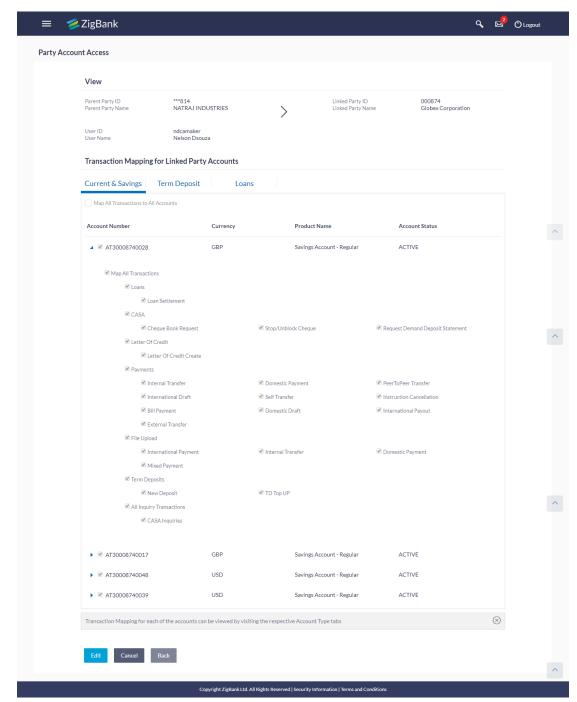
OR

Click **Back** to navigate to the previous screen.

User Account Access - Transaction- Own Account Mapping- View



Field Name	Description	
View		
Party Id	Party id of the corporate administrator.	
Party Name	Party name of the corporate administrator.	
User Id	User ID of the user of selected party.	
User Name	User name of the user of selected party.	
Transaction Mapping		
CASA/ Term Deposits/ Loans		
Map All Transactions to All Accounts	Mapping all the transactions to all the existing accounts.	
Account Number	List of account numbers present in a particular account type.	
Currency	Account currency.	
Product Name	Name of the product available under the party.	
Account Status	Status of the account access for the party.	



User Account Access - Transaction- Account Mapping (Linked Account Mapping) - View

- 4. Click > against the particular account number to view and update the mapping.
- Select the respective check boxes preceding the transaction to be mapped.
 OR
 - Select Map All Transactions, if you want to map all the transactions to all accounts.
- Click Next. The User Account Access- View screen with transaction mapped to the account appears.
 OR

Click Edit to update the User Account Access mapping.

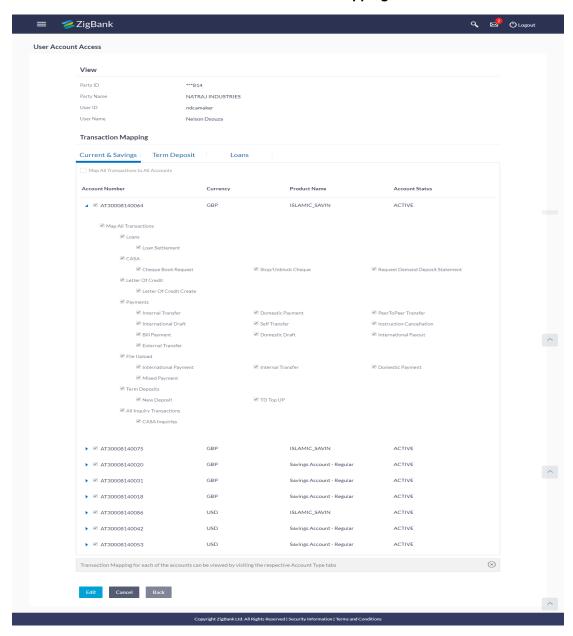
OR

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to the previous screen.

User Account Access - View - Transaction Account Mapping



7. Click pagainst the particular account number to view the mapped transactions.

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Click Edit to update transaction mapping.

OR

Click Cancel to cancel the transaction.

OR

Click Back to navigate to the previous screen.

8.1.3 User Account Access - Edit

The Corporate Administrator has the list of account(s) and transactions for which access details needs to be edited for a selected user of the corporate party.

Party Id and Party Name of the corporate administrator are defaulted and not allowed for input. User list of the corporate party is displayed with details like user ID, user name and mapping details.

To edit account and transaction access for the user:

 In the User Account Access screen, click the <u>User Id</u> link, of the record for which you want to create the user account transaction mapping. The User Account Access screen with two sections Own Account Mapping Summary and Linked Party Account Mapping Summary appears.

Linked party account mapping will only be available if the party to which corporate administrator is associated has Party to Party Linkage maintained.

OR

Click Cancel to cancel the transaction.

- Click the Account Type i.e. CASA / TD / Loans in the summary details for the party. The User Account Access - View screen appears.
- 3. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
- 4. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
- 5. Click **Edit**. The **User Account Access Edit** screen appears.

This enables the selection and de-selection option against the accounts. There is also an option to edit check box 'Apply Party Level Changes Automatically' to apply/ remove the party changes.

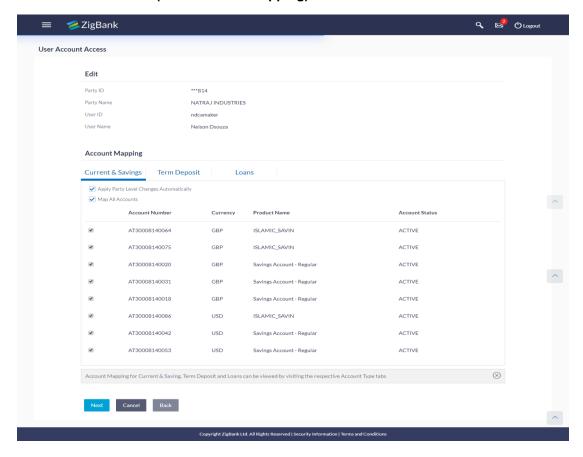
OR

Click **Back** to navigate to the previous screen.

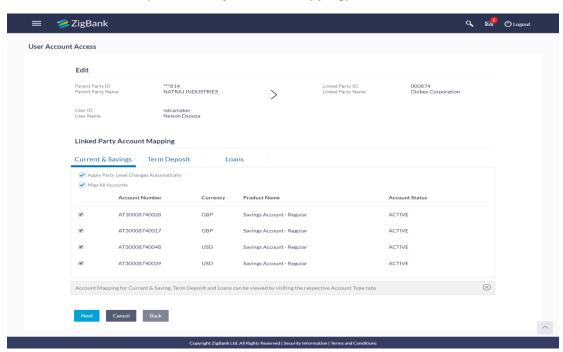
OR

Click Cancel to cancel the transaction.

User Account Access (Own Account Mapping) - Edit

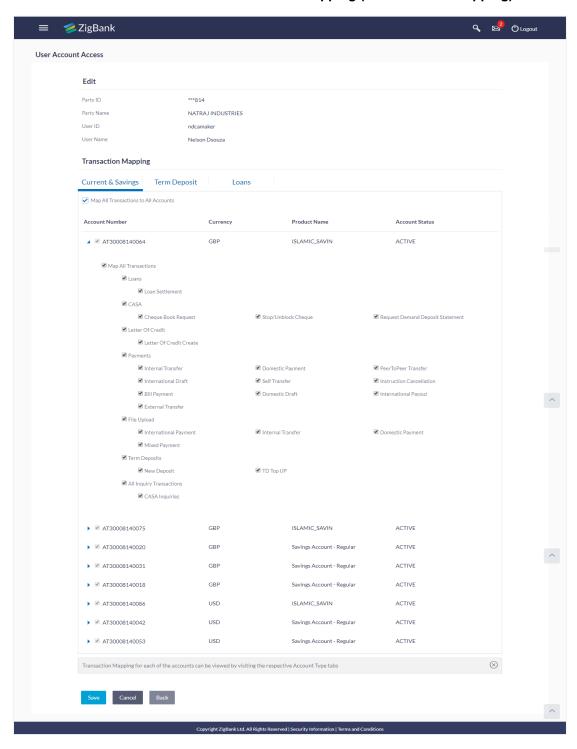


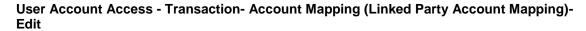
User Account Access (Linked Party Account Mapping) - Edit

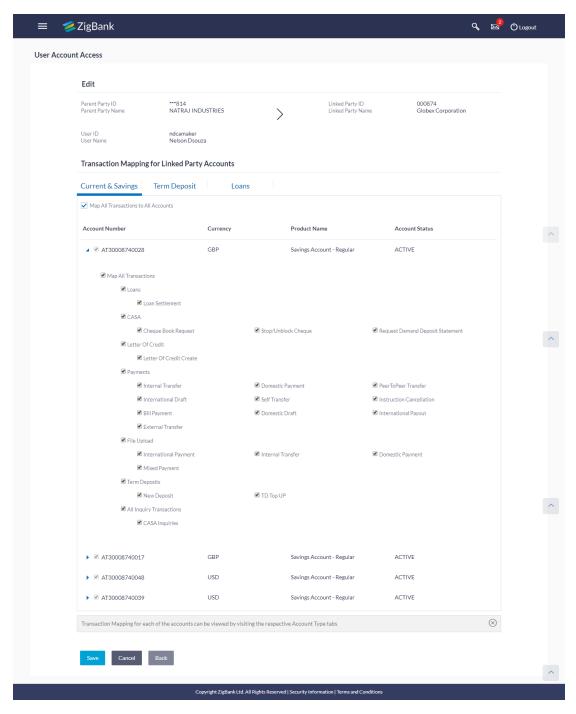


- 6. Click **Account Type** for which you want to edit the mapping of the accounts. The cookie message displayed indicating the administrator that account mapping for other category tabs can be viewed by visiting the respective tabs.
- Select the respective check boxes preceding the **Account Number** to be mapped. OR
 - Select **Map All Accounts**, if you want to map all the account numbers. Select/ De-select check box '**Apply Party Level Changes Automatically**' to apply/ remove the party changes.
- Click Next. The User Account Access Edit screen with mapped account appears.
 OR
 - Click **Back** to navigate to the previous screen. OR
 - Click Cancel to cancel the transaction.

User Account Access - Transaction- Account Mapping (Own Account Mapping)- Edit







- 9. Click > against the particular account number to view the mapped transactions.
- 10. Select the respective check boxes preceding the transaction to be mapped. OR Select Map All Transactions, if you want to map all the transactions to all accounts.
- 11. Click **Save** to save the changes.

OR

Click **Back** to navigate to the previous screen.

OR

Click Cancel to cancel the transaction.

12. The **User Account Access - Review** screen appears. Verify the details, and click **Confirm**.

ΩR

Click **Edit** to edit the transaction.

OR

Click Cancel to cancel the transaction.

13. The screen with success message appears. Click **OK** to complete the transaction.

8.1.4 User Account Access - Delete

The Corporate Administrator will have the user information for which access details needs to be deleted. As part of this option, own account mapping and/ or linked party account mapping can be deleted for a user.

Party Id and Party Name of the corporate administrator are defaulted and not allowed for input. User list of the corporate party is displayed with details like user ID, user name and mapping details.

To delete account and transaction access for the user:

 In the User Account Access screen, click the User Id link, of the record for which you want to create the user account transaction mapping. The User Account Access screen with two sections Own Account Mapping Summary and Linked Party Account Mapping Summary appears.

Linked party account mapping will only be available if the party to which corporate administrator is associated has Party to Party Linkage maintained.

OR

Click Cancel to cancel the transaction.

Click the Account Type i.e. CASA / TD / Loans in the summary details for the party. The User Account Access - View screen appears.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to the previous screen.

- 3. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
- 4. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
- 5. Click **Delete** to delete the account mapping.

The application will prompt the administrator with a deletion message with an option of Yes / No.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to the previous screen.

6. Click **Yes** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.

OR

Click **No** if you do not wish to proceed with deletion.

7. Click **OK** to complete the transaction.

FAQs

 Is it necessary to setup Party Account Access Management before setting up User Account Access?

Yes. The party account access management setup must be done before the user level mapping of accounts and transactions.

2. User Account Access has not been maintained for the user for Own or Linked party, still there is no 'Map' button available?

It is possible that the account access maintenance has not been done for the party to which the user belongs to. In such a case, corporate administrator will need to maintain account access for the party and only then proceed with User Account Access.

3. Will Party Account Access – Deletion for a party (Own/ Linked) lead to automatic deletion of User Account Access?

Yes. Deletion of account access for a party will lead to automatic deletion of access for the users of that party.

4. If I remove access of account(s) and transaction(s) for a party, will it lead to automatic access removal for the users of that party?

Yes. Access removal at party level for an account and/ or transaction will automatically remove access at user level of the corporate party.

5. Am unable to see some of the account(s) and/ or transaction(s) for mapping as part of User Account Access that were available in Party Account Access for the party of the user?

There is a possibility that these accounts and/or transactions have not been provided access at party level. The accounts and transactions that are unmapped at party level will not be visible at user level of the corporate party.

6. Have mapped/ edited/ deleted user account access for a party but it is not reflecting in the system even after a successful maintenance save message?

There is a possibility that the maintenance is saved but the status is 'Pending Approval'. For the maintenance, if there is an approval required then the changes will reflect only once the approver(s) approve the submitted request. If the setup does not require an approval workflow or is self / auto approved, then the same will reflect immediately.

9. User Groups Management

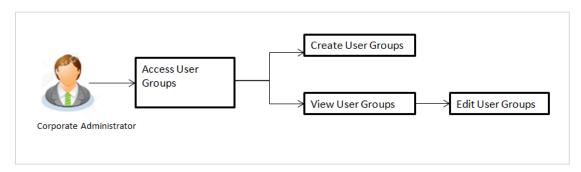
User group is a set created with multiple users to perform certain tasks/actions.

Using this option, Corporate Administrator can maintain the user groups. Only the users of party ID mapped to a corporate administrator can be clubbed together in the user group. User groups maintained by administrators are used while creating approval workflows and approval rules.

Prerequisites:

- Party preference is maintained and is active.
- Corporate Administrator is maintained for a party.
- Transaction access is provided to Corporate Administrator.
- Multiple corporate users are maintained under a party.
- Approval rule set up for corporate administrator to perform the actions.

Workflow



Features supported in application

User Group Management allows Corporate Administrator to:

- Create User Group
- View User Group
- Edit User Group

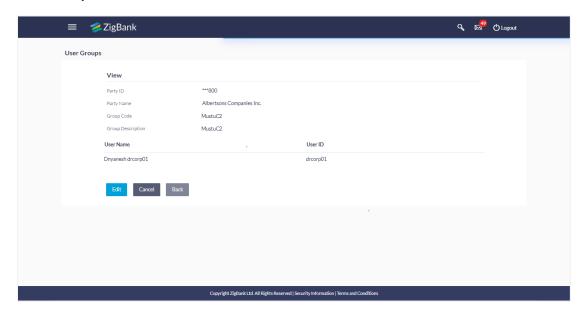
How to reach here:

Corporate Administrator Dashboard > Toggle menu > Others > User Groups Management

9.1 User Groups - Summary

Once the logged in corporate administrator navigates to User Group Management screen, user groups maintained (if any) under the party mapped to the user are displayed on the screen. User can opt to view the details of existing user groups or can create new user group using this screen.

User Groups



Field Description

Field Name	Description
Party Id	Party Id mapped to the logged in corporate administrator.
Party Name	Party name of Party ID mapped to the logged in corporate administrator.
Group Code	User group code. (This field will be displayed only if there are existing user groups available under a party).
Group Description	Description provided to the user group. (This field will be displayed only if there are existing user groups available under a party).
Users	Number of users available in each user group. (This field will be displayed only if there are existing user groups available under a party).

1. Click **Create** to create new User Group.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

OR

Click the Group Code link to view details of the selected User Group.

9.2 User Group - Create

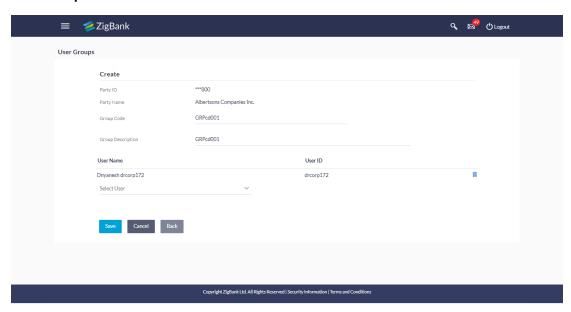
Corporate administrator can create a new User Group for the mapped Party ID by using this option. Only the users of party ID mapped to a corporate administrator can be clubbed together in a User Group.

Administrator can create multiple user groups and one user can be part of multiple user groups, whereas creating a user group without any user is not allowed.

To create the user groups:

1. Click Create. The User Groups - Create screen appears.

User Group - Create



Field Name	Description
Party Id	Party ID mapped to the logged in corporate administrator is displayed.
Party Name	Party name of Party ID mapped to the logged in corporate administrator is displayed.
Group Code	Specify User Group code.
Group Description	Specify User Group description.
User Name	User name list to select and add a user to the user group. Only the users belongs to the party will be listed.

Field Name	Description
User ID	User IDs of each user selected from user list are displayed.

- 2. In the **Group Code** field, enter the name of the group that is to be created.
- 3. In the **Group Description** field, enter the user group description.
- 4. From the **User Name** list, select the appropriate user.
- 5. Click **Add** to add the selected user in the User Group. A row displaying the details of the selected user appears.

Once added, the user name will be removed from the user drop-down to avoid duplication of users.

Click it to remove a user from the User Group.

6. Click **Save** to save the User Group. The **User Group-Create - Review** screen post necessary validations appear.

OR

Click Back to navigate to previous screen.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

7. Verify the details, and click **Confirm**. The User Group-Create – Confirmation screen appears.

OR

Click **Edit** to modify the changes if any.

The **User Group-Create** screen with values in editable form appears.

ΟR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

8. The success message of user group creation appears along with the transaction reference number. Click **OK** to complete the transaction and navigate back to 'User Groups' screen.

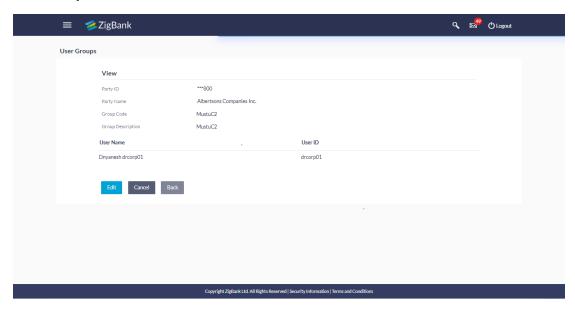
9.3 User Groups - View

On accessing 'User Group Management' menu option, summarized view of all the user groups created (if any) for the Party mapped to the corporate administrator is displayed on the screen. Further drill down is given on the each user group to view the details of the users who are the part of user group.

To view the user groups:

1. In the **User Groups** screen, click the **Group Code** link of the record whose details you want to view. The **User Groups - View** screen appears.

User Groups - View



Field Name	Description
Party Id	Party ID mapped to the logged in corporate administrator is displayed.
Party Name	Party name of Party ID mapped to the logged in corporate administrator is displayed.
Group Code	User Group code is displayed.
Group Description	User Group description is displayed.
User Name	User names of the user who is a part of the user group are displayed.
User ID	User IDs of the user who is a part of the user group are displayed.

2. Click **Edit** to edit the user group. The **User Groups - Edit** screen with values in editable form appears.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

OR

Click Back to go back to previous screen.

9.4 User Group – Edit

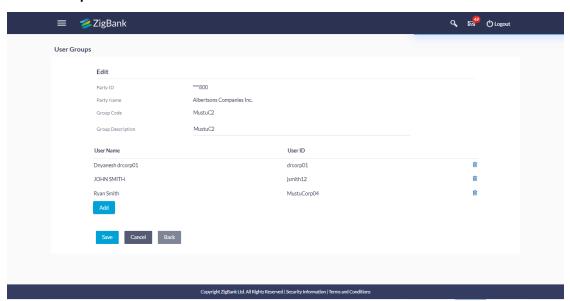
This function enables the corporate administrator to edit the description of existing user groups. Corporate Administrator can also add new users and remove existing users of the user group as part of this function.

A check is performed on minimum and maximum number of users allowed as a part of user group while adding or removing the users from the user group.

To edit or update a user group:

- In the User Groups screen, click the <u>Group Code</u> link of the record whose details you want to view. The User Groups - View screen appears.
- 2. Click Edit. The User Group Edit screen appears.

User Group Edit



Field Name	Description
Party Id	Party ID mapped to the logged in corporate administrator is displayed.
Party Name	Party name of Party ID mapped to the logged in corporate administrator is displayed.
Group Code	User Group code is displayed.

Field Name	Description
Group Description	User Group description is displayed.
User Name	User names of the user who is a part of the user group are displayed.
User ID	User IDs of the user who is a part of the user group are displayed.

- 3. In the **Group Description** field, enter the user group description.
- 4. From the **User Name** list, select the appropriate user.
- 5. Click **Add** to add the selected user in the User Group. A row displaying the details of the selected user appears.

Once added, the user name will be removed from the user drop-down to avoid duplication of users.

Click ito remove a user from the User Group.

6. Click **Save** to save the User Group. The **User Group-Create - Review** screen post necessary validations.

OR

Click **Back** to go back to previous screen.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

Verify the details, and click Confirm.

OR

Click Edit to modify the details if any.

The User Group-Edit screen with values in editable form appears.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

7. The success message of user group creation appears along with the transaction reference number. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

10. Approvals

Each of the users are assigned a particular task to perform as per their position in the hierarchy of the organization/corporate. For instance, some user(s) may be given rights to do data entry for transactions such as domestic fund transfer, draft issuance by logging in to channel banking. Transaction created by initiator in the system is routed to the appropriate authorized signatory or group of signatories for approval depending upon the rules configured. A transaction once approved by all the required approvers gets processed.

Approval Management function enables the corporate administrator to configure approval flows for various financial and non-financial transactions on channel banking for the linked corporate party.

Approval flow includes configuration of rules for the users with following access types:

- Maker/ Initiator User who is a creator of the transaction.
- Authorizer/ Approver User who authorizes the transactions created by the maker. His authorization rights are maintained by an administrator.

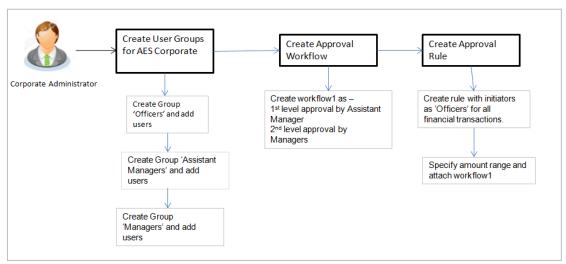
Features supported in application

Approval management supported for corporate administrator users in OBDX includes;

- Workflow Management
- Rule Management

Business scenario

AES Corporation wants to enable approval workflow for all financial transactions. The requirement is – All the financial transactions will be initiated by 'Officers' of the corporate. The transactions initiated by 'Officers' should be sent to 'Assistant Managers' for 1st level approval. After the transaction is approved by any one user from a group of 'Assistant Managers' then the transaction should be sent to 'Managers' for final level of approval. The transaction processing should happen only after final approval.



10.1 Workflow Management

The Approval workflow management is maintaining series of approval levels that are necessary to complete an approval flow. It is triggered when initiators initiate a transaction. As per the approval workflow maintenance, the transaction will follow the levels of approvals and complete the transaction only when one of user from all the approval levels approves the transaction.

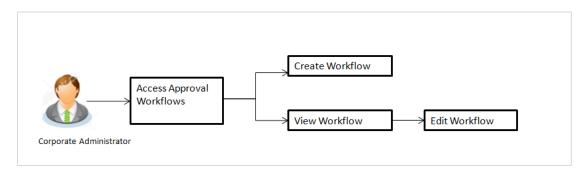
The Workflow Management allows Corporate Administrator to:

- Create Workflow Management
- View Workflow Management
- Edit Workflow Management

Prerequisites:

- Party preference is maintained
- Corporate Administrator is maintained for a party
- Transaction access is provided to Corporate Administrator
- Multiple corporate users are maintained under a party
- Approval rule set up for corporate administrator to perform the actions
- Necessary user groups are maintained

Workflow



How to reach here:

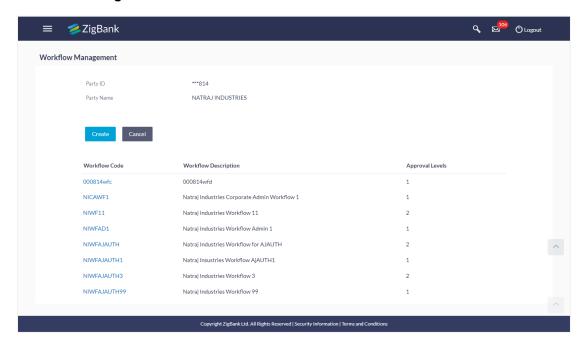
Corporate Administrator Dashboard > Quick Links > Approvals > Workflow Management

Toggle Menu > Approvals > Workflow Management

10.1.1 Workflow Management – Summary

Corporate Administrator logs into the system and navigates to the Approval Workflow screen; workflows maintained (if any) under a party mapped to the user are displayed on the screen. User can opt to view the details of existing workflows or can create new approval workflow using this screen.

Workflow Management



Field Description

Field Name	Description
Party ID	Party ID mapped to the logged in corporate administrator.
Party Name	Party name of Party ID mapped to the logged in corporate administrator.
Workflow Code	Code of the already maintained approval workflow. (This field will be displayed only if there are existing approval workflows available under a party)
Workflow Description	Description of the already maintained approval workflow. (This field will be displayed only if there are existing approval workflows available under a party)
Approval levels	Number of approval levels in each workflow. This field will be displayed only if there are existing approval workflows available under a party)

1. Click Create to create new Approval Workflow.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

OR

Click the **Workflow Code** link to view details of the selected Approval Workflow.

10.1.2 Workflow Management - Create

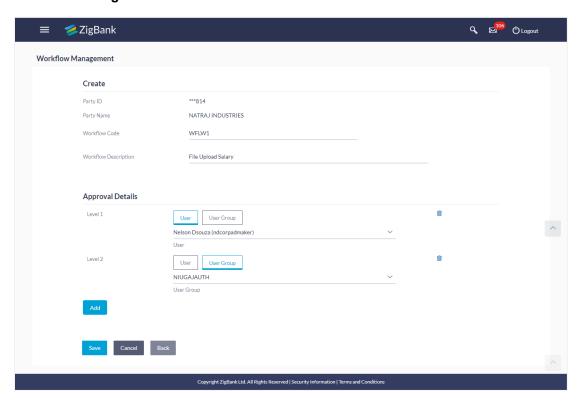
Corporate Administrator can create approval workflows for the corporate users. By default, user can specify minimum one and maximum five levels of approvals as a part of workflow.

Administrator can set either an individual user or user group of a corporate as a part of each level of approval. Approval type (sequential/non-sequential/no authorization) is defined at the party preference.

To create an approval workflow:

1. Click **Create**. The **Workflow Management – Create** screen appears.

Workflow Management - Create



Field Name	Description
Party Id	Party ID mapped to the logged in corporate administrator is displayed.
Party Name	Party name of Party ID mapped to the logged in corporate administrator is displayed.
Workflow Code	To specify the approval workflow code.
Workflow Description	To specify the approval workflow description.

Field Name	Description
Approval Details	
Approval Level	Approval levels for a user / user group. You can click Add for multi level approval process.
User / User Group	User group name or code who is a part of user group.

- 2. In the Workflow Code field, enter the workflow code.
- 3. In the Workflow Description field, enter the name of the workflow.
- 4. In the Approval Details section, from the Level 1 field, click appropriate user / user group.
- 5. From the **User / User Group** list, select the approver user name.
- Click Add to add the selected user/ user group at specific level of approval. OR
 - Click con to remove specific approval level.
- 7. Click **Save** to save the Approval Workflow.
 - OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

8. The **Workflow Management – Create** - **Review** screen appears post necessary validations. Verify the details, and click **Confirm**.

OR

Click Edit to make the changes if any.

The Workflow Management - Create screen with values in editable form appears.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

9. The success message of saving the approval level group creation appears along with the transaction reference number and status.

Click **OK** to complete the transaction and navigate back to the 'Dashboard'.

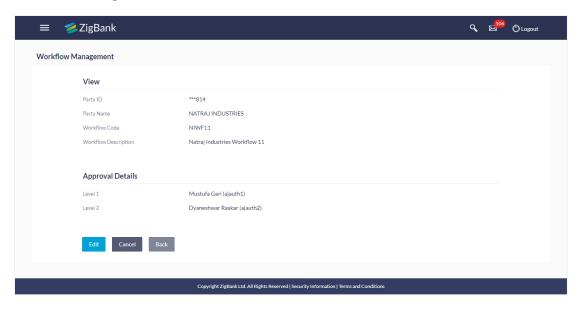
10.1.3 Workflow Management - View

On accessing 'Workflow Management' menu option, summarized view of all the approval workflows maintained (if any) for the party mapped to corporate administrator is displayed on the screen. Further drill down is given on the each workflow to view the details of the users/user groups who are the part of workflow.

To view the approval workflow:

1. In the **Workflow Management** screen, click the **Workflow Code** link, for which you want to view the details. The **Workflow Management – View** screen appears.

Workflow Management - View



Field Description

Field Name	Description
Party Id	Party ID mapped to the logged in corporate administrator is displayed.
Party Name	Party name of Party ID mapped to the logged in corporate administrator is displayed.
Workflow Code	Workflow code is displayed.
Workflow Description	Workflow description is displayed.
Approval Details	
Approval Level	Approval levels for a user / user group.
User / User Group	User or a user group maintained at each level of approval.

2. Click **Edit** to edit the workflow. The **Workflow Management - Edit** screen with values in editable form appears.

OR

Click Back to go back to the previous screen.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

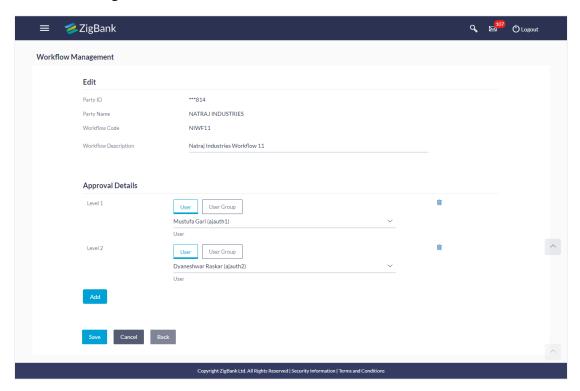
10.1.4 Workflow Management - Edit

This function enables the corporate administrator to update the description of the workflow and also to remove existing and add the new approval levels. Edited workflows are applicable for new transactions initiated post workflow update, whereas the previously initiated and pending approval transactions follow the old workflow.

To edit an approval workflow:

- 1. In the **Workflow Management** screen, click the **Workflow Code** link, for which you want to edit the details. The **Workflow Management View** screen appears.
- 2. Click Edit. The Workflow Management Edit screen appears.

Workflow Management - Edit



Field Name	Description
Party Id	Party ID mapped to the logged in corporate administrator is displayed.
Party Name	Party name of Party ID mapped to the logged in corporate administrator is displayed.
Workflow Code	Workflow code is displayed.
Workflow Description	Workflow description is displayed in editable form.

Field Name	Description	
Approval Details		
Approval Level	Approval levels for a user / user group. Administrator can remove or add approval levels in a workflow.	
User / User Group	User or a user group maintained at each level of approval. Administrator can edit an existing user/user group maintained at each level and can also specify user/user group for additional approval level.	

- 3. Edit the required details.
- 4. Click Add to add the selected user/ user group at specific level of approval.

OR

Click icon to remove specific approval level.

5. Click Save to save Approval Workflow.

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

6. The **Workflow Management - Edit - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.

OR

Click **Edit** to make the changes if any.

The Workflow Management - Edit screen with values in editable form appears.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

7. The success message of saving the approval level modification appears along with the transaction reference number and status.

Click **OK** to complete the transaction and navigate back to 'Dashboard'.

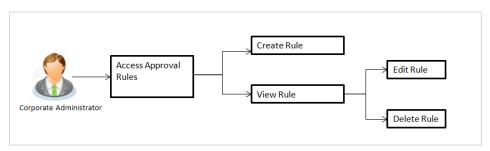
10.2 Approval Rules

This function enables the corporate administrator to set up conditions for approval as per the corporate requirements. Rule can be set up for financial transactions, non financial transactions and/or for maintenances. Flexibility exists to define approval rules with conditions stating that 'specific transaction' if initiated by a 'specific user/user group' has to be approved by a 'specific approver/approver group' along with other attributes like amount range etc.

Prerequisites:

- Party preference is maintained
- Corporate Administrator is maintained for a party
- Transaction access is provided to Corporate Administrator
- Multiple corporate users are maintained under a party
- Approval rule set up for corporate administrator to perform the actions
- Necessary user groups and approval workflows are maintained

Workflow



Features Supported In Application

Approval Rule maintenance allows the corporate administrator to:

- Create Approval Rules
- View Approval Rules
- Edit Approval Rules
- Delete Approval Rules

How to reach here:

Corporate Administrator Dashboard > Quick Links > Approvals > Rules Management > Approval Rules

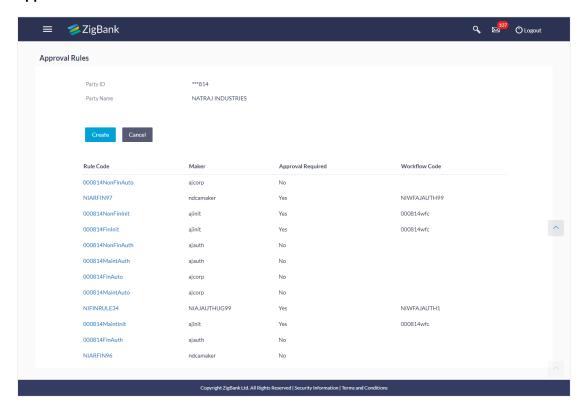
OR

Toggle Menu > Approvals > Rules Management > Approval Rules

10.2.1 Approval Rules - Summary

Corporate Administrator logs into the system and navigates to the Rules Management screen, approval rules maintained (if any) for the party mapped to the user are displayed on the screen. User can opt to view the details of existing rules or can create new approval rule using this screen.

Approval Rules



Field Name	Description
Party Id	Party ID mapped to the logged in corporate administrator.
Party Name	Party name of Party ID mapped to the logged in corporate administrator.
Rule Code	Code of the already maintained approval rule. (This field will be displayed only if existing approval rules are available under a party).
Maker	Initiator (User ID or User Group Code) of the transaction. (This field will be displayed only if existing approval rules are available under a party).

Field Name	Description
Approval Required	Whether approval is required for each rule maintained.
Workflow Code	The approval workflow code.

1. Click Create to create new approval rule.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

OR

Click the Rule Code link to view details of the selected Approval Rule.

10.2.2 Approval Rules – Create

Corporate Administrator can create approval rules for the corporate users. Administrator is allowed to create an approval rule only if the party preference is maintained and is in active status.

Approval rules can be setup based on the following parameters.

Types of Transaction

- Financial Transactions
 - To set the rules for the transactions, which involves exchange of money
 - E.g. Money Transfer, Draft Issuance, Redeem Term Deposit etc
- Non Financial Transactions
 - To set the rule for the transaction which are for an account, but does not involve exchange of money.
 - E.g. Cheque Book Request, Statement Request, Stop Cheque etc
- Maintenance
 - To set the rule for the transaction which are not linked to any account
 - E.g. Payee Maintenance, Biller Maintenance etc
- Initiator
 - Specific User
 - User Group
- Accounts
- Transactions
- Amount Range

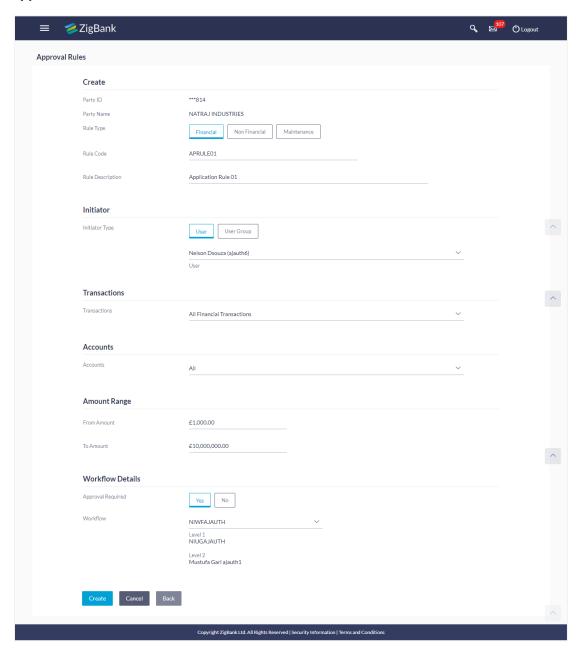
Administrator can create multiple approval rules for party users. In a scenario when a transaction is initiated and multiple rules are applicable as per set conditions, then the complex rule amongst all the applicable rules is applied for approval.

User can further define if for a condition, the transaction should be auto approved (which means there is no approval workflow and the transaction gets approved as soon as initiator submits it) or should follow a set approval workflow and should get approved by the defined set of approvers. The same is achieved by attaching a workflow maintained for the corporate party.

To create an approval rule:

1. Click Create. The Approval Rules - Create screen appears.

Approval Rules - Create



Field Name	Description
Party Id	Party ID mapped to the logged in corporate administrator.
Party Name	Party name of Party ID mapped to the logged in corporate administrator.
Rule Type	Transaction rule type for which the approval rule needs to be set up. The transaction rules are: Financial Non Financial Maintenance
Rule Code	To specify approval rule code.
Rule Description	To specify approval rule description.
Initiator	
Initiator Type	Initiator type who initiates the transaction. This has options as 'User' and 'User Group'.
User / User Group	Name of the user or user group as initiator. If initiator is selected as User, then all the users belongs to the party will be listed for selection. If initiator is selected as User Group, then all the user groups belongs to the party will be listed for selection.
Transactions	
Transactions	Type of transactions to set the approval rules. Type of transactions depends on the selection of rule type.
Accounts	
Accounts	Type of accounts. This field appears if you select Financial and Non Financial in the Rule Type field.
Amount Range	
From Amount/ To Amount	Transactions allowed for the user between the amount range. This field appears if you select Financial in the Rule Type field.
Workflow Details	

Field Name	Description
Approval Required	Option to decide whether approval is required or not for the set condition.
Workflow	Field has description of the approval workflow. All workflows maintained for the party are listed here along with the defined approval level for each of them.
	This field appears if you select Yes in the Approval Required field.

- 2. In the Rule Type field, select the appropriate transaction rule type.
- 3. In the Rule Code field, enter the code.
- 4. In the Rule Description field, enter the rule name.
- From the Initiator Type field, click appropriate user / user group and select the user/ user group.
- 6. From the **Transaction** list, select the transactions to be mapped to the rule.
- 7. In the **Amount Range** section, enter the appropriate amount.
- 8. From the **Workflow Details** section, select whether approval is required for the mapped transactions.

If you select Yes option, select the appropriate Workflow.

9. Click Create to create the Approval Rule.

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

 The Approval Rule – Create - Review screen appears post necessary validations. Verify the details, and click Confirm.

OR

Click Edit to make the changes if any.

The **Approval Rule - Create** screen with values in editable form appears.

ΛR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

11. The success message of saving the approval rule creation appears along with the transaction reference number and status.

Click **OK** to complete the transaction and navigate back to 'Dashboard'.

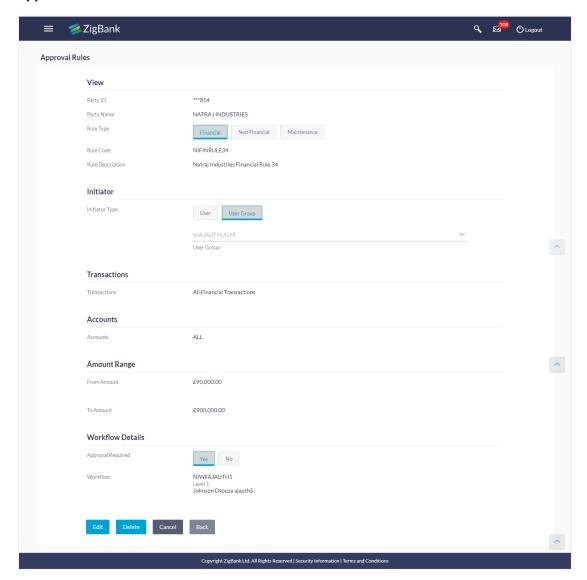
10.2.3 Approval Rules - View

On accessing 'Rules Management' menu option, summarized view of all the approval rules maintained if any under a party are shown on the screen. Further drill down is given on the each rule to view the details of approval rule.

To view the approval rules:

 In the Approval Rules screen, click the <u>Rule Code</u> link, for which you want to view the details. The Approval Rules - View screen appears.

Approval Rules - View



Field Name	Description
Party Id	Party ID mapped to the logged in corporate administrator.
Party Name	Party name of Party ID mapped to the logged in corporate administrator.

Field Name	Description
Rule Type	Transaction rule type for which the approval rule is set up. The transaction rule types are: • Financial • Non Financial • Maintenance
Rule Code	Approval rule code.
Rule Description	Approval rule description.
Initiator	
Initiator Type	Initiator type specified while creating a rule.
User / User Group	Name of the user or user group defined as initiator for the rule condition.
Transactions	
Transactions	Transaction for which the rule is set up.
Accounts	
Accounts	Field will display the account for which rule being viewed is set up. This field appears if you select Financial and Non Financial in the Rule Type field.
Amount Range	Rule Type lield.
•	To a configuration of the state
From Amount/ To Amount	Transactions allowed for the user between the amount ranges. This field appears if you select Financial in the Rule Type field.
Workflow Details	
Approval Required	Field displays whether approval is required or not.
Workflow Details	Field displays the approval workflow details along with the defined approval levels. This field appears if you select Yes in the Approval Required field.

2. Click **Edit** to edit the approval rule. The **Approval Rule - Edit** screen with values in editable form appears.

OR

Click **Delete** to delete the approval rules.

OR

Click Back to go back to previous screen.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

10.2.4 Approval Rules - Edit

Corporate administrator can edit the approval rules. An administrator is allowed to change the description of the rule and is also allowed to change the parameters associated with the specific approval rule.

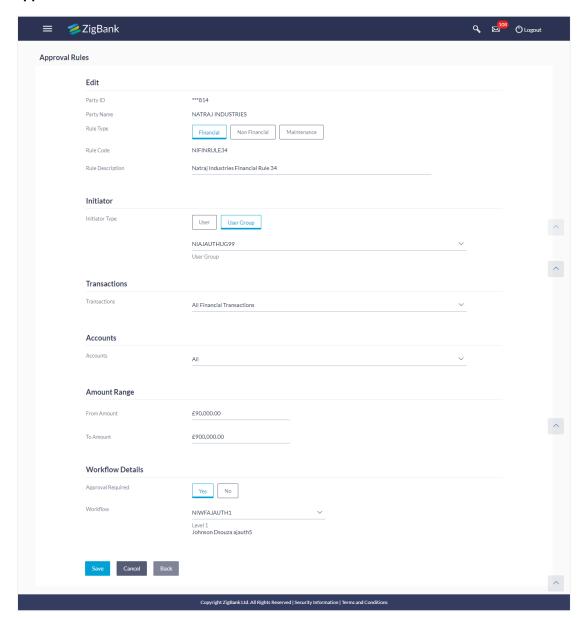
Modifications in approval rule are allowed only if the party preference is in active status.

Edited rules are applicable for new transactions initiated post rule update. Previously initiated transactions which are pending approval will follow a rule which was applied at the time of transaction initiation.

To edit an approval rule:

- In the Approval Rules screen, click the <u>Rule Code</u> link, for which you want to view the details. The Approval Rules - View screen appears.
- 2. Click Edit. The Approval Rules Edit screen appears.

Approval Rules - Edit



Field Name	Description
Party Id	Party ID mapped to the logged in corporate administrator will be displayed.
Party Name	Party name of Party ID mapped to the logged in corporate administrator will be displayed.

Field Name	Description	
Rule Type	Transaction rule type for which the approval rule is set up will be displayed.	
	The transaction rule types are:	
	Financial	
	Non Financial	
	Maintenance	
Rule Code	Approval rule code provided by the user.	
Rule Description	Approval rule description provided by the user in editable form.	
Initiator		
Initiator Type	Initiator type who initiates the transaction will be displayed in editable form.	
User / User Group	Name of the user or user group as initiator will be displayed in editable form.	
	If initiator is selected as User, then all the users belonging to the party will be listed for selection.	
	If initiator is selected as User Group, then all the user groups belonging to the party will be listed for selection.	
Transactions	Type of transactions to set the approval rules will be displayed in editable form.	
	Type of transactions depends on the selection of rule type.	
Accounts	Type of accounts will be displayed in editable form.	
	This field appears if you select Financial and Non Financial in the Rule Type field.	
Amount Range		
From Amount/ To Amount	Transactions allowed for the user between the defined amounts ranges will be displayed in editable form.	
	This field appears if you select Financial in the Rule Type field.	
Workflow Details		
Approval Required	Whether approval is required will be displayed in editable form.	
Workflow Details	Details of the approval workflow along with the defined approval levels for a condition will be displayed in editable form.	
	This field appears if you select Yes in the Approval Required field.	

- 3. Edit the required details.
- 4. Click **Save** to save the Approval Rule.

OR

Click **Back** to go back to previous screen.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

5. The **Approval Rule - Edit - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.

OR

Click Edit to make the changes if any.

The **Approval Rule - Edit** screen with values in editable form appears.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

6. The success message of saving the approval rule modification appears along with the transaction reference number and status.

Click **OK** to complete the transaction and navigate back to 'Dashboard'.

10.2.5 Approval Rules - Delete

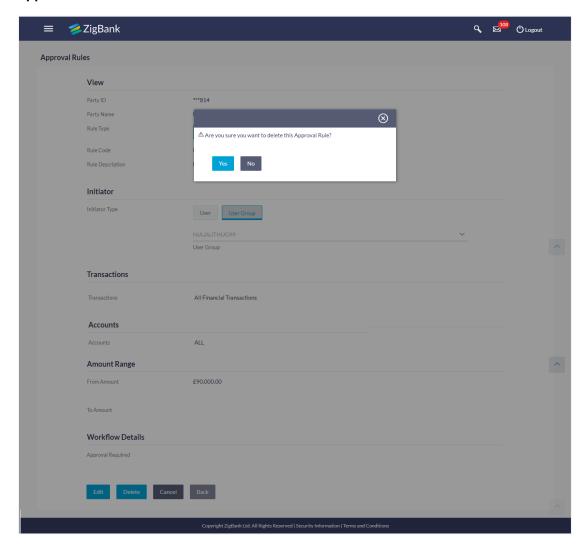
Using this option, corporate administrator can delete the approval rules.

To delete an approval rule:

- In the Approval Rules screen, click the <u>Rule Code</u> link, for which you want to view the details. The Approval Rules - View screen appears.
- 2. Click **Delete** to delete the approval rules. The application will prompt the corporate administrator with a deletion message, Click **Yes** to confirm.

User is directed to **Approval Rule – Delete** confirmation page.

Approval Rules - Delete



FAQs

1. What is approval management?

Approval Management provides an option to the corporate administrator to enable various transactions to follow approval flow on channel banking. The approval management allows setting the maker / checker flow, wherein a transaction is initiated by a maker and the same is authorized by a single / multiple checkers depending on the configuration.

2. What is approval workflow maintenance?

Approval workflows are created to support requirements wherein multiple levels of approval are required in a specific sequence for a transaction/maintenance. Each workflow can be

configured to have up to 5 levels of approval with a specific user or a user group configured at each level.

3. Can user be the part of multiple user groups crated under a party?

Yes, same user can be part of multiple user groups. Whereas creating a user group without any user is not allowed.

4. Maximum how many levels of approvals one can set up?

Administrator can set up minimum one and maximum five levels of approvals as a part of approval workflow.

5. Which approval rule will get applied when multiple applicable approval rules are found for specific transaction?

In a scenario when a transaction is initiated and multiple rules are applicable as per set conditions, then the complex rule amongst all the applicable rules is applied for approval.

6. What happens to the approval process when approval rule gets edited when a transaction is pending with one of the approver for approval?

Edited rules are applicable for new transactions initiated post rule modification. Previously initiated transactions which are pending approval will follow a rule which was already applied at the time of transaction initiation.

11. File Upload Maintenance

File Upload Maintenance is the maintenance part of file upload and can be done only by the bank administrator.

File upload allows a business user to upload files which contain multiple transactions. File upload facilitates processing of multiple transactions through a single bulk file like Salary Payments, Fund Transfer etc. This is a faster way of processing transactions than entering single screen transactions.

The transactions in the form of files will be uploaded through the internet banking. A file type is defined by a file template in the system. File template comprises of different Record Templates that are constructed using data elements & data enrichment definitions.

Through the File Upload module, the user can perform the following actions:

- Create a File Identifier, for a File Template through the 'File Identifier' option
- Map a File Identifier to a User through the 'User File Identifier Mapping' option

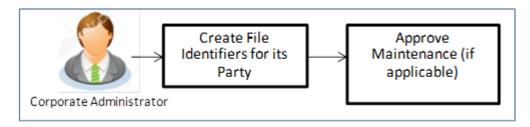
11.1 File Identifier Maintenance

Corporate Administrator can create file identifiers (FI) for his party. This enables the corporate to process file uploads. A File Identifier is always mapped to a specific single file template. It permits configuration of corporate preferences like approval type (file level/ record level) for a particular type of file.

Prerequisites

- Party Preferences for Corporate
- User Creation
- · Party and Account access
- Set-up Transaction and account access
- Set-up Approval Rules

Workflow



Features Supported In Application

- View File Identifier
- Create File Identifier
- Edit File Identifier

How to reach here:

Corporate Administrator Dashboard > Quick Links > File Upload > File Identifier Maintenance OR

Toggle Menu > File Upload > File Identifier Maintenance

11.1.1 File Identifier Maintenance - Summary

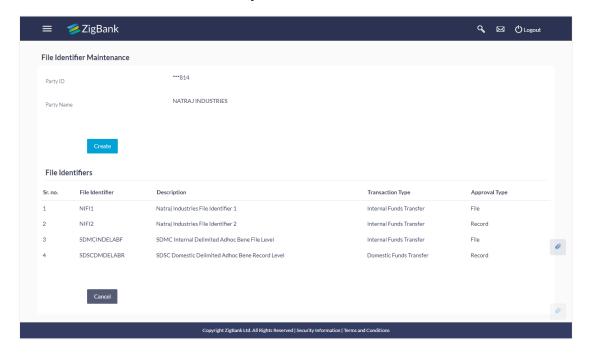
Once the logged in user navigates to File Identifier Maintenance screen, user will be able to view the File Identifiers already created for his party.

To view the file identifiers:

 View File Identifier Maintenance screen with FI's mapped to the users. OR

Click Cancel to cancel the transaction

File Identifier Maintenance - Summary



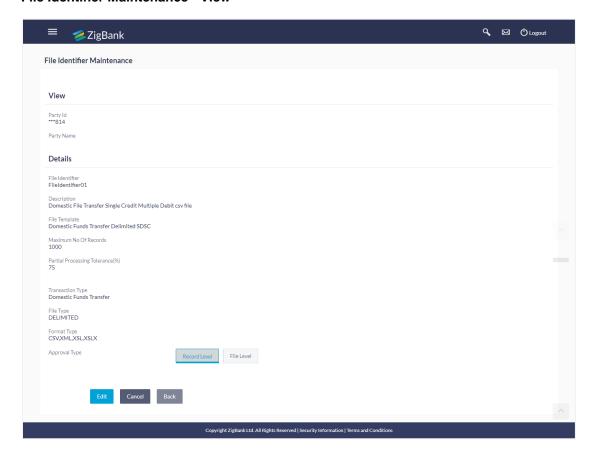
Field Name	Description	
Party ID	Party ID Party ID for whom the file identifier is being created.	
Party Name	Party name corresponding to the party ID.	
File Identifiers		
Sr. No.	Serial number of the record.	

Field Name	Description		
File Identifier	Unique code/ payment files.	name assigned for the party preferences for handling of	
Description	File name / code description corresponding to the file upload code.		
Transaction Type			

Approval Type The approval type is at file level or record level.

^{2.} Click the file identifier record, for which you want to view the details. The **File Identifier Maintenance - View** screen appears.

File Identifier Maintenance - View



Field Name	Description
Party ID	Party ID of the file identifier.
Party Name	Party name corresponding to the party ID.
Details	
File Identifier	Unique code assign to the uploaded file.
Description	Descriptions corresponding to the file upload code.

Field Name Description File Template Predefined file templates. Few examples of file templates are: Internal funds Transfer, Domestic Funds Transfer, International Funds Transfer, Mixed Transfer Internal Payee **Domestic Payee** International Payee Mixed Payee **Demand Draft Payee** Maximum No Maximum number of records in the uploaded file. of Records **Partial** The partial processing tolerance for a file (in percentage terms). **Processing** Tolerance (%) Debit Account Debit account number. Number This field appears if you have selected either Internal Fund Transfer Delimited SDSC with Accetld at FI level or Internal Fund Transfer Delimited SDMC with AccetId at FI level or Domestic Fund Transfer Delimited SDSC with Accetld at FI level. **Transaction** Type of transaction. **Type** File Type The file type - delimited or fixed length. Format Type The format in which file is uploaded. The format could be CSV, XML, XLS, XLSX. **Approval Type** The approval type is at file level or record level. File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records

3. Click Edit to modify the file identifier.

OR

Click Back to navigate to the previous screen.

OR

Click Cancel to cancel the transaction.

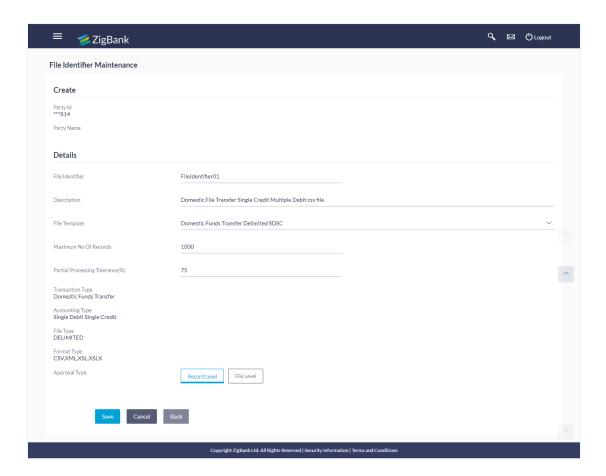
11.1.2 File Identifier Maintenance - Create

Using this option bank and corporate administrator can create a file identifier.

To create a file identifier:

 In the File Identifier Maintenance screen, click Create. The File Identifier Maintenance -Create screen appears.

File Identifier Maintenance - Create



Field Name	Description
Party ID	Party ID for whom the file identifier is created.

Field Name	Description	
Party Name	Party name corresponding to the party ID.	
Details		
File Identifier	Unique code assign to the uploaded file.	
Description	Descriptions corresponding to the file upload code.	
File Template	Predefined file templates. Few examples of file templates are: Internal funds Transfer, Domestic Funds Transfer, International Funds Transfer, Mixed Transfer, Internal Payee, Domestic Payee, International Payee,	
	Mixed Payee,Demand Draft Payee	
Maximum No of Records	Maximum number of records in the uploaded file.	
Partial Processing Tolerance (%)	The partial processing tolerance for a file (in percentage terms). Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected. This field appears only for certain file formats - namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.	
Debit Account Number	Account number of the account to be debited. This field appears if you select either Internal Fund Transfer Delimited SDSC with Accetld at FI level or Internal Fund Transfer Delimited SDMC with Accetld at FI level or Domestic Fund Transfer Delimited SDSC with Accetld at FI level.	

Field Name	Description
Transaction	Type of transaction:
Туре	The transaction type can be:
	 Internal funds Transfer
	 Domestic Funds Transfer
	 International Funds Transfer
	Mixed Payments
	Internal Payee
	Domestic Payee
	International Payee
	Mixed Payee
	Demand Draft Payee
File Type	The file type - delimited or fixed length.
Format Type	The format in which file is uploaded.
	The format could be CSV, XML, XLS, XLSX.
Approval Type	The approval type is at file level or record level.
	 File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse
	 Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records

- 2. In the File Identifier field, enter the code of the file to be uploaded.
- 3. In the **Description** field, enter the file description corresponding to the file code.
- 4. From the File Template list, select the file template.
 - a. If you select either Internal Fund Transfer Delimited SDSC with Accettd at FI level or Internal Fund Transfer Delimited SDSC with Accettd at FI level or Internal Fund Transfer Delimited SDSC with Accettd at FI level.
 - i. Enter the Debit Account Number.
- 5. Select the appropriate **Approval Type**.
- 6. Click Save.

OR

Click Cancel to cancel the transaction.

OR

Click Back to navigate to the previous screen.

7. The Review screen appears. Verify the details and click Confirm.

OR

Click Edit to make the changes if any.

The **File Identifier Maintenance – Create** – screen with values in editable form appears. OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

8. The success message of saving the file identifier creation appears along with the transaction reference number and status.

Click **OK** to complete the transaction and navigate back to 'Dashboard'.

11.1.3 File Identifier Maintenance - Edit

Using this option bank and/ or corporate administrator can edit and update a file identifier.

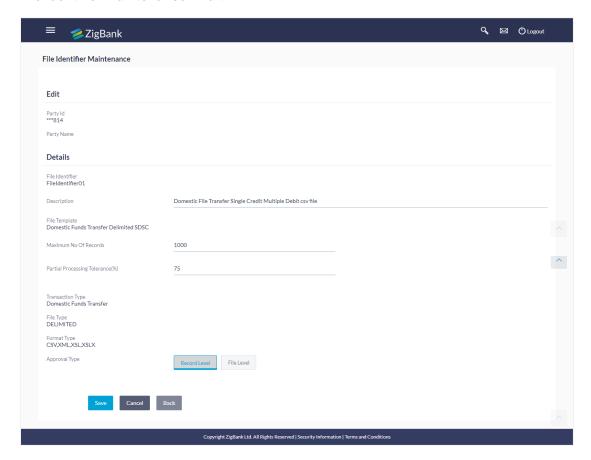
To edit file identifier:

1. In the **File Identifier Maintenance** screen, click the file identifier record, for which you want to view the details.

The File Identifier Maintenance - View screen appears.

Click Edit to edit the file identifier mapping.
 The File Identifier Maintenance - Edit screen appears.

File Identifier Maintenance - Edit



Field Name	Description			
Party ID	Party ID of the file identifier is displayed.			
Party Name	Party name corresponding to the party ID is displayed.			
Details				
File Identifier	Unique code assign to the uploaded file is displayed.			
Description	Descriptions corresponding to the file upload code.			
File Template	Predefined file templates is displayed.			
Maximum No of Records	Maximum number of records in the uploaded file.			
Partial Processing Tolerance (%)	The partial processing tolerance for a file (in percentage terms). Suppose, the user sets this value at 60% - this implies that if 60% o more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the			
	validation stage, then the file is rejected. This field appears only for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.			
Debit Account Number	Account number of the account to be debited is displayed.			
Transaction	Type of transaction is displayed.			
Туре	The Transaction type can be:			
	 Internal funds Transfer 			
	 Domestic Funds Transfer 			
	 International Funds Transfer 			
	Mixed Payments			
	Internal Payee			
	Domestic Payee			
	 International Payee 			
	Mixed Payee			
	Demand Draft Payee			
File Type	The file type is displayed.			

Field Name	Description		
Format Type	The format in which file is uploaded is displayed.		
	The format could be CSV, XML, XLS, XLSX.		
Approval Type	The approval type is at file level or record level is displayed.		
	•	File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse	
	•	Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records	

- 3. Edit the required file identifiers. e.g. Description, Maximum Number of Records, and Partial Processing Tolerance if required.
- 4. Click Save to save the modified details.

OR

Click **Back** to navigate to previous screen.

OR

Click Cancel to cancel the transaction.

 The File Identifier Maintenance – Edit - Review screen appears. Verify the details, and click Confirm.

OR

Click Edit to make changes if any.

User is directed to File Identifier Maintenance – Edit screen with values in editable form. OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

6. The success message of saving the file identifier modification appears along with the transaction reference number and status.

Click **OK** to complete the transaction and navigate back to 'Dashboard'.

FAQs

1. What are the different types of transaction types, accounting types, and file formats supported?

The following table details the different transaction types, accounting types, and file formats supported. A file template supports each of the combination.

Sr No.	Parameter	Types
1	Transaction Type	Internal funds Transfer Domestic Funds Transfer
		International Funds Transfer
		Mixed Transfer
		Payee Files

Sr No.	Parameter	Types
2	Accounting Type	Single Debit, Single Credit (SDSC) Single Debit, Multi Credit (SDMC) Multi Debit, Multi Credit (MDMC)
3	Approval Type	File Level Record Level
4	Format Type	CSV, XML, XLS, XLSX

2. What is the business rationale of having different accounting types?

Find below the accounting types catered through file templates, and business examples:

Sr No.	Accounting Type	Business Example	Approval Type
1	Single Debit, Single Credit (SDSC)	A corporate may want to make monthly payments to its various vendors from one central account. So though the debit account is the same across all records, the credit accounts are different and the debit accounting entry is not consolidated.	Type or File Type
2	Single Debit, Multi Credit (SDMC)	A corporate may want to make monthly salary payments to all its employees. A single consolidated debit entry is passed, against multiple credits to different accounts.	
3	Multi Debit, Multi Credit (MDMC)	This file format caters to a lot of one to one transfers between two parties for various payments. Organizations that are brokers or intermediaries in trade contracts, may find this format more suitable for their business needs.	Туре

3. What is the business rationale of having different approval types?

A record type approval, gives more flexibility to the corporate user - in the sense, that even if some records are not validated, the file could still be processed (only those records that have passed validations) and file type approval, gives more control to the corporate user. Since all records in the file have to pass validations, before a file is processed.

4. What is the role of an administrator in file upload?

The administrator is from the corporate side, who creates file identifiers, for his party.

5. What is a 'File Upload Template'?

A template that is used to upload a file, distinguishes one file from another, depending on the transaction type of the payment, format of the file to be uploaded, approval type set-up for the file, and accounting type of a payment file is known as 'File Upload Template.

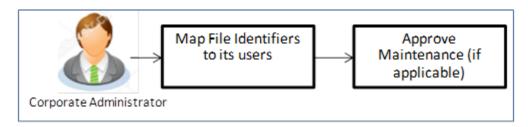
11.2 User File Identifier Mapping

This option enables the corporate administrator to map the desired file identifiers to the corporate users. This mapping enables corporate users to upload and view specific bulk files.

Prerequisites

- Party Preferences for Corporate
- User Creation
- Party and Account access
- Set-up Transaction and account access
- Set-up Approval Rules
- File Identifier Maintenance

Workflow



Features Supported In Application

This option allows the corporate administrator to:

- View User File Identifier Mapping
- Create User File Identifier Mapping
- Edit User File Identifier Mapping

How to reach here:

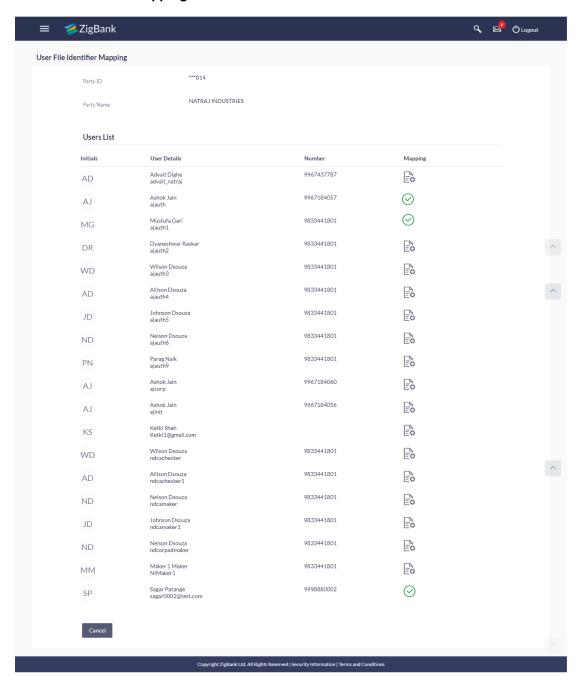
Corporate Administrator Dashboard > Quick Links > File Upload > User File Identifier Mapping OR

Toggle Menu > File Upload > User File Identifier Mapping

11.2.1 User File Identifier Mapping - User Interface Details

Using this option the corporate administrator can view the file identifiers mapped to its users.

User File Identifier Mapping - User Interface Details



Field Description

Field Name Description

Party ID Party ID of the user.

Party Name Party name corresponding to the party ID.

Users List

Initials The initials of the user id.

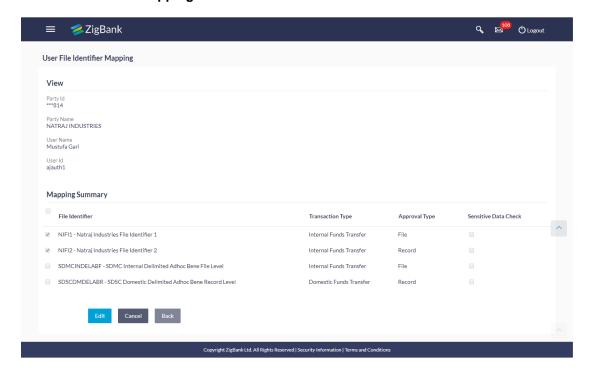
User The details of the user like user name or user id. **Details**

Number Contact number of the user.

Mapping Displays whether the file identifier is mapped to the user.

- denotes that the file identifier is mapped to the user.
- denotes that the file identifier is not mapped to the user.
- 1. Click the file identifier record for which you want to view the details. The **User File Identifier Mapping View** screen appears.

User File Identifier Mapping - View



Field Description

Field Name	Description
Party ID	Party ID of the corporate user to which file identifier is mapped.
Party Name	Party name corresponding to the party ID.
User Name	User name.
User Id	User id of the user.

Mapping Summary

File Identifier Unique code assigned to the uploaded file.

Transaction Type

Type of transaction:

The Transaction type can be:

- Internal funds Transfer,
- Domestic Funds Transfer,
- International Funds Transfer,
- Mixed Transfer
- Internal / Domestic / International / Mixed Payees

Approval Type The approval type is at file level or record level.

- File Level The approver accepts or rejects the entire file, and all records are either processed or rejected.
- Record Level The approver could approve some records, and rejects others. Payments are processed only for approved records.

Sensitive Date If selected, the users are barred from viewing the contents of the file. **Check**

2. Click **Edit** to modify the user file identifier mapping.

OR

Click Back to navigate to the previous screen.

OR

Click Cancel to cancel the transaction.

11.2.2 User File Identifier Mapping - Create

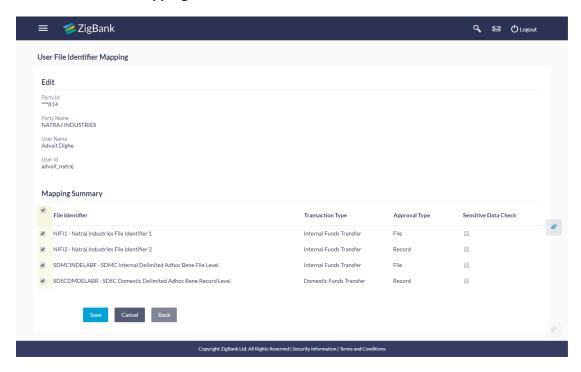
Using this option corporate administrator can map the file identifiers to a user.

To map a user to a file identifier:

1. Go to the User File Identifier Mapping - View screen.

Click of file identifier record, for which you want to map the user. The User File Identifier Mapping - Create screen appears.

User File Identifier Mapping - Create



Field Name	Description
Party ID	Party ID of the corporate user to which file identifier is to be mapped.
Party Name	Party name corresponding to the party ID.
User Name	User name.
User Id	User id of the user.
Mapping Summary	
File Identifier	Unique code assigned to the uploaded file.

Field Name	Description
Transaction	Type of transaction:
Туре	The Transaction type can be:
	 Internal funds Transfer,
	 Domestic Funds Transfer,
	 International Funds Transfer,
	Mixed Transfer
	Internal / Domestic / International / Mixed Payees

Approval Type The approval type is at file level or record level.

- File Level The approver accepts or rejects the entire file, and all records are either processed or rejected.
- Record Level The approver could approve some records, and rejects others. Payments are processed only for approved records.

Sensitive Date If selected, the users are barred from viewing the contents of the file. **Check**

- 3. In the **Mapping Summary** section, select the file identifier which you want to map to the user.
- 4. Click Save.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to the previous screen.

 The User File Identifier Mapping – Create - Review screen appears. Verify the details and click Confirm.

OR

Click Edit to modify the file identifier mapping.

User is directed to **User File Identifier - Mapping – Create** screen with values in editable form.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'.

6. The success message of submitting the File Identifier Mapping appears along with the transaction reference number and status.

Click **OK** to complete the transaction and navigate back to 'Dashboard'.

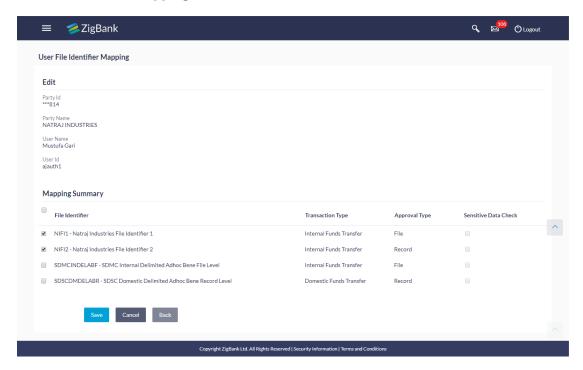
11.2.3 User File Identifier Mapping - Edit

Using this option bank or corporate administrator can edit and update a user file identifier mapping.

To edit a file identifier:

- 1. Go to the User File Identifier Mapping View screen.
- Click of file identifier record, for which you want to edit the mapping. The User File Identifier Mapping Edit screen appears.

User File Identifier Mapping – Edit



- 3. View the details of File Identifier mapping already saved.
- 4. Select the check box to map / un-map a File Identifier to a user and to enable or disable the **Sensitive Data Check**, select the check box.
- 5. Click Save to save the modified details.

OR

Click Back to navigate to previous screen.

OR

Click Cancel to cancel the transaction.

The User File Identifier Mapping – Edit – Review screen appears. Verify the details, and click Confirm.

OR

Click Edit to modify the details.

User is directed to **User File Identifier Mapping – Create** screen with values in editable form.

OR

Click Cancel to cancel the transaction.

7. The success message of submitting the File Identifier Mapping appears along with the transaction reference number and status.

Click **OK** to complete the transaction and navigate back to 'Dashboard'.

FAQs

 Can all users of a particular corporate access all file types, mapped to the corporate?

No, only users who are mapped to particular File Identifier's can access those files. For example, only the Human Resource Department of a corporate may have access to upload / view and enquire status of salary files.

Mapping File Identifier's to users thus enables access of certain types of file, to certain users.

2. If a user is mapped to a File Identifier, and he has uploaded a file – but post this, he is no longer mapped to the File Identifier – can he view the status of the file?

No the user will not be able to view the status of the file, if he is not mapped to it, at the point in time when he is checking for the status.

3. If File Identifier mapping applicable to for Approvers also or is it just for the user who uploads the file?

File Identifier mapping is applicable for all users, who need to access a file, for any reason –viz., viewing, uploading or checking. Thus it is applicable for makers, checkers and viewers.

12. Alerts Subscription

Alerts subscription is an option that users of an application or service have, to subscribe to certain event based notifications. Corporate users of the bank, can subscribe to alerts, and choose whether they want alerts delivered through Email, SMS or in their on screen mailbox.

This option allows the corporate administrator to subscribe / unsubscribe to alerts for transactions on behalf of the selected users.

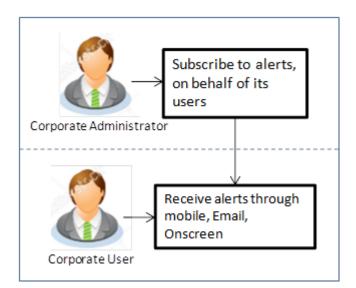
The subscribed alert types are:

- User Level Alerts
- Account Level Alerts

Prerequisites

- Set-up Transaction access
- Set-up Approval Rules
- Maintain Alerts, so that these are available for subscription

Workflow



Features Supported In Application

- Search Subscribe Alerts
- Update Subscription

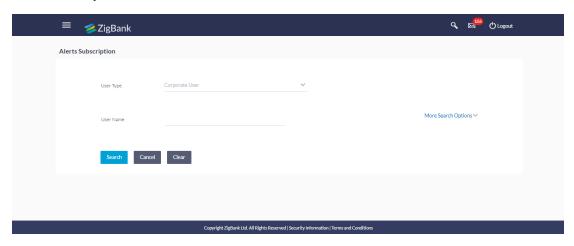
How to reach here:

Corporate Administrator Dashboard > Toggle menu > Others > Alert Subscription

12.1 Alerts Subscription - Search

Using this option, you can search and view the details of alerts subscribed. All the alerts subscribed for a party will be displayed in the respective categories viz. Current and Savings, Term Deposits, Loans etc. in a table.

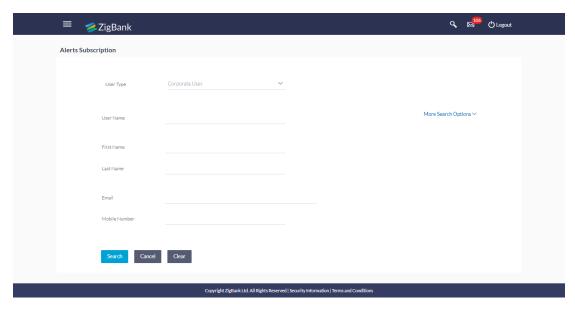
Alert Subscription



To search subscribed alerts:

- 1. The **User Type** list has the default option of a 'corporate' user.
- 2. In the **User Name** field, enter the user name.
- 3. Click the <u>More Search Options</u> link to add more search parameters. The **Alert Subscription** screen with more search parameters appears.

Alerts Subscription - Search



Field Description

Field Name	Description
User	The user type.
Type	The options are:
	Corporate User
	The User Type list has the default option of a 'corporate' user.
User Name	User name maintained for corporate users.
First Name	User's first name.
Last Name	User's last name.
Email	Users registered email address.
	Note : A corporate user's email ID will be fetched from Users maintained in <u>User Management</u> .
Mobile Number	Users registered mobile number.
	Note : A corporate user's mobile number will be fetched from Users maintained in <u>User Management</u> .

4. Click Search.

The search result appears based on the search criteria.

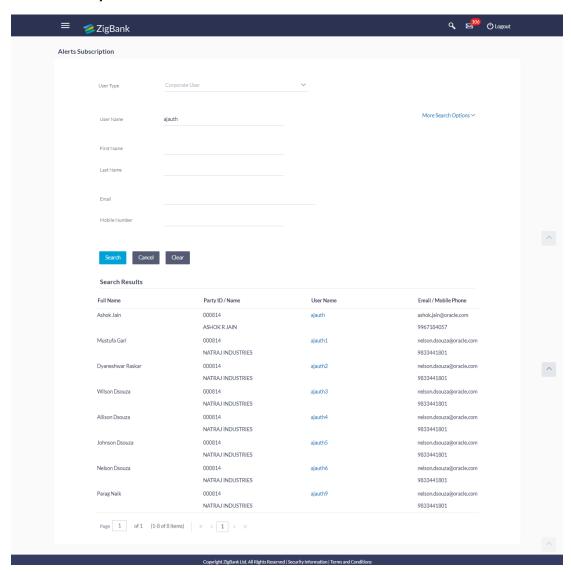
ΛP

Click Clear to clear the search parameters.

OR

Click Cancel to cancel the transaction.

Alerts Subscription - Search Results

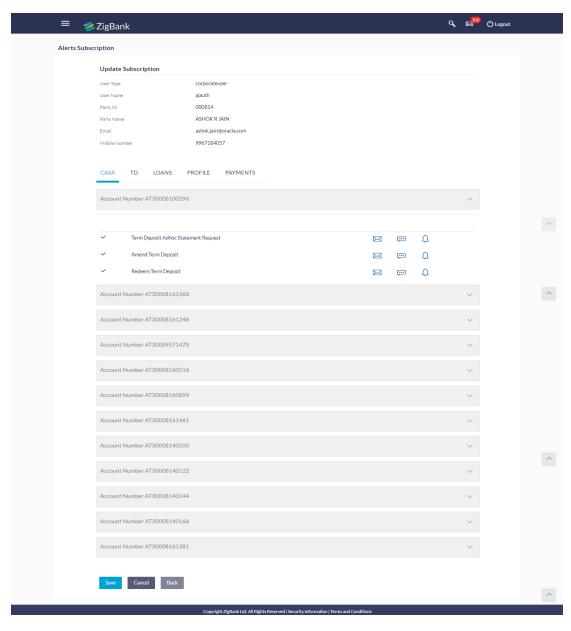


Field Name	Description
Search Results	
Full Name	Full name of the user.
Party Id/ Name	Party Id and/ or name that the user belongs to.
User Name	User name of the user.
Email / Mobile Phone	Email and/ or mobile number of the user.

- To view the details of the particular alert, click the <u>User Name</u> link. The Alerts Subscription - Update Subscription screen with tabs for all modules CASA/ Term Deposit/ Loans / Profile that the user has access to with the respective account numbers appears.
- To view the details categories viz of an alert, click on CASA/ Term Deposit/ Loans / Profile tabs.
- 7. Click against the particular account number to view alert type and delivery mode, for each CASA/ TD/ Loans account.

Note: View the icon on the delivery mode against the alert, if the user has subscribed to any alerts for that.

Alerts Subscription - Update Subscription - Detailed View



8. Click Edit to subscribe/ unsubscribe alerts.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to previous screen.

12.2 Alert Subscription - Update Subscription

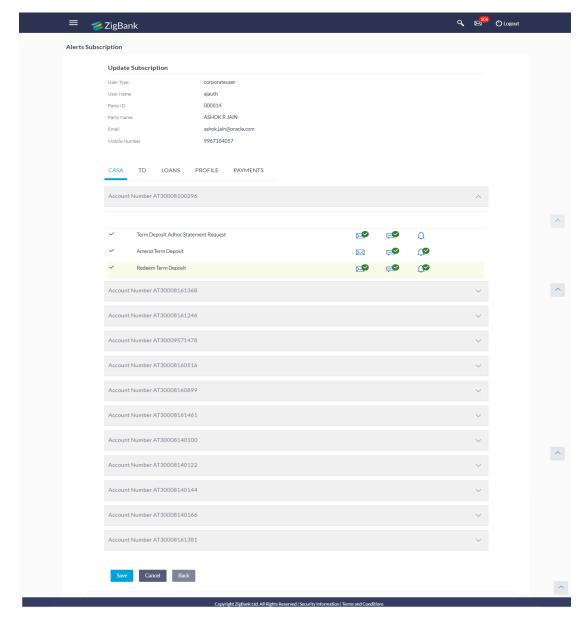
Using this option, corporate administrator can subscribe / unsubscribe to alerts, on behalf of the user.

To subscribe / unsubscribe alerts:

- 1. The **User Type** list has the default option of a 'corporate' user.
- 2. In the **User Name** field, enter the user name.
- 3. Click the <u>More Search Options</u> link to add more search parameters. The **Alert Subscription** screen with more search parameters appears.
- 4. Click Search.

The search result appears based on the search criteria.

- 5. View the list of all alerts subscribed.
- 6. Click against the particular account number to view the alerts subscribed.



Alerts Subscription - Update Subscription - Subscribe / Unsubscribe

Field Name	Description	
User Type	The user type.	
	The options are:	
	Corporate User	
	The User Type list has the default option of a 'corporate' user.	
User Name	User name maintained for corporate users.	

Field Name	Description
Party Id	Party Id of the user for whom alerts to be subscribed.
Party Name	Party name of the user.
Email	Registered email id of the user.
	Note : The corporate user's email ID will be fetched from Users maintained in <u>User Management</u> .
Mobile Number	Users registered mobile number.

Module Name Name of the module for which alerts are maintained.

The options can be:

- CASA
- Loan
- TD
- Profile
- Payments

Account Account number for which the user is viewing/ updating the alert subscription.

CASA /TD/ Loans/Payments

Subscribed alerts displayed in tabs for all modules that the user has access to with the respective account numbers.

Alert Type The alert type mostly in the form of an event for which an alert is to send to a user.

Send Via The delivery mode through which the alert is to be sent. Alert The options are:

- Email: alert is to be sent as an email
 - SMS: alert is to be sent as an SMS on the user's mobile number
 - On screen Mailbox: on screen, alert sent to users's mailbox

Note: The active mode is the delivery mode that has a icon against it.

Profile

- 7. Click against the particular account number to update the details.
 - a. Click Mosent alert as an email.

OR

Click \bigcirc to sent alert as a mail to secure mailbox.

OR

Click to sent alert as SMS on the user's mobile number.

Note: The active mode is the delivery mode that has a icon against it.

- 8. Click Save to save the Alert Subscription.
- 9. The **Alert Subscription Edit -Review** screen appears post necessary validations. Verify the details, and click **Confirm**.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to cancel the operation and to go back to the previous screen.

10. The success message of Alert Subscription appears along with the transaction reference number. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

FAQs

1. Which alerts customer can subscribe or unsubscribe?

The alerts which are not mandatory can be subscribed or unsubscribed.

2. What if customers don't want to opt for banking alert service?

If customer wishes to opt out of the alert service he/she can unsubscribe it at anytime. Note that the customer will continue to receive the mandatory alerts irrespective of his choice on the subscribed alerts.

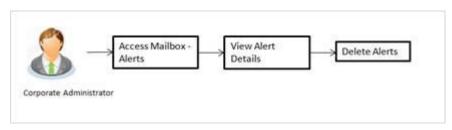
13. Mailbox-Alerts

Corporate administrator can view all the alerts which are auto generated by the Bank on various events/transactions performed by logged in user. User can view the alert details but is not allowed reply to the alerts received in his mailbox –Alerts section. Count of unread alerts if any is displayed on the screen.

Pre-Requisites

- Alerts and a message to be sent are configured by the bank on various events.
- Corporate administrator has performed those events.

Workflow



Features supported in Application:

- View summary of Alerts triggered
- View specific Alert details
- Delete Alerts
- View and Delete Notifications

How to reach here:

Corporate Administrator Dashboard > Click > View All

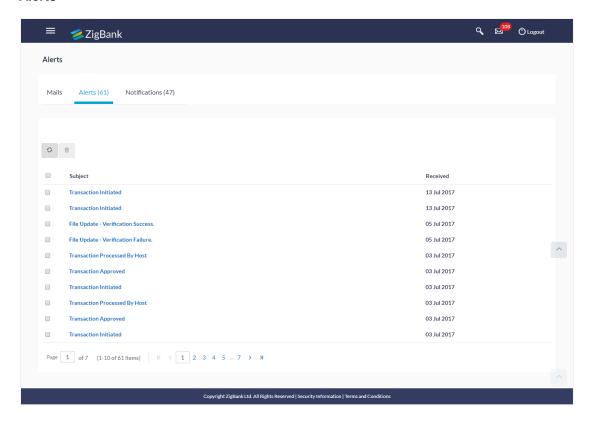
13.1 Mailbox - Alerts (Summary and Details)

Corporate administrator logs into the system and navigates to the Mailbox-Alerts screen. System lists the summary of all alerts received by logged in user in his mailbox. User can view the details of each alert. User can delete single or multiple alerts using this screen.

To view the alerts:

1. Click the **Alerts** tab. The alert section displays list all alerts.

Alerts



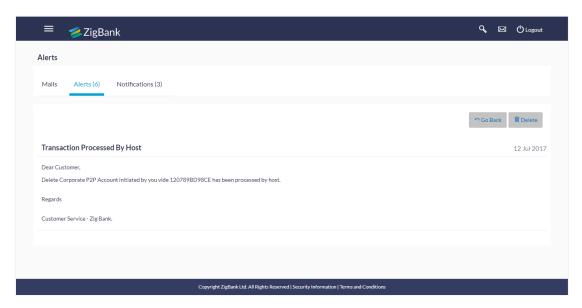
Field Description

Field Name	Description
Subject	Subject of the alert.
Received	Date and time on which the alert was received.
Alerts Details	
Subject	Subject of the alert.
Received	Date and time on which the alert was received.
Message	Message body of the Alert.

- 2. Click individual alert to view the details. The details appear depending upon the type of alert being generated.
- 3. Click 5 to refresh the alert inbox. OR

Select message and click in to delete the message.

Alerts Details



4. Click **Delete** to delete the alert. The delete warning message appears.

Post deletion confirmation, the alert(s) gets deleted from user's mailbox.

Click Go Back to navigate to the previous page.

13.2 Notifications

This section lists all the notifications sent to the logged in user will be displayed. The user can view the detailed notifications but cannot reply to these notifications. Number of unread notification count if any will be shown in this section.

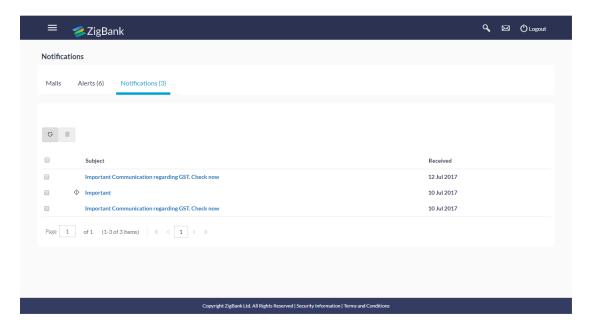
How to reach here:

Corporate Administrator Dashboard > Click Notifications > View All

To view the notifications:

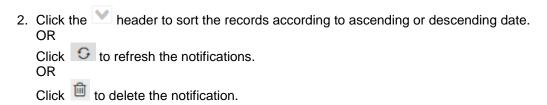
1. Click the **Notifications** tab. The notifications section displays list all notifications.

Notifications



Field Description

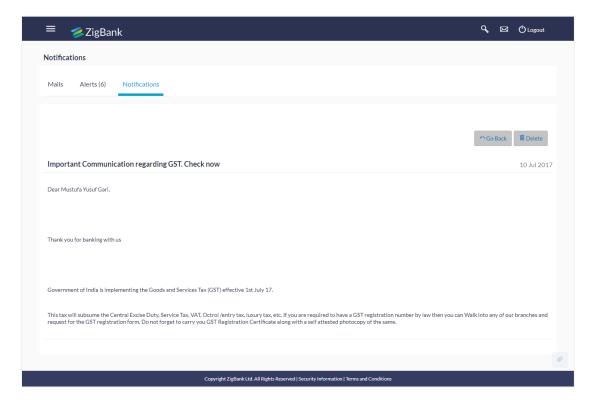
Field Name	Description
Subject	Subject of the notification. The igotimes icon against the record denotes that the notification is sent at high priority.
Received	Date and time on which the notification was received.



Note: For multiple notification deletion, select the check box (s) against the notification, and click

3. Click individual notification to view the details. The details appear depend upon the type of notification being received.

Notifications Details



Field Description

Field Name	Description
Subject	Subject of the notification.
Received	Date and time on which the notification was received.
Message	Message body of the notification.

4. Click **Delete** to delete the notification.

OR

Click **Go Back** to navigate to the previous page.

FAQs

1. Can corporate administrator reply to the alerts received in his mailbox?

No, corporate administrator are not allowed to reply to the alerts received in their mailbox.

2. Can corporate administrator initiate a fresh mail?

No, corporate administrator cannot initiate fresh mails using secured mailbox.

14. Audit Log

Audit log has records providing information about who has accessed the system and what operations he or she has performed during a given period of time.

Audit logs are useful both for maintaining security and for recovering lost transactions.

As part of this function, the corporate administrator can view details about the transactions and maintenances performed by different user(s) of the corporate party to which he/she is associated.

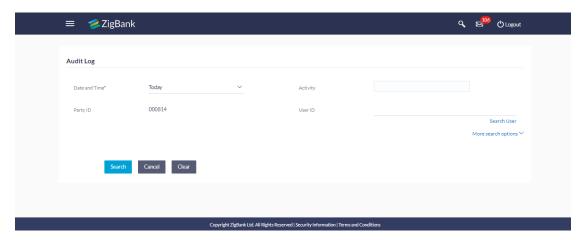
The corporate administrator can search records by providing specific search parameters and system will display matching records for the search criteria.

Transactions carried out by corporate users can be audited if required by the corporate administrator.

How to reach here:

Corporate Administrator Dashboard > Audit Log

Audit Log



14.1 Search Audit Details

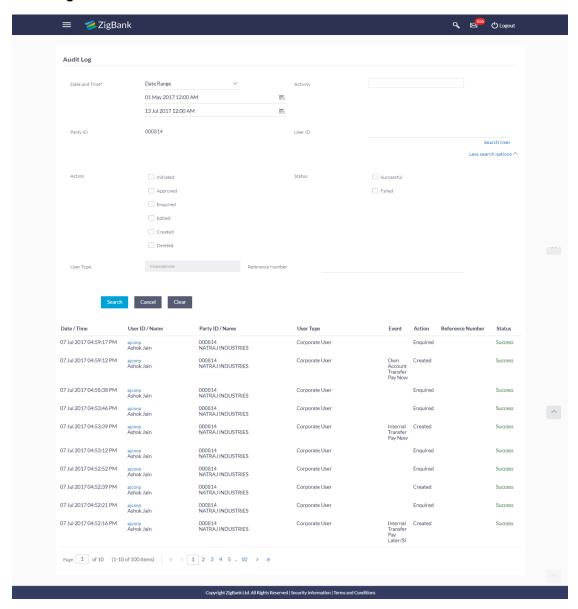
To view audit log:

- 1. From the **Date and Time** list, select the period for which you want to view the audit log.
- Enter required search criteria. Click Search. Click Clear to reset the details.

OR

Click Cancel to cancel the transaction and navigate the user back to Dashboard.

Audit Log - Search



Field Description

Field Name Description

Date and Time

The date and time from which audit log is to be generated.

The options are:

- Today
- Yesterday
- Last 3 days
- Date Range

Start Time Start time of the request processing.

This field appears if you select Date Range option from the Date and Time

list.

End Time End time of the request processing.

This field appears if you select **Date Range** option from the **Date and Time**

list.

Activity Select specific transaction or maintenance from the list.

Party Id Party Id of the logged in user for which audit details are logged.

Party Name Party Name of the logged in user for which audit details are logged.

User ID User id for which the audit details are logged.

User Name User Name for which audit details are to be searched.

This field appears if you click on Search User.

Action Type of action.

The options are:

 Initiated: To be selected if only initiated transactions are to be searched

- Approved: To be selected if only transactions/maintenances in approved state are to be searched.
- Enquired: To be selected if only maintenances which were enquired are to be searched
- Edited: To be selected if only maintenances which were edited are to be searched
- Created: To be selected if only maintenances which were created are to be searched
- Deleted: To be selected if only maintenances which were deleted

Status Status of the transaction.

The options are:

- Successful
- Failed

User Type

To be selected if the search is to be based on the user type. Following are user types.

- Retail
- Corporate
- Admin

Reference Number To be selected for search based on Reference number of the transaction.

Search Result

Date / Time The date and time of the activity i.e. transaction/maintenance.

User ID/ Name User id / Name of the user who performed the transaction or carried out the maintenance.

Party Id/ Name Party Id for which the maintenance or transaction was carried out.

User Type User type for which audit details of transaction are log User type of the user

who performed an activity i.e. maintenance/transaction.

Event Name of activity i.e. transaction/maintenance for which audit details of

transaction are logged.

Action Name of transaction action.

- Enquired
- Initiated
- Created
- Edited
- Deleted
- Approved

Reference Number Reference number of the transaction/maintenance.

Status Status of the transaction.

The options are:

- Successful
- Failed

FAQs

1. Do I need to enter all the parameters to search?

No, you need to enter at least the date and time criteria to proceed with audit search. Rest of the search parameters are optional and can be entered if the search results are to be narrowed down.

2. I do not remember the user ID for input, can I search a user if I need to view audit details for a specific user?

Yes, you can search a user by clicking 'Search User' and searching the user by entering the user name.

3. As part of input search criterion/parameters, in the action field there are certain options disabled. Is there a specific reason?

If you select any maintenance in the activity field, 'Initiated' as an action will not be available.

If you select any transaction in the activity field, 'Created', 'Edited' or 'Deleted' as actions will not be available.

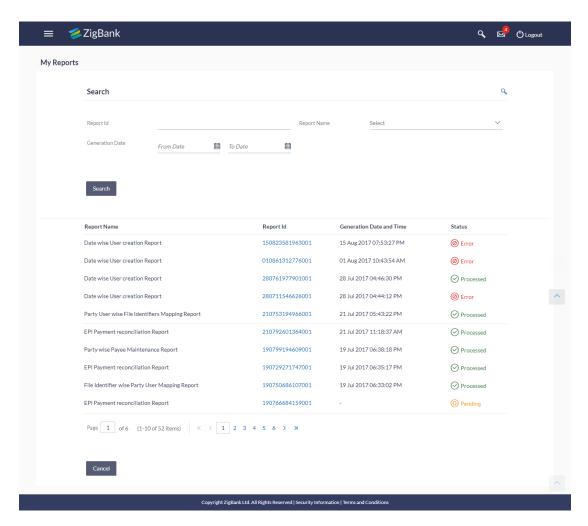
15. My Reports

Corporate administrator logs into the system and navigates to My Reports screen. On accessing 'My Reports' menu, last 10 reports which generated by corporate administrator are listed with the respective report status. User can choose to search the specific report using the search criteria or can opt to view/download detailed report.

How to reach here:

Corporate Administration Dashboard > Toggle menu > Reports > My Reports

To view and download the generated reports:



- 1. Click **Search** to search the reports with given search criteria. The search results matching to the search criteria are shown on the same screen.
- 2. Click on **Report ID** hyperlink to view the detailed report. (Refer specimen provided for each report)

Field Description

Field Name	Description
Search	
Report ID	Report ID to search specific report. All the report IDs will be listed.
Report Name	Report Name to search specific report. All the reports with the names will be listed.
Generation Date	To search generated reports between specific date ranges.
	 From date – to specify the date from which the generated reports to be searched.
	 To date – to specify the date till which the generated reports to be searched.
Generation Date and Time	Report generation time and date.
Status	Status of generated reported.

FAQs

1. Can I choose a format in which a report is to be downloaded from My Reports screen?

A report can be downloaded in a format selected while generating a report.

2. I can view and download a report which is generated by other administrator users?

Yes, you can view and download the reports which are generated by other administrator users using **My Reports** screen.

3. Till which report generation date I can view and download the reports?

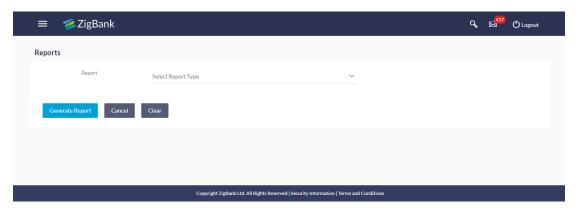
You can view and download the reports till the date data is available in the system. This will be based on the Bank's purging policy.

16. Report Generation

Corporate administrator logs into the system and navigates to Report Generation screen. On accessing 'Report Generation menu, bank administrator has to select a type of a report which needs to be generated. Other reports parameters with respect to each report are displayed on the screen as input fields so that report can be requested with specific data.

How to reach here:

Corporate Administration Dashboard > Toggle menu > Reports > Report Generation



16.1 File Identifier wise Party User Mapping report

File Identifiers wise Party User Mapping report provides the summary of user IDs mapped to each file identifiers under a specific party ID. Corporate Administrator has to select a format in which the report needs to be generated.

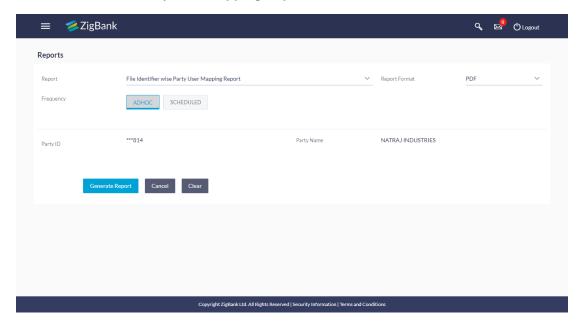
How to reach here:

Corporate Administration Dashboard > Toggle menu > Reports > Report Generation

To generate the file identifier wise party user mapping report:

1. From the **Report** list, select the appropriate report to be generated. The receptive report generation screen appears.

File Identifier wise Party User Mapping Report



Field Description

Field Name Description

Report The type of report to be generated.

Report Format The format in which report is to be generated.

The options with Oracle Business Intelligence (BI) Publisher are:

- PDF
- XLS

The options with Internal Reporting Application are:

- PDF
- CSV

Frequency The frequency at which the reports are generated.

The options are:

- Adhoc: generate an adhoc report
- Scheduled: generate a frequency based report

Party ID The Id of party for whom the report is to be generated.

Party Name Party name corresponding to the party ID.

2. From the **Report Format** list, select the appropriate report output format.

- 3. From the **Frequency** list, select the appropriate option to generate a frequency based report.
- 4. Click **Generate Report** to view and generate the report.

OR

Click **Clear to** reset the search parameters.

OR

Click Cancel to cancel the transaction.

5. The success message of request along with the status and Report Request Idappears. Click **Done** to complete the transaction.

OR

Click on the **Request Report ID** <u>link</u> to download the report. User is directed to My Reports screen. The list of reports appears.

6. Click on desired **Report ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

Note: You can also download the requested report from *Administration Dashboard > Report > My Reports*.

For reference, a specimen of the report generated is given below:

Oracle Banking Digital Experience ORACLE. File Identifier wise Party User Mapping Party ID: 002722 Party Name : Tata Motors DMSDSCDelimitedAR Transaction Type: File Identifier: Domestic Funds Transfer Approval Type: RECORD LEVEL Rahul Kamble rkinitl 1 2 Rahul AutoAuthUser 3 Rahul Kamble rkauthl File Identifier: ITSDSCDelimitedAR Approval Type: RECORD LEVEL Transaction Type: International Funds Transfer Rahul Kamble rkinitl 1 2 Rahul AutoAuthUser rkcorp2 3 Rahul Kamble File Identifier: SDSCINDelimetedRec Transaction Type: Internal Funds Transfer Approval Type: RECORD LEVEL Rahul Kamble rkinitl 2 Rahul AutoAuthUser rkcorp2 3 Rahul Kamble This is computer generated report. Generated by Shailendra Kadam On: 08 Feb 2017, 17:41

Field Description

Field Name Description

Report Parameters

Party ID The ld of party for whom the report is to be generated.

Party Name The name of the party for whom the report is to be generated.

File Identifier The file identifier code.

Transaction Type The transaction type.

Approval Type Approval type for the file - either Record or File.

User Name User name of the user.

User Id User id of the user.

16.2 Party wise File Identifiers Mapping Report

Party wise file identifier mapping report provides summary of file identifiers mapped to a specific party ID. Corporate Administrator has to select a format is which the report needs to be generated.

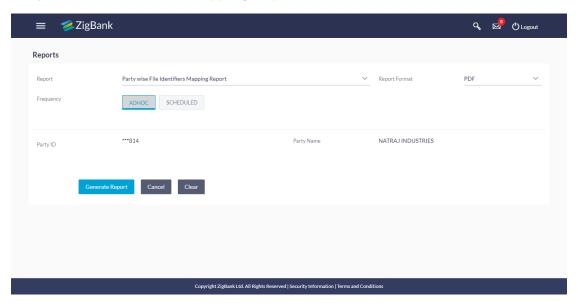
How to reach here:

Corporate Administration Dashboard > Toggle menu > Reports > Report Generation

To generate the party wise file identifiers mapping report:

1. From the **Report** list, select the appropriate report to be generated. The receptive report generation screen appears.

Party wise File Identifiers Mapping Report



Field Name	Description
Report	The type of report to be generated.
Report Format	The format in which report is to be generated.
	The options with Oracle Business Intelligence (BI) Publisher are:
	• PDF
	• XLS
The options with Internal Reporting Application are:	
	• PDF
	• CSV

Field Name	Description
Frequency	The frequency at which the reports are generated. The options are: Adhoc: generate an adhoc report Scheduled: generate a frequency based report
Party ID	The ld of party for whom the report is to be generated.
Party Name	Party name corresponding to the party ID.

- 2. From the **Report Format** list, select the appropriate report output format.
- 3. From the **Frequency** list, select the appropriate option to generate a frequency based report.
- 4. Click **Generate Report** to view and generate the report.

OR

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

5. The success message of request along with the status and Report Request Idappears. Click **Done** to complete the transaction.

OR

Click on the **Request Report Id** link to download the report. User is directed to **My Reports** screen. The list of reports appears.

6. Click on desired **Report ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

Note: You can also download the requested report from *Administration Dashboard > Report > My Reports*.

For reference, a specimen of the report generated is given below:

ORACLE' Party wise File Identifiers Mapping Oracle Banking Digital Experience Party ID: 002405 | Party Name: Hewlett Packard Inc. File Identifier Description File Type Transaction Type Accounting Type Approval Type File Template Format Type No Code DomesticFT Del SDSC Rec Domestic Funds Transfer RECORD LEVEL DomesticFT DELIMITED SDSC DomesticFT CSV DomPayee DomPayee DELIMITED SDSC FILE LEVEL DomesticPavee Domestic CSV FlcreateTestDe DELIMITED International SDSC FILE LEVEL InternationalFT CSV FIcreateTest **Funds Transfer** RECORD File_Identifier0 File_Identifier0 DELIMITED Domestic SDSC **DomesticPayee** CSV 1_DomPayee Payee InternalFTSDM File_Identifier0 File_Identifier0 **FIXED** Internal Funds SDMC FILE LEVEL CSV Transfer CFix FItetst FItetst FIXED Domestic SDMC FILE LEVEL DomesticFTSD CSV Funds Transfer **MCFix** InternalFTSDM INSDMCFIXCS INSDMCFIXCS Internal Funds FILE LEVEL FIXED SDMC CSV INTLFIXMDMC INTLFIXMDMC **FIXED** RECORD InternationalFT International MDMC CSV Funds Transfer LEVEL **MDMCFix** MDMCINDELA MDMC Internal DELIMITED Internal Funds MDMC RECORD InternalFTMDM CSV BR Delimited Transfer LEVEL C Adhoc Bene Record SDSCDMDELA RECORD SDSC DELIMITED DomesticFT CSV 10 Domestic SDSC Domestic Delimited BR Funds Transfer LEVEL Adhoc Beneficiary Record SDSC Internal Internal Funds FILE LEVEL SDSCINCSVF DELIMITED SDSC InternalFT CSV CSV File Level Transfer DELIMITED SDSCINDELA SDSC Internal Internal Funds SDSC RECORD InternalFT CSV Delimited Adhoc BR Transfer LEVEL Beneficiary Record level SDSCITDELAB SDSC DELIMITED International SDSC RECORD InternationalFT CSV International Funds Transfer LEVEL Delimited Adhoc Bene Record Level Computer generated report | Shailendra Kadam | 10 Feb 2017, 15:33

Field Name	Description
Report Parameters	
Party ID	The ld of party for whom the report is to be generated.
Party Name	The name of the party for whom the report is to be generated.
File Identifier Code	The file identifier code.
Description	Description of the uploaded file.
File Type	File type of the uploaded file.
Transaction Type	Transaction type of the file.
Accounting Type	The accounting type of the uploaded file.
Approval Type	Approval type of the uploaded file.
File Template	File template of the uploaded file.
Format Type	Format type of the uploaded file.

16.3 Party wise Payee Maintenance Report

Party wise Payee Maintenance Report provides summary of account and draft payees maintained under a specific party ID. Corporate Administrator has to select a format in which the report needs to be generated.

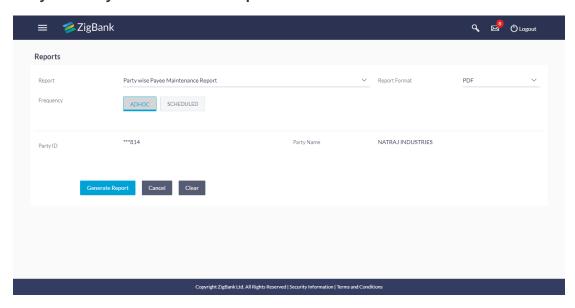
How to reach here:

Corporate Administration Dashboard > Toggle menu > Reports > Report Generation

To generate the party wise payee maintenance report:

1. From the **Report** list, select the appropriate report to be generated. The receptive report generation screen appears.

Party wise Payee Maintenance Report



Field Name	Description
Report	The type of report to be generated.
Report Format	The format in which report is to be generated.
	The options with Oracle Business Intelligence (BI) Publisher are:
	• PDF
	• XLS
The options with Internal Reporting Application are:	
	• PDF
	• CSV

Field Name	Description
Frequency	The frequency at which the reports are generated. The options are: Adhoc: generate an adhoc report Scheduled: generate a frequency based report
Party ID	The ld of party for whom the report is to be generated.
Party Name	Party name corresponding to the party ID.

- 2. From the **Report Format** list, select the appropriate report output format.
- 3. From the **Frequency** list, select the appropriate option to generate a frequency based report.
- 4. Click **Generate Report** to view and generate the report.

OR

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

5. The success message of request along with the status and **Report Request Id**appears. Click **Done** to complete the transaction.

OR

Click on the **Request Report Id link** to download the report. User is directed to **My Reports** screen. The list of reports appears.

6. Click on desired **Report ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

Note: You can also download the requested report from *Administration Dashboard > Report > My Reports*.

For reference, a specimen of the report generated is given below:

ORACLE. Party wise Payee Maintenance Oracle Banking Digital Experience Party ID: 002405 | Party Name: Hewlett Packard Inc. **Account Payees** Name Account Type Account Details Nickname Created By Access Type AshtonITNAC INTERNATIONAL QKIX467368 AshtonITNAC SHARED srkcorp ING BELGIUM S.A., SUCCURSALE EN FRA DebbieITSw INTERNATIONAL 752757547 DebbieITSwift srkcorp SHARED NATIONAL BANK OF ABU DHABI GeMichae2 DOMESTIC MichaelJ2 srkcorp InternalPayee INTERNAL AT3AT30024050048 srkcorp SHARED SHARED MeherS INTERNAL AT3AT3555555272 Meher srkcorp Rihanna1 DOMESTIC RihannaDr0 srkcorp **Demand Draft Payees** Payee Name Draft Type **Draft Favouring** Created By Access Type Computer generated report | Shailendra Kadam | 10 Feb 2017, 14:59

Field Description

Field Name Description

Report Parameters

Party ID The ld of party for whom the report is to be generated.

Party Name The name of the party for whom the report is to be generated.

Report Parameters

Below field appears for **Account** type payee

Name of the Payee for identification.

Account Type The account type.

Account Details The account details.

Nickname Account nickname to identify the account.

Created By Name of the payee creator.

Access Type The access type.

Report Parameters

Below field appears for **Demand Draft** type payee

Payee Name Name of the Payee for identification.

Draft Type Type of draft associated with the Payee.

Draft Favouring Name of the payee of the draft.

Created By Name of the payee creator.

Access Type The access type.

16.4 Party wise Pending Approvals list Report

Party wise Pending Approval List Report provides a summary of transaction pending for approval under a specific party ID. Corporate Administrator has to select a format in which the report needs to be generated.

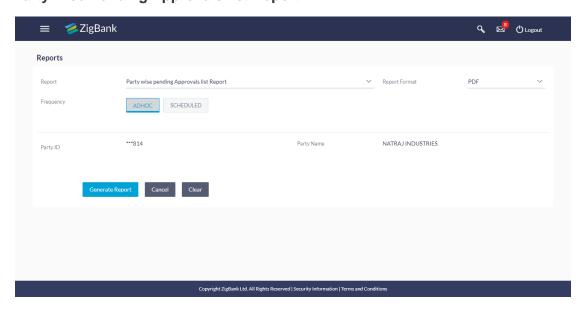
How to reach here:

Corporate Administration Dashboard > Toggle menu > Reports > Report Generation

To generate the party wise pending approval report:

1. From the **Report** list, select the appropriate report to be generated. The receptive report generation screen appears.

Party wise Pending Approvals list Report



Field Name	Description	
Report	The type of report to be generated.	

Field Name Description

Report Format The format in which report is to be generated.

The options with Oracle Business Intelligence (BI) Publisher are:

- PDF
- XLS

The options with Internal Reporting Application are:

- PDF
- CSV

Frequency The frequency at which the reports are generated.

The options are:

- Adhoc: generate an adhoc report
- Scheduled: generate a frequency based report

Party ID The ld of party for whom the report is to be generated.

Party Name Party name corresponding to the party ID.

- 2. From the **Report Format** list, select the appropriate report output format.
- 3. From the **Frequency** list, select the appropriate option to generate a frequency based report.
- 4. Click **Generate Report** to view and generate the report.

OR

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

The success message of request along with the status and Report Request Id appears.
 Click Done to complete the transaction.

OR

Click on the **Request Report Id** link to download the report. User is directed to **My Reports** screen. The list of reports appears.

6. Click on desired **Report ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

Note: You can also download the requested report from *Administration Dashboard > Report > My Reports*.

For reference, a specimen of the report generated is given below:



Field Name	Description
Report Parameters- Account Financial and Non-Financial	
Party ID	The Id of party for whom the report is to be generated.
Party Name	The name of the party for whom the report is to be generated.
Date	Date of transaction initiation.

Field NameDescriptionDescriptionDescription about the transaction.Account DetailsAccounts details of transaction.AmountAmount for transactions allowed for the user.Initiated ByInitiator type who initiates the transaction.Reference NoReference number of transaction.

Report Parameters- Payments

Status

Party ID The ld of party for whom the report is to be generated.

Status of the transaction.

Party Name The name of the party for whom the report is to be generated.

Date Date of the transaction initiation.

Description Description about the transaction.

From Account Source accounts.

Amount Transactions allowed for the user.

Payee Account Details The payee account details.

Initiated By Initiator type who initiates the transaction.

Reference No Reference number of transaction.

Status Status of the transaction.

Report Parameters- Bulk File

Party ID The ld of party for whom the report is to be generated.

Party Name The name of the party for whom the report is to be generated.

Date Date of the transaction initiation.

Description Description about the transaction.

Transaction Type Transaction Type.

File Name File name of the bulk file.

Field Name Description

File Amount File amount.

Initiated By Initiator type who initiates the transaction.

Reference No Reference number of transaction.

Status Status of the transaction.

Report Parameters- Bulk Record

Party ID The ld of party for whom the report is to be generated.

Party Name The name of the party for whom the report is to be generated.

Date Date of the transaction initiation.

Description Description about the transaction.

Debit Account Number Debit account details.

Amount Transactions allowed for the user.

Payee Account Details Payee account details.

Initiated By Initiator type who initiates the transaction.

Reference No Reference number of transaction.

Status Status of the transaction.

Report Parameters - Payee and Biller

Party ID The Id of party for whom the report is to be generated.

Party Name The name of the party for whom the report is to be generated.

Date Date of the transaction initiation.

Payee-Biller Name Payee/ biller name.

Payee Type Payee Type.

Category Payee Category.

Initiated By Initiator type who initiates the transaction.

Reference No Reference number of transaction.

Field Name	Description
Status	Status of the transaction.

16.5 Party wise User Groups Report

Party wise User Group Report provides a summary of User Groups created under a specific party ID. Corporate Administrator has to select a format in which the report needs to be generated.

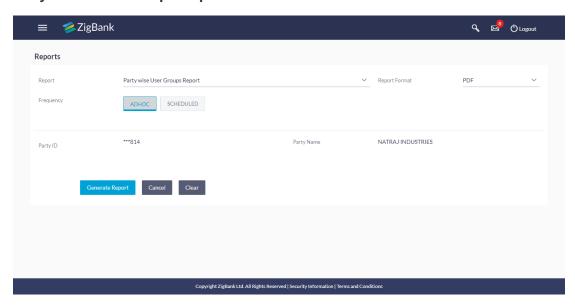
How to reach here:

Corporate Administration Dashboard > Toggle menu > Reports > Report Generation

To generate the party wise user groups creation report:

1. From the **Report** list, select the appropriate report to be generated. The receptive report generation screen appears.

Party wise User Groups Report



Field Name	Description	
Report	The type of report to be generated.	
Report Format	The format in which report is to be generated.	
	The options with Oracle Business Intelligence (BI) Publisher are:	
	• PDF	
	• XLS	
	The options with Internal Reporting Application are:	
	• PDF	
	• CSV	

Field Name	Description	
Frequency	The frequency at which the reports are generated. The options are: Adhoc: generate an adhoc report Scheduled: generate a frequency based report	
Party ID	The ld of party for whom the report is to be generated.	
Party Name	Party name corresponding to the party ID.	

- 2. From the **Report Format** list, select the appropriate report output format.
- 3. From the **Frequency** list, select the appropriate option to generate a frequency based report.
- 4. Click **Generate Report** to view and generate the report.

OR

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

5. The success message of request along with the status and Report Request Id appears. Click **Done** to complete the transaction.

OR

Click on the **Request Report Id** link to download the report. User is directed to **My Reports** screen. The list of reports appears.

6. Click on desired **Report ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

Note: You can also download the requested report from *Administration Dashboard > Report > My Reports*.

For reference, a specimen of the report generated is given below:

User Groups Maintained for Party Party ID: 002405 Party Name: Hewlett Packard Inc.		Oracle Banking Digital Expe	
Group Code: shailcor	p Group Description:	Number of Users: 1	
Sr No	User Name	User ID	
1	Shailendra Kadam	shailcorp	
roup Code: Test1	Group Description:	Number of Users: 1	
Sr No	User Name	User ID	
1	Sonal Agarwal	SonalCorpIT	
1	Sonal Agarwal	SonalCorpIT	
	Sonal Agarwal Group Description:	SonalCorplT Number of Users: 1	
iroup Code: srkcorp			
1 Sroup Code: srkcorp Sr No	Group Description:	Number of Users: 1	
iroup Code: srkcorp	Group Description: User Name	Number of Users: 1 User ID	
Froup Code: srkcorp	Group Description: User Name Shailendra Kadam	Number of Users: 1 User ID srkcorp	

Field Name	Description
Report Parameters	
Party ID	The ld of party for whom the report is to be generated.
Party Name	The name of the party for whom the report is to be generated.
Group Code	The group code.
Group Description	The group description.
Number of Users	Number of users maintained under a group.
User Name	User name of the user maintained under a group.
User ID	User ID of the user maintained under a group.

16.6 Party User wise File Identifiers Mapping Report

Party User wise File Identifiers Mapping Report provides a summary of file identifiers mapped to each user of a specific party. Corporate Administrator has to select a format in which the report needs to be generated.

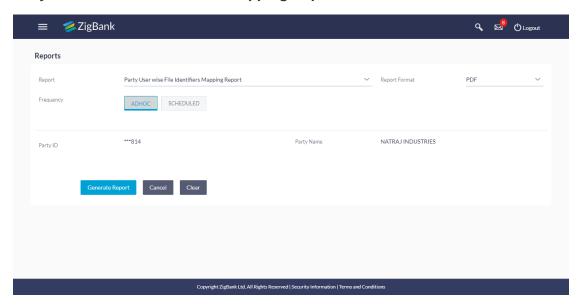
How to reach here:

Corporate Administration Dashboard > Toggle menu > Reports > Report Generation

To generate the party user wise file identifiers mapping report:

1. From the **Report** list, select the appropriate report to be generated. The receptive report generation screen appears.

Party User wise File Identifiers Mapping Report



Field Name	Description
Report	The type of report to be generated.

Field Name Description

Report Format The format in which report is to be generated.

The options with Oracle Business Intelligence (BI) Publisher are:

- PDF
- XLS

The options with Internal Reporting Application are:

- PDF
- CSV

Frequency The frequency at which the reports are generated.

The options are:

- Adhoc: generate an adhoc report
- Scheduled: generate a frequency based report

Party ID The ld of party for whom the report is to be generated.

Party Name Party name corresponding to the party ID.

- 2. From the Report Format list, select the appropriate report output format.
- 3. From the **Frequency** list, select the appropriate option to generate a frequency based report.
- 4. Click **Generate Report** to view and generate the report.

OR

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

5. The success message of request along with the status and Report Request Id appears. Click **Done** to complete the transaction.

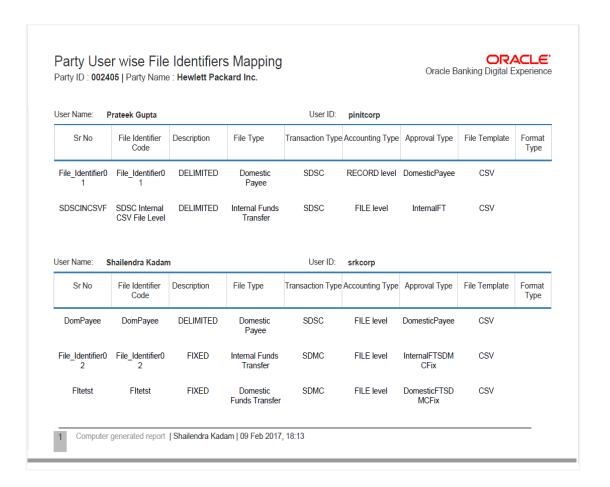
OR

Click on the **Report Request Id** link to download the report. User is directed to My Reports screen. The list of reports appears.

6. Click on desired **Report ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

Note: You can also download the requested report from *Administration Dashboard > Report > My Reports*.

For reference, a specimen of the report generated is given below:



Field Name	Description
Report Parameters	
Party ID	The ld of party for whom the report is to be generated.
Party Name	The name of the party for whom the report is to be generated.
User Name	User name of the user.
User Id	User id of the user.
File Identifier	The file identifier code.
Description	Description of the uploaded file.

Field Name	Description
File Type	File type of the uploaded file.
Transaction Type	Transaction type of the file.
Accounting Type	The accounting type of the uploaded file.
Approval Type	Approval type of the uploaded file.
File Template	File template of the uploaded file.
Format Type	Format type of the uploaded file.

16.7 Party wise Workflows Report

Party wise workflows Report provides a summary of approval workflows created under a specific party ID. Corporate Administrator has to select a format in which the report needs to be generated.

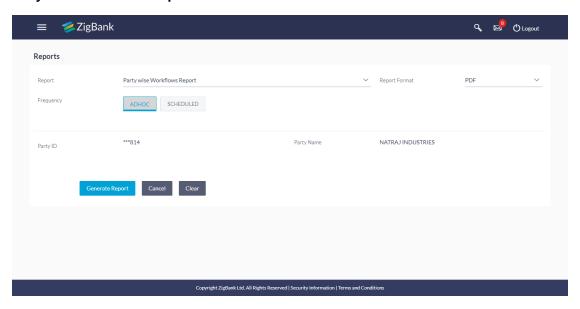
How to reach here:

Corporate Administration Dashboard > Toggle menu > Reports > Report Generation

To generate the party wise workflows report:

1. From the **Report** list, select the appropriate report to be generated. The receptive report generation screen appears.

Party wise Workflows Report



Field Name	Description	
Report	The type of report to be generated.	
Report Format	The format in which report is to be generated.	
	The options with Oracle Business Intelligence (BI) Publisher are:	
	• PDF	
	• XLS	
	The options with Internal Reporting Application are:	
	• PDF	
	• CSV	

Field Name	Description	
Frequency	The frequency at which the reports are generated. The options are: Adhoc: generate an adhoc report Scheduled: generate a frequency based report	
Party ID	The ld of party for whom the report is to be generated.	
Party Name	Party name corresponding to the party ID.	

- 2. From the **Report Format** list, select the appropriate report output format.
- 3. From the **Frequency** list, select the appropriate option to generate a frequency based report.
- 4. Click **Generate Report** to view and generate the report.

ΛR

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

5. The success message of request along with the status and Request Report Id appears. Click **Done** to complete the transaction.

OR

Click on the **request Report Id** link to download the report. User is directed to **My Reports** screen. The list of reports appears.

6. Click on desired **Report ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

Note: You can also download the requested report from *Administration Dashboard > Report > My Reports*.

For reference, a specimen of the report generated is given below:

	Maintained for a Party 4 Party Name : Kathy Stephens	Oracle Banking Digital Experience
Workflow Code:	00435435	Workflow Description: efer
	Approval Level	User Group/User Name
	1	kavitacorp1
Workflow Code:	234234	Workflow Description: srgdfg dfsg1212
	Approval Level	User Group/User Name
	1	kavitacorp1
Workflow Code:	34234	Workflow Description: fdfx gdxfg
	Approval Level	User Group/User Name
	1	kavitacorp1
Workflow Code:	CorpRule1Fin	Workflow Description: CorpRule1Fin
	Approval Level	User Group/User Name
	1	kavitacorp2
Workflow Code:	CorpRule2NonFin	Workflow Description: CorpRule2NonFin
	Approval Level	User Group/User Name
	1	kavitacorp2
1 Computer	generated report Admin Auto 08 Feb 2017, 09:33	

Field Name	Description
Report Parameters	
Party ID	The Id of party for whom the report is to be generated.
Party Name	The name of the party for whom the report is to be generated.
Workflow Code	Code of the already maintained approval workflow.
Workflow Description	Description of the already maintained approval workflow.
Approval levels	Number of approval levels in each workflow.
User Name/ID	User name / ID of the user maintained under a group.

17. My Profile

Using this option, the corporate administrator can view his profile details. Details that can be viewed include user name, last login time, email id, phone number, and date of birth and address of the user.

Pre-requisites

User must have a valid Login credentials

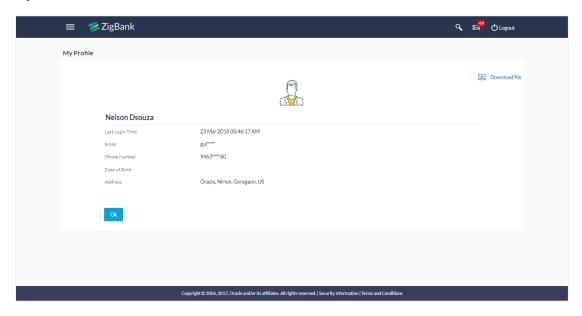
Features Supported In Application

View the profile details of corporate administrator user

How to reach here:

Corporate Administrator Dashboard > Toggle Menu > My Profile

My Profile



Field Name	Description
Last Login Time	The date and time of the last login of the user.
Email	Email id of the user, in masked format.
Phone Number	The mobile number of the user, in masked format.

Field Name	Description
Date of Birth	Date of birth of the user.
Address	Address of the user.
Download file	Click to download the details.

1. Click Download file to download the details in .csv format. OR Click **OK** to navigate to the previous screen.

FAQs

1. Can the corporate administrator user edit his profile information?

No, the corporate administrator user cannot edit his profile information; he can only view the profile details.