Oracle Financial Services Regulatory Reporting

Nigeria Suspicious Transaction Report User Guide

Release 8.0.4.0.0

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About this Guide

This guide provides overview of the Oracle Financial Services Regulatory Reporting (herein referred to as RRS), life cycle of the Regulatory Reports. This chapter focuses on the following topics:

- Naming Discrepancies
- Scope of this Guide
- How this Guide is Organized
- Where to Find More Information
- Conventions Used in this Guide

Naming Discrepancies

The product branding in the screen shots shown in this guide retains the original product name (Oracle Mantas) and original logo. The Oracle Financial Services Regulatory Reporting Solution might be referred to as Mantas Regulatory Reporting Solution, Mantas RRS, or RRS.

Who Should Use this Guide

The *Oracle Financial Services RRS User Guide,* is designed for use by a variety of Oracle Financial Services users. Their roles and responsibilities, as they operate within the Oracle Financial Services RRS application, include the following:

- **Analyst:** This user is responsible for updating the data related to the report through UI screens and can add comments to the report. This user can send reports to the supervisor for further action (such as Approve, Reject, or Close).
- **Supervisor**: This user is responsible for taking action on the reports submitted by the Analyst, such as Approve, Close, and Reject, and can add comments to the report. This user should verify all the details of the report before taking action which files the report with the Regulatory Authorities.
- **Admin User**: This user is responsible for managing the security attributes of the users and filing the reports approved by the Supervisor.
- **Super User**: This user is responsible for updating the data related to the report through UI screens, approving and closing reports, generating reports, adding comments to the reports, and filing the reports from the list of approved reports.
- **System/Application Administrator**: This user is responsible for managing the static data used in the application, creating application users, mapping users to user groups, and configuring the various parameters used in the application.

Scope of this Guide

The purpose and scope of this guide is to define how users can view, edit and generate report data, and to file the regulatory reports to the Regulatory Authorities. It also guides the users to adjust the application parameters.

This guide explains how the User Interface (UI) in the Oracle Financial Services RRS is organized, how the application uses the data entered, and guides the user to generate the XML report defined by the regulatory body.

How this Guide is Organized

The *Oracle Financial Services Regulatory Reporting User Guide*, includes the following topics:

- Chapter 1, *About Regulatory Reporting*, describes the default page setting and Regulatory report workflow in Oracle Financial Services RRS login process.
- Chapter 2, *Nigerian STR*, describes how to search, view, and edit the regulatory reports.
- Chapter 3, *Report Summary*, describes the life cycle of the report, and details the suspicious transaction report analysis.
- Chapter 4, *File Regulatory Reports*, describes the process of filing the Regulatory Reports to the Regulatory Authorities.
- Chapter 5, *User Administration*, describes how to map and maintain the security attributes for each user in Oracle Financial Services RRS.

Where to Find More Information

For additional information about the Oracle Financial Services Regulatory Reporting application, refer to the following documents:

- *Oracle Financial Services Regulatory Reporting Data Model Reference Guide*: This guide explains the structures of the entities in the Oracle Financial Services RRS data model and provides in-depth information on data handling of the Oracle Financial Services RRS system.
- *Oracle Financial Services Regulatory Reporting Web Service Guide*: This guide explains how and in what format the source business data should be provided to the Oracle Financial Services RRS application through a web service for the Nigerian STR report type.
- *Oracle Financial Services Regulatory Reporting Installation Guide*: This guide provides step-by-step instructions for installing the Oracle Financial Services RRS on an existing Oracle Financial Services Platform hosted in a Windows environment.
- *Oracle Financial Services Regulatory Reporting Administration Guide:* This guide describes comprehensive activities of the Oracle Financial Services Analytical Applications Infrastructure Administrator in the Oracle Financial Services Regulatory Reporting and associated solution set. This guide details the Regulatory Reporting, and provides information about configuring and maintaining users and static data.

To find additional information about how Oracle Financial Services Regulatory Reporting solves real business problems, see our website at www.oracle.com/financialservices.

Conventions Used in this Guide

Table 1 lists the conventions used in this guide.

Table 1. Conventions Used in this Guide

Convention	Meaning
Italics	• Names of books, chapters, and sections as references • Emphasis
Bold	• Object of an action (menu names, field names, options, button names) in a step-by-step procedure • Commands typed at a prompt • User input
`Monospace`	• Directories and subdirectories • File names and extensions • Process names • Code sample, including keywords and variables within text and as separate paragraphs, and user-defined program elements within text
<Variable>	• Substitute input value

CHAPTER 1 About Regulatory Reporting

This chapter explains the Oracle Financial Services RRS Login and User access process and covers the following topics:

- Introduction to RRS
- About RRS Login
- Regulatory Report Workflow
- User Access

Introduction to RRS

As a part of regulations and compliances, the organizations are required to perform appropriate analysis and report the suspicious activities that lead to fraud and money laundering in institution, to the Regulatory Authorities. These regulatory bodies are responsible for safeguarding financial institutions and consumers from abuse, providing transparency in the country's financial system, enhancing that country's security, and deterring and detecting criminal activity in the financial system.

As part of this goal, these regulatory bodies require the Financial Crimes Unit (FCU), also referred to as Financial Intelligence Units (FIUs), in financial institutions to provide data regarding suspicious activities. These reports, depending on the regulatory geographic region, can be delivered in either printed or electronic format.

RRS supports the management, delivery, and resolution of these regulatory reports across multiple geographic regions and across multiple financial lines of business. Since there are several differences in requirements for paper-based formats versus electronic formats, and between different geographic regions and the data elements that are required on these reports, the approach to satisfying the end goal is to provide a Regulatory Reporting framework that is configured to support paper-based and electronic formats for different geographic regions and to generate and file different types of reports.

RRS is integrated with the Oracle Financial Services Behavior Detection platform to allow users to generate reports automatically populated with information relevant to the investigation which triggered the need for the report to be filed.

About RRS Login

The Oracle Financial Services Behavior Detection UI enables you to view and edit the report information, generate the XML for the report and generate an electronic file (E-File), which is filed with the Regulatory Authorities.

The Regulatory Reporting link is enabled for users who have access to the Oracle Financial Services RRS.

Click the **Regulatory Reporting** link in the Oracle Financial Service Behavior Detection UI page. The RRS login page will open in a pop-up window. This allows you to log into the RRS application.

For information about changing your password, refer to the *Oracle Financial Services Regulatory Reporting Administration Guide*.

Figure 1. RRS Application Login

Follow these steps to log into the Oracle Financial Services RRS Application:

1. Select the **Language** for the application.

2. Enter your **User ID**.
3. Enter your **Password**.
4. Click **Login**.

The System Administrator can see all links on the application menu, whereas other users can see only the RRS link. Users will see the links as per their roles and privileges.

Figure 2 and Figure 3 shows the landing screen for various users.

To see the data required, select the information domain and click the **Regulatory Reporting** link. This takes you to the application page (Figure 4).

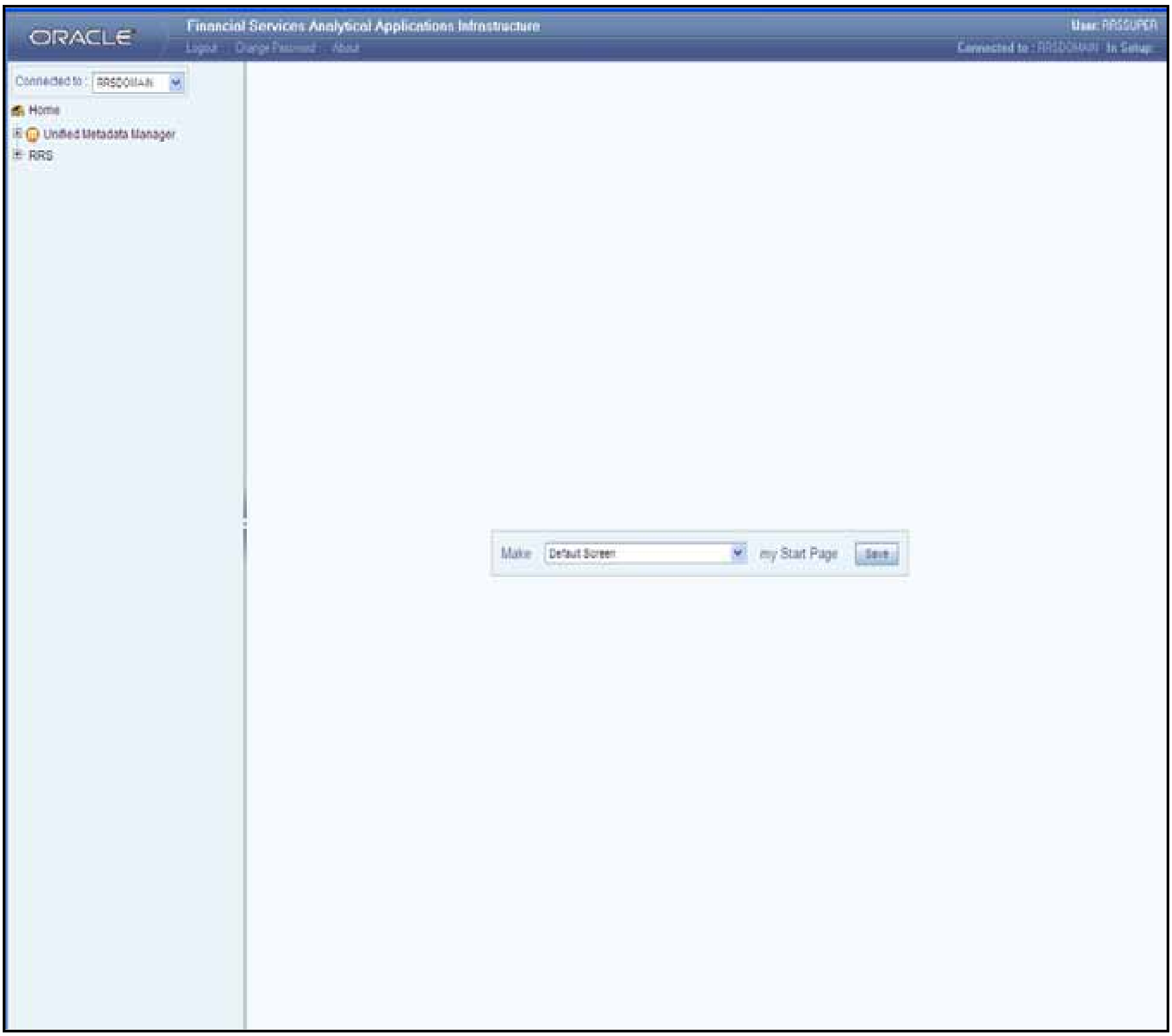


Figure 2. Home Page for all the Roles (except the RRS System Administrator)

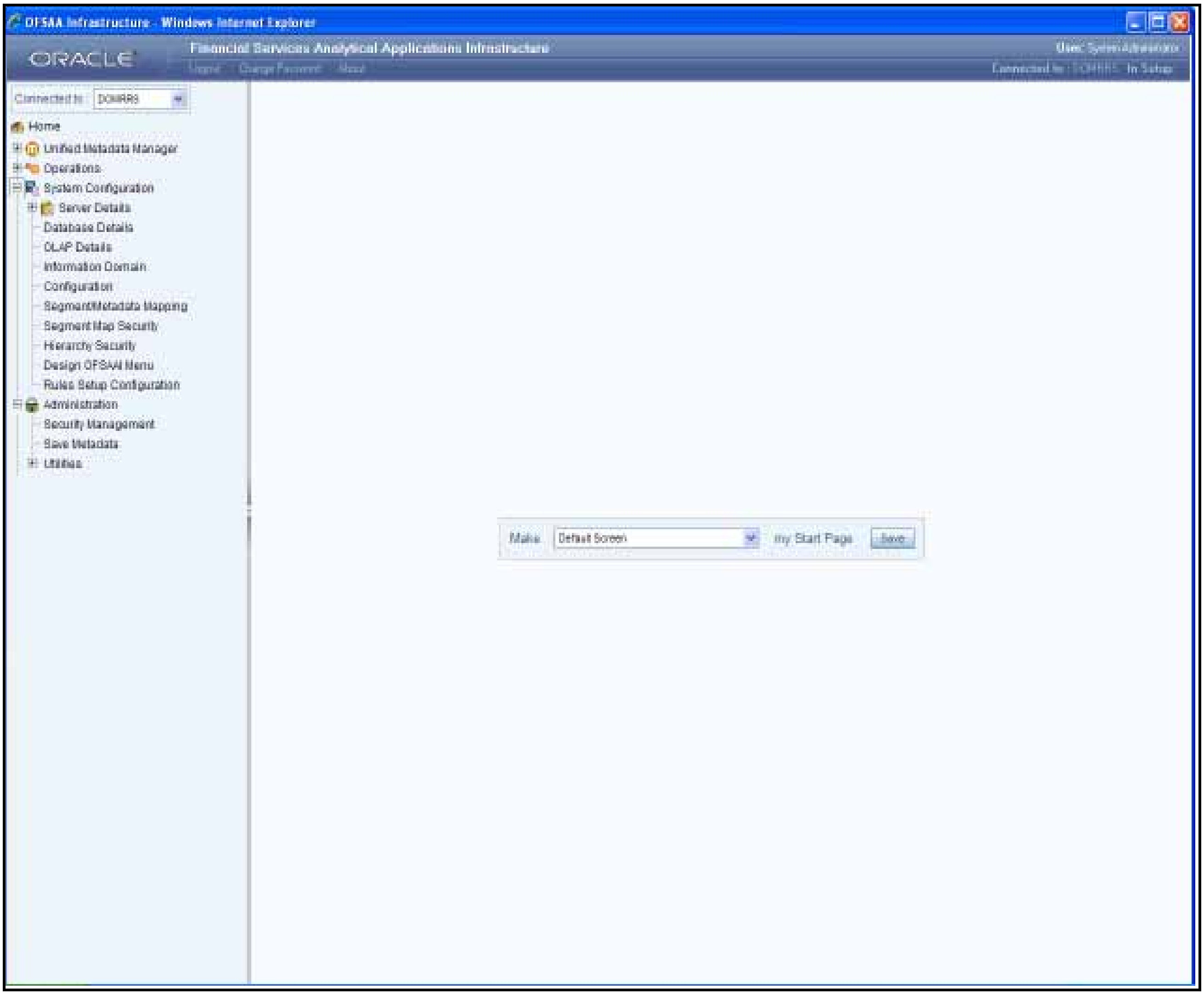


Figure 3. Home Page for the RRS System Administrator Role

Setting the Default Page

From the **Make my Start Page**, select **Financial Services Regulatory Reporting** from the drop-down list and click Save. This saves the application page as the Start page.

If the Application page is the start page, the Home link and the Logout link will also be enabled on the page. If not, the Logout link is available only in the Home page.

The Application page has Regulatory Reports and File Regulatory Reports. The page displays the Regulatory Report Search and List of the Regulatory Reports, by default (Figure 4).

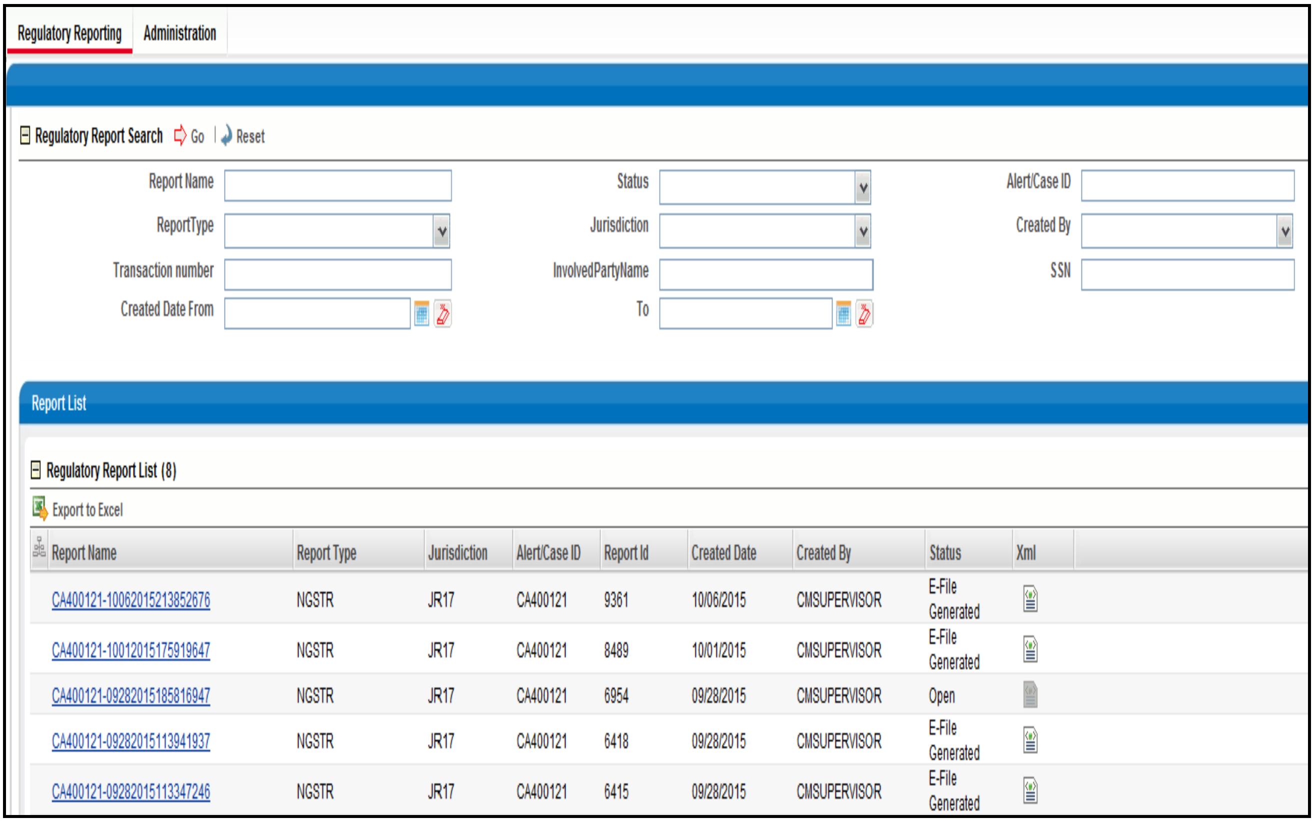


Figure 4. RRS Application Page

Regulatory Report Workflow

The life cycle or stages of the regulatory report are described in the workflow diagram (Figure 5). The report can be in any of the following statuses at any point.

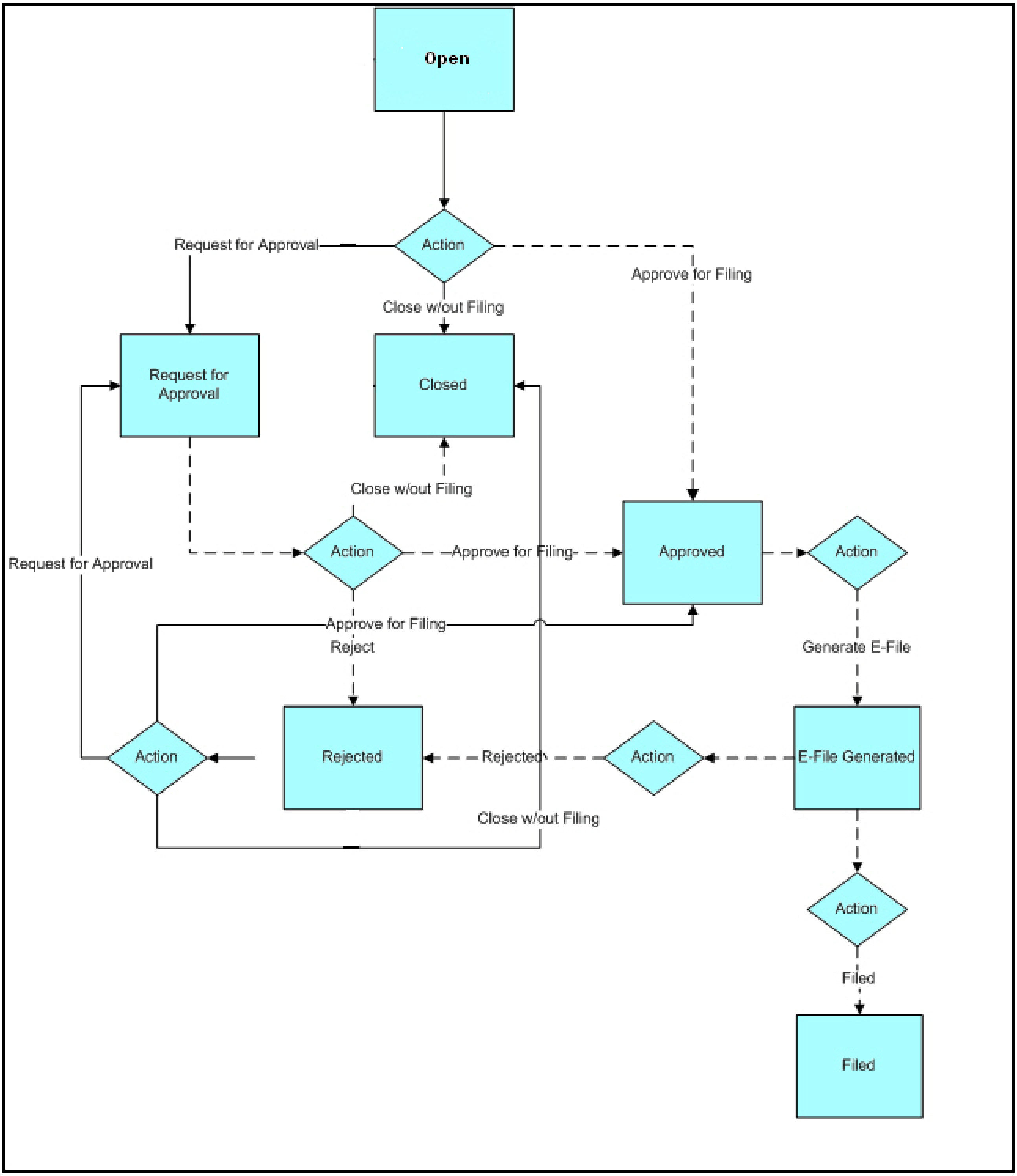


Figure 5. Regulatory Reporting Workflow

Note: The dotted line in Figure 5 represents the workflow of Super User - Mapped to Analyst, Supervisor, and Administrator roles.

When the RRS user selects **Recommend** action on an Alert or Case, the data is passed to RRS through the web service and a report is opened in the RRS.

The users can then work on open or rejected reports and send them for approval.

The user with the Supervisor role may do the following:

- Approve the report for filing
- Reject the report for rework
- Close the report
- Take no further action

Every action taken on a report is recorded in the Audit Tab of the Regulatory Report Actions. Refer to section *Audit* on page 75 for more information.

User Access

The following user roles are defined in the RRS application:

- Analyst
- Supervisor
- Admin
- Super user (Analyst , Supervisor, and Admin Role)
- System Administrator

The User Role - Function mapping required for RRS is defined in Table 2. These functions are required to set the privileges for each role.

Table 2. User Role - Function Mapping

Function	Roles				
	Analyst	Supervisor	Super User	Administrator	System Administrator
Show Regulatory Reports Menu	X	X	X		
Show File Regulatory Reports Menu			X	X	
Show User Attributes Menu			X	X	
View RRS	X	X	X		
Edit RRS	X		X		
Action RRS (Request for Approval)	X				
Action RRS (Reject/Approve)		X	X		
Action RRS (Generate E-File)			X	X	
Action RRS (Filed)			X		
Action RRS (Close (without filing))		X	X		
Add RRS Comments	X	X	X		
View / Edit Configuration					X
View/Edit User Attributes			X	X	
Action RRS (File Regulatory report)			X	X	

CHAPTER 2

Nigerian STR

This chapter explains how to view, edit, and generate XML files for the report. This chapter covers the following topics:

- RR Application Menu
- Icons Used
- Regulatory Reports- User Interface

RR Application Menu

This section explains the modules that can be accessed through the UI and their functions. Each module facilitates a list of possible actions that are visible based on the roles and privileges assigned for each user. The RR application menu includes links for Regulatory Reports, Generate Regulatory Reports, and User Administration.

Regulatory Reports

This is the default opening screen for users after clicking the **Regulatory Reports** link. Generated reports are displayed and accessed on this page, based on user privileges. You can view Report Summary details by clicking a report.

The **Search** option allows users to search for reports based on the following components:

- Report ID
- Status
- Alert/Case ID
- Involved Party Name
- SSN
- Focus
- Transaction Number
- Jurisdiction
- Created By
- Created From Date
- Created To Date

Icons Used

Table 3 details the icons used in the application.

Table 3. RR Icons

Icon	Conventions	Description
	**Go**	Displays search results for the selected search components.
	**Drop Down List**	Displays the possible values that can be selected for the field.
	**Calendar**	Opens the calendar to select the date.
	**Clear**	Clears a selection made on the calendar or the hierarchy browser.
	**Reset**	Clears the selections and values and shows the previous selected values if any are made.
	**Edit**	Edits the report details with respect to context.
	**Add**	Adds a new entry with respect to context.
	**Close**	Closes the report after successful validation for unsaved data.
	**Save**	Saves any changes made, after successful validation of the fields.
	**Delete**	Deletes the selected records after user confirmation.
	**Logout**	Allows the user to log out of the application.
	**Details**	Displays details for the selected report.
	**Validate**	Allows the users to identify for any missing mandatory information.
	**Approve**	Approves the reports for filing with the regulatory bodies.
	**Request for Approval**	Submits the report for approval.
	**Add Comments**	Allows the user to add comments to a specific report.
	**Contact Details**	Allows the user to view contact details.
	**Address Details**	Allows the user to view address details.
	**Identification Details**	Allows the user to view identification details.
	**Reject**	Rejects the reports from filing.
	**View**	Allows the user to view report details when in read-only mode.

Regulatory Reports- User Interface

The Regulatory Reports user interface displays the list of reports generated. This list provides the following details:

- Report Name
- Report Type
- Jurisdiction
- Alert/Case ID
- Report ID
- Created Date
- Created By
- Status
- Xml

Users are permitted to take action on reports which are not locked by another user. Users can perform actions on reports using the Actions bar on the Report Summary page. The Analyst/Super user may open the report to edit or view the contents by clicking the report name. This opens the page in the Edit/View mode. Only reports in the Open or Rejected status can be edited.

The Supervisor can navigate to the Report Summary page by clicking the required report name in the Regulatory Report List.

Regulatory Report Search

Users can search the Report based on the following components:

- Report ID
- Status
- Alert/Case ID
- Report Type
- Involved Party Name
- SSN
- Focus
- Transaction Number
- Jurisdiction
- Created By
- Created From Date
- Created To Date

Click **Reset** on the Regulatory Report Search to clear all the selections made and display a blank search container (Figure 8).

Regulatory Report List

The Regulatory Report List provides the following details:

- Report Name
- Report Type
- Jurisdiction
- Alert/Case ID
- Report ID
- Created Date
- Created By
- Status
- XML

You can view the report details by clicking the required report.

Export to Excel

You can export all the reports in the Regulatory Report List to a new excel spreadsheet by clicking on the **Export to Excel** icon present on the Regulatory Report List grid header. By clicking on the **Export to Excel** icon you will see a new prompt on the screen (Figure 6**)**. Make your selection as mentioned below.

1. Select Grid Data.
2. Select Document Type as Excel.
3. Display From Name as Yes.
4. Click **Export button**. All the data under Regulatory Report List will be populated in a new Excel spread sheet.

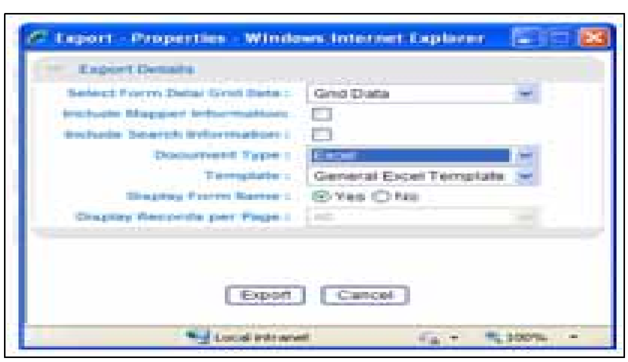


Figure 6. Export Properties Dialog Box

View/Edit Report

You can view and edit the report details by clicking the report name. If the report is already opened by another user, the system displays the message as shown in Figure 7. After confirmation from the logged in user, the report details are displayed in the

View mode. The report opens in View or Edit mode based on the roles and privileges of the user who has logged in and the report status.

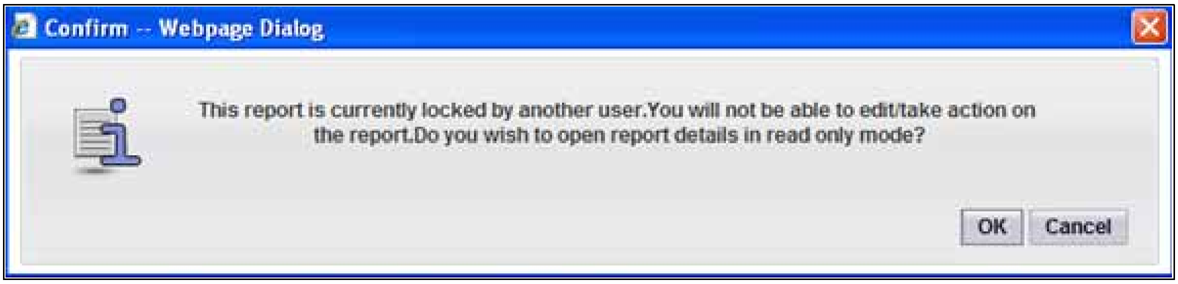


Figure 7. Edit Report - Warning Message

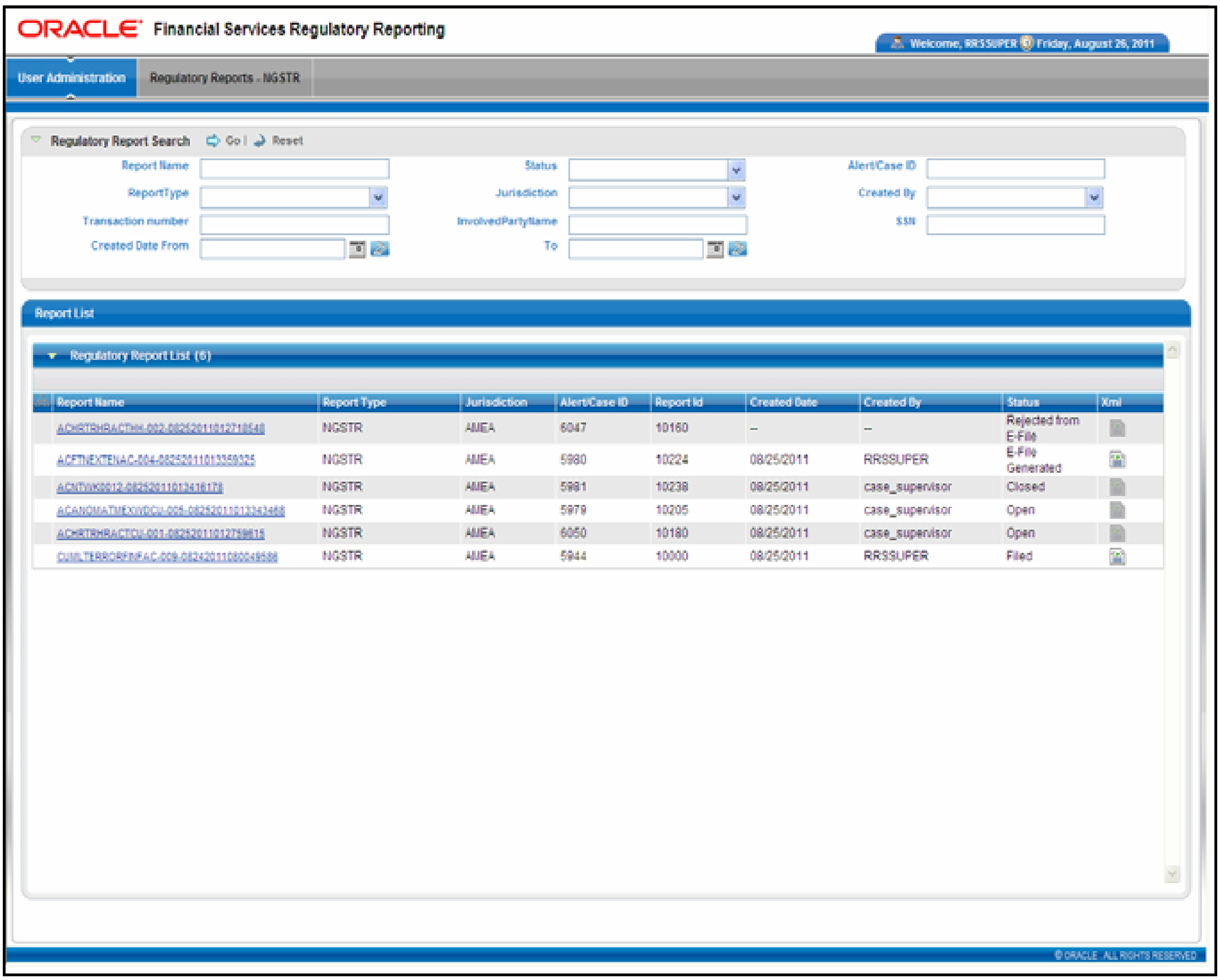


Figure 8. Regulatory Report Search and List

CHAPTER 3 Report Summary

This chapter discusses the life cycle of the report, bank information, customer particulars, account information, entity information, and the suspicious transaction information. This chapter focuses on the following topics:

- About the Report Summary Page
- Action Bar
- Report Context
- Reporting Entity Information Tab
- Transaction Details Tab (Edit Mode)
- Transaction Details Tab (View Mode)
- Activity Details (View Mode)
- Activity Details Tab (Edit Mode)
- Narrative
- Audit

About the Report Summary Page

The Report Summary page provides information about the report. You can navigate to the Report Summary page from the Regulatory Report List by clicking a report.

The Report Summary page has three sections – the Actions bar, Report Context, and Report Tabs. Each section is detailed below:

- The **Actions bar** displays the various actions that can be taken on the report. This list of action buttons is updated based on the logged in user and the report status.
- The **Report Context** displays information about the report, such as Report Name, Alert/Case ID, Report Type, Report Status, Created Date, Created By, Jurisdiction, Last Modified Date, Last Modified By, Report Generated Date, and Report Generated By.
- The **Report tabs** display the related information that needs to be submitted with the regulatory authorities.

Every report generated in the RR can have any of the following statuses:

- Open (New/Reopened)
- Request for Approval
- Approved for Filing
- Closed without Filing
- Rejected
- E-File Generated
- E-File Rejected
- Filed

You can view the following tabs in the Report Summary page:

- Reporting Entity Information
- Transaction Details
- Activity Details
- Narrative
- Audit

Action Bar

The Action Bar lists actions that can be taken by users on the report. The buttons are displayed based on the user logged in, report status and the mode in which the report is opened (Edit or View). Table 4 details the Actions buttons.

Table 4. Action Bar

Action	Report Status	User	Description
Request for Approval	Open/Reopened/Rejected	Analyst / Super User	This action is taken once the report details have been updated and it is sent for approval.
Approve for Filing	Request for Approval/ Open/Reopened	Supervisor/Super User	This action is taken once the report is reviewed and the Supervisor/Super User determines that it is ready to be filed.
Close without Filing	Open/Reopened/Request for Approval	Supervisor/Super User	This action is taken once the report is reviewed and the Supervisor/Super User determines it need not be filed.
Reject	Request for Approval/Approved for filing	Supervisor/Super User	This action is taken once the report is reviewed and the Supervisor/Super User determines that further corrections are required.
Add Regulatory Report Comment	Open /Reopened/Request for Approval/Approved for Filing/ Closed without Filing/ Filed	All Users	This action allows users to add comments to the report details to assist with the investigations.
Generate E-File	Approved	Super user / Admin	This action is taken once the report is reviewed and the Supervisor/Admin User determines it is ready to be filed
Filed	E-File Generated	Super user / Admin	This action is taken once the report is approved and an e-file is generated.

Report Context

Report Context displays the following information related to the report:

- Report ID
- Alert/Case ID
- Report Type
- Report Status
- Created Date
- Created By
- Jurisdiction
- Last Modified Date
- Last Modified By
- Report Generated Date
- Report Generated By

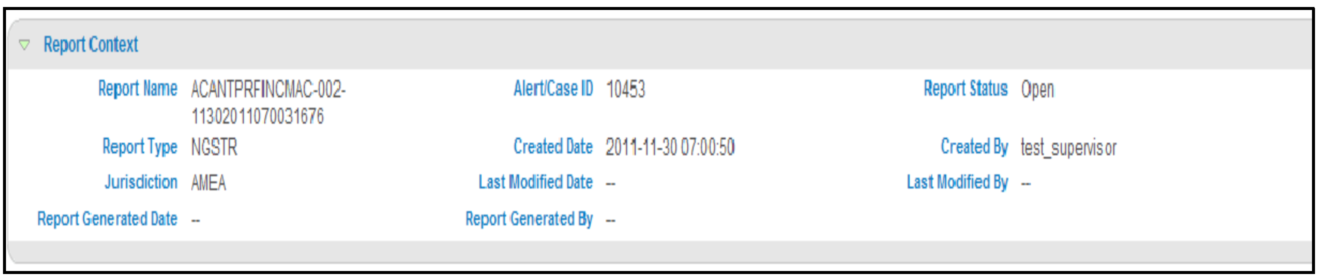


Figure 9. Report Context

Reporting Entity Information Tab

Reporting Entity Information tab is the default tab for Regulatory Report Summary page.

Reporting Entity Information Tab - Edit Mode

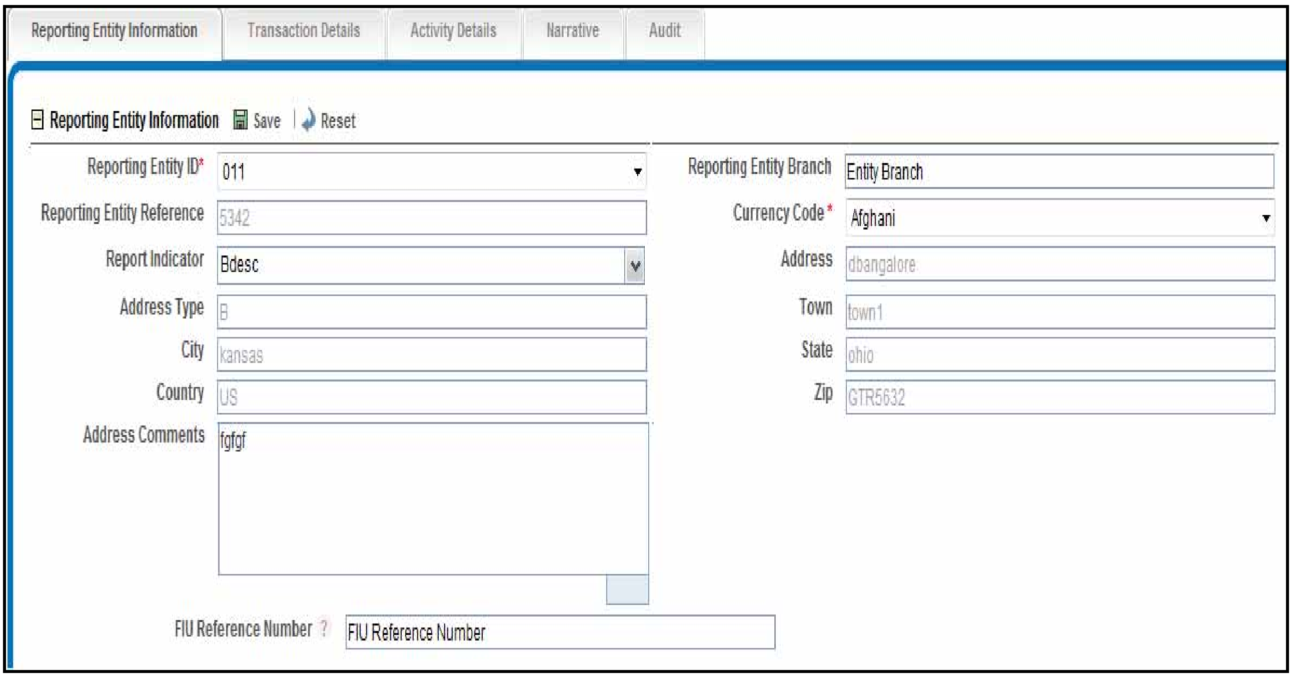


Figure 10. Reporting Entity Information – Edit Mode

The Reporting Entity Information Container provides the following details:

- Reporting Entity ID
- Reporting Entity Branch
- Reporting Entity Reference
- Currency Code
- Report Indicator
- Address
- Address Type
- Town
- State
- City
- Zip
- Country
- Address Comments
- FIU Reference Number

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved Reporting Entity Information data.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved data of the Reporting Entity Information.

Reporting Entity Information Tab: View Mode

All the information in the Reporting Entity Information Tab - View Mode is in read-only mode. The Save and Reset buttons are hidden.

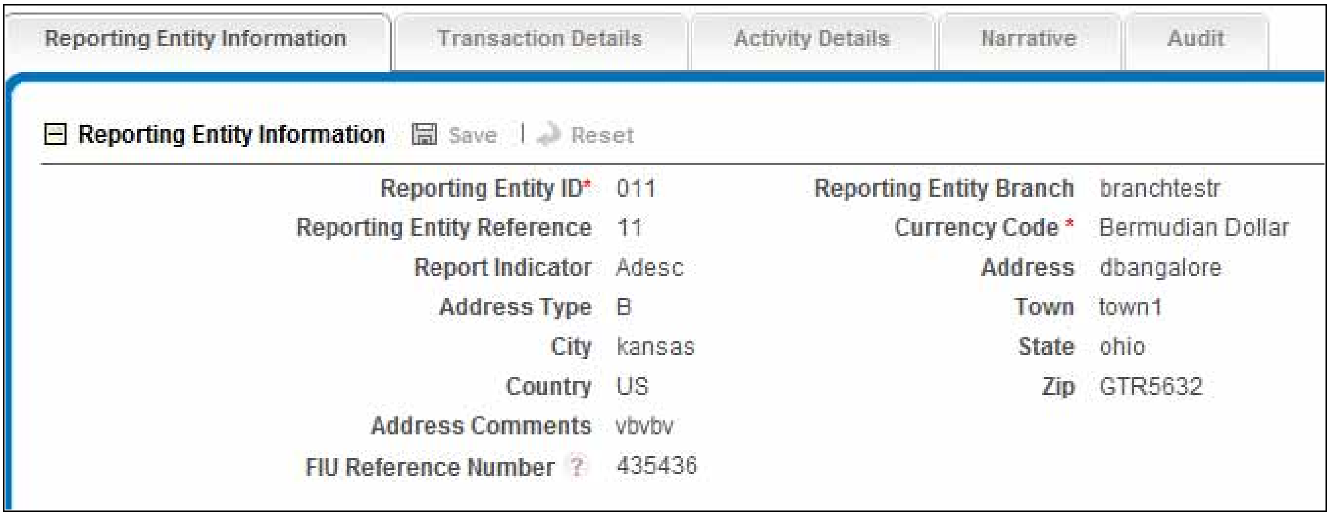


Figure 11. Reporting Entity Information - View Mode

Transaction Details Tab (Edit Mode)

The Transaction Details tab displays the following information:

- Transactions

Click the Transaction Number to view all the transactions associated with the report. When you click on Transaction Number, the following details are displayed:

- Transaction Details
- Involved Parties
- Goods and Services

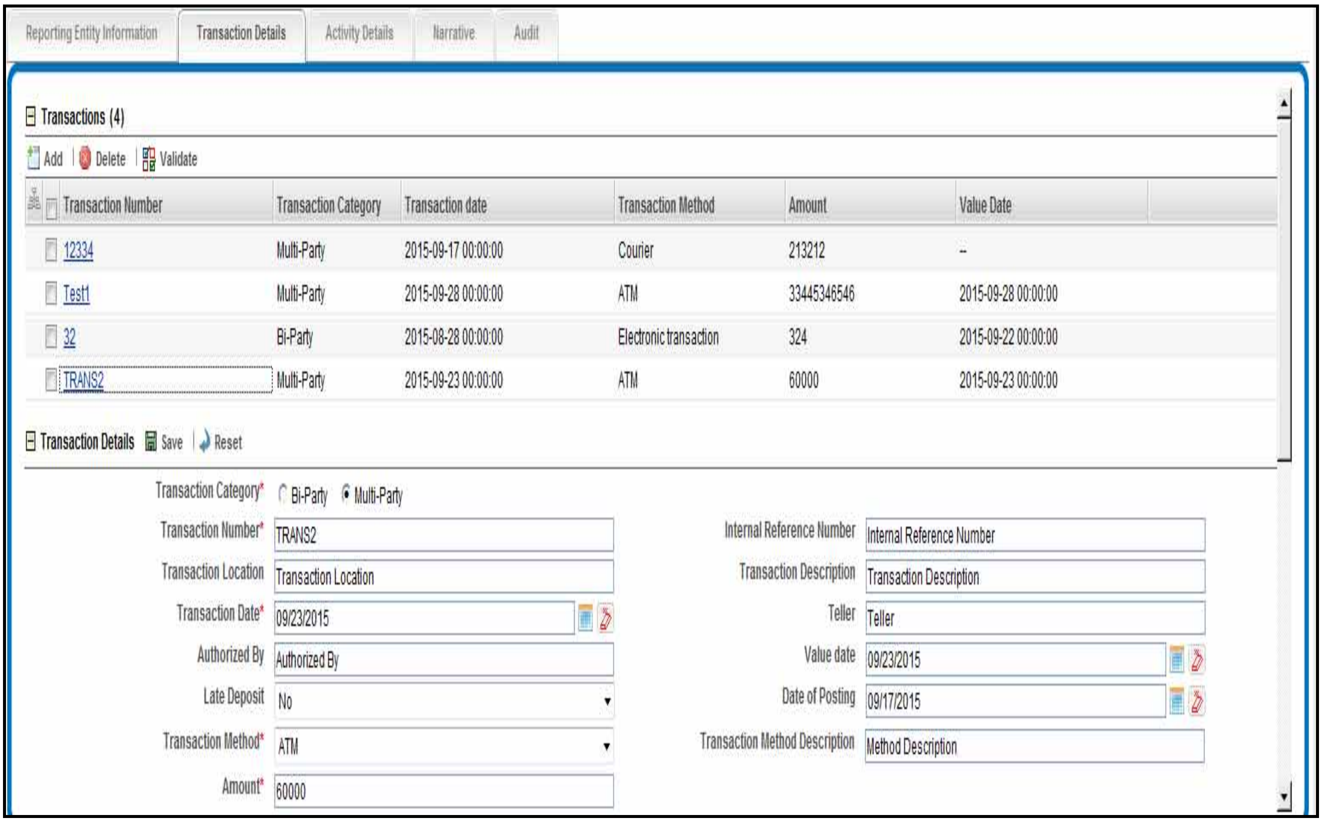


Figure 12. Transaction Details Tab - Edit Mode

Transactions –Edit Mode

The Transactions container provides the following details:

- Transaction Number
- Transaction Category
- Transaction Date
- Transaction Method
- Amount
- Value Date

Add	Click **Add** (Figure 12) to add a new Transaction. The page is refreshed and displays Transaction details' container with Involved parties and Goods and Services grid. Enter the information required in transaction details container and click **Save**. User is not allowed to add Involved parties details and Good and services without saving the mandatory information in transaction details container. A new row is added to the existing Transactions grid.
Delete	Select the Transaction you want to remove for a record and click **Delete** to clear the Transaction information (Figure 12).
Validate	When you click **Validate**, a popup message is displayed on the screen giving the information of Transaction number in which the *Mandatory* information is missing.

Transaction Category

Transaction category are of two types:

- Bi-Party:

Transactions can be considered as bi-party where there are only two parties reported on the transaction, *From* side and *To* side. A maximum of one party should be on the *To* side and a maximum of one party should be on the *From* side. If a user is trying to approve any report having a transaction linked with a single party, then the system warns the user to add another party to the Transaction.

Following are the party validations to be considered if a user saves a new party or modifies party classifications:

  - Transaction cannot have both a *To* and a *To* My Client classification on the same transaction. The following error message is displayed: *It is not allowed to have two parties classified on the same side of a transaction. Please correct this error before submitting this report.*
  - Transaction cannot have both a *From* and a *From* My Client classification on the same transaction. The following error message is displayed: *It is not allowed to have two parties classified on the same side of a transaction. Please correct this error before submitting this report.*

- Multi-Party: Transactions can be considered as multiple parties where there are more than two parties on the transaction.

Note: User can add more than two parties if transaction is of multi party type.

Transactions –View Mode

All the information in the Transactions - View Mode page is in read-only mode. The Save and Reset buttons are hidden.

Transaction Details –Edit Mode

The Transaction details container displays the following information:

- Transaction Category
- Transaction Number
- Internal Reference Number
- Transaction Location
- Transaction Description
- Transaction Date
- Teller
- Authorized By
- Value date
- Late Deposit
- Date of Posting
- Transaction Method
- Transaction Method Description
- Amount
- Comments

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved data of the Transaction Details.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved data of the Transaction Details.

Transaction Details –View Mode

All the information in the Transaction details - View Mode page is in read-only mode. The Save and Reset buttons are hidden.

Involved Parties- Edit Mode

The Involved Parties grid displays the following information:

- Party Type
- Role
- Involved party Name

- SSN
- Account Number

Add Involved Parties

1. Click **Add** to add a New Involved Party.
2. Select an appropriate option from **Add New Involved Party** or **Select from Existing List** radio buttons from the Add Involved party popup. Click **Go**. The container will refresh based on the selection made.

.

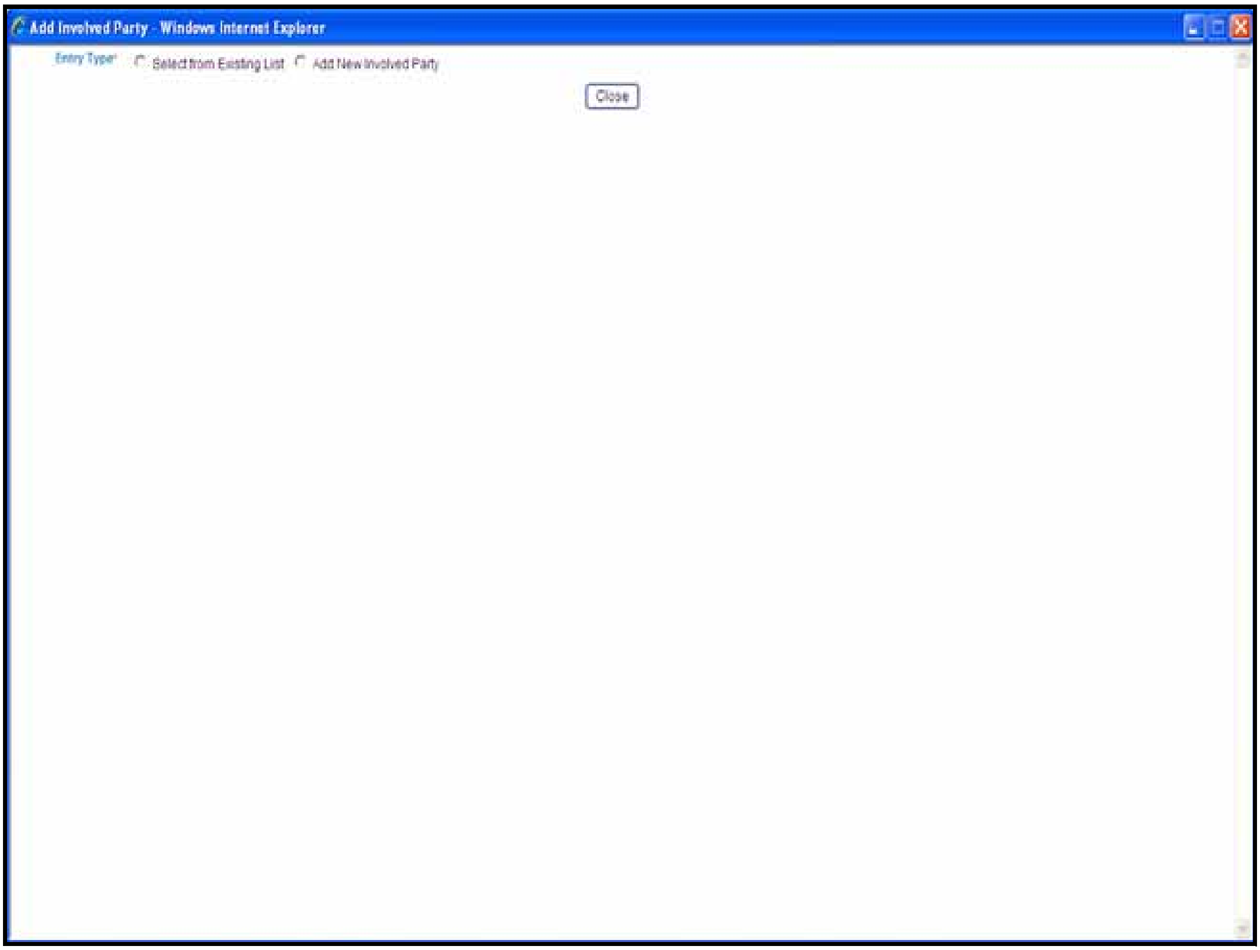


Figure 13. Add Involved Party (a)

3. If you select **Add New Involved Party** radio button, the container will refresh. Select the appropriate party type from the party type dropdown. The container will refresh based on the selection made and displays either Account/Account Customer, Entity/Entity Customer, or Person/Person Customer details page. Enter the required information. Click **Save** to save the new Party details entered .

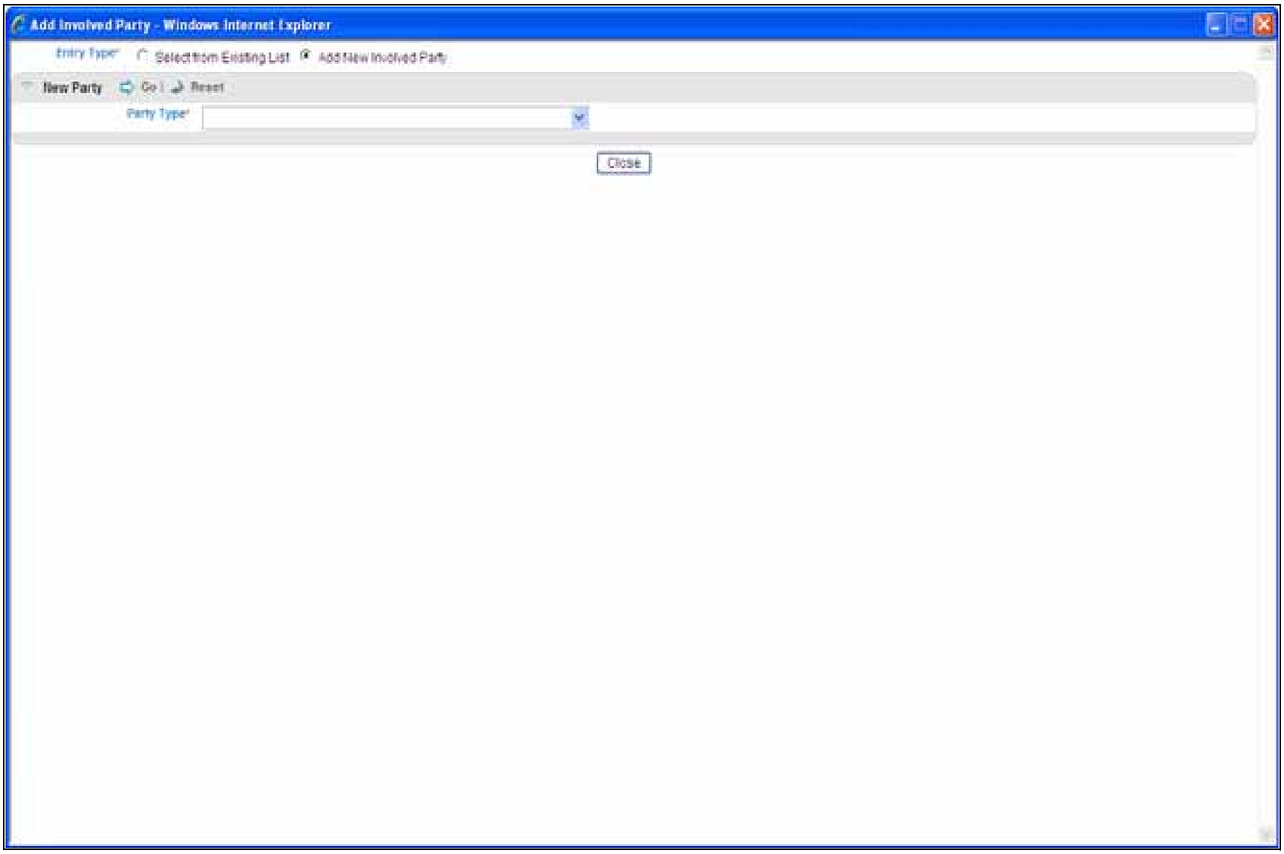


Figure 14. Add Involved Party (b)

4. If you select **Select from Existing List,** the list of involved parties is displayed. Select the checkbox of the appropriate party type from the list of involved parties. Click **Add**.

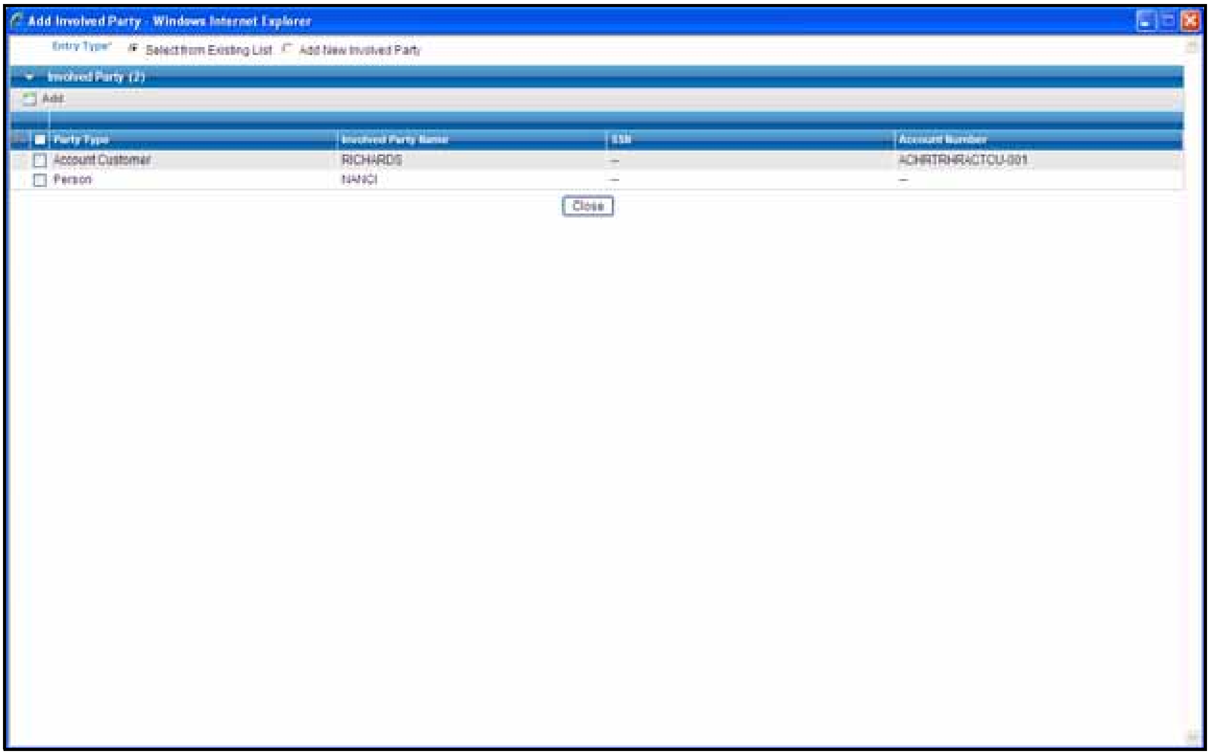


Figure 15. Add Involved Party (c)

Edit	Select the record you wish to edit the Involved Parties details and click **Edit**.
Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved involved parties data.
Delete	Select the Involved parties you want to remove and then click **Delete** to clear the involved parties information.
Validate	When you click **Validate**, a popup message is displayed on the screen giving the information of the involved parties name in which the *Mandatory* information is missing.

Note: If the removal of the party results in no parties being associated to the transaction the system will warn the user.

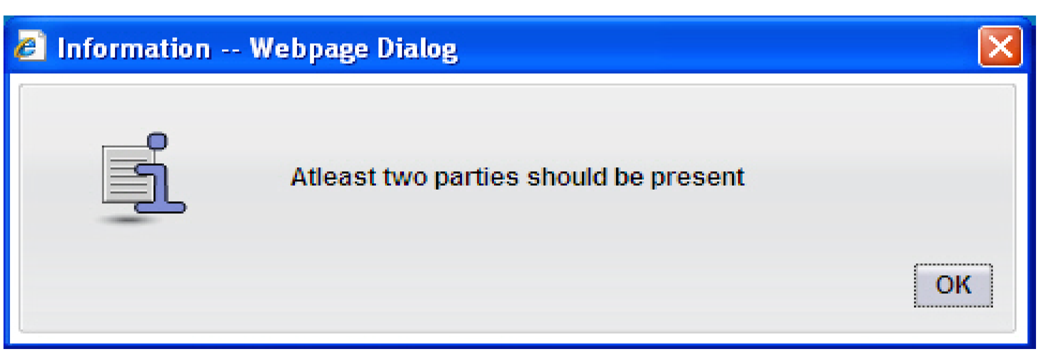


Figure 16. Involved Parties Warning Message (a)

Note: In case of bi-party transaction, if you click **Add** to add a new involved party and there are already two involved parties in the matrix, a From and a To, the system will warn the user.

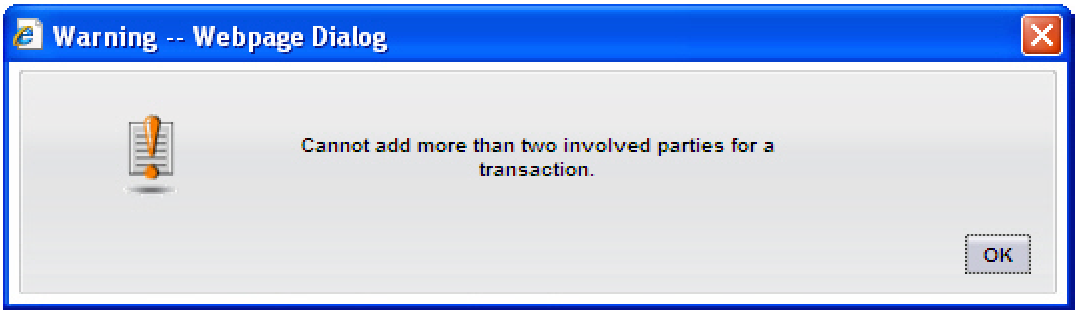


Figure 17. Involved Parties Warning Message (b)

In case of multi-party transaction, user can add any number of involved parties.

Involved Parties –View Mode

All the information in the Involved Parties- View Mode page is in read-only mode. The Save and Reset buttons are hidden.

Person/Person Customer Details Page

The template for Person and Person Customer details page is the same. However, mandatory and non mandatory information are different as there are more stringent requirements for information pertaining to internal customers.

Person Details Page/Person Customer Details Page (Edit Mode)

This page displays the following details:

- Person information
- Transaction information
- Employer's contact information

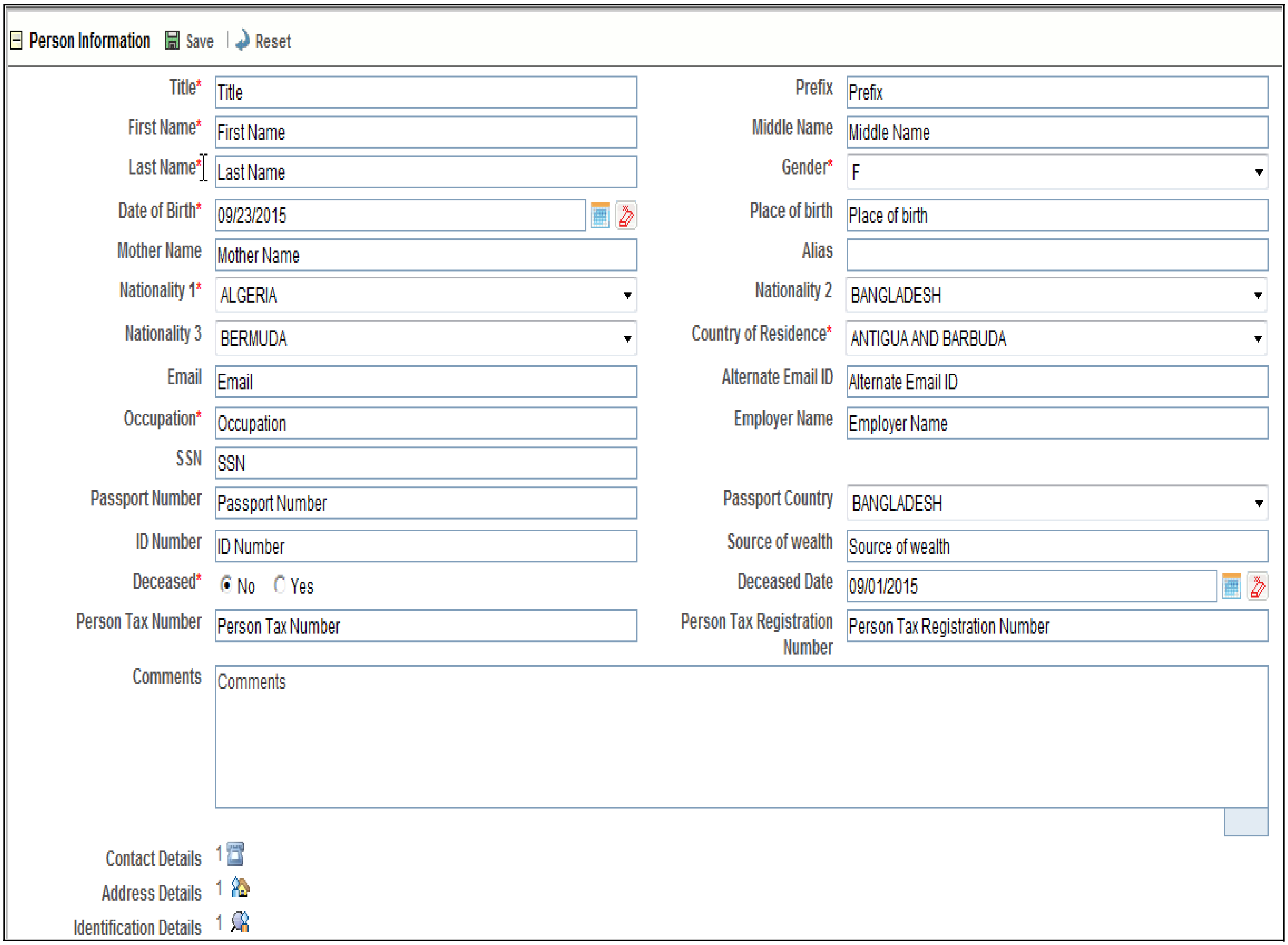


Figure 18. Person Details Page - Edit Mode

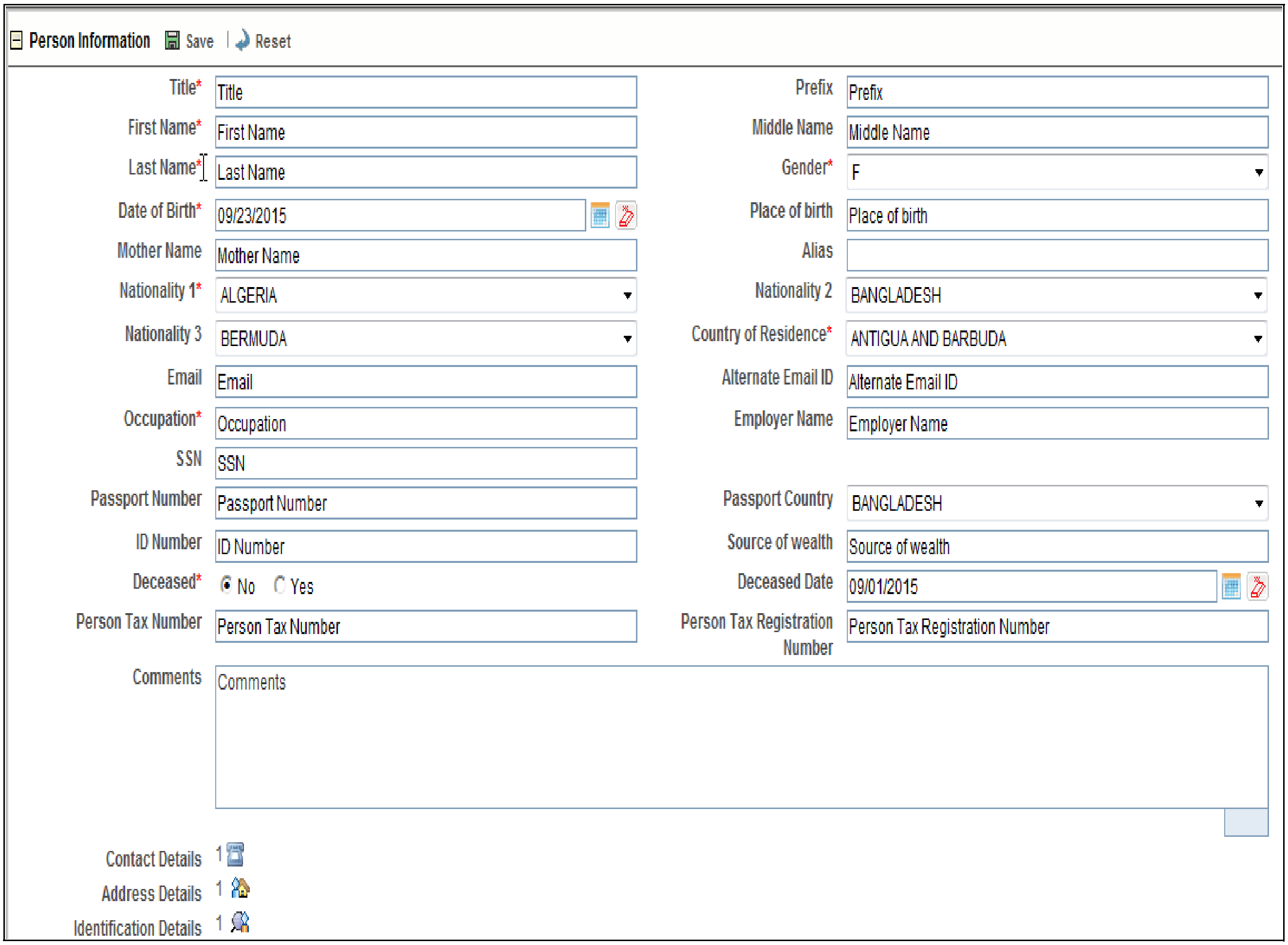


Figure 19. Person Customer Details Page - Edit Mode

Person Information- Edit Mode

The Person Information container displays the following information:

- Title
- Prefix
- First Name
- Middle Name
- Last Name
- Gender
- Date Of Birth
- Place of Birth
- Mother Name
- SSN
- Alias

- Nationality 1
- Nationality 2
- Nationality 3
- Country of Residence
- Email
- Alternate Email ID
- Occupation
- Employer Name
- Passport Number
- Passport Country
- ID Number
- Source of wealth
- Deceased
- Deceased Date
- Person Tax Number
- Person Tax Registration Number
- Comments
- Contact Details: Refer section *Add Contact Details* for more information.
- Address Details: Refer section *Add Address Details* for more information.
- Identification Details: Refer section *Add Identification Details* for more information.

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved data of Person Information.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved data of Person Information.

Add Contact Details

Click  to view contact details. The Contact Details container displays the following information:

- Contact Type
- Communication Type
- Area Code
- Phone Number
- Comments

- Extension

Add	Click **Add** to add new contact information. A popup is displayed as shown in Figure 20. Enter the required information and click **Save**.
Save	Click **Save** to save the details entered. The page is refreshed and displays saved Contact Details.
Delete	Select the updated row and click **Delete** to clear the updated contact details information.

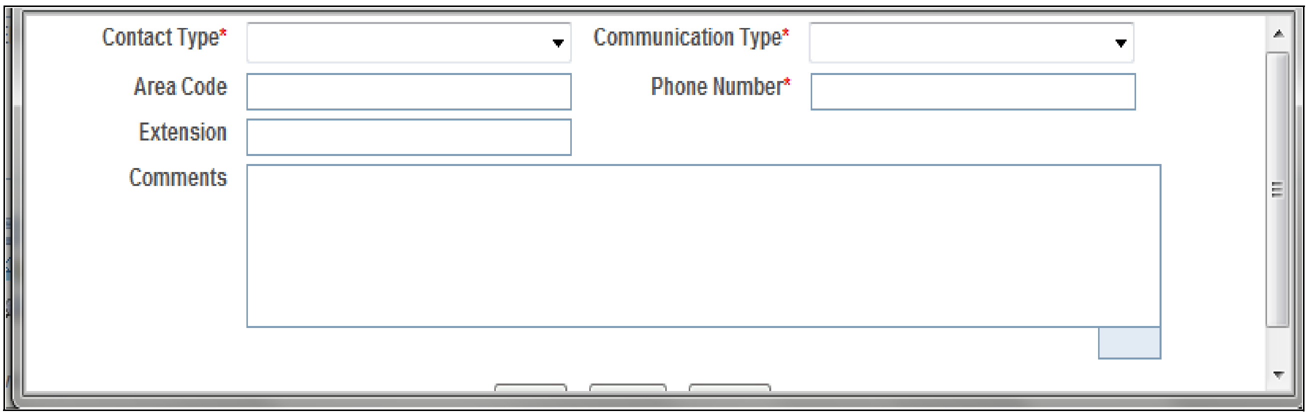


Figure 20. Add Contact Details PopUp

Add Address Details

Click to view address details. The address details container displays the following information:

- Address Type
- Address
- City
- Town
- Zip Code
- Country
- State
- Comments

Add	Click **Add** to add new address details. A popup is displayed as shown in Figure 21. Enter the required information and click Save

Save	Click **Save** to save the address details entered. The page is refreshed and displays saved address details data.
Delete	Select the updated row and click **Delete** to clear the updated address details information.

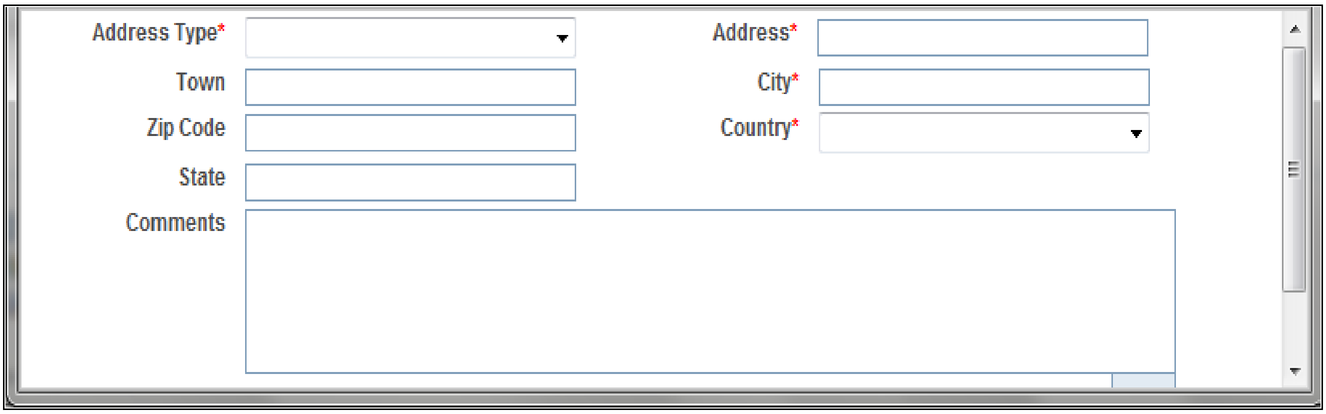


Figure 21. Add Address Details Popup

Add Identification Details

Click  to view identification details. The identification details container displays the following information:

- Identification Type
- Identification Number
- Issue Date
- Expiry Date
- Issuing Authority
- Comments

Add	Click **Add** to add new identification details. A popup is displayed as shown in Figure 22. Enter the required information and click **Save**
Save	Click **Save** to save the identification details entered. The page is refreshed and displays the saved identification details.
Delete	Select the updated row and click **Delete** to clear the updated identification details information.

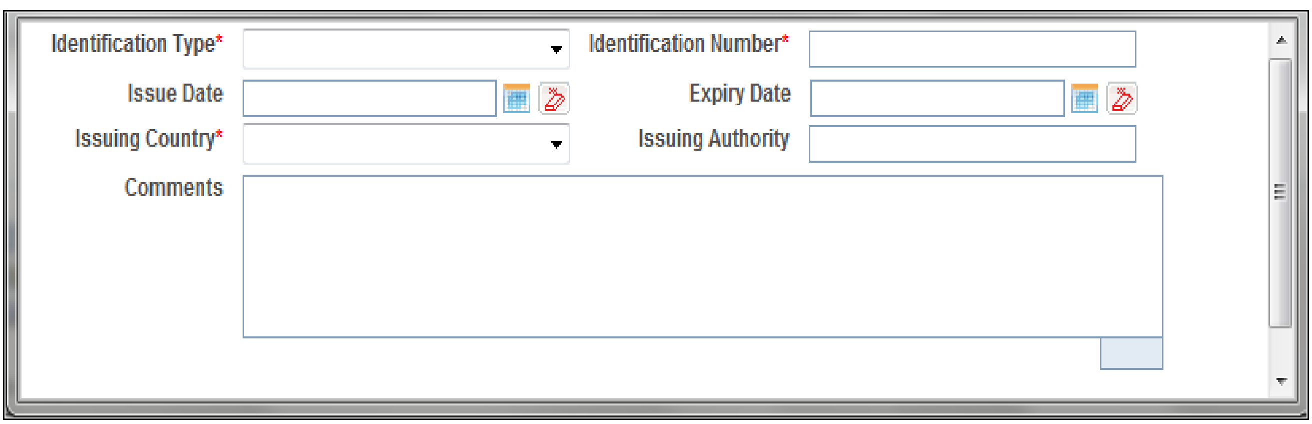


Figure 22. Add Identification Details Popup

Transaction Information-Edit Mode

The Transaction Information container displays the following information:

- Funds Code
- Foreign Currency Code
- Foreign Amount
- Exchange Rate
- Country
- Funds Code Description
- Bi-Party Role
- Multi-Party Role
- Significance
- Conductor
- Update Conductor
- Remove Conductor
- Comments

Note:

- Bi-Party Role will be enabled when transaction category is selected as *Bi-Party*.
- Multi-Party Role will be enabled when transaction category is selected as *Multi-Party*.
- Significance will be enabled when transaction category is selected as *Multi-Party*.
- Conductor will be enabled when transaction category is selected as *Bi-Party*.
- Comments will be enabled when transaction category is selected as *Multi-Party*.

Save	Click **Save** to save the details you have entered. The page is refreshed and displays saved transaction information data.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved transaction information data.
Update	Click **Update** to update conductor information. A page is displayed as shown in Figure 23. Enter the required information. Click **Save**.
Delete	Click **Delete** to delete the conductor information.

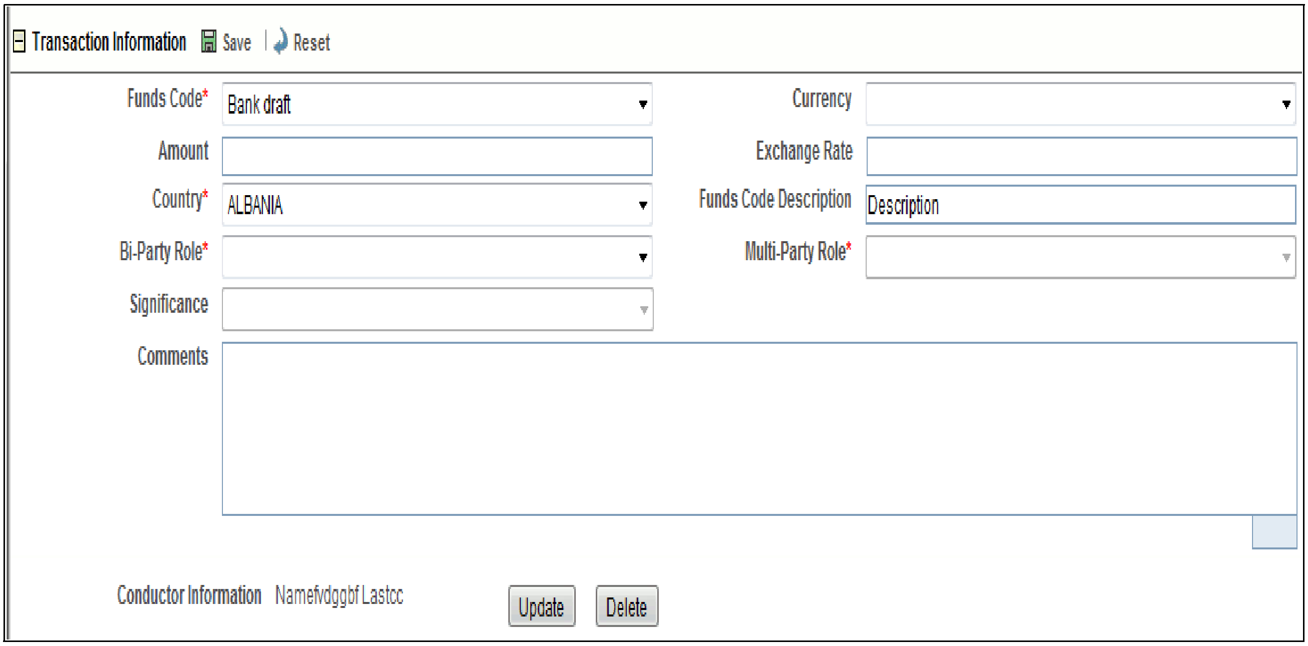


Figure 23. Transaction Information

Employer's Contact Information-Edit Mode

The Employer Contact Information Container displays the following information:

- Address Type
- Address
- Town
- City
- Zip Code
- Country
- State
- Address Comments
- Contact Type
- Communication type
- Area Code
- Phone Number
- Extension

- Phone Comments

Save	Click **Save** to save the details you have entered. The page is refreshed and displays saved employer contact details information.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved employer contact details data.

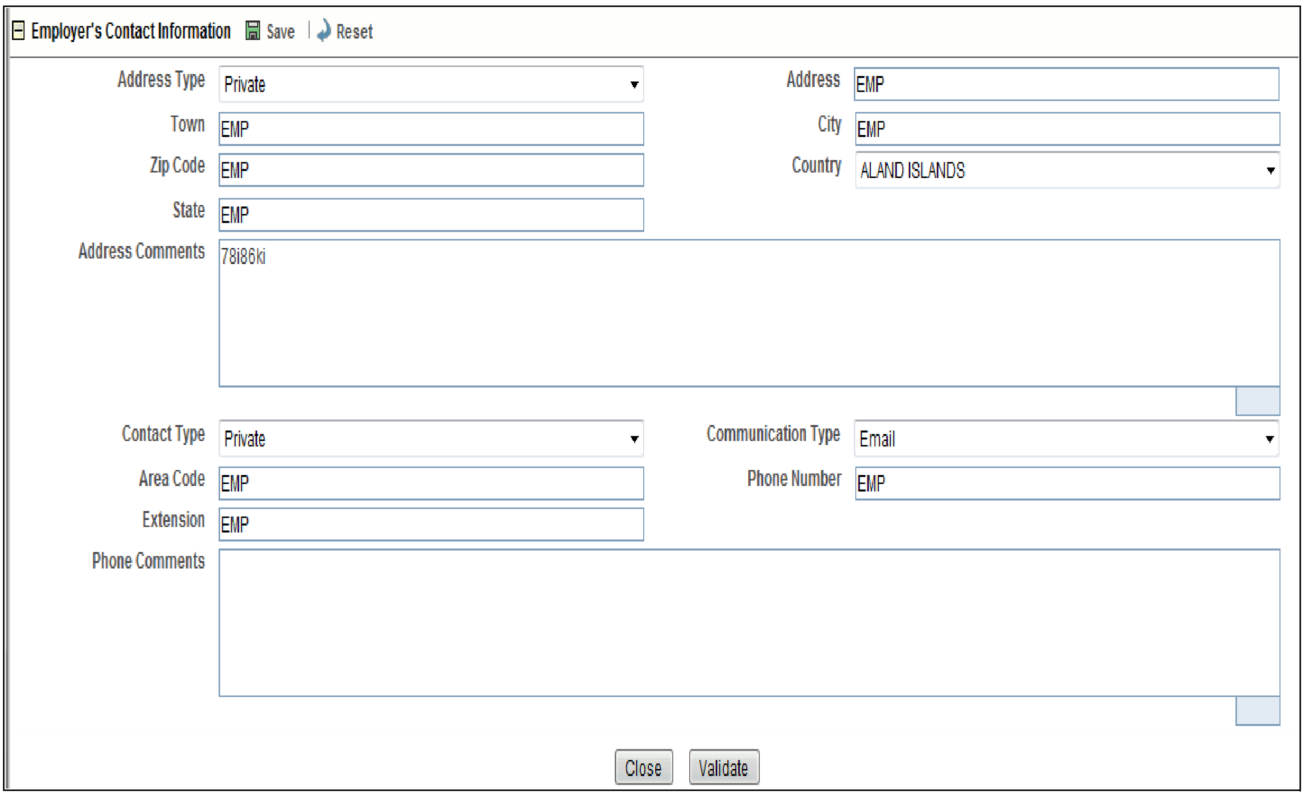
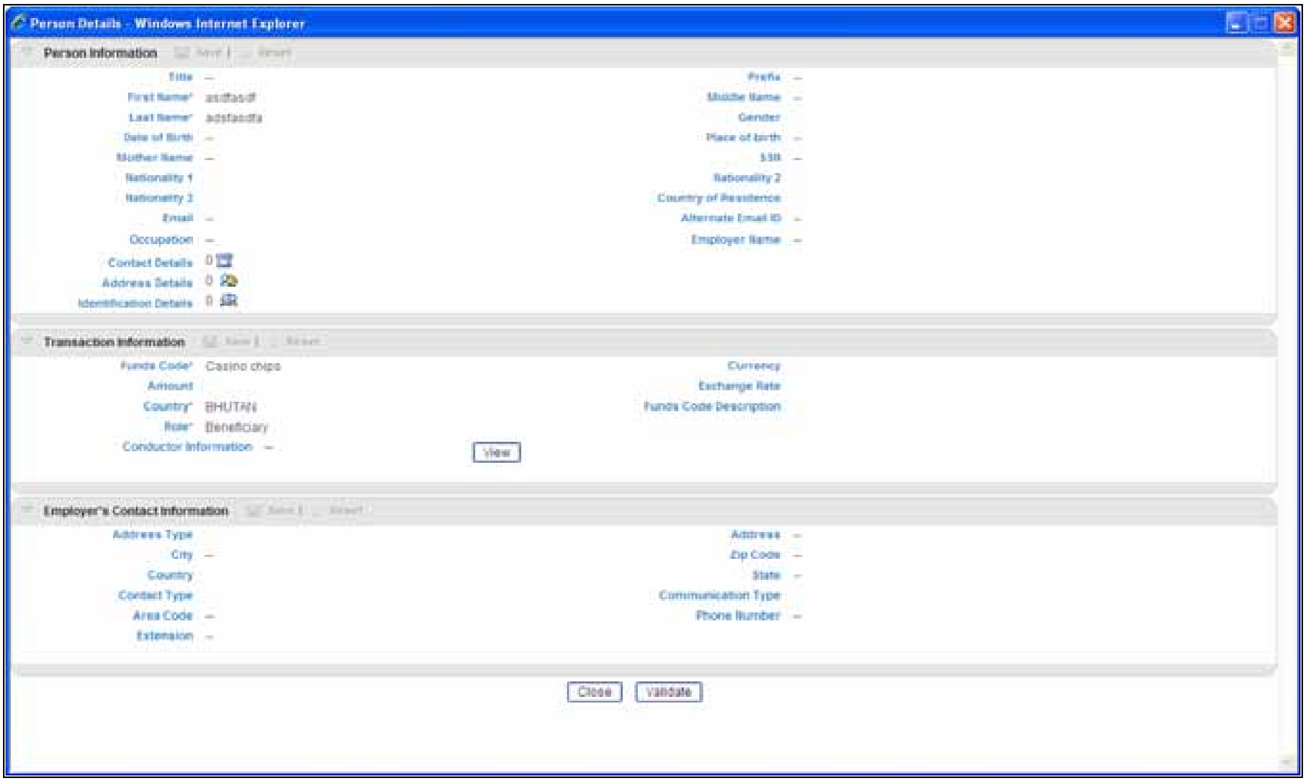


Figure 24. Employer's Contact Information

Person/Person Customer Details Page- View Mode

All the details including Person Information, Transaction Information, and Employer's Contact Details in the Person/Person Customer Details Page - View Mode is in read-only mode. The Save and Reset buttons are hidden..



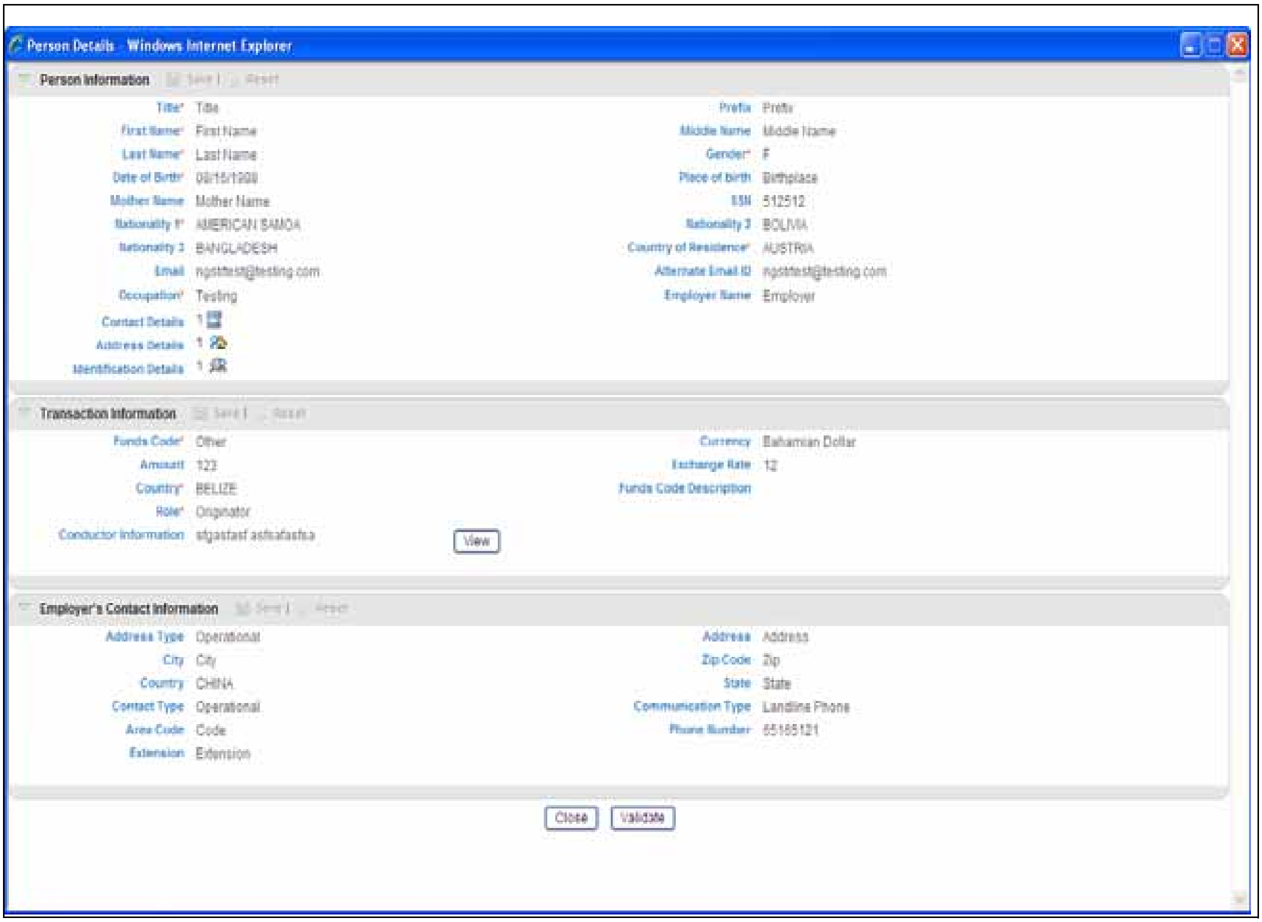


Figure 25. Person Customer Page-View Mode

Entity/Entity Customer Details Page

Entity Details can be associated with an account type party on the transaction for bi-directional transactions.

Entity/Entity Customer Details Page- Edit Mode

This page displays the following details:

- Entity Details Information
- Transaction Information
- Entity Director Information

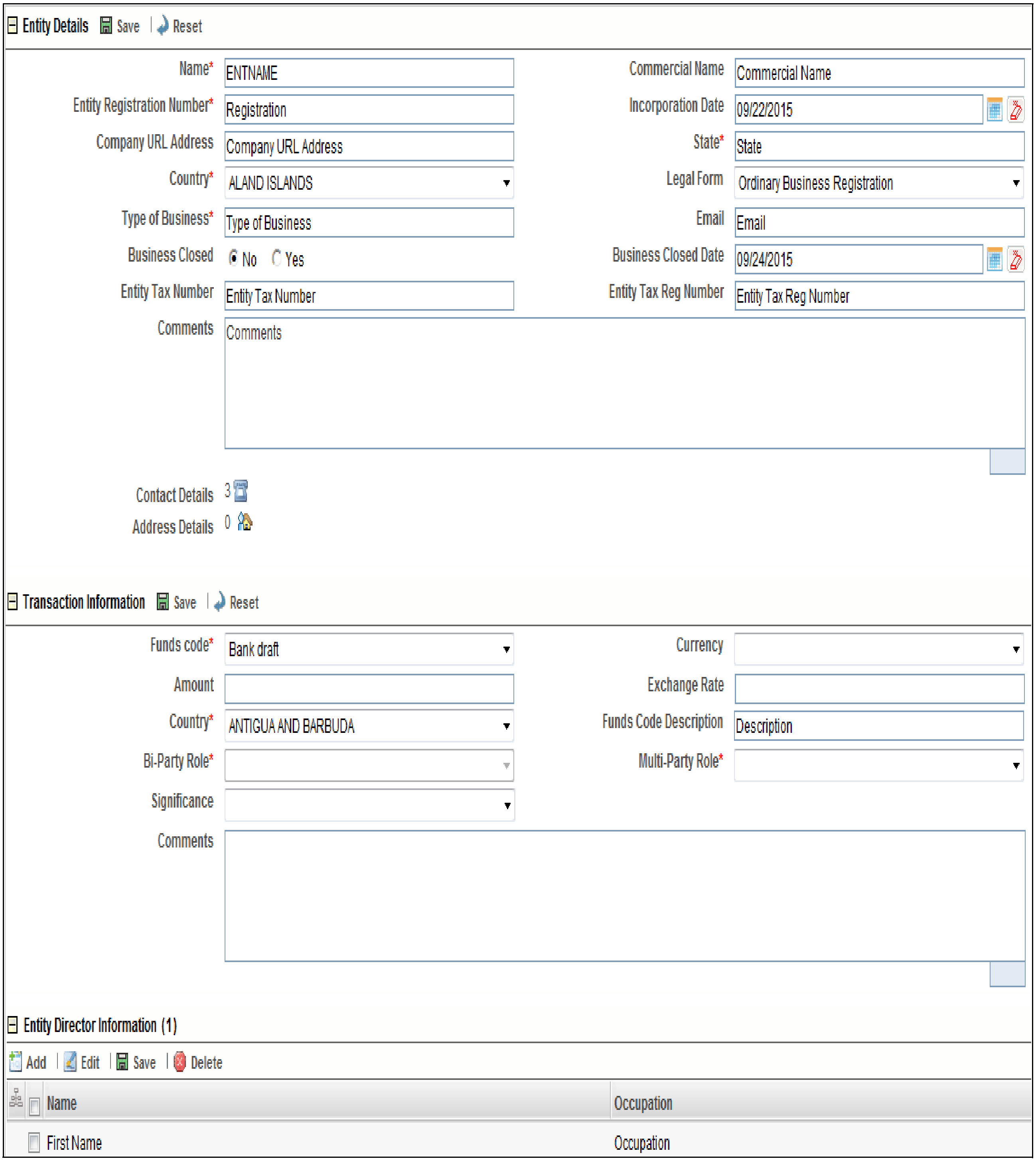


Figure 26. Entity Details Page

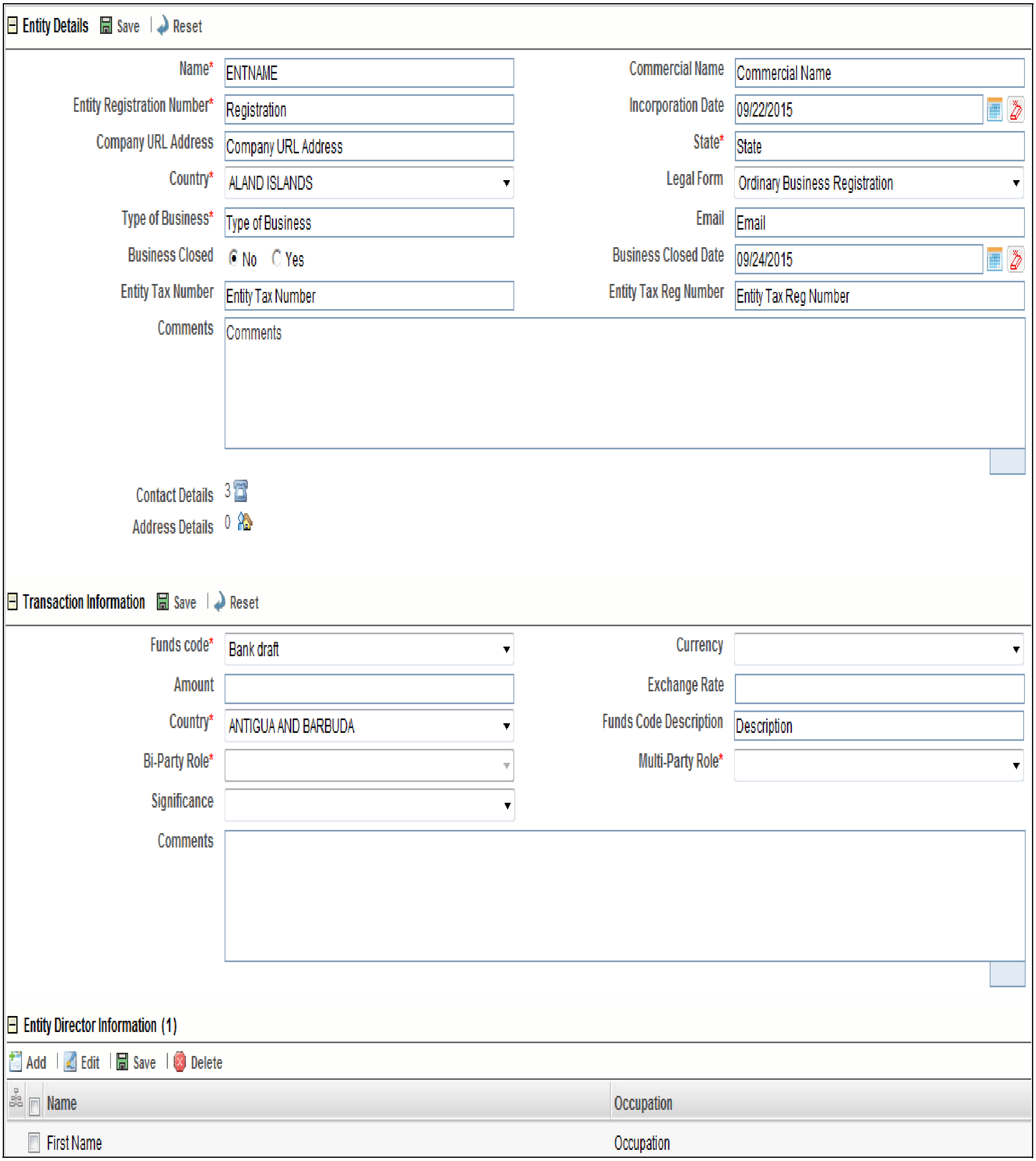


Figure 27. Entity Customer Details Page

Entity Details Information - Edit Mode

The Entity Details container displays the following information:

- Entity Name

- Commercial Name
- Legal Form
- Entity Registration Number
- Type of Business
- Company URL Address
- Incorporation Date
- Country of Incorporation
- Business Closed
- Business Closed Date
- Entity Tax Number
- Entity Tax Registration Number
- Comments
- Contact Details. Refer to section *Add Contact Details* for more information.
- Address details. Refer to section *Add Address Details* for more information.

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved entity details information.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved entity details information.

Transaction Information-Edit Mode

The Transaction Information container displays the following information:

- Funds Code
- Currency
- Amount
- Exchange Rate
- Country
- Funds Code Description
- Bi-Party Role
- Multi-Party Role
- Significance
- Conductor
- Update Conductor
- Remove Conductor
- Comments

Note:

- Bi-Party Role will be enabled when transaction category is selected as *Bi-Party*.
- Multi-Party Role will be enabled when transaction category is selected as *Multi-Party*.
- Significance will be enabled when transaction category is selected as *Multi-Party*.
- Conductor will be enabled when transaction category is selected as *Bi-Party*.
- Comments will be enabled when transaction category is selected as *Multi-Party*.

Save	Click **Save** to save the details you have entered. The page is refreshed and displays saved transaction information data.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved transaction information data.

Entity Director Information-Edit Mode

The Entity Director Information container displays the following information:

- Is Primary
- Role

Note: User is allowed to edit these two fields at the grid level only.

Add	Click **Add** to add entity director information. Select the record you wish to add entity director information for by selecting the corresponding row. Click **Add**. A popup page is displayed. Enter the details and click **Save**.
Edit	Click **Edit** to edit entity director information. Select the record you wish to edit entity director information for by selecting the corresponding row. Click **Edit**. Enter the details and click **Save**. The page is refreshed and displays the saved entity director information.
Delete	Select the updated row and click **Delete** to clear the updated entity director information.

Entity/Entity Customer Details Page – View Mode

All the information in the Entity/Entity Customer Details Page - View Mode that is Entity Information, Transaction Information, Entity Director Information is in read-only mode. The Save and Reset buttons are hidden.

Account /Account Customer Details Page

The template for Account /Account Customer Details Page is the same. However, mandatory and non mandatory information are different as there are more stringent requirements for information pertaining to internal customers.

Account /Account Customer Details Page- Edit Mode

This page displays the following details:

- Account Information
- Transaction Information
- Signatory
- Entity Details
- Entity Director Information

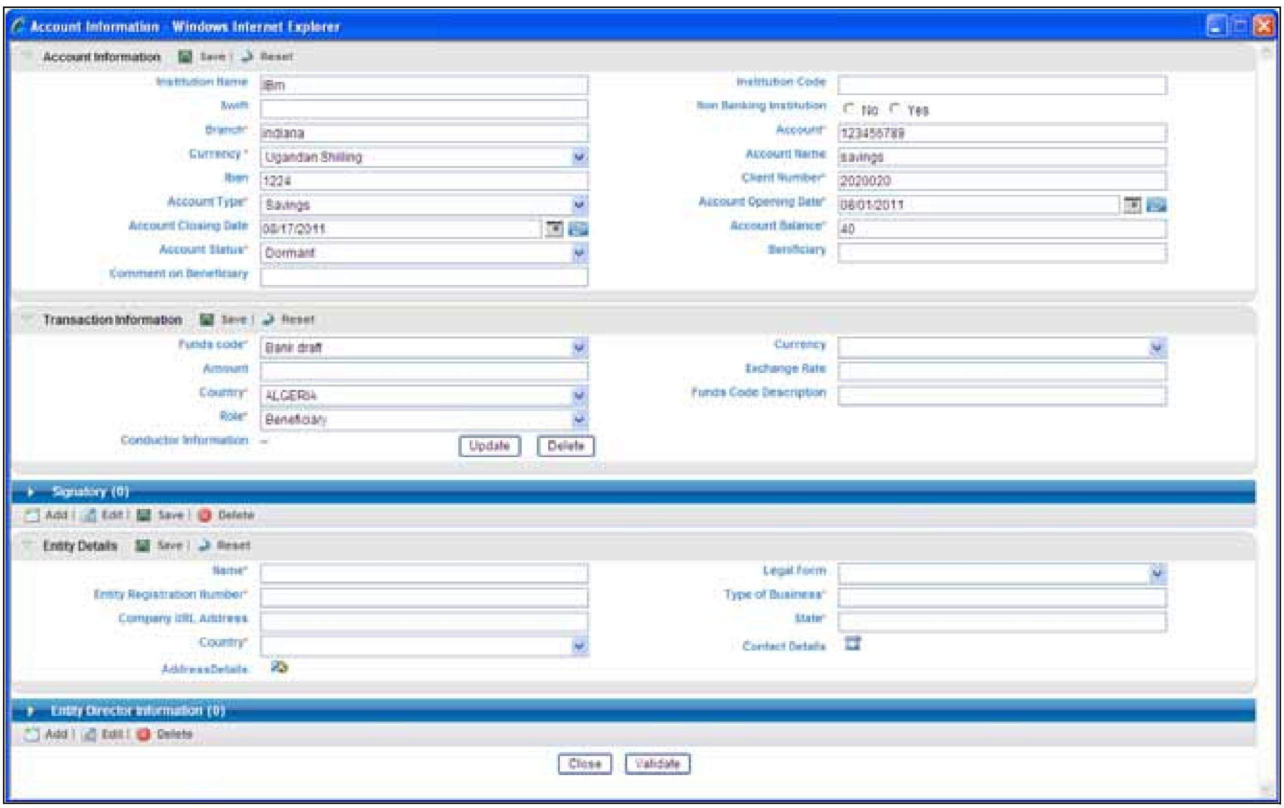


Figure 28. Account Details Page- Edit Mode

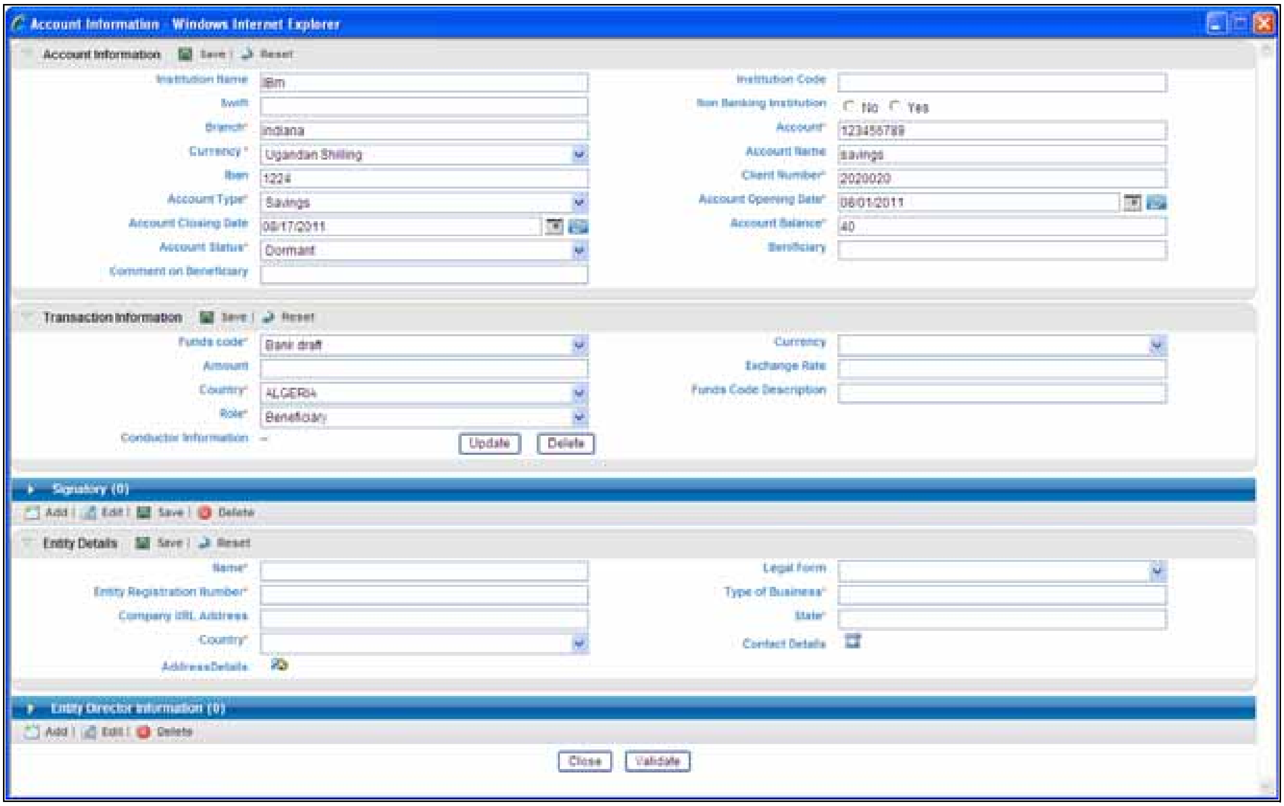


Figure 29. Account Customer Page- Edit Mode

Account Information-Edit Mode

The Account Information container displays the following information:

- Institution Name
- Institution Code
- Swift
- Non-Banking Institution
- Branch
- Account
- Currency
- Account Name
- IBAN
- Client Number
- Account Type
- Account Opening Date
- Account Closing Date
- Account Balance

- Balance Date
- Account Status
- Beneficiary
- Comment on Beneficiary
- Comments

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved account information data.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved account information data.

Transaction Information-Edit Mode

The Transaction Information container displays the following information:

- Funds Code Description
- Currency
- Amount (Activity Currency)
- Exchange Rate
- Country
- Funds Code Description
- Bi-Party Role
- Multi-Party Role
- Significance
- Conductor
- Update Conductor
- Remove Conductor
- Comments

Note:

- Bi-Party Role will be enabled when transaction category is selected as *Bi-Party*.
- Multi-Party Role will be enabled when transaction category is selected as *Multi-Party*.
- Significance will be enabled when transaction category is selected as *Multi-Party*.
- Conductor will be enabled when transaction category is selected as *Bi-Party*.

- Comments will be enabled when transaction category is selected as *Multi-Party*.

Save	Click **Save** to save the details you have entered. The page is refreshed and displays saved transaction information data.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved transaction information data.

Signatory

The Signatory Container displays the following information:

- Is Primary
- Role

Note: User is allowed to edit these two fields at the grid level only.

Add	Select the record you wish to add signatory details for by selecting the corresponding row. Click **Add**. A popup page is displayed. Enter the details and click **Save**.
Edit	Click **Edit** button to edit a signatory. Select the record you wish to edit signatory details for by selecting the corresponding row. Click **Edit**. Enter the details and click **Save**. The page is refreshed and displays the saved signatory details.
Save	Click **Save** to save the signatory details entered. The page is refreshed and displays saved data of signatory details.
Delete	Select the updated row and click **Delete** to clear the updated signatory details.

Entity Details-Edit Mode

The Entity Details container displays the following information: .

- Entity Name
- Commercial Name
- Legal Form
- Entity Registration Number
- Type of Business
- Company URL Address
- State of Incorporation
- Country of Incorporation
- Business Closed
- Business Closed Date
- Entity Tax Number
- Entity Tax Registration Number

- Comments
- Contact details. Refer the section *Add Contact Details* for more information.
- Address details. Refer the section *Add Address Details* for more information.

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved entity details information.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved entity details information.

Note: Entity details will only be validated if the information has been entered. If No entity is associated with the account, do not enter any details in this section.

Entity Director Information-Edit Mode

The Entity Director Information container displays the following information:

- Is Primary
- Role

Note: User is allowed to edit these two fields at the grid level only.

Add	Click **Add** to add entity director information. Select the record you wish to add entity director information for by selecting the corresponding row. Click **Add**. A popup page is displayed. Enter the details and click **Save**.
Edit	Click **Edit** to edit entity director information. Select the record you wish to edit entity director information for by selecting the corresponding row. Click **Edit**. Enter the details and click **Save**. The page is refreshed and displays the saved entity director information.
Delete	Select the updated row and click **Delete** to clear the updated entity director information.

Account / Account Customer Details Page – View Mode

All the information in the Account/Account Customer Details Page - View Mode that is Account Information, Transaction Information, Signatory, Entity Details, and Entity Director Information is in read-only mode. The Save and Reset buttons are hidden.

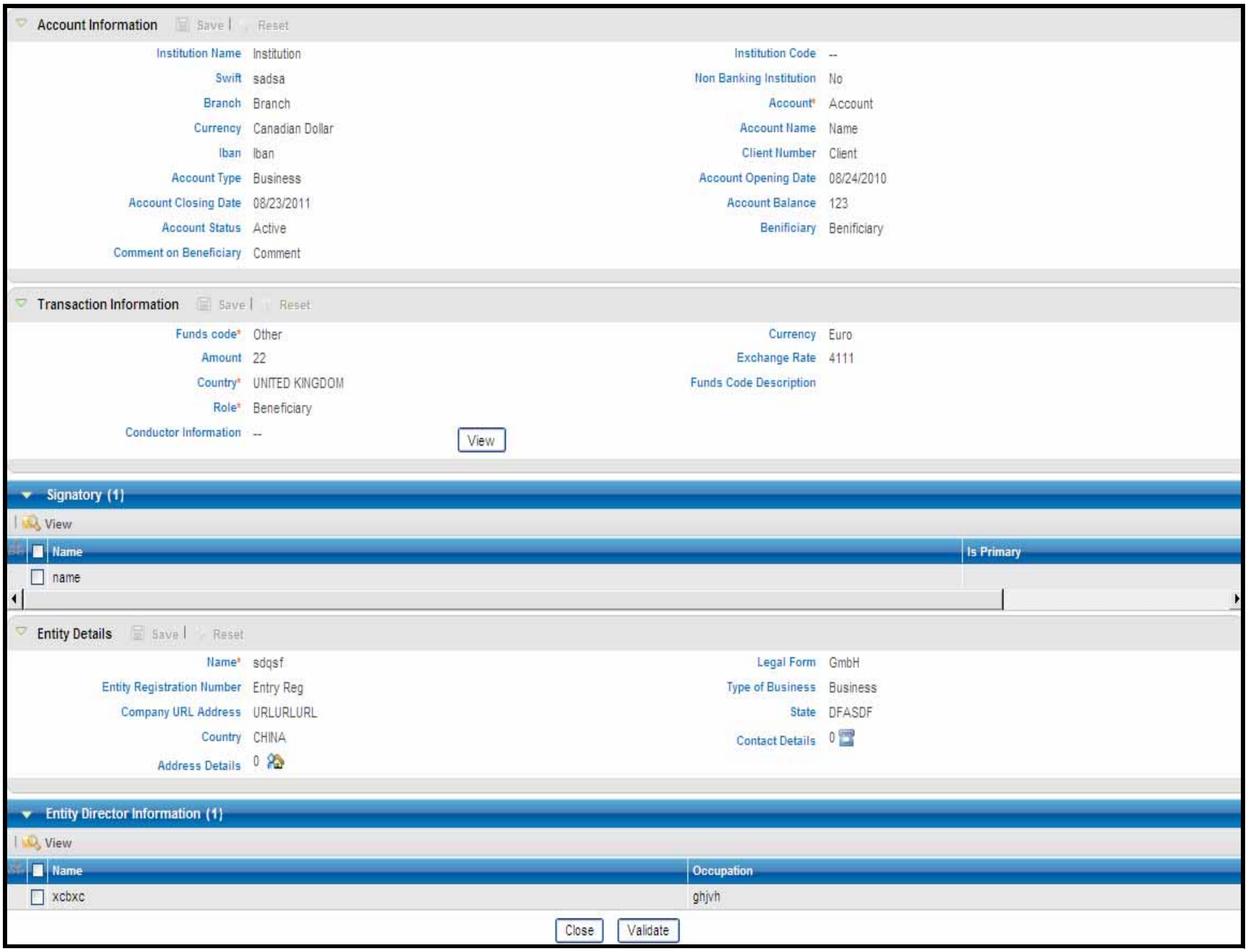


Figure 30. Account Page - View Mode

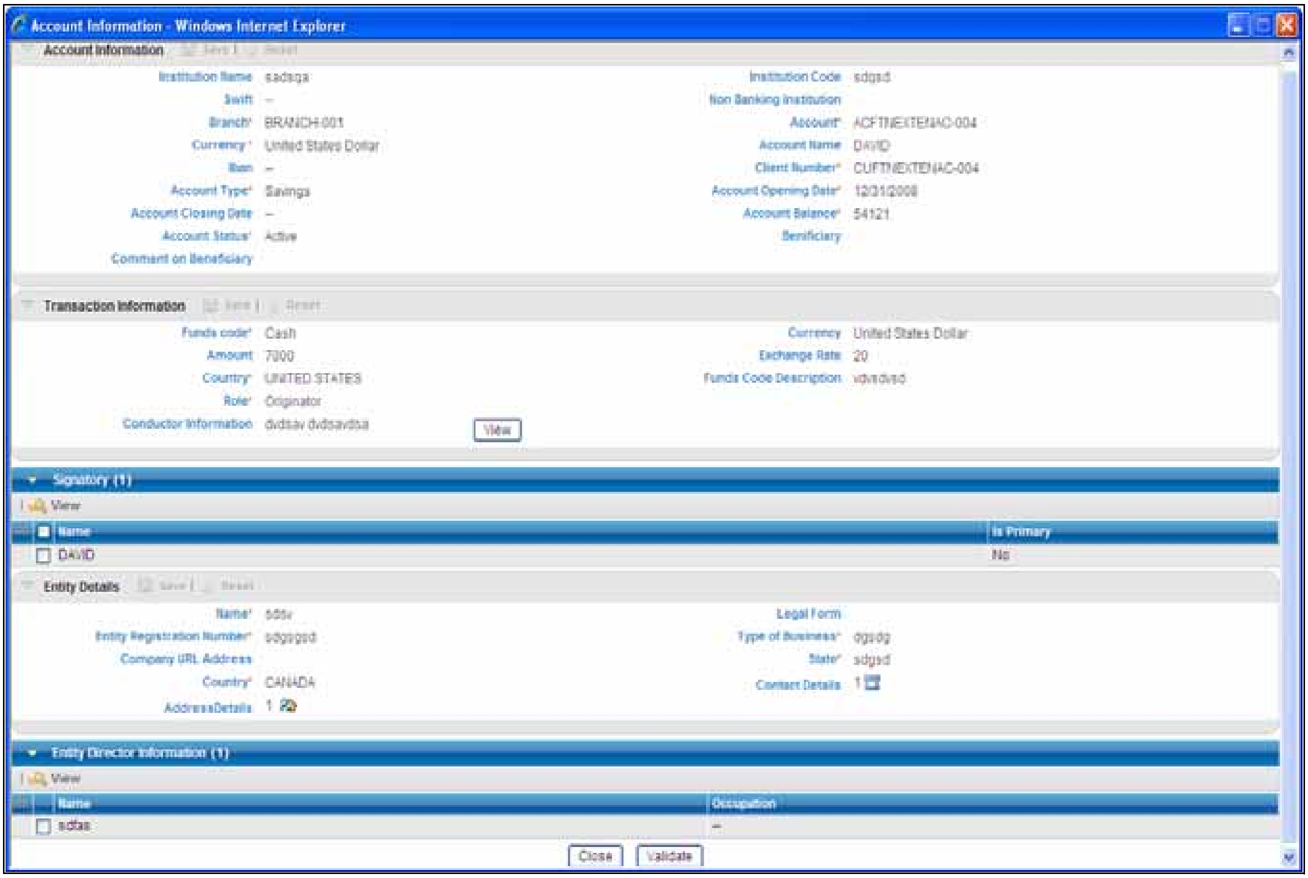


Figure 31. Account Customer Page - View Mode

Goods and Services

The RR application will also capture the Goods and Services linked to the transaction. The Goods and Services template have the details related to the underlying item which is a part of the transaction.

Goods and Services Information Page - Edit Mode

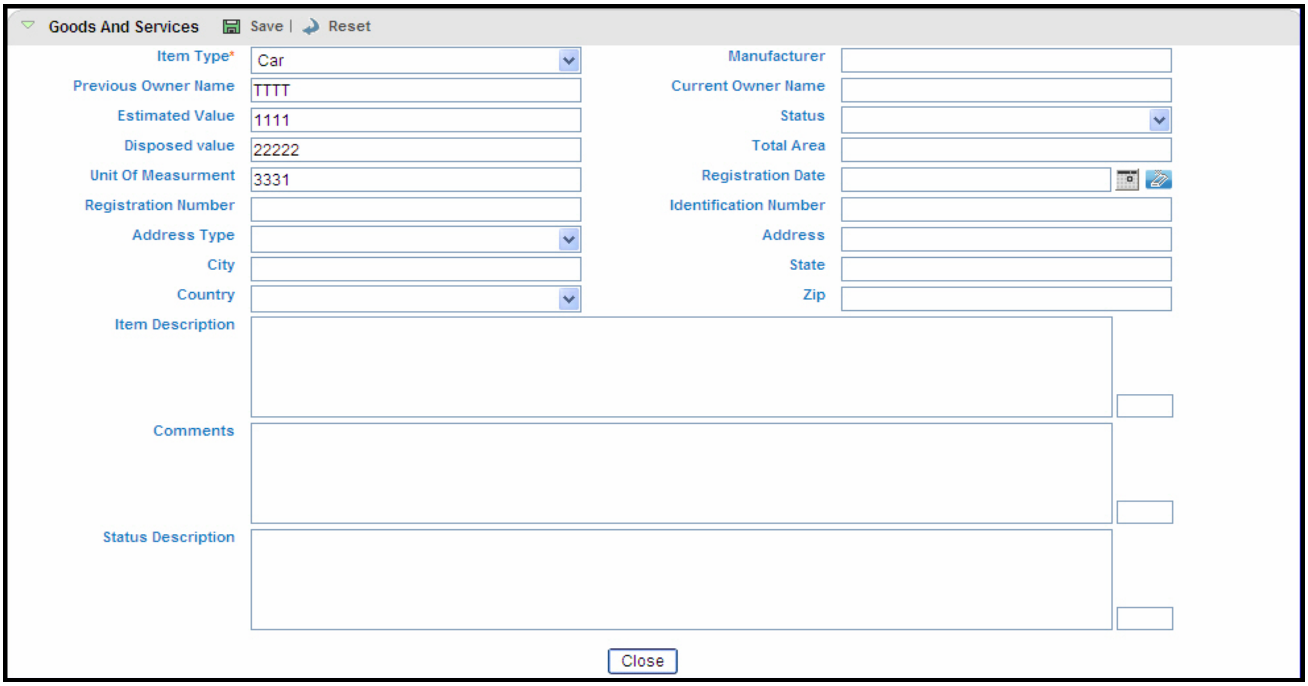


Figure 32. Goods and Services Page - Edit Mode

Goods and Services Information Page displays the following information:

- Item Type
- Manufacturer
- Previous Owner Name
- Current Owner Name
- Estimated Value
- Status
- Disposed value
- Currency Code
- Total Area
- Unit Of Measurement
- Registration Date
- Registration Number
- Identification Number
- Address Type
- Address
- City

- State
- Country
- Zip
- Item Description
- Comments
- Status Description

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved goods and services information.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved goods and services information.

Goods and Services Information Page-View Mode

All the information in the Goods and Services Information Page - View Mode is in read-only mode. The Save and Reset buttons are hidden.

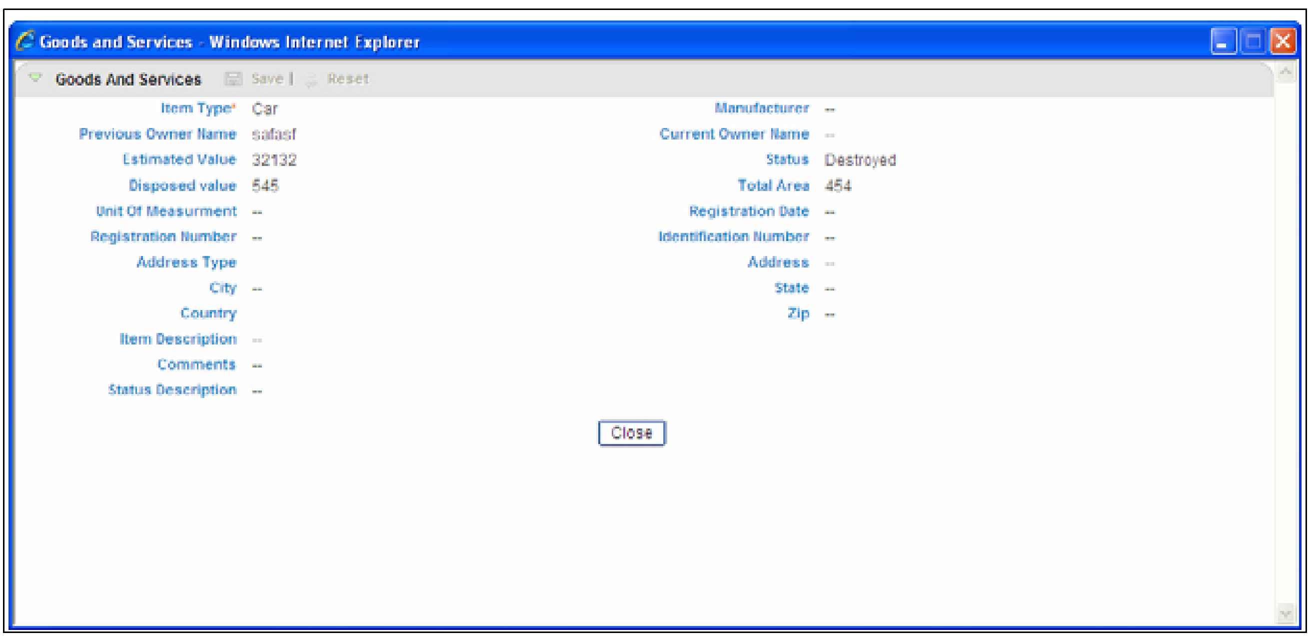
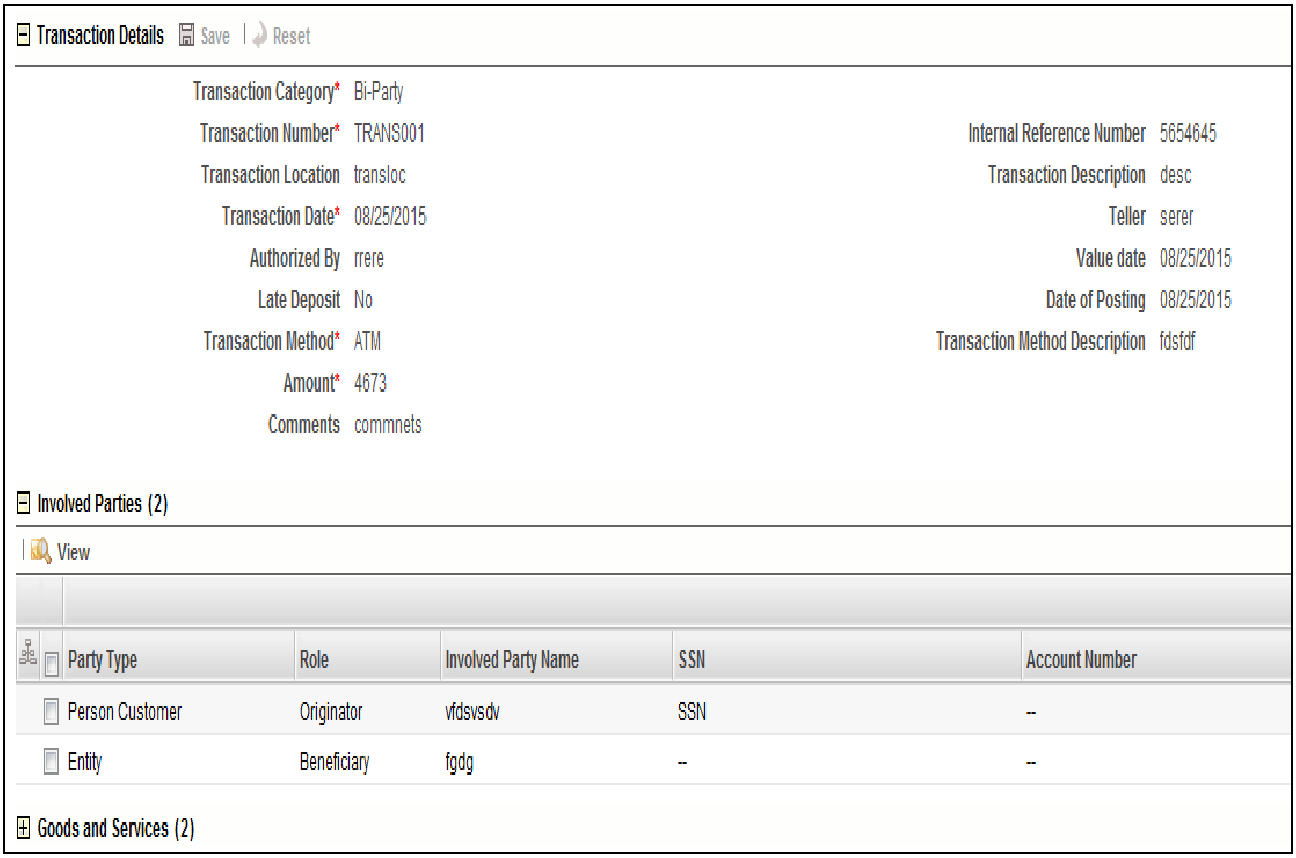


Figure 33. Goods and Services Page-View Mode

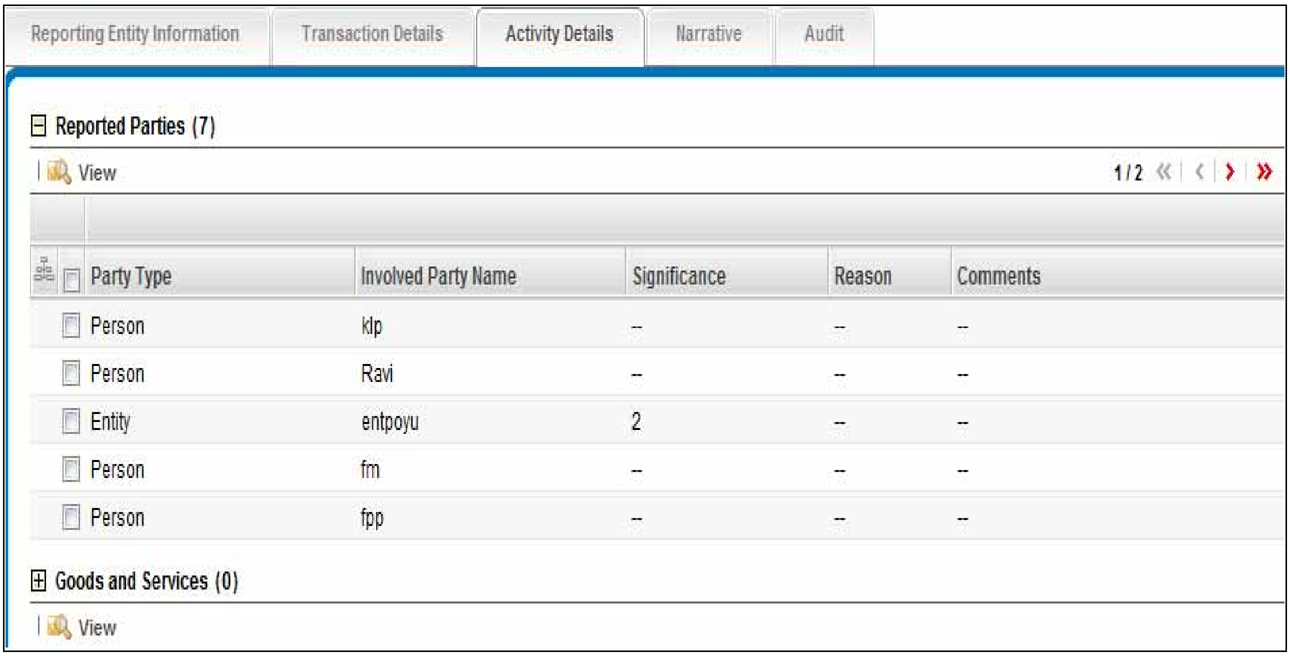
Transaction Details Tab (View Mode)

All the information in the Transaction Details - View Mode is in read-only mode. The Save and Reset buttons are hidden..



Activity Details (View Mode)

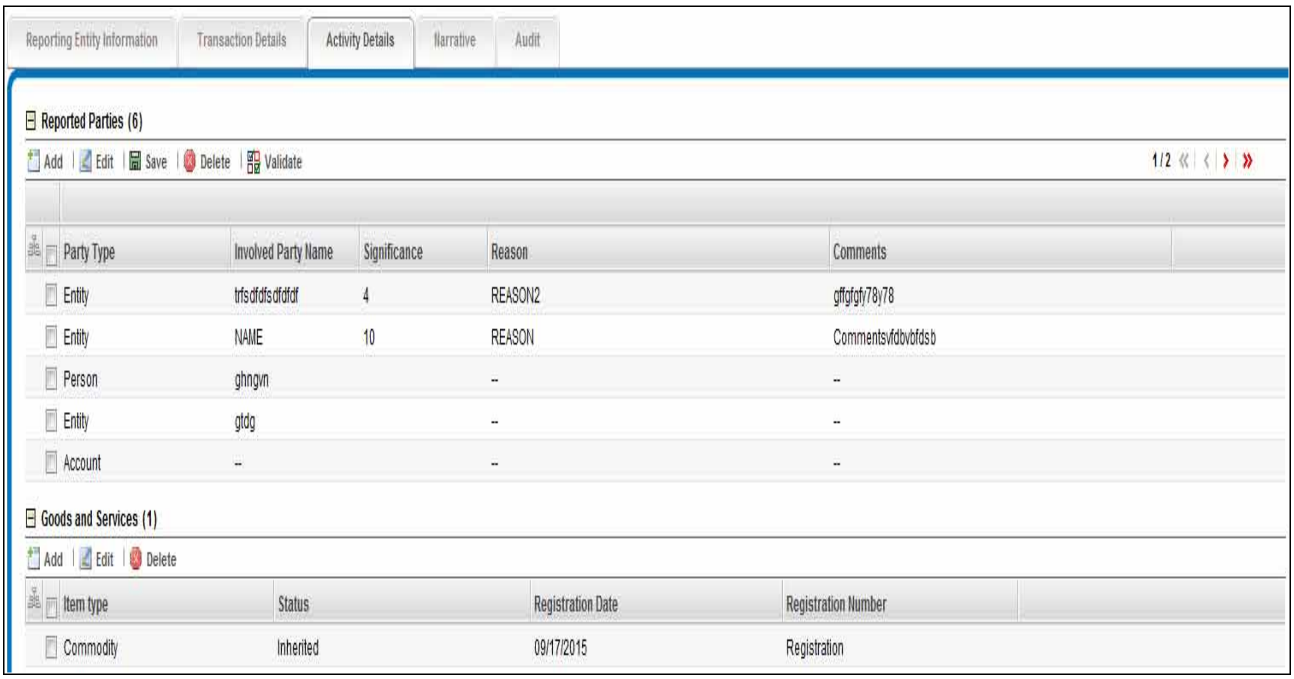
All the information in the Activity Details - View Mode is in read-only mode The Save and Reset buttons are hidden.



Activity Details Tab (Edit Mode)

The Activity Details tab contains the information related to activities and parties involved in these activities. This tab provides the following details:

- Reported Parties
- Goods and Services



Add	Click **Add** to an activity. The Involved parties and Goods and Services grid get populatd with no data.
Edit	Select the activity that you want to modify and click **Edit**.
Delete	Select the activity that you want to remove and click **Delete.**

Figure 34. Activity Details - Edit Mode

Reported Parties- Edit Mode

The Reported Party grid provides the following information:

- Involved Party Name
- Significance
- Reason
- Comments

Add Involved Parties

1. Click **Add** to add a New Involved Party.

2. Select an appropriate option from **Add New Involved Party** or **Select from Existing List** radio buttons from the Add Involved party popup. Click **Go**. The container will refresh based on the selection made.

.

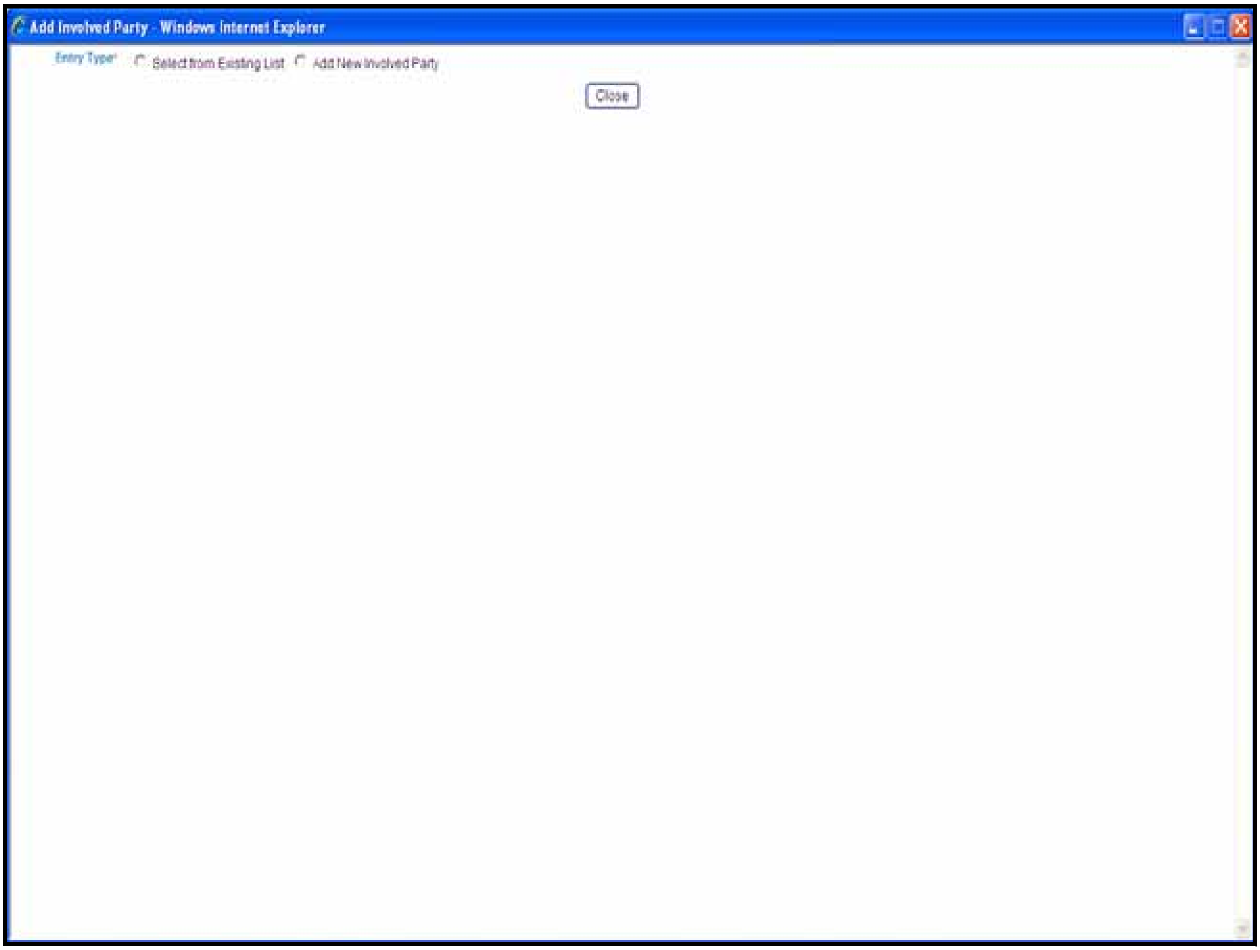


Figure 35. Add Involved Party (a)

3. If you select **Add New Involved Party** radio button, the container will refresh. Select the appropriate party type from the party type dropdown. The container will refresh based on the selection made and displays either Person, Account or Entity details page. Enter the required information. Click **Save** to save the new Party details entered.

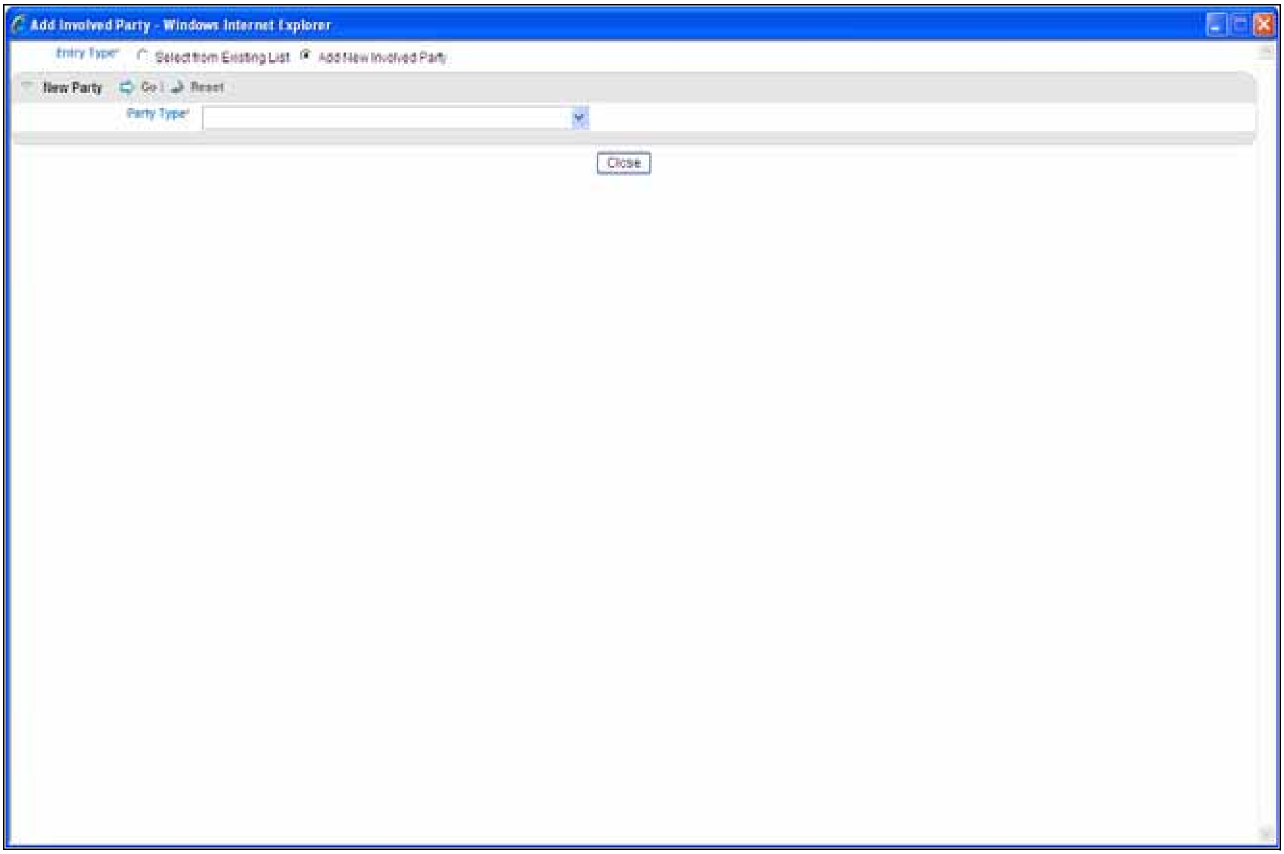


Figure 36. Add Involved Party (b)

4. If you select **Select from Existing List,** the list of involved parties is displayed. Select the checkbox of the appropriate party type from the list of involved parties. Click **Add**.

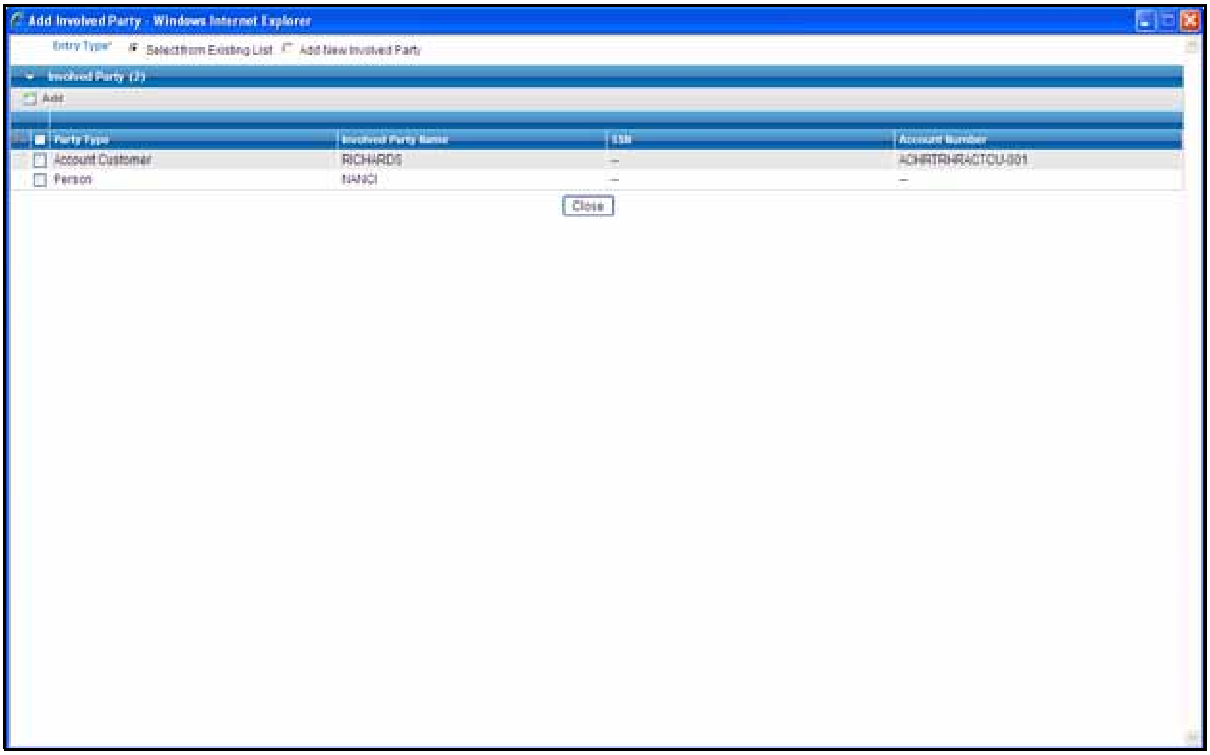


Figure 37. Add Involved Party (c)

Edit	Select the record you wish to edit the Involved Parties details and click **Edit**.
Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved involved parties data.
Delete	Select the Involved parties you want to remove and then click **Delete** to clear the involved parties information.
Validate	When you click **Validate**, a popup message is displayed on the screen giving the information of the involved parties name in which the *Mandatory* information is missing.

Involved Parties –View Mode

All the information in the Involved Parties - View Mode page is in read-only mode. The Save and Reset buttons are hidden.

Person Details Page (Edit Mode)

This page displays the following details:

- Person information
- Employer's contact information

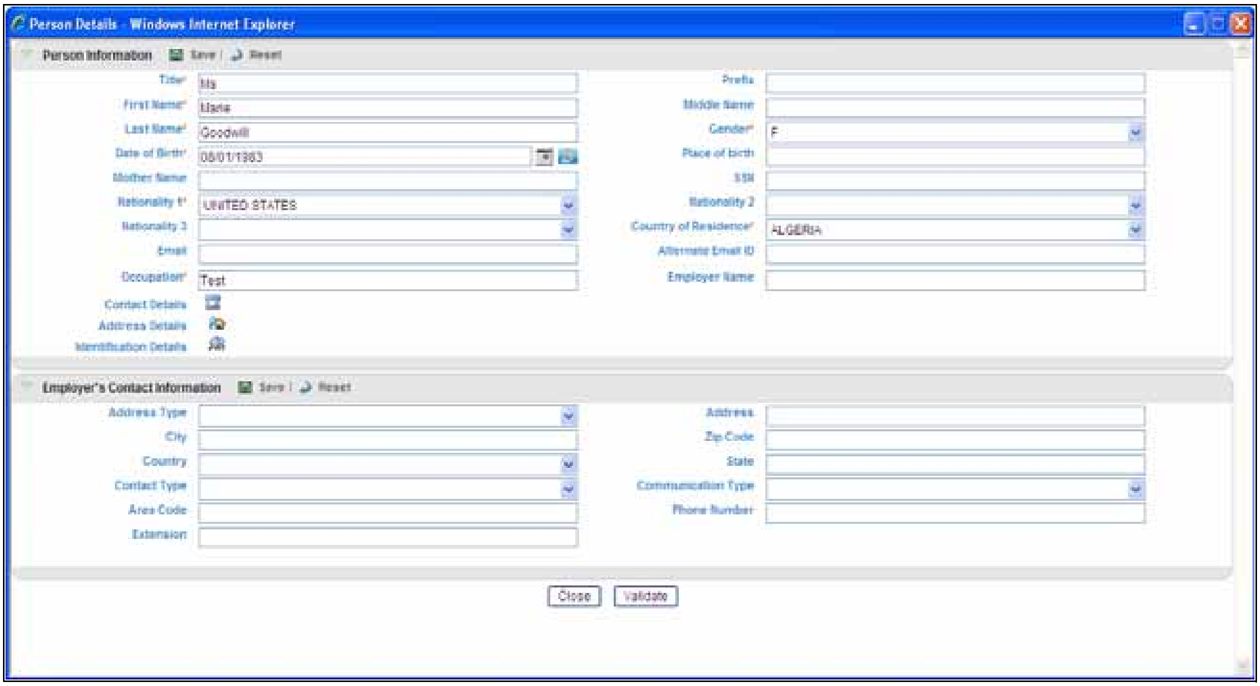


Figure 38. Person Details Page - Edit Mode

Person Information- Edit Mode

The Person Information container displays the following information:

- Title
- Prefix
- First Name
- Middle Name
- Last Name
- Gender
- Date Of Birth
- Place of Birth
- Mother Name
- SSN
- Alias
- Nationality 1
- Nationality 2
- Nationality 3
- Country of Residence
- Email

- Alternate Email ID
- Occupation
- Employer Name
- Passport Number
- Passport Country
- ID Number
- Source of wealth
- Deceased
- Deceased Date
- Person Tax Number
- Person Tax Registration Number
- Comments
- Contact Details: Refer section *Add Contact Details* for more information.
- Address Details: Refer section *Add Address Details* for more information.
- Identification Details: Refer section *Add Identification Details* for more information.

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved data of Person Information.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved data of Person Information.

Add Contact Details

Click to view contact details. The Contact Details container displays the following information:

- Contact Type
- Communication Type
- Area Code
- Phone Number
- Comments
- Extension

Add	Click **Add** to add new contact information. A popup is displayed as shown in Figure 20. Enter the required information and click **Save**.

Save	Click **Save** to save the details entered. The page is refreshed and displays saved Contact Details.
Delete	Select the updated row and click **Delete** to clear the updated contact details information.

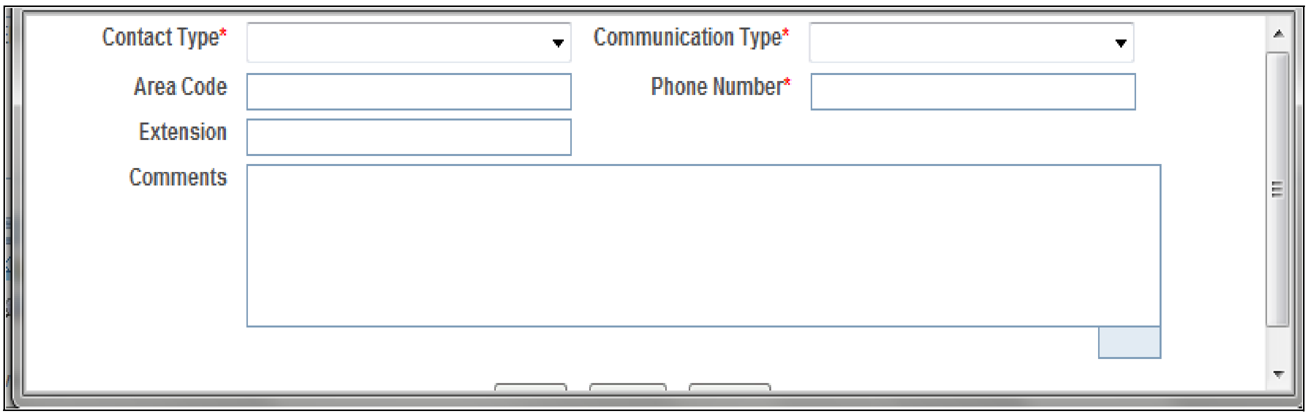


Figure 39. Add Contact Details Popup

Add Address Details

Click  to view address details. The address details container displays the following information:

- Address Type
- Address
- City
- Town
- Zip Code
- Country
- State
- Comments

Add	Click **Add** to add new address details. A popup is displayed. Enter the required information and click Save
Save	Click **Save** to save the address details entered. The page is refreshed and displays saved address details data.
Delete	Select the updated row and click **Delete** to clear the updated address details information.

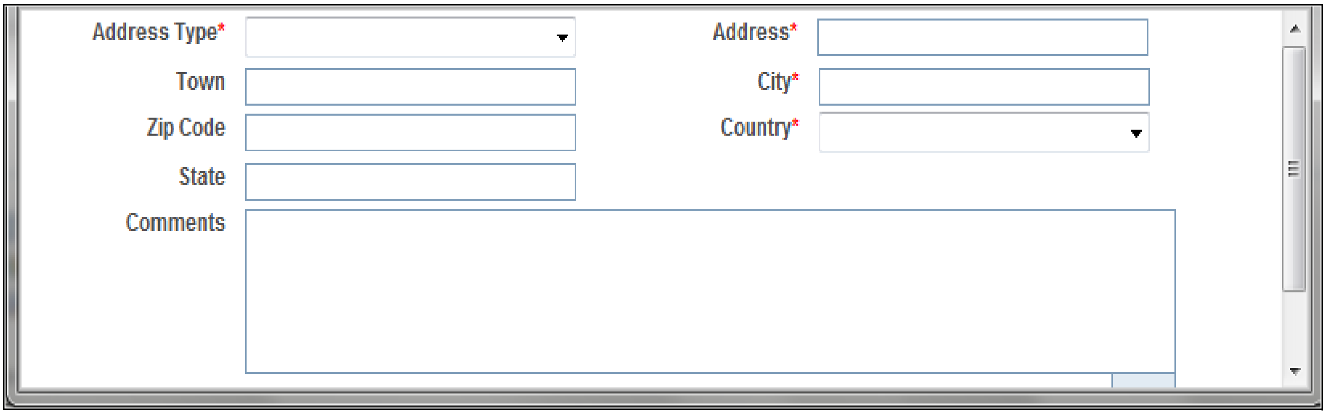


Figure 40. Add Address Details Popup

Add Identification Details

Click  to view identification details. The identification details container displays the following information:

- Identification Type
- Identification Number
- Issue Date
- Expiry Date
- Issuing Authority
- Comments

Add	Click **Add** to add new identification details. A popup is displayed as shown in Figure 22. Enter the required information and click **Save**
Save	Click **Save** to save the identification details entered. The page is refreshed and displays the saved identification details.
Delete	Select the updated row and click **Delete** to clear the updated identification details information.

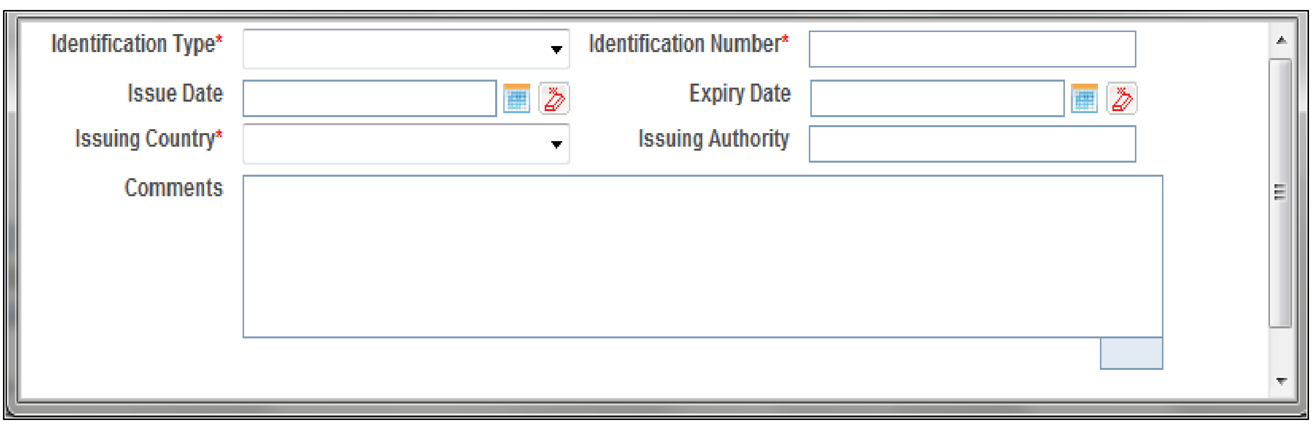


Figure 41. Add dentification Details Popup

Employer's Contact Information-Edit Mode

The Employer Contact Information Container displays the following information:

- Address Type
- Address
- Town
- City
- Zip Code
- Country
- State
- Address Comments

- Contact Type
- Communication type
- Area Code
- Phone Number
- Extension
- Phone Comments

Save	Click **Save** to save the details you have entered. The page is refreshed and displays saved employer contact details information.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved employer contact details data.

Person Details Page- View Mode

All the details including Person Information, Transaction Information, and Employer's Contact Details in the Person Details Page - View Mode is in read-only mode. The Save and Reset buttons are hidden..

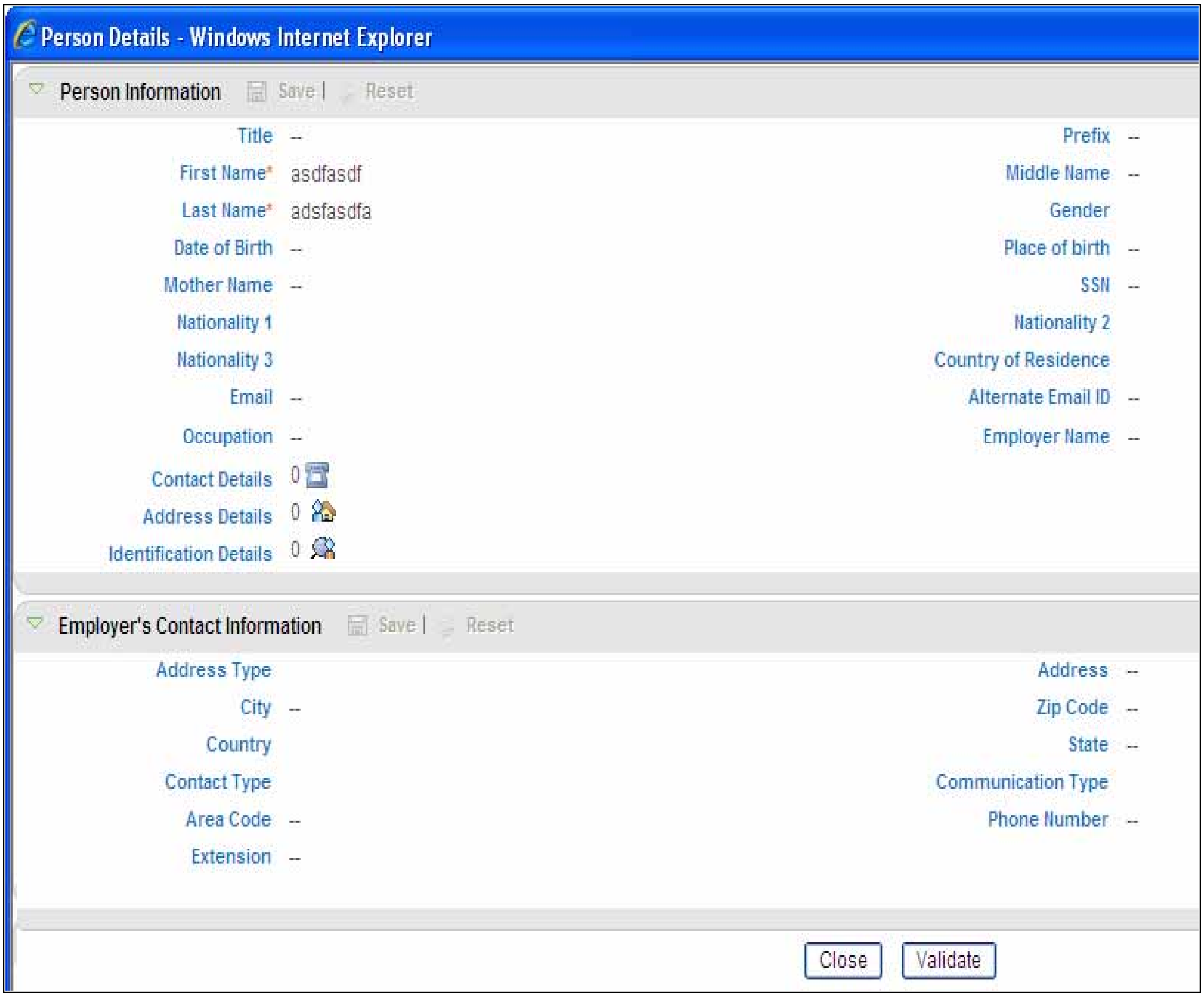


Figure 42. Person Details Page- View Mode

Entity Details Page

Entity Details can be associated with an account type party on the transaction for bi-directional transactions.

Entity Details Page- Edit Mode

This page displays the following details:

- Entity Details
- Entity Director Information

Entity Details Information - Edit Mode

The Entity Details container displays the following information:

- Entity Name

- Commercial Name
- Legal Form
- Entity Registration Number
- Type of Business
- Company URL Address
- Incorporation Date
- Country of Incorporation
- Business Closed
- Business Closed Date
- Entity Tax Number
- Entity Tax Registration Number
- Comments
- Contact Details. Refer to section *Add Contact Details* for more information.
- Address details. Refer to section *Add Address Details* for more information.

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved entity details information.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved entity details information.

Entity Director Information-Edit Mode

The Entity Director Information container displays the following information:

- Is Primary
- Role

Note: User is allowed to edit these two fields at the grid level only.

Add	Click **Add** to add entity director information. Select the record you wish to add entity director information for by selecting the corresponding row. Click **Add**. A popup page is displayed. Enter the details and click **Save**.
Edit	Click **Edit** to edit entity director information. Select the record you wish to edit entity director information for by selecting the corresponding row. Click **Edit**. Enter the details and click **Save**. The page is refreshed and displays the saved entity director information.
Delete	Select the updated row and click **Delete** to clear the updated entity director information.

Entity Details Page – View Mode

All the information in the Entity Details Page - View Mode that is Entity Information and Entity Director Information is in read-only mode. The Save and Reset buttons are hidden.

The template for Account Details Page is the same. However, mandatory and non mandatory information are different as there are more stringent requirements for information pertaining to internal customers.

Account Details Page-Edit Mode

This page displays the following details:

- Account Information
- Signatory
- Entity Details
- Entity Director Information

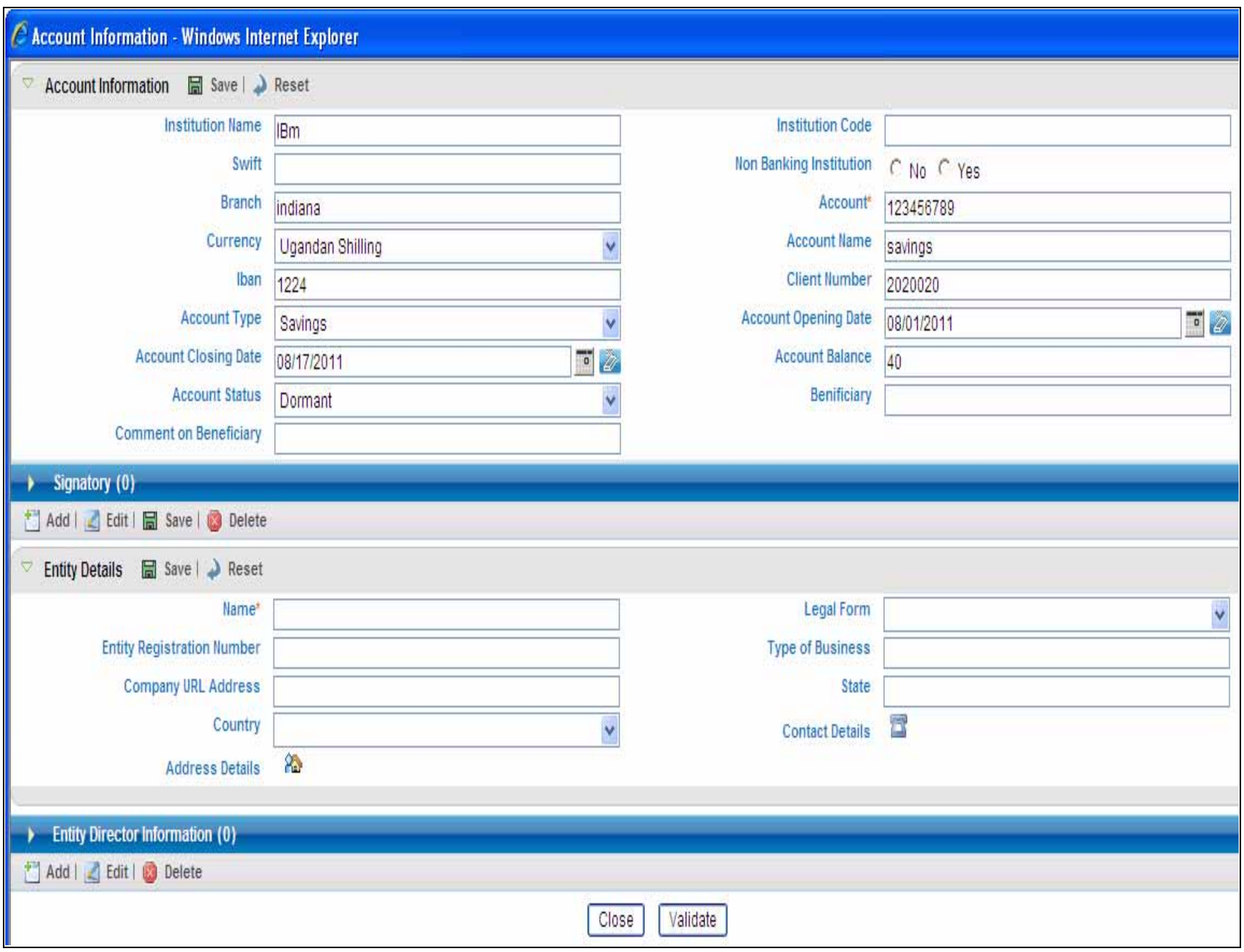


Figure 43. Account Page- Edit Mode

Account Information-Edit Mode

The Account Information container displays the following information:

- Institution Name
- Institution Code

- Swift
- Non-Banking Institution
- Branch
- Account
- Currency
- Account Name
- IBAN
- Client Number
- Account Type
- Account Opening Date
- Account Closing Date
- Account Balance
- Balance Date
- Account Status
- Beneficiary
- Comment on Beneficiary
- Comments

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved account information data.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved account information data.

Signatory

The Signatory Container displays the following information:

- Is Primary
- Role

Note: User is allowed to edit these two fields at the grid level only.

Add	Select the record you wish to add signatory details for by selecting the corresponding row. Click **Add**. A popup page is displayed. Enter the details and click **Save**.
Edit	Click **Edit** button to edit a signatory. Select the record you wish to edit signatory details for by selecting the corresponding row. Click **Edit**. Enter the details and click **Save**. The page is refreshed and displays the saved signatory details.

Save	Click **Save** to save the signatory details entered. The page is refreshed and displays saved data of signatory details.
Delete	Select the updated row and click **Delete** to clear the updated signatory details.

Entity Details-Edit Mode

The Entity Details container displays the following information:

- Entity Name
- Commercial Name
- Legal Form
- Entity Registration Number
- Type of Business
- Company URL Address
- State of Incorporation
- Country of Incorporation
- Business Closed
- Business Closed Date
- Entity Tax Number
- Entity Tax Registration Number
- Comments
- Contact details. Refer the section *Add Contact Details* for more information.
- Address details. Refer the section *Add Address Details* for more information.

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved entity details information.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved entity details information.

Note: Entity details will only be validated if the information has been entered. If No entity is associated with the account, do not enter any details in this section.

Entity Director Information-Edit Mode

The Entity Director Information container displays the following information:

- Is Primary
- Role

Note: User is allowed to edit these two fields at the grid level only.

Add	Click **Add** to add entity director information. Select the record you wish to add entity director information for by selecting the corresponding row. Click **Add**. A popup page is displayed. Enter the details and click **Save**.
Edit	Click **Edit** to edit entity director information. Select the record you wish to edit entity director information for by selecting the corresponding row. Click **Edit**. Enter the details and click **Save**. The page is refreshed and displays the saved entity director information.
Delete	Select the updated row and click **Delete** to clear the updated entity director information.

Account Details Page – View Mode

All the information in the Account Page - View Mode that is Account Information, Transaction Information, Signatory, Entity Details, and Entity Director Information is in read-only mode. The Save and Reset buttons are hidden.

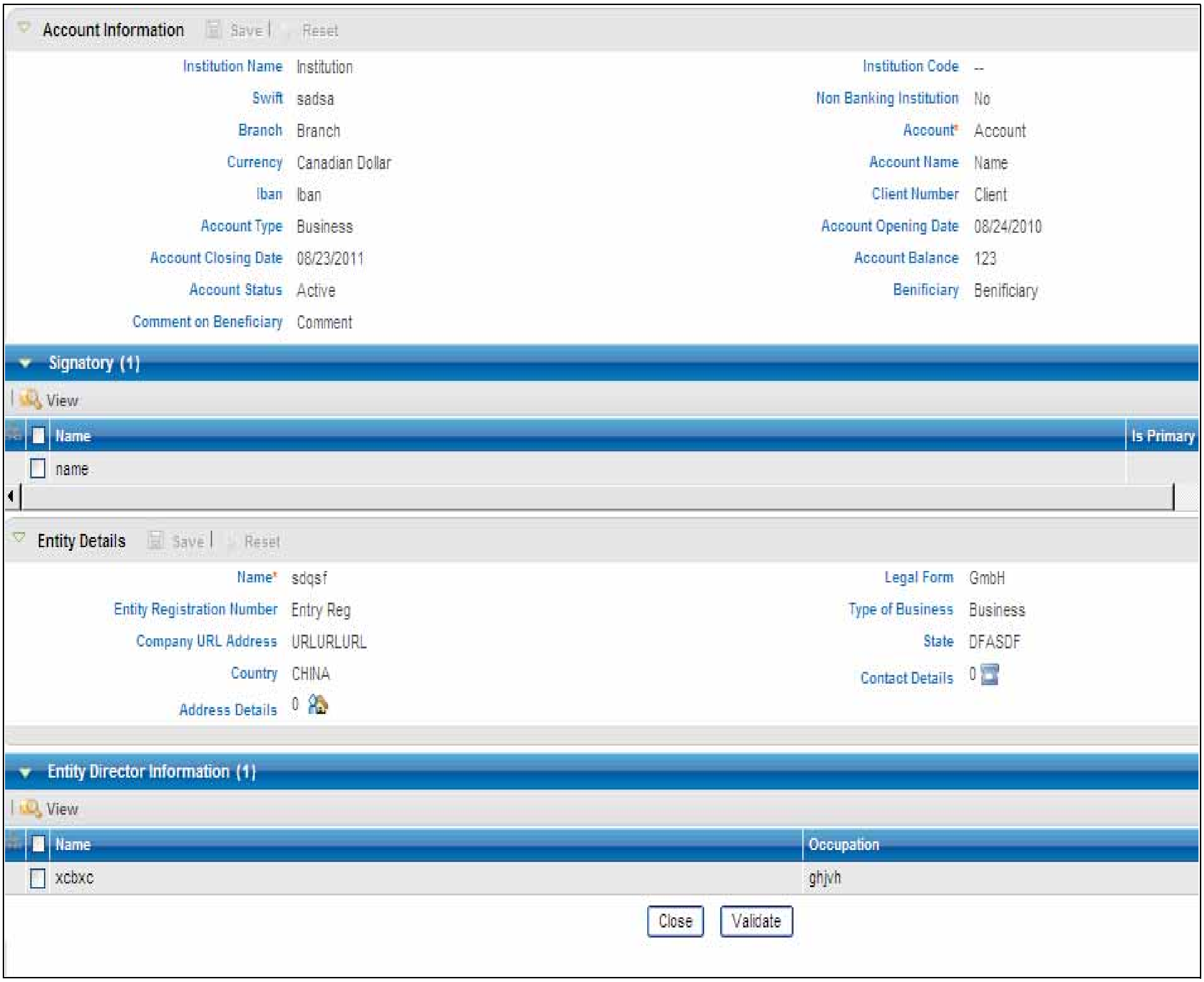


Figure 44. Account Details Page - View Mode

Goods and Services

The RR application will also capture the Goods and Services linked to the activities.

Goods and Services Information Page displays the following information:

- Item Type
- Manufacturer
- Previous Owner Name
- Current Owner Name
- Estimated Value
- Status
- Disposed value

- Currency Code
- Total Area
- Unit Of Measurement
- Registration Date
- Registration Number
- Identification Number
- Address Type
- Address
- City
- State
- Country
- Zip
- Item Description
- Comments
- Status Description

Save	Click **Save** to save the details you have entered. The page is refreshed and displays the saved goods and services information.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved goods and services information.

Narrative

The Narrative tab includes the suspicion details and the details of action taken.

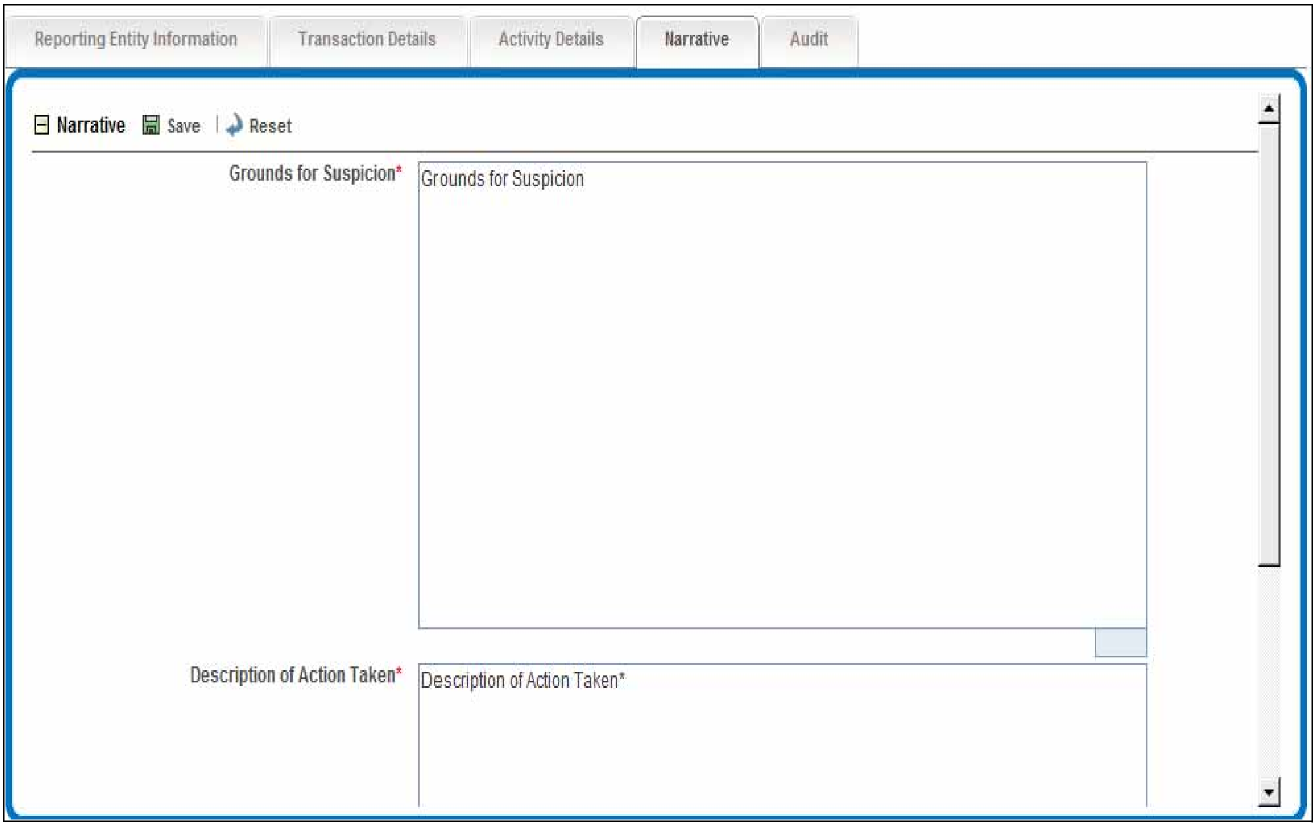


Figure 45. Narrative Tab - Edit Mode

Narrative – Edit Mode

The Narrative tab provides the following details:

- Grounds for Suspicion
- Description of Action Taken

Users can provide details regarding the suspicious activity in Grounds for Suspicion and Description of Action column.

Save	Click **Save**, to save the data you have entered. The page is refreshed and displays the saved narrative data.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved narrative data.

Narrative –View Mode

All the information in Narrative - View Mode is in read-only mode. The Save and Reset buttons are hidden.

Figure 46. Narrative Tab - View Mode

Audit

The Audit tab displays actions that may be taken on the report. This tab contains the Regulatory Report Actions and the Regulatory Report Comments container.

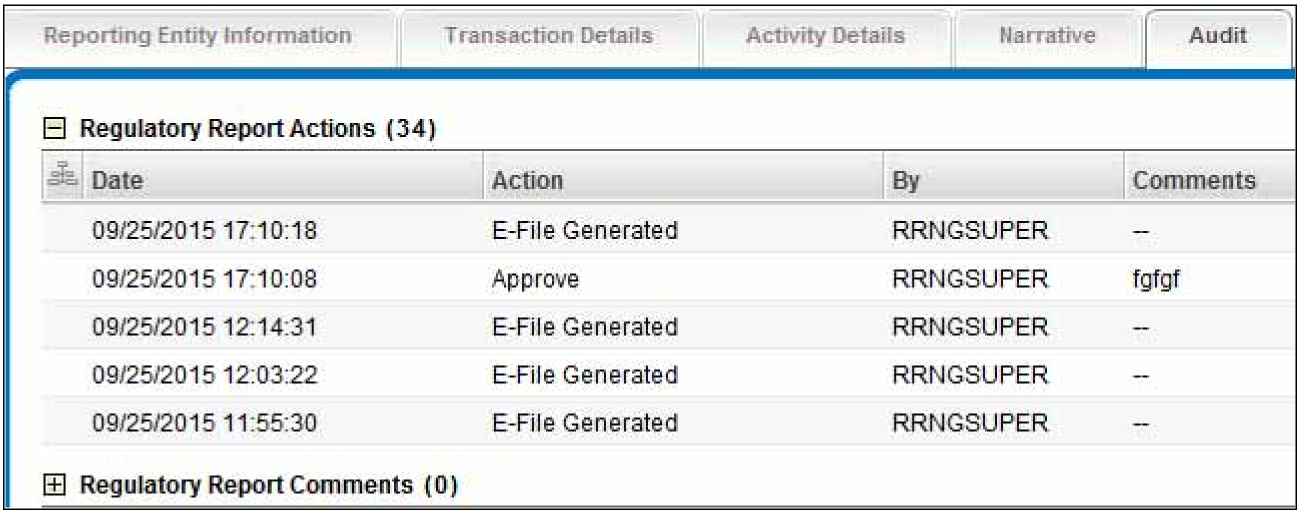


Figure 47. Audit Tab

Regulatory Report Actions

The Regulatory Report Actions container (Figure 47) displays the actions taken on the report with the following details:

- Date: When the action was taken.
- Action: What was done.
- By: The user who took the action.
- Comments: Displays the comments entered.

Regulatory Report Comments

The Regulatory Report Comments container (Figure 47) displays all the actions taken on the Add Comments section of the report with the following details:

- Date: When the action was taken
- By: The user who took the action
- Comments: Displays the comments entered.
- Status: The status of the report while taking in the action. This is read-only information

CHAPTER 4 File Regulatory Reports

Approved Reports Search page is the default home page for Admin User. All the other users can access this page by choosing the **Generate Regulatory Reports** option from the RR menu.

This chapter covers the following topics:

- Approved Reports
- E-File Generation
- E-Filed Status Tab

Approved Reports

The Approved Reports page displays the following information:

- Approved Report Search
- Approved Report List

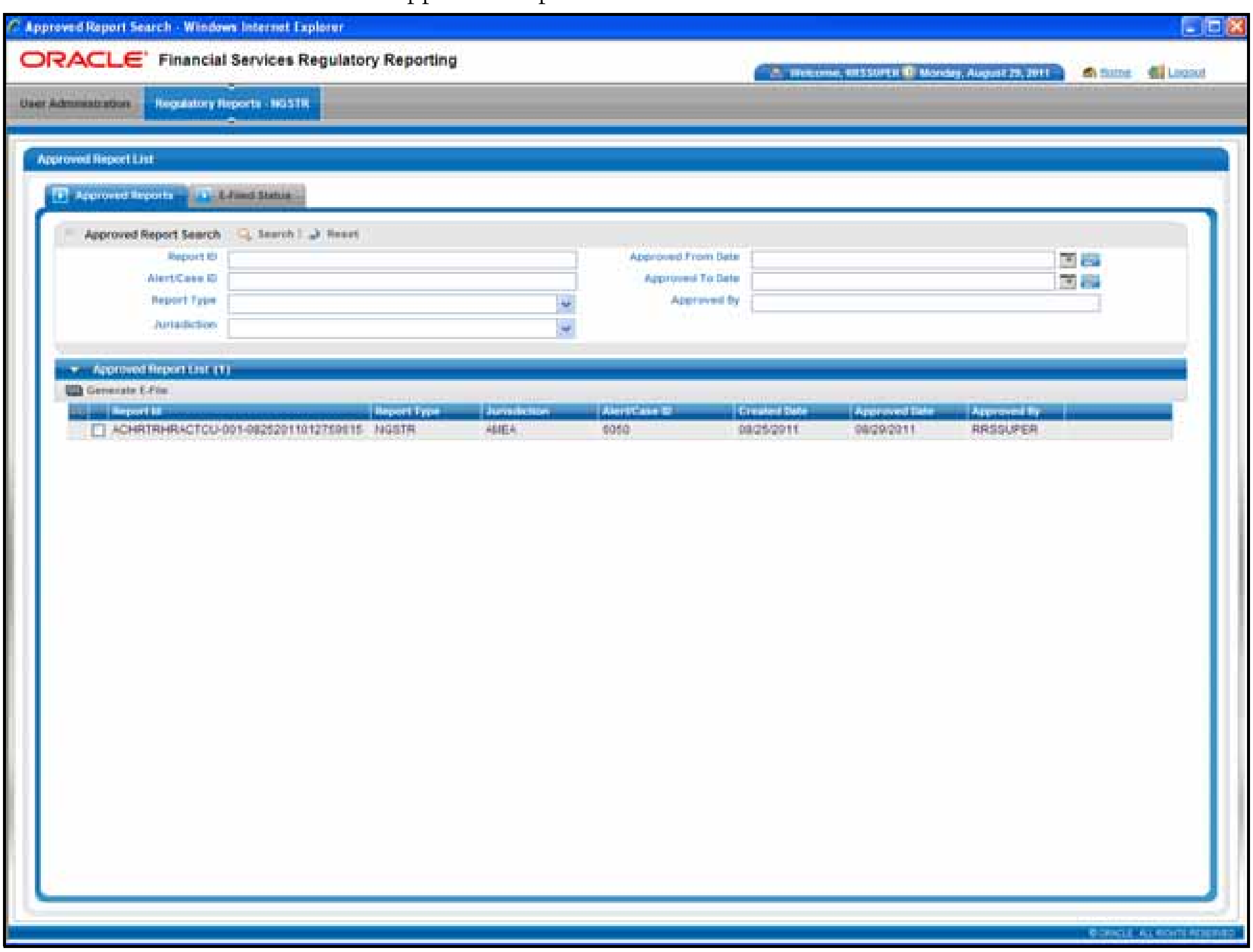


Figure 48. Approved Reports Page

Approved Report Search

You can search for the list of Approved Reports from Approved Report Search container based on the following information:

- Report ID
- Approved From Date
- Alert/Case ID
- Approved to Date
- Report Type
- Approved By
- Jurisdiction

Reset	Click **Reset** on the approved reports search to clear all the selections made and display a blank search container.
Search	Enter the appropriate information in the approved reports search container. Click **Search** to find the approved report that you are looking for.

Approved Report List

It displays the list of approved reports. The Approved Report List container displays the following information:

- Report ID
- Report Type
- Jurisdiction
- Alert/Case ID
- Created Date
- Approved Date
- Approved By

E-File Generation

This section details how to generate an E-File. The E-File generation option is not available if your installation is not configured to file reports electronically.

Generate E-File

1. Select the appropriate report for which you wish to generate E-file from Approved Report List.
2. Click **Generate E-File.**

Once the E-File is generated, the system prompts to complete generation of the E-File and the status of the report is changed to **E-File Generated.** The Reports for which the E-file is generated are listed in the E-File Generated Report List.

E-Filed Status Tab

This tab lists all the E-Files which have been generated. It displays the following information:

- E-File Search
- E-File List

- E-File Details

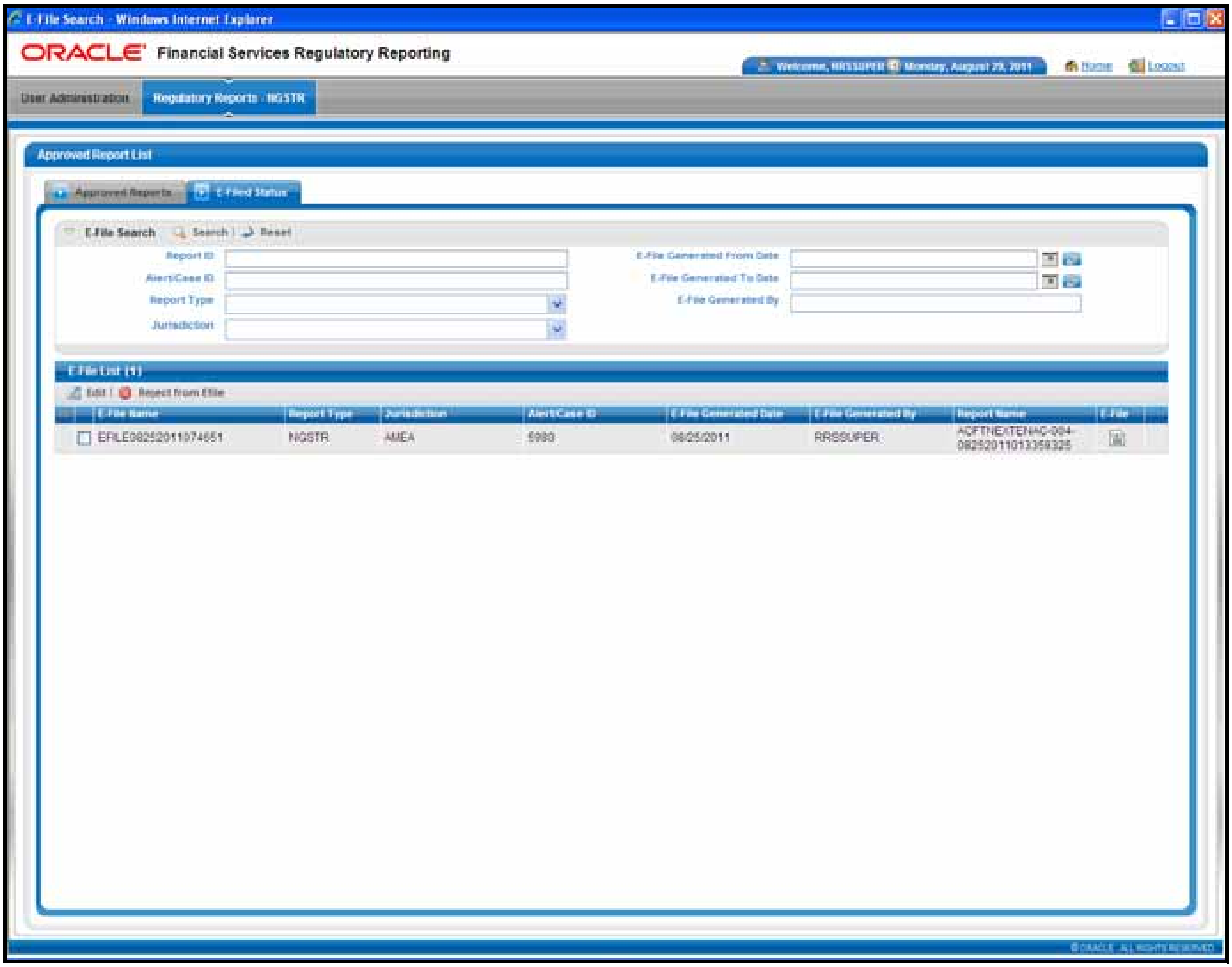


Figure 49. E-file Status Tab

E-File Search

You can search for the reports currently in E-File Generated status by choosing the search components (Figure 49). The E-File Generated Report Search container displays the following information:

- Report ID
- E-File Generated From Date
- Alert/Case ID
- E-File Generated To Date
- Report Type
- E-File Generated By
- Jurisdiction

Search	Enter the appropriate information in the E-File Search container. Click **Search** to find the report you are looking for.
Clear	Click **Clear** on the E-File Search container to clear all the selections made and display a blank search container.

E-File List

This list displays the reports for which the E-file is generated (Figure 49).The E-File Generated Report List container displays the following information:

- E-File Name
- Report Type
- Jurisdiction
- Alert/Case ID
- E-File Generated Date
- E-File Generated By
- Report Name
- E-File

Once the E-file is generated, the Admin user/Super User can file the generated E-files to the Regulatory bodies. On filing the reports with the regulatory bodies, the Admin user receives either a positive or a negative acknowledgement from the regulatory bodies. The user can enter the acknowledgement details in the Report-Filing Updates Grid.

E-File Details

Select the checkbox of the report for which you want to update the acknowledgement details for. This displays the E-file details grid (Figure 50). You can enter the following acknowledgement information in E-file details grid:

- Filed Date
- Filed by
- Comments
- Filing Conf Number (Acknowledgement Number)

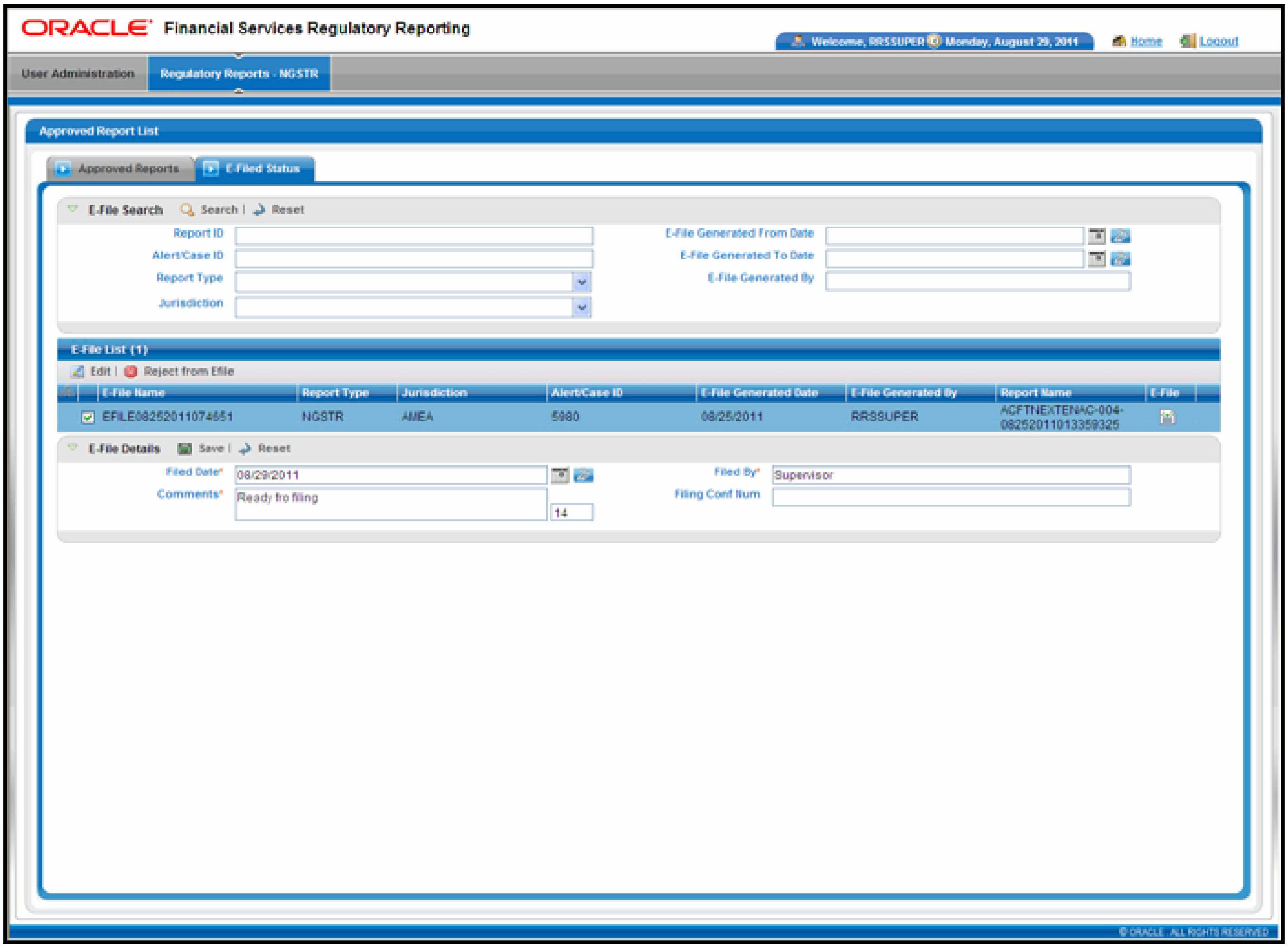


Figure 50. E-File Details

Save	Click **Save** to save the details you have entered. The page is refreshed and displays saved E-file details. The reports are in *Filed* status.
Reset	Click **Reset** to clear the updated data. The page is refreshed and displays the last saved E-file details.

CHAPTER 5 User Administration

This section shows how to map and maintain the security attributes for each user role (Figure 51). This chapter discussed the following topics:

- View Security Attribute Mapping
- Add Security Attribute Mapping
- Delete Security Attribute Mapping
- Clear Security Attribute Mapping

Security Attributes are configured for an installation by the System Administrator. These security attribute can then be mapped to users.

Attributes of generated reports are based on the Alert or Case for which the report is generated. Users will be able to access reports based on the Security Attributes mapped to each user and report.

This is available for the Admin and Super user roles only.

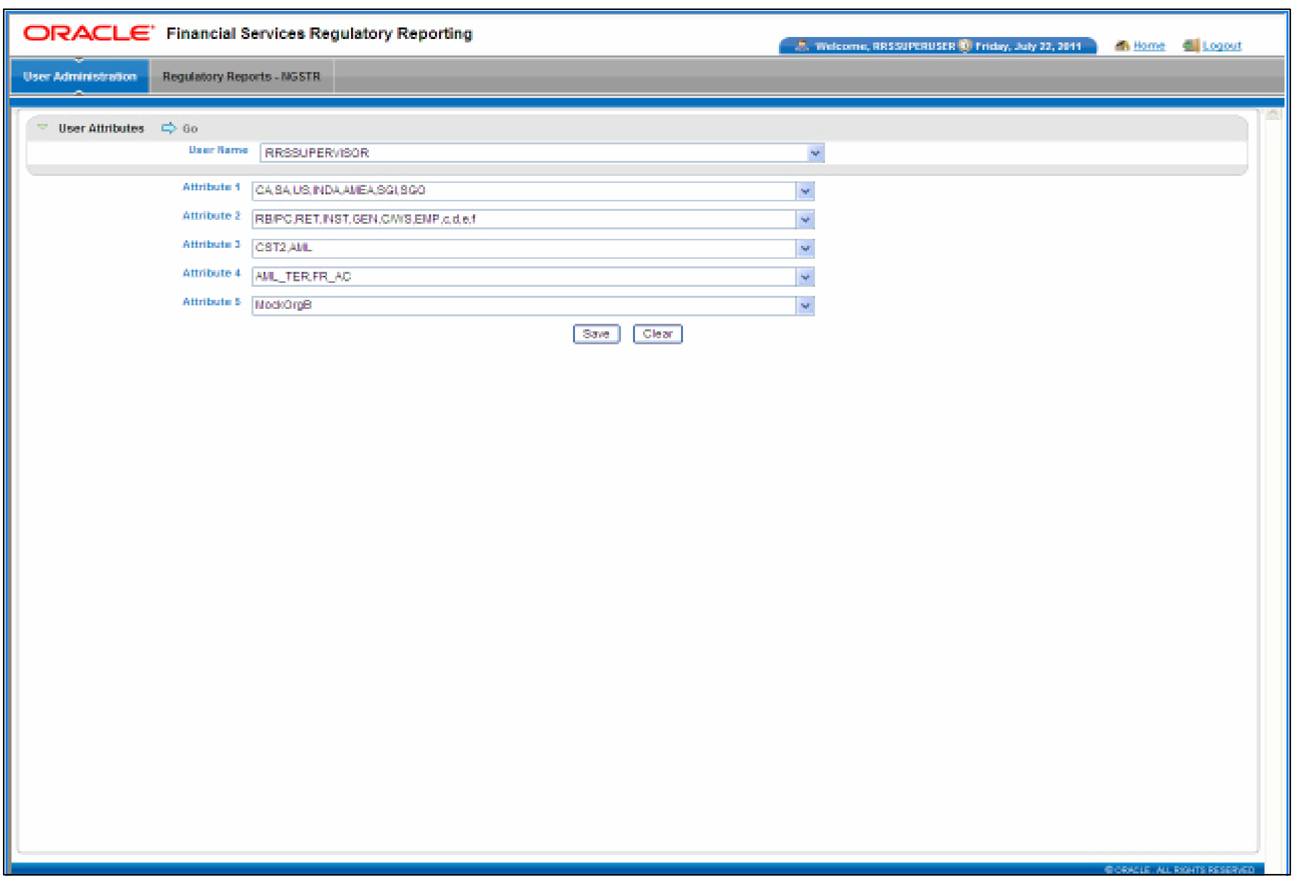


Figure 51. User Attributes

View Security Attribute Mapping

To view the security mapping for a user, follow these steps:

1. Select the user whose security attribute mapping is to be viewed.
2. Click **Go**. The page is refreshed with the security attributes and values mapped for the user. These values are comma separated.

Add Security Attribute Mapping

To add a security attribute value to a security attribute, follow these steps:

1. Select the required Security Attribute from the drop-down list.
2. Click **Save**.

Delete Security Attribute Mapping

To delete the security attribute value mapping, follow these steps:

1. De-select the Security Attribute you wish to delete from the drop-down list.
2. Click **Save**. The new security mappings to the user are saved.

Clear Security Attribute Mapping

To clear the security attribute value mapping, follow these steps:

1. De-select the Security Attribute you wish to clear from the drop-down list.
2. Click **Clear**. The page is refreshed and displays the last saved security attributes.