Oracle Banking Digital Experience
Corporate Customer Services User Manual
Release 18.1.0.0.0

Part No. E92727-01

January 2018
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1. Preface

1.1 Intended Audience
This document is intended for the following audience:
- Customers
- Partners

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

1.3 Access to Oracle Support
Oracle customers have access to electronic support through My Oracle Support. For information, visit 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
- 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 18.1.0.0.0, refer to the following documents:
- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals
## 2. Transaction Host Integration Matrix

### Legends

| NH | No Host Interface Required. |
|    | ✓ | Pre integrated Host interface available. |
|    | × | Pre integrated Host interface not available. |

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Transaction Name / Function Name</th>
<th>FCR 11.7.0.0.0</th>
<th>UBS 12.3.0.0.0</th>
<th>UBS 12.4.0.0.0</th>
<th>UBS 14.0.0.0.0</th>
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<td>E-Receipts</td>
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<td>Security Settings- Change Password</td>
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<td>7</td>
<td>Security Settings- Set Security Questions</td>
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<td>Mailbox- Mails (Without Interaction module)</td>
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</tr>
<tr>
<td>12</td>
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<tr>
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<td>Mailbox- Alerts</td>
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<td>View Limits - Daily and Monthly</td>
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<td>17</td>
<td>Loan Eligibility Calculator</td>
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</tr>
<tr>
<td>Sr No.</td>
<td>Transaction Name / Function Name</td>
<td>FCR 11.7.0.0.0</td>
<td>UBS 12.3.0.0.0</td>
<td>UBS 12.4.0.0.0</td>
<td>UBS 14.0.0.0.0</td>
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<td>Term Deposits Calculator</td>
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<td>Foreign Exchange Calculator - Fetch Currency Conversion/Exchange Rate</td>
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<td>Partywise Payee Maintenance Report</td>
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<td>Partywise Pending Approval List Report</td>
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<td>NH</td>
<td>NH</td>
</tr>
<tr>
<td>24</td>
<td>Transaction Summary Report</td>
<td>×</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
3. **Customer Services**

This module allows the bank customers to interact with bank and avail its services. It includes the following sub-modules:

- **Channel Onboarding:** Channel Onboarding allows customers to register for channel access. Customers who do not have access to online channels can onboard themselves to access online channels without approaching a bank physically to request for channel access.

- **Calculators:** Calculators are the tools used by the users to simulate and thus understand the implications of financial decisions. The different kind of calculators could be, Term Deposit Calculator, Loan Calculator, Loan installment Calculator, Loan Eligibility Calculator, and Forex Calculator.

- **Role specific dashboards:** Dashboard is a landing page or screen wherein user can access various transactions. The dashboards are classified into categories like, Maker Dashboard, Viewer Dashboard, and Approver Dashboard.

- **Mailbox:** Mailbox allows bank customers to send and receive emails to a business user.

- **Find ATM/Branch:** ATM/Branch locator allows a user to view the address and location of the ATMs and the branches at a geographic location.

- **Reports:** Reports are an integral part of actively managing any company. Management uses the reports to track progress towards its various goals, control expenditures, increase revenue, track fraudulent transactions if any. The two types of reports are, Adhoc Report and batch Reports.

- **Security Settings:** Security settings are done to protect the sensitive data and information from security threats.

- **View Transaction Limits:** This option allows a user to view the utilized limits and available limits for use.
4. Log-In & Log-Out

Log-in allows users to access the portal securely, view information and access transactions. Logging out enables users to exit from the system in a secure way, so that no one else can gain access to the system (without supplying valid credentials) and the entire system is secure.

Pre-requisites

The User must have a valid account with bank with online banking enabled. Other features related to accounts must be supported by the core banking system.

Features Supported In Application

- Log-in to the application
- Log-out of the application

4.1 Log-in to the application

The user requires authentic credentials to log in to the Oracle Banking Digital Experience application.

To log in to the application:

1. Open an internet browser to access the application.
2. Type the Oracle Banking Digital Experience URL in the Address bar, and press Enter. Portal Page appears.
Login page Overview

Icons
Following icons are present on the corporate dashboard:

- 🏛️: The logo of the bank.
- 📋: Click the toggle menu to access the transactions.
- 🏛️ Login: Click this icon to log in to the application.

Toggle Menu transactions:

- Claim Money
  Click here to claim for money.
- Track Applications
  Click here to track the progress of the account opening application.
- Register
  Click here to register with the bank.
- Login
  Click to log in to the application.
- ATM/ Branch Locator
  Click to view the address and location of the ATMs and the branches of the Bank. For more information refer ATM/ Branch Locator.
- Help
  Click to launch the online help.
- About
  Click this menu to view the information about the application like version number, copyright etc.

Choose from our range of products

Savings
Click to apply for savings account.

Checking
Click to apply for checking account.

Term Deposits
Click to apply for deposit account.
Icons
Following icons are present on the corporate dashboard:

- : The logo of the bank.
- : Click the toggle menu to access the transactions.
- : Click this icon to log in to the application.

Credit Cards
Click to apply for a credit card.

Auto Loan
Click to apply for auto loan.

Personal Loan
Click to apply for personal loan.

In Principal Approval
Click to apply for in principal approval application.

Mortgage Loans
Click to apply for mortgage loans.

Tools & Calculator
- Loans - Click to access loan calculator.
- Term Deposits - Click to access deposit calculator to calculate the interest on total value of deposit at maturity.
- Eligibility - Click here to access Loan Eligibility Calculator to calculate your loan eligibility.
- Foreign Exchange – Click here to access foreign exchange calculator to calculate foreign exchange conversion amounts and view the exchange rates (for supported currencies)

Get in touch with us

Company
- Home: Click to go to the home page
- About Us: Click to get the information about the bank
- Help: Click to contact for help.
Log-In & Log-Out

Icons
Following icons are present on the corporate dashboard:

- 🙌: The logo of the bank.
- 📑: Click the toggle menu to access the transactions.
- ⚡️: Click this icon to log in to the application.

Legal
This section displays the following links:

- Terms and Conditions
- Privacy Policy
- Press

Helpful Links

- Sign Up : Click here to sign up to the application
- Compare Rates : Click to compare rates
- Members only Offers: Click here to avail the offers

Contact US
Address of the bank.

Locate a Branch
Enter your location and search for the nearest branch.

Social
Click the social networking sites icons to connect to Facebook / twitter.

3. Click Login.
   The Login screen appears.
   OR
   Click Register if you are a new user.

4. In the Username field, enter the user ID.

5. In the Password field, enter the password.

Note: The characters typed in the Password field appear masked (••••••) for security reasons.

6. Click Login.

7. The Dashboard Overview screen appears with broad level financial summary, outstanding and available balance in current and savings account, loans, term deposit, and credit cards.

4.2 Log-out of the application

To log out of the application:
1. In the top right corner, click \begin{itemize}
\item \textbf{Logout}\end{itemize} icon.
The success message of logging out appears.
5. **First Time Login**

When a new user first logs into the application with the authorized user name and password, he has to accept terms and conditions of the bank, he is forced to change the login and transaction passwords, set security questions (if this is set as a second factor authentication for any transaction/s).

**How to reach here:**

*Portal Page > Login*

**To log in to the application:**

1. Open an internet browser to access the application.
2. Type the Oracle Banking Digital Experience URL in the Address bar, and press Enter. The Portal page appears.
3. Click Login.
   The Login screen to enter the user name and password appears.
## Login

![Login screen](image)

### Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>The unique user ID.</td>
</tr>
<tr>
<td>Password</td>
<td>Password for channel access.</td>
</tr>
</tbody>
</table>
4. In the **Username** field, enter the user ID.

5. In the **Password** field, enter the password.

**Note:** The characters typed in the Password field appear masked (••••••) for security reasons.

6. Click **Login**.
   The **First Time Login - Terms and Condition** screen appears.

**First Time Login - Terms and Condition**

7. Read the terms and conditions.

8. Click **Accept** to accept the terms and conditions.
   The **Force Change Password** screen appears.

**Note:** Force Change Password screen will only appear for users for whom the password is set by administrator and not for the users who have self-registered themselves.
## Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Password</td>
<td>Current password as received in your email address.</td>
</tr>
<tr>
<td>New Password</td>
<td>New password for channel access.</td>
</tr>
<tr>
<td>Re-enter Password</td>
<td>Re-enter the new password to confirm.</td>
</tr>
</tbody>
</table>

9. In the **Current Password** field, enter the password.
10. In the **New Password** field, enter the password.
    OR
    Read the **Password Conditions** to set the new password.
11. In the **Re-enter Password** field, re-enter the password.
12. Click **Confirm**. The success message appears. The User is directed to **User Security Question Setup** screen.

**Note:** Password Conditions gets highlighted in green if the user’s password is meeting the Password Policy criteria and similarly in Red if the password is not as per the Password Policy maintained.
User Security Question Setup

13. Click Setup Now to setup security questions.
The **Set Security Questions** screen.
OR
Click Skip to skip this step.
## Set Security Questions

![Image of security questions screen](image)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Security Questions</td>
<td></td>
</tr>
<tr>
<td>User ID</td>
<td>User Id of the logged in user.</td>
</tr>
<tr>
<td>Security Questions 1/2/3</td>
<td>Questions available for selection to add to the set.</td>
</tr>
<tr>
<td>Answer</td>
<td>The answers corresponding to the security question.</td>
</tr>
</tbody>
</table>

14. From the **Security Questions** list, select the security question to be added in set.
15. In the **Answers** field, enter the answers corresponding to the security question.
16. Click **Save** to save the security questions. The user is directed to the **Dashboard** screen.
6. **Dashboards**

Oracle Banking Digital Experience is a one-stop solution for a bank for its core banking operations, across corporate offerings. It is designed to help banks respond strategically to today’s business challenges, while also transforming business models and processes to reduce operating costs and improve productivity across both front and back office.

Role based dashboards have been designed to deliver the right information to the right people at the right time so they can make optimal business decisions. Multiple dashboards can be made available to the users based on their roles in a corporate.

Dashboard provides a quick view of the most relevant functions, to achieve a particular objective or complete a process. OBDX supports role specific dashboards for user - role combinations viz., Retail Maker, Corporate Maker, Corporate Approver, Corporate over-viewer, Bank Administrator, etc.

**Pre-requisites**
- User must have the relevant access from bank with online banking enabled.
- Other features related to accounts must be supported by core banking system.

**Features Supported In Application**
- Viewer Dashboard
- Maker Dashboard
- Approver Dashboard

6.1 **Viewer Dashboard**

Corporate Viewer Dashboard service provides the top management of any corporate with a consolidated and easy to understand view of their business immediately after logging in. This helps them to take speedy and accurate decisions to meet their short term and long term business goals.
Dashboard Overview

Icons
Following icons are present on the corporate - viewer dashboard:

- **Confirm**: Clicking this icon takes you to the dashboard.
- **Mail**: Clicking this icon takes you to the Mailbox screen.
- **Search**: Click this icon to search the transactions.
- **Logout**: Click this icon to log out from the application.
- **Toggle Menu**: Click the toggle menu to access the transactions.
- **Search Date**: 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.
- **Your Current View is**: Select your role as viewer. The drop-down to select the role is available only if the user is mapped with more than one role.
- **Select Language**: Select your desired language from the drop-down list.
- **Accounts**: This menu consists of sub menu items like Current and Savings account, Term Deposits and Loans and Finances to navigate to the respective account related transactions.
- **Payments**: Click here to access Payments related transactions or setting up of payments
- **File Upload**: Click this icon to upload files and view the files already uploaded.
- **Reports**: Click this icon to generate the reports and view the generated reports.
- **Trade Finance**: Click this menu to manage your Letter of Credits (LCs) and Bills.
- **Mail Box**: Click this menu to view the Mails, Alerts and Notifications.
- **My Profile**: Click this menu to view the logged in user’s profile.
- **Session Summary**: Click to view the login details like start date an time, end date and time, Channel and IP address of the last sessions of the logged in user.
- **ATM/Branch Locator**: Click to view the address and location of the ATMs and the branches of the Bank. For more information refer ATMs Branch Locator section.
• △ Manage Alerts  Click to view and manage the alerts.

• □ Limits  : Click this menu to view the daily limits. For more information refer Daily Limits section.

• ⚜ Security Settings  Click this menu to set the security questions. For more information, refer Security Questions section.

• 🔍 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.

Financial Overview
The section provides a graphical representation of the distribution of assets and liabilities across the Current and Savings Accounts, Term Deposits & Loans accounts held with the bank. It also displays the total amount of assets, liabilities and the Net Worth. Account types displayed in the section include CASA, term deposits, and loans.

Position By Currency
The section displays currency wise position of user’s assets and liabilities in the form of a bar graph. Each bar represents one currency.

The user can filter this section to view details of his primary party, or the linked parties or all parties.

New Message in Your Inbox
The section displays the count of messages and notifications received by the logged in user. Click Go to Mailbox link to view all the notifications sent by the bank.

Pending for Action
The section displays the number of transactions pending for his approval, The Switch to Approver Dashboard link allows the corporate viewer to switch to approver dashboard from the viewer dashboard to approve the transactions that need approvals.

Bill Receivable/ Payable
The section displays the summary of all import and export bills associated with specific party/ parties. The dashboard allows the user to view the total amount receivable and payable with respect to the trade bills (Under LC and standalone) immediately after logging in.
Trade Instruments
Trade Instruments section allows the user to view the summary of all trade instruments (Import-Export LC, outward guarantee) that are going to expire in near future and are associated with specific party/ parties.

The user can view the trade instruments that are going to expire within 10 days, 15 days and 30 days by selecting the option from the drop-down.

Credit Line Usage
This section displays a snapshot of the line limits of the user. View the following:

- **Utilized Amount**: The limits utilized by the party from the total set limit.
- **Remaining Amount**: The limits remaining from the total set limit.

The user can filter this section to view details of his primary party, or the linked parties or all parties.

Click View Details to access the Line Limit Utilization screen.
Current and Savings/ Term Deposits/ Loans

The current and savings/ Term Deposit/ Loan account card displays the count of the account and total balance in these accounts along with the transaction currency. The section below the account card displays the summary of assigned CASAs/ Term Deposit / Loan with below details. Click the particular account number of CASA / Term Deposit / Loan account to go to the account details screen.

- Current and Savings:
  - Party Name: Displays the party names linked to the ID and holding the accounts
  - Account Number: Displays the Account Number (masked format), account nickname (if any), and the product name. Click the account number to go to the Account Details screen.
  - Account Type: Displays the type of account viz., savings or current etc
  - Net Balance: The balance amount in the account is displayed

- Term Deposits:
  - Party Name: Displays the party names linked to the ID and holding the deposits
  - Deposit Number: Displays the TD Account Number (masked format), account nickname (if any) and the product name. Click the account number to go to the Deposit Details screen.
  - Interest Rate: shows the applicable rate of interest on the TD
  - Maturity Date: shows the date of maturity of deposit
  - Principal Balance: shows the amount invested in deposit
  - Maturity Balance: shows the amount which would be available on the date of maturity.

- Loans
  - Party Name: Displays the party names linked to the ID and holding the loans
  - Account Number: Displays the Loans Account Number (masked format), account nickname (if any) and the product name. Click the account number to go to the Loan Details screen.
  - Interest Rate: Applicable rate of interest
  - Maturity Date: The Maturity Date of the Loan account
  - Outstanding Balance: Outstanding Amount against the loan

Click **Download** to download the account summary of Current and Savings/ Term Deposit/ Loan accounts.

Click ‹, ‹, › or › to navigate across page of account summary.

Corporate Limits

The user can view the party cumulative transaction limits for each transaction, daily and monthly limits utilized and available for use from the viewer dashboard.

Click **View All** to access the Limits transaction.
Activity Log
The latest activity logs are displayed on the viewer’s dashboard. It is divided into two fields broadly: Financial / Non-Financial.

The logged in user can view the transaction summary with respective statuses and details.

**Financial**: This displays the financial transactions initiated by the maker in the following categories

- **Accounts** - The details of activity log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Number: Account number of the transaction
  - Amount: Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- **Payments**
  - Date: Date of the transaction
  - Description: Description of the transaction
  - From Account: Source Account number of the transaction
  - Amount: Amount of the transaction
  - Payee Account Details: Payee’s account details
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- **Bulk File**
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Transaction Type: Transaction type of the file upload
  - File Name: Name of the file uploaded.
  - File Amount: Total Amount of Transaction.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- **Bulk Record**
  - Date: Date of the transaction
  - Transaction Type: Transaction type of the bulk record
  - Debit Account: Account number of the account to be debited.
  - Amount: Amount of the transaction
  - Payee Account Details: Payee’s account number
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
Non-Financial: This displays the non-financial transactions initiated by the maker and further categorized as below:

- Accounts
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Number: Account number of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- Payee and Biller
  - Date: Date of the transaction
  - Payee/ Biller Name: Payee/ Biller name
  - Payee Type: Type of the payee
  - Category: Payee Category
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- Bulk File
  - Date: Date of the transaction
  - File Identifier: Unique code assigned to the uploaded file.
  - Transaction Type: Transaction type of the file upload
  - File Name: Name of the file uploaded.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- Bulk Record
  - Date: Date of the transaction
  - File Identifier: Unique code assigned to the record.
  - Transaction Type: Transaction type of the bulk record
  - Description: Description of the transaction
  - Reference Number: Reference Number of the record.
  - Status: Status of the record

- Trade Finance
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Beneficiary Name: Name of the Beneficiary against whom LC is to be created
  - Amount: Amount for the Letter of Credit / Bill
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
• Others
  ▪ Date: Date of the transaction
  ▪ Initiated By: User who has initiated the transaction
  ▪ Transaction Type: Type of the transaction initiated
  ▪ Description: Description of the transaction
  ▪ Reference Number: Reference Number of the transaction
  ▪ Status: Status of the transaction

Reports
The latest reports mapped and generated under a party/parties mapped to the logged in user are listed in this section. Click View All to view all the reports generated.

Transaction Journey
Click the Reference number link to view the Transaction Journey
This screen displays the transaction details and transaction journey of a transaction, and the current status of transaction whether it is Initiated, Approved or Processed.
**Transaction Journey**

This section displays the status of transactions. Transaction journey displays the status as:

- Initiated
- Approved
- Processed

1. Click **Back** to navigate to the **Dashboard**.
   OR
   Click **e-Receipt** to generate the e-receipt of the transaction.

### 6.2 Maker Dashboard

This Dashboard is designed to cater to the corporate users who are the transaction executors. An option of Quick Links have been provided on the Dashboard for an easy access to some of the more commonly used features in the system along with the few important features like account details, activity log etc.
Dashboard Overview

Icons
Following icons are present on the corporate dashboard:

- 📊: Click this icon to go to the dashboard.
- 📧: Click this icon to go 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 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.
- **Your Current View is**: Select your role as maker. The drop-down to select the role is available only if the user is mapped with more than one role.
- **Select Language**: Select your desired language from the drop-down list.
- 🏷 Accounts: This menu consists of sub menu items like Current and Savings account, Term Deposits and Loans and Finances to navigate to the respective account related transactions.
- 🏷 Payments: Click here to access Payments related transactions or setting up of payments.
- 📝 File Upload: Click this icon to upload files and view the files already uploaded.
- 📊 Reports: Click this icon to generate reports and view the generated reports.
- 🏷 Trade Finance: Click this menu to manage your Letter of Credits (LCs) and Bills.
- 📬 Mail Box: Click this menu to view the Mails, Alerts and Notifications.
- 📊 My Profile: Click this menu to view the logged in user's profile.
- 🕒 Session Summary: Click to view the login details like start date and time, end date and time, Channel and IP address of the last sessions of the logged in user.
- 🕒 ATM/Branch Locator: Click to view the address and location of the ATMs and the branches of the Bank. For more information, refer [ATM/ Branch Loacator](#) section.
- **Manage Alerts**  Click to view and manage the alerts.

- **Limits**  Click this menu to view the daily limits. For more information, refer **Daily Limits** section.

- **Security Settings**  Click this menu to set the security questions. For more information, refer **Security Questions** section.

- **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.

### Current and Savings/ Term Deposits/ Loans

The current and savings/ Term Deposit/ Loan account card displays the count of the account and total balance in these accounts along with the transaction currency. The section below the account card displays the summary of assigned CASAs/ Term Deposit / Loan with below details. Click the particular account number of CASA/ / Term Deposit / Loan account to go to the account details screen.

- **Current and Savings:**
  - Party Name: Displays the party names linked to the ID and holding the accounts
  - Account Number: Displays the Account Number (masked format), account nickname (if any), and the product name. Click the account number to go to the Account Details screen.
  - Account Type: Displays the type of account viz., savings or current etc
  - Net Balance: The balance amount in the account is displayed

- **Term Deposits:**
  - Party Name: Displays the party names linked to the ID and holding the deposits
  - Deposit Number: Displays the Term Deposit Account Number (masked format), account nickname (if any) and the product name. Click the account number to go to the Deposit Details screen.
  - Interest Rate: shows the applicable rate of interest on the Term Deposit
  - Maturity Date: shows the date of maturity of deposit
  - Principal Balance: shows the amount invested in deposit
  - Maturity Balance: shows the amount which would be available on the date of maturity.

- **Loans**
  - Party Name: Displays the party names linked to the ID and holding the loans
  - Account Number: Displays the Loans Account Number (masked format), account nickname (if any) and the product name. Click the account number to go to the Loan Details screen.
- Interest Rate: Applicable rate of interest
- Maturity Date: The Maturity Date of the Loan account
- Outstanding Balance: Outstanding Amount against the loan

Click **Download** to download the account summary of Current and Savings/ Term Deposit/ Loan accounts.

**Click ‹ , †, ‡ or ‡† to navigate across page of account summary.**

**Work Snapshot for Today**

This section displays the work snapshot of the current day of the logged in user along with the count of transactions with specific statuses (processed, In-progress, Rejected).

The widget displays the count of transactions as on the current system date as per their status as follows:

- **Processed**: Displays the count of transactions that are approved, as on the current system date.
- **In Progress**: Displays the count of transactions that are initiated, as on the current system date.
- **Rejected**: Displays the count of transactions that are rejected, as on the current system date.

**Notifications**

The notification section allows the corporate user to view latest four notifications sent by the bank. Click View All to view all the notifications sent by the bank. Also total count of unread notifications are shown on the screen.

**Last 5 Payments**

The section displays the last five payments initiated by the corporate user with the respective statuses on the dashboard.

**Quick Links**

The following transactions can be initiated from this section:

- **Own Account Transfer**
- **Funds Transfer (Domestic Payments)**
- **Issue Draft**
- **Ad-hoc Payment**
- **File Upload**
- **Uploaded Files Inquiry**

**Activity Log**

The latest activity logs are displayed on the maker’s dashboard. It is divided into two fields broadly: Financial / Non-Financial.

The logged in user can view the transaction summary with respective statuses and details.

**Financial** : This displays the financial transactions initiated by the maker in the following categories:
• Accounts - The details of the activity log are:
  ▪ Date: Date of the transaction
  ▪ Description: Description of the transaction
  ▪ Account Number: Account number of the transaction
  ▪ Amount: Amount of the transaction
  ▪ Reference Number: Reference Number of the transaction.
  ▪ Status: Status of the transaction

• Payments
  ▪ Date: Date of the transaction
  ▪ Description: Description of the transaction
  ▪ From Account: Source Account number of the transaction
  ▪ Amount: Amount of the transaction
  ▪ Payee Account Details: Payee’s account details
  ▪ Reference Number: Reference Number of the transaction.
  ▪ Status: Status of the transaction

• Bulk File
  ▪ Date: Date of the transaction
  ▪ Description: Description of the transaction
  ▪ Transaction Type: Transaction type of the file upload
  ▪ File Name: Name of the file uploaded.
  ▪ File Amount: Total Amount of Transaction.
  ▪ Reference Number: Reference Number of the transaction.
  ▪ Status: Status of the transaction

• Bulk Record
  ▪ Date: Date of the transaction
  ▪ Transaction Type: Transaction type of the bulk record
  ▪ Debit Account: Account number of the account to be debited.
  ▪ Amount: Amount of the transaction
  ▪ Payee Account Details: Payee’s account details
  ▪ Reference Number: Reference Number of the transaction.
  ▪ Status: Status of the transaction

  **Non-Financial:** This displays the non-financial transactions initiated by the maker and further categorized as below:

• Accounts
  ▪ Date: Date of the transaction
  ▪ Description: Description of the transaction
  ▪ Account Number: Account number of the transaction
• Reference Number: Reference Number of the transaction.
• Status: Status of the transaction

- Payee and Biller
  - Date: Date of the transaction
  - Payee/ Biller Name: Payee/ Biller name
  - Payee Type: Type of the payee
  - Category: Payee Category
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- Bulk File
  - Date: Date of the transaction
  - File Identifier: Unique code assigned to the uploaded file.
  - Transaction Type: Transaction type of the file upload
  - File Name: Name of the file uploaded.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- Bulk Record
  - Date: Date of the transaction
  - File Identifier: Unique code assigned to the record.
  - Transaction Type: Transaction type of the bulk record
  - Description: Description of the transaction
  - Reference Number: Reference Number of the record.
  - Status: Status of the record

- Trade Finance
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Beneficiary Name: Name of the Beneficiary against whom LC / Bill is to be created
  - Amount: Amount for the Letter of Credit / Bill
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- Others
  - Date: Date of the transaction
  - Initiated By: User who has initiated the transaction
  - Transaction Type: Type of the transaction initiated
  - Description: Description of the transaction
  - Reference Number: Reference Number of the transaction
Status: Status of the transaction

Bulk File Upload Widget
The section allows the user to upload a bulk file directly from the dashboard.

Transaction Journey
Click the reference number link to view the Transaction Journey
This screen displays the transaction details and transaction journey of the specific transaction. It displays the current status of transaction whether (Initiated, Approved or Processed).

Transaction Journey

Transaction Name
This section displays the name of the transaction that is to be approved.

Review
The section displays the details of the initiated transaction for review.
Transaction Name
This section displays the name of the transaction that is to be approved.

Transaction Journey
This section displays the status of transactions that are initiated by the maker. Transaction journey displays the status as:
- Initiated
- Approved
- Processed

1. Click Back to navigate to the Dashboard.
   OR
   Click e-Receipt to generate the e-receipt of the transaction.

6.3 Approver Dashboard
This dashboard is available for corporate users whose significant responsibility is of approving the transactions. Approver has the responsibility to ensure correctness of financial or non-financial transaction as per the bank and corporate mandate, to ensure speedy and accurate processing.
Dashboard Overview

Following icons are present on the corporate - approver dashboard:

- : Click this icon to go to the dashboard.
- : Click this icon to go 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 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.
- **Your Current View is**: Select your role as viewer. The drop-down to select the role is available only if the user is mapped with more than one role.
- **Select Language**: Select your desired language from the drop-down list.
- **Accounts**: This menu consists of sub menu items like Current and Savings account, Term Deposits and Loans and Finances to navigate to the respective account related transactions.
- **Payments**: Click here to access Payments related transactions or setting up of payments.
- **File Upload**: Click this icon to upload files and view the files already uploaded.
- **Reports**: Click this icon to generate the reports and view the generated reports.
- **Trade Finance**: Click this menu to manage your Letter of Credits (LCs) and Bills.
- **Mail Box**: Click this menu to view the Mails, Alerts and Notifications.
- **My Profile**: Click this menu to view the logged in user's profile.
- **Session Summary**: Click to view the login details like start date
an time, end date and time, Channel and IP address of the last sessions of the logged in user.

- **ATM/Branch Locator**: Click to view the address and location of the ATMs and the branches of the Bank. For more information refer [ATM/Branch Locator] section.

- **Manage Alerts**: Click to view and manage the alerts.

- **Limits**: Click this menu to view the daily limits. For more information refer [Daily Limits] section.

- **Security Settings**: Click this menu to set the security questions. For more information, refer [Security Questions] section.

- **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.

### Notifications
The notification section allows the corporate approver to view last four notifications sent by the bank. Click **View All** to view all the notifications sent by the bank. User can also click on the specific notification to see the details.

### Pending for Action
This section displays the summary of all the financial and non-financial transactions that are pending for approval by the corporate approver user in a graphical form.

The transactions are grouped by module name and provide a quick view of transactions that are needed to be approved.
Quick Links
The following commonly used transactions can be initiated from this section:

- Own Account Transfer
- Funds Transfer
- Issue Draft
- Adhoc payment
- File Upload
- Uploaded Files Inquiry

Pending for Approvals
This section displays the details of transactions that are initiated by the maker and are pending for approval. It is briefly classified into two broad categories a) Financial and b) Non-Financial. User can click each tab to view the details of transactions that are pending for approvals. Click the reference number link to view, approve or reject the transaction. User can also select multiple records from the summary and approve or reject the transactions.

My Limits
This section allows the user to view the transaction specific limits assigned to him for initiating and approving the transactions. It also provides information about the limits assigned by the bank and the limit utilized by the user.

Corporate Limits
The user can view the party cumulative transaction limits for each transaction, daily and monthly limits utilized and available limits for use from the viewer dashboard.

My Approved List
This section displays the details of transactions that are approved by the approver user. Click each tab to view the snapshot of transactions already approved.

Click the Reference Number link to view the detailed transaction.

Click Download to download the summary of transactions approved by the approver user.
Current and Savings/ Term Deposits/ Loans

The current and savings/ Term Deposit/ Loan account card displays the count of the account and total balance in these accounts along with the transaction currency. The section below the account card displays the summary of assigned CASAs/ Term Deposit / Loan (combined by account currencies) with below details. Click the particular account number of CASA/ Term Deposit / Loan account to go to the account details screen.

- Current and Savings:
  - Party Name: Displays the different party names linked to the ID and holding the accounts
  - Account Number: clicking the account number takes you to the Account Details screen.
  - Account Type: Displays the account type - savings or current.
  - Net Balance: The balance amount in the account is displayed

- Term Deposits:
  - Party Name: Displays the different party names linked to the ID and holding the deposits
  - Deposit Number: clicking the account number takes you to the Deposit Details screen.
  - Interest Rate: shows the applicable rate of interest on the various deposits
  - Principal Balance: shows the amount invested in deposit
  - Maturity Date: shows the date of maturity of deposit
  - Maturity Balance: shows the amount which would be available at the date of maturity.

- Loans
  - Party Name: Displays the different party names linked to the ID and holding the loans
  - Account Number: clicking the account number takes you to the Loan Details screen.
  - Interest Rate: Applicable rate of interest of loan
  - Maturity Date: date when the loan would be closed if all the due is clear
  - Outstanding Balance: Amount which is left to be deposited against the loan

Click Download to download the account summary of Current and Savings/ Term Deposit/ Loan accounts.
Activity Log
Displays the details of all the transactions made to their accounts like account financial, account non-financial, bulk file, bulk record, Payee and Biller and payments transactions.
It is divided into two fields broadly: Financial / Non-Financial.
The logged in user can view the transaction summary with respective statuses and details.
Financial : This displays the financial based transactions - further categorized as following:

- Accounts - The details of activity log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Number: Account number of the transaction
  - Amount: Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- Payments
  - Date: Date of the transaction
  - Description: Description of the transaction
  - From Account: Source Account number of the transaction
  - Amount : Amount of the transaction
  - Payee Account Details: Payee’s account number of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- Bulk File
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Transaction Type: Transaction types of the file upload
  - File Name: Name of the file uploaded.
  - File Amount: Amount to be debited from debit account.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- Bulk Record
  - Date: Date of the transaction
  - Transaction Type: Transaction type of the bulk record
  - Debit Account: Account number of the account to be debited.
  - Amount: Amount to be debited from debit account
- Payee Account Details: Payee’s account number
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

**Non-Financial:** This displays the non-financial transactions initiated by the maker and further categorized as below:

- **Accounts**
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Number: Account number of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- **Payee and Biller**
  - Date: Date of the transaction
  - Payee/ Biller Name: Payee/ Biller name
  - Payee Type: Type of the payee
  - Category: Payee Category
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- **Bulk File**
  - Date: Date of the transaction
  - File Identifier: Unique code assigned to the uploaded file.
  - Transaction Type: Transaction type of the file upload
  - File Name: Name of the file uploaded.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- **Bulk Record**
  - Date: Date of the transaction
  - File Identifier: Unique code assigned to the record.
  - Transaction Type: Transaction type of the bulk record
  - Description: Description of the transaction
  - Reference Number: Reference Number of the record.
  - Status: Status of the record

- **Trade Finance**
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Beneficiary Name: Name of the Beneficiary against whom LC is to be created
The Pending for approvals list contains transactions that have been initiated by the maker and are pending for approvals. When the approver user logs in to the application, he can view the transactions that are pending for his decision to either approve or reject.

How to reach here:
Approver Dashboard > Pending for Approvals section

To approve the transaction:
1. Select the transaction pending for approval, by clicking on the checkbox against it and click on Approve or Reject

2. The Transaction Approval / Rejection screen prompting to enter the approval / rejection remarks appear.
   OR
   Click Cancel to navigate to the Dashboard.
3. Alternately, the approver can view detailed transaction summary, before approving / rejecting a transaction.

4. Click the Reference Number link of the transaction that has to be approved, in the Pending for Approval section. The transaction screen with Review and Transaction Journey section appears.

Review and Transaction Journey

Transaction to approve

Transaction Name
This section displays the name of the transaction like Loan repayment, Bulk File Upload etc.

Review
The section displays the details of the transaction
Transaction Name
This section displays the name of the transaction like Loan repayment, Bulk File Upload etc.

Transaction Journey
This section displays the status of transactions. The possible values for the status are:
- Initiated
- Approved
- Processed

5. Click Approve to approve the initiated transaction. The Transaction Approval screen prompting to enter the approval remarks appear.
   OR
   Click Reject to reject the transaction.
   OR
   Click Back to navigate to the Dashboard.

6. Enter the remarks and click Approve.
   OR
   Enter the remarks and click Reject.
   OR
   Click Cancel to cancel the transaction.
   The screen with success message along with the reference number appears.

FAQs

1. If one user is configured so that he is both a Maker and an Approver, how does he switch the Dashboard View?
   The user can go to the Profile icon and switch between the Maker / Approver roles.

2. Can I see the details of linked party?
   Yes, the details of linked party will be shown in the same section.
7. **Forgot Password**

Login password is the password using which customer logs into the internet banking platform. User cannot access his bank accounts without the password. Forgot password feature allows user to reset their login password to access banking portal.

User is asked to enter his User ID and Date of Birth. His identity is validated through the 2factor authentication process, post which, the user can setup a new login password for channel access.

**Pre-requisites**

- User must have a valid login credential to access the digital banking platform.
- System Administrator must have setup the 2 factor authentication for Forgot Password.

**Features Supported In Application**

- User Verification
- New Password Creation

**How to reach here:**

*Portal > Forgot Password*

**To reset the password:**

1. In the Log In page, click **Forgot Password**. The **Forgot Password** screen appears.
Forgot Password

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>Log in id provided by the bank.</td>
</tr>
<tr>
<td>Date of birth</td>
<td>Date of birth of the user.</td>
</tr>
</tbody>
</table>

2. In the User Name field, enter the log in id.
3. In Date of birth field, enter the date of birth of the user.
4. Click Continue.
   OR
   Click to Cancel the transaction.
5. The Verification screen appears. The user has to pass the 2factor authentication, before he can proceed. 2 factor authentication (OTP/Security question/Soft Token) will be as per the setup done by system administrator.
6. The Forgot Password screen appears.

Forgot Password – New Password Creation

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please enter your new password</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Re-enter Password</td>
<td></td>
</tr>
</tbody>
</table>

Password Conditions

- Have 6 to 16 characters
- Must include upper case, lower case, number, and special characters
- Have at least 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 special character (!@#$)
- Not contain identical characters and consecutive alphabetical characters more than 4
- Not be a common password
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>New password for channel access.</td>
</tr>
<tr>
<td>Re-enter Password</td>
<td>Re-enter the new password to confirm.</td>
</tr>
</tbody>
</table>

7. In the **Password** field, enter the password.
8. In the **Re-enter Password** field, re-enter the password.
9. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
10. The success message of resetting the password appears. Click **Login** to log in to the application.
8. **Session Summary**

The option used by the user to check the log of transactions and login details for the previous five logins. The user can view the entire session summary of the previous five logins, login and logoff date and time for each session, channel in which transactions are carried out in each session along with the IP address of the channel.

**How to reach here:**

*Dashboard > Toggle Menu > Session Summary*

### Session Summary

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date &amp; Time</td>
<td>The start date and time of the session.</td>
</tr>
<tr>
<td>End Date &amp; Time</td>
<td>The end date and time of the session.</td>
</tr>
<tr>
<td>Channel</td>
<td>The channel of access for the session (Desktop Browser / Mobile / Application etc.)</td>
</tr>
<tr>
<td>IP Address</td>
<td>IP address of the channel.</td>
</tr>
</tbody>
</table>
1. Click ▶ against a specific record to view the details of that session. The session details appear. OR
   Click OK to navigate to the Dashboard screen.

---

**Session Summary - Details**

![Session Summary Table]

**Field Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date &amp; Time</td>
<td>The start date and time of the session.</td>
</tr>
<tr>
<td>End Date &amp; Time</td>
<td>The end date and time of the session.</td>
</tr>
<tr>
<td>Channel</td>
<td>The channel of access for the session (Desktop Browser / Mobile / Application etc.).</td>
</tr>
<tr>
<td>IP Address</td>
<td>IP address of the channel.</td>
</tr>
<tr>
<td>Transaction Name</td>
<td>Name of the transaction, which is accessed in the session.</td>
</tr>
<tr>
<td>Status</td>
<td>Status of the transaction.</td>
</tr>
<tr>
<td>Transaction Date &amp; Time</td>
<td>The date and time of the transaction.</td>
</tr>
</tbody>
</table>
9. My Profile

Using this option, the user can view his profile details. View the Primary Party ID, last login time, email id, phone number, and date of birth and address of the user. This helps the user to see what is the detail maintained at bank, so that if bank wants to reach out to user, they can do so by the details provided here.

Pre-requisites

- User must have a CASA account with bank with online banking enabled.
- Other features related to accounts must be supported by core banking system and all the details are fetched from the system.

Features Supported In Application

- View the details about user, such as name, email, phone number as registered with the bank

How to reach here:

Dashboard > Toggle Menu > My Profile

Profile

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>Name of the user who is currently logged in.</td>
</tr>
<tr>
<td>Last Login Time</td>
<td>The date and time of the last login of the user.</td>
</tr>
<tr>
<td>Email</td>
<td>Email id of the user.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Phone Number</td>
<td>The mobile number of the user.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Date of birth of the user.</td>
</tr>
<tr>
<td>Address</td>
<td>Address of the user.</td>
</tr>
</tbody>
</table>

1. Click **OK** to navigate to the previous screen.
   OR
   ![Download file](download.png)
   to download the user details.

**FAQs**

1. **Can the user edit his profile information?**
   
   No, user cannot edit his profile information; he can only view the profile details.
10. **E-Receipts**

E-receipts are electronic receipts that are generated for a transaction from the confirmation page. E-receipts are proof of payment, showing that a payment or a transaction has been done in your bank accounts. Alternately e-receipts can be generated from the transaction journey page, on the dashboard – for all completed transactions.

An e-receipt displays the transaction name, transaction details along with date and time stamp. It's a configurable feature; the user can view the E-receipt button on the transaction only if it is configured (this is done by the bank, when the user requests for the feature)

**Pre-requisites**

- User has a Current and/or Savings account with the bank with online banking enabled
- The E-receipts maintenance is configured, for the user by the admin.

**Features Supported In Application**

- Provide e-receipts for a transaction

10.1 **Example for e-receipt generation**

**To transfer the money to existing payee:**

1. In the Transfer Type field, select the Existing Payee option.
Make Payment - Existing Payee

2. From the **Payee** list, select the appropriate payee. The account maintained under payee to transfer funds appears.

3. From the **Transfer From** account list; select the account from which transfer needs to be done.

4. From the **Currency** list, select the appropriate currency for the amount to be transferred (applicable for international payees only. For domestic and internal payees, currency gets defaulted.)

5. In the **Amount** field, enter the transfer amount.
   OR
   Click the **View Limits** link to check the transfer limit.

6. In the **Transfer When** field, select the appropriate transfer date.
   a. If you select the **Now** option, transfer will be done on same day.
      OR
      If you select **Later** option in the **Transfer On** field, select the appropriate future date for transfer.

7. From the **Correspondence Charges** list, select the appropriate option (applicable for international payees only)
8. From the **Payment Details** list, select the appropriate purpose of transfer (applicable for international payees only)

9. Click **Pay** to initiate payment.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.

10. The **Make Payment - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to navigate to the **Dashboard** Screen.
    OR
    Click **Back** to navigate back to the previous screen.

11. The success message of payment along with the transaction reference number, status, Transfer To, Amount, Account Number, Account Type, Transfer From and Transfer When.
    OR
    Click **Go To Dashboard** to go to the **Dashboard** screen.
    OR
    Click **Add Favorite** to mark the transaction as favorite. The favorite transaction is added. For more information, click [here](#).
    OR
    Click **Set Repeat Transfer** to repeat the transaction. For more information, click [here](#).
    OR
    Click the **e-Receipt** link to download the electronic receipt.
FAQs

1. Can the user download or print e-receipt?
   Yes, the user can download or print e-receipt.
11. Security Settings

Following options in security settings are available in the application:

- Change Password
- Set Security Questions
- Alternate Login
- Push Notifications

11.1 Change Password

User may have revealed the password to someone or for account security purpose may want to change the password of his account. This feature allows the existing users of the bank to change their password.

Pre-requisites

User must have existing login credentials

Features Supported In Application

- Changing of old password to new Password

How to reach here:

Dashboard > Toggle Menu > Security Settings > Change Password

Change Password

[Image of the Change Password interface]
Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Password</td>
<td>Old password for channel access.</td>
</tr>
<tr>
<td>New Password</td>
<td>New password for channel access.</td>
</tr>
<tr>
<td>Re-enter Password</td>
<td>Re-enter the new password to confirm.</td>
</tr>
</tbody>
</table>

**To reset the password:**

1. In the **Old Password** field, enter the password.
2. In the New Password field, enter the password.
   (See Password Condition section on the application screen to view the policy of setting a new password.)
3. In the **Re-enter Password** field, re-enter the password.
4. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
5. The success message of changing the password appears. Click **Login** on confirmation screen to log in to the application.

**Note:** Password Conditions gets highlighted in green if the user’s password is meeting the Password Policy criteria and similarly in Red if the password is not as per the Password Policy maintained.
11.2 Set Security Questions

Using this option, the user can choose the security questions and maintain the corresponding answers. User will be asked to answer these questions to as the second level of authentication to complete the transaction. (if 2FA is configured by Bank/System admin)

**How to reach here:**

*Dashboard > Toggle Menu > Security Settings > Set Security Question*

As a part of first-time set-up of Security Questions, the user selects security questions, from those maintained in the application and provides the answers to these. He saves the answers. At the time of authentication, he’s asked these questions and he has to provide an answer that matches with the one he had saved earlier, as a part of the second level of validation.

**User Security Question Setup**

To set up security questions:

**Note:** Since security questions have not been set-up by the user, message will be displayed “Security Questions are not set up yet”.

1. Click **Set up now** to set-up security questions. The **User Security Question** screen appears.
## User Security Question

![User Security Question screenshot]

### Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User Security Questions</strong></td>
<td></td>
</tr>
<tr>
<td>Security Question</td>
<td>Questions available for selection to add to the set.</td>
</tr>
<tr>
<td>Answer</td>
<td>The answers corresponding to the security question.</td>
</tr>
</tbody>
</table>
2. From the **Security Questions** list, select the appropriate security question to be added in set.

3. In the **Answers** field, enter the answers corresponding to the security question.

4. Click **Save** to save the changes made.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to go back to the previous screen.

5. The **User Security Question – Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Back** to make the changes if any.
   The **User Security Question – Edit** screen with values in editable form appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   The success message of submitting the request appears.
   Click **OK** to complete the transaction and navigate back to ‘Dashboard’.

### 11.2.1 Security Questions - Edit

If the user has already set-up of Security Questions, the application displays the list of security questions. It also allows the user to modify the set of security questions.

**To edit the set of security questions:**

1. Navigate to Set Security Questions screen, **Set Security Question- View** screen appears.

---

**User security questions - View**

![User security questions - View](image_url)
<table>
<thead>
<tr>
<th>Field Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
</tbody>
</table>

**User Security Questions - View**

<table>
<thead>
<tr>
<th><strong>User ID</strong></th>
<th>User ID of the logged in user.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Security Questions</strong></td>
<td>The list of security question, which is the existing set, for the user</td>
</tr>
</tbody>
</table>

2. Click **Edit** to make the changes if any. The **User Security Question – 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.

**User security questions - Edit**

![User Security Question Screen](image_url)
### Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User Security Questions- Edit</strong></td>
<td></td>
</tr>
</tbody>
</table>

3. From the **Security Questions** list, view the existing questions. Modify if required.
4. In the **Answers** field, enter the answers corresponding to the security question.
5. Click **Save** to save the changes made.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to go back to the previous screen.
6. The **User Security Question– Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Back** to make the changes if any.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
7. The **User Security Question– Edit** screen with values in editable form screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   The success message of security question setup appears along with the transaction reference number.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

### 11.3 Alternate Login

This option lets the user to disable his alternate login options (Touch ID/PIN/Pattern) incase if he loses his phone/device (on which his mobile application was installed) and wants to disable his alternate login to prevent it from getting misused by anyone.

**How to reach here:**

*Dashboard > Toggle Menu > Security Settings > Alternate Login*
Alternate Login

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android Devices</td>
<td>All the android devices on which the user has installed the application.</td>
</tr>
<tr>
<td>iOS Devices</td>
<td>All the iOS devices on which the user has installed the application.</td>
</tr>
</tbody>
</table>

1. Click the **Android Devices** toggle button to un-register.
   User’s alternate login gets disabled from all the android devices on which he has installed the application.
   OR
   Click the **iOS Devices** toggle button to un-register.
   User’s alternate login gets disabled from all the iOS devices on which he has installed the application.

11.4 Push Notification

This option lets the user to disable receiving alerts via push notification.

**How to reach here:**

Dashboard > Toggle Menu > Security Settings > Push Notification
Push Notification

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android Devices</td>
<td>All the android devices on which the user has installed the application.</td>
</tr>
<tr>
<td>iOS Devices</td>
<td>All the iOS devices on which the user has installed the application.</td>
</tr>
</tbody>
</table>

1. Click the Android Devices toggle button to un-register. User's notification alerts gets disabled from all the android devices on which he has installed the application.
   OR
   Click the iOS Devices toggle button to un-register. User's notification alerts gets disabled from all the iOS devices on which he has installed the application.

FAQs

1. **If I have more than one iOS devices and I need to deregister one of my devices from the Zigbank application, can I do so using 'Registered Device' option?**
   
   If you disable 'iOS Devices' in the 'Register Device' option, it will disable your alternate login from all the devices. You need to re-install the application if you want to use it again on that device.

2. **Why there is a need to unregister the devices?**
   
   The unregistering of devices is done in case you have lost your device and you want to disable your alternate login from that device to prevent any misuse of your Bank account.
12. Security Question Authentication

The security question is configured as two factor authentication mechanism and as per the level of authentication configured, it is executed. User has to answer the security questions to execute the transaction successfully.

For security question authentication:

1. In the transaction review screen, verify the details, and click Next.
   OR
   Click Cancel to cancel the operation and navigate back to ‘Dashboard’.

2. The 2 Factor Authentication (2FA) screen appears

3. For the Security Question - 2F Authentication, in the Answers field, enter the answers corresponding to the security question

Security Question Authentication

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions</td>
<td>The list of security questions set for the 2F authentication.</td>
</tr>
<tr>
<td>Answer</td>
<td>The answers corresponding to the security question.</td>
</tr>
</tbody>
</table>

4. Click Next to go to the next level of authentication (if applicable).
   OR
   Click Cancel to cancel the operation and navigate back to ‘Dashboard’.

5. Complete the 2 Factor Authentication, and click Confirm
   The success message appears along with the transaction reference number.
   Click OK to complete the transaction and navigate back to ‘Dashboard’.
   OR
   Click Cancel to cancel the operation and navigate back to ‘Dashboard’.

Home
13. **One Time Password Authentication**

One Time Password is a second factor authentication method. It is a unique code that can be used only once. A verification code is sent to the registered mobile number or email ID of the account holder. User has to enter the received code to complete the process. User can click on Resend Code, to receive the code again (if not received or expired).

**For OTP verification:**

1. In the **Verification Code** field, enter the code as received.  
   OR  
   Click **Resend Code**, if you wish to receive the verification code again or your verification code got expired.

**Verification**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verification Code</td>
<td>The code sent to the customer’s registered email id or on their mobile number.</td>
</tr>
</tbody>
</table>

2. Click **Submit**.

3. On successful authentication, the user is allowed to proceed with the transaction.
FAQs

1. Why is there a need for a One-Time Password (OTP)?
An OTP helps to protect against online fraud. It is a secure way to authenticate whether a customer who is making an online transaction is the rightful owner of the credit / debit card being used.

2. When do I key in the OTP and how do I receive the OTP?
When you make an online transaction using your credit/debit card, OTP is set up will be required. OTP will be sent to your mobile phone via SMS or email.
14. **Mailbox**

Mailbox is a two way communication channel between the Bank Administrator and the business user. Mailbox shows the list of messages to the user with date and time, message subject and content. Customers can send mail messages to the bank with specific pre-defined subjects for their queries / complaints / feedback, via the secured mailbox facility which will be delivered to either OBDX Bank administrator or to the UBS user (using UBS Interactions Module) depending upon the day 0 configuration.

In addition customers can view alerts generated and sent by the Bank on various events.

**Prerequisites:**
- User has a valid account or relationship with bank with online banking enabled

**Features Supported In Application**

The major components of mailbox are:

- **Compose** – This allows customer to select predefined subject and initiate a mail with queries/complaint/feedback.
- **Inbox** - where customers can view messages replied by bank administrators. And also can reply and delete these mails.
- **Sent Mail folder** - This allows user to view the mails sent by logged in user. Also an option is provided to delete the mails.
- **Deleted Mail Folder** - This allows the user to view mails deleted from user's inbox and sent folders. User can permanently delete the mails.
- **Alerts** – View alerts sent by the bank to the logged in user's mailbox. The user has an option to delete the alerts.
- **Notifications** - This section allows the user to view all the notifications sent by the bank.

**How to reach here:**

*Dashboard > Toggle Menu > Mailbox > Mails*

OR

*Dashboard > Click >View All > Mails*

14.1 **Mails**

The Mails functionality is subdivided into the following sub-sections:

- **Compose Mail**: initiate new mail about any issue, query or feedback
- **Inbox**: View messages received
- **Sent Mail**: View the messages that have been sent by the by logged in user
- **Deleted Mail**: View the messages deleted by logged in user from Inbox and Sent Mail folder
# Mailbox - Mails

![Mailbox Screen](image)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compose Mail</td>
<td>An option to compose new mail.</td>
</tr>
<tr>
<td>Inbox</td>
<td>Lists the messages replied by Bank.</td>
</tr>
<tr>
<td>Sent Mail</td>
<td>List the messages sent by logged in user.</td>
</tr>
<tr>
<td>Deleted Mail</td>
<td>List the messages deleted by logged in user from Inbox and Sent Mail.</td>
</tr>
<tr>
<td>Subject</td>
<td>The descriptive synopsis of the message received in Inbox. Click the link to access the message details</td>
</tr>
<tr>
<td>Received</td>
<td>Date and time when the message was received in Inbox.</td>
</tr>
</tbody>
</table>

### To access the mails:

1. Click the required option.
   a. If you click the **Inbox** option, the **Mailbox** screen with received messages appears; click individual message to view the details.
   b. If you click the **Sent Mail** option, the Mailbox screen with sent messages appear; click individual message to view the details.
   c. If you click theDeleted Mail option, the Mailbox screen with deleted messages appears; click individual message to view the details.
2. Click the header to sort the records according to ascending or descending order. OR
   Click to refresh the mailbox. OR
   To delete multiple messages, select the check box(s) and click .

14.1.2 Compose Mail

The user can initiate a mail communication with the bank, through this option. However there is no option to enter recipient’s email id. For sending a mail to the bank, user needs to select the intended account and the subject for which the message has to be sent. Doing so, helps bank to direct the user’s concern / query to the desired team for quicker and accurate resolution.

How to reach here:

Dashboard > Toggle Menu > Mailbox > Mails
OR
Dashboard > Click > View All > Mails > Compose Mail

To send a message:

1. Click Compose Mail. The Mailbox screen appears.

Mail Box

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Select the category/ subject related to which the message has to be sent.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Party</td>
<td>Select the party with the reference to which the message has to be sent.</td>
</tr>
<tr>
<td>Message</td>
<td>The text message to be sent to the bank.</td>
</tr>
</tbody>
</table>

2. From the **Category** list, select the appropriate option.
3. From the **Party** list, select the desired party.
4. In the **Message** section, enter the message.
5. Click **Send**. 
The success message appears.

### 14.1.3 Mailbox – Inbox

Click on Inbox to view the messages received. Click on the sender’s name, to view the individual message.

**To view the received mails:**
1. In the **Mailbox** screen, click the **Inbox** option.
2. The **Mailbox** screen with received messages list appears; click individual message to view the details.

#### Mailbox – Inbox Message Details

![Mailbox Screen](image)

<table>
<thead>
<tr>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Name</td>
</tr>
<tr>
<td>Message Details</td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td>Field Name</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td><strong>Sent</strong></td>
</tr>
<tr>
<td><strong>Subject</strong></td>
</tr>
</tbody>
</table>
| **Mail Chain** | The message record contains:  
| | • Actual contents of the message  
| | • Date and time on which each message was sent  
| | • Sender of the message, that is the bank admin or the user  

**Note:** A mail chain is formed when a user sends a mail to bank administrator and he replies back.

3. Click the required message that you want to view.  
   OR  
   Click the header to sort the records according to ascending or descending order.  
   OR  
   Click to refresh the mailbox.  
   OR  
   Select message and click to delete the message.  
   The Mailbox screen with detailed message record appears; click Reply if you want to reply to the received message.  
   OR  
   Click Delete to delete the message.  
   OR  
   Click Go Back to navigate to the previous page.
Mailbox – Inbox Reply Message

Field Description

Field Name | Description
--- | ---
**Message - Reply**
This section displays the reply section.

**Message**
The message to be sent to the bank.
### 14.1.4 Mailbox – Sent

This option displays all the messages sent by the user. The messages are either sent to the UBS, if the mailbox is configured with the interaction module of UBS or sent to the OBDX system if the mailbox is configured with the OBDX.

**To view the sent messages**

1. In the **Mailbox** screen, click **Sent mail** option.
2. The **Mailbox** screen with sent messages list appears; click individual message to view the details.

**Mailbox – Sent Mails**

![Mailbox Screenshot](image)

**Field Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Subject of the message.</td>
</tr>
<tr>
<td>Sent</td>
<td>Date and time on which the message was sent.</td>
</tr>
</tbody>
</table>

3. Click the required sent message that you want to view.
   OR
   Click the header to sort the records according to ascending or descending order.
   OR
   Click to refresh the mailbox.
   OR
   To delete multiple mails, select the check box (s) against the mail, and click to delete the message.
4. The Mailbox screen with detailed message record appears; click **Reply** if you want to reply the received message. The success message appears.  
OR  
Click **Delete** to delete the message.  
OR  
Click **Go Back** to navigate to the previous screen.

### 14.1.5 Mailbox – Sent Mails – Details

![Mailbox screen](image)

**Field Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Message Details</strong></td>
<td>This section displays the detailed message.</td>
</tr>
<tr>
<td><strong>From</strong></td>
<td>The name of the sender who has sent the mail.</td>
</tr>
<tr>
<td><strong>Sent</strong></td>
<td>Date and time on which the message was sent.</td>
</tr>
<tr>
<td><strong>Subject</strong></td>
<td>Subject of the sent message.</td>
</tr>
<tr>
<td><strong>Mail Chain</strong></td>
<td>The message record contains:</td>
</tr>
<tr>
<td></td>
<td>• Actual contents of the message</td>
</tr>
<tr>
<td></td>
<td>• Date and time on which each message was sent</td>
</tr>
<tr>
<td></td>
<td>• Sender of the message, that is the bank admin or the user</td>
</tr>
</tbody>
</table>

**Note:** A mail chain is formed when a user sends a mail to bank administrator and he replies back.
Field Name    Description

**Message - Reply**
This section displays the reply section.

**Message**    The message to be sent to the bank.

1. Click the required sent message that you want to view.
   OR
   Click the header to sort the records according to ascending or descending date.

2. The **Mailbox** screen with detailed message record appears; click **Reply** if you want to reply to the received message. The success message appears.
   OR
   Click **Delete** to delete the message.
   OR
   Click **Go Back** to navigate to the previous page.

14.1.6 **Mailbox – Deleted Mail**
This option displays all the messages that are deleted by the user from Inbox and Sent Mail folders.

**To view the deleted messages**

1. In the **Mailbox** screen, click **Deleted Mail** option.

The **Mailbox** screen with deleted messages list appears; click individual message to view the details.

**Mailbox – Deleted Mail**

![Mailbox Screen]

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User Manual Oracle Banking Digital Experience Corporate Customer Services
Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Subject of the message.</td>
</tr>
<tr>
<td>Received</td>
<td>Date and time on which the message was received.</td>
</tr>
</tbody>
</table>

2. Click the required sent message that you want to view.
   OR
   Click the header to sort the records according to ascending or descending order.
   OR
   Click to refresh the mailbox.
   OR
   To delete multiple mails, select the check box (s) against the mail, and click to delete the message permanently.

3. The Mailbox screen with detailed message record appears; Click Delete to delete the message.
   OR
   Click Go Back to navigate to the previous page.

Mailbox – Deleted Mail Details
Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message Details</td>
<td>This section displays the detailed message.</td>
</tr>
<tr>
<td>From</td>
<td>The name of the sender who has sent the mail.</td>
</tr>
<tr>
<td>Sent</td>
<td>Date and time on which the message was sent.</td>
</tr>
<tr>
<td>Subject</td>
<td>Subject of the message.</td>
</tr>
<tr>
<td>Message Contents</td>
<td>The contents of the message.</td>
</tr>
</tbody>
</table>

4. Click **Delete** to delete the message.
   OR
   Click **Go Back** to navigate to the previous page.

### 14.2 Alerts

Under this section, all the alerts which are auto generated and sent to the logged in user will be displayed. User is not allowed to reply to the alerts received in the mailbox. Number of unread alert count if any will also be shown in this section.

**How to reach here:**

*Dashboard > Toggle Menu > Mailbox > Alerts*

*Dashboard > Click✉️ >View All > Alerts*

**To view the alerts:**

1. The alert section displays list of all the alerts received by the user.
Alerts

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Subject of the alert.</td>
</tr>
<tr>
<td>Received</td>
<td>Date and time on which the alert was received.</td>
</tr>
</tbody>
</table>

2. Click individual alert to view the details.

   OR

   Click the header to sort the records according to ascending or descending date.

   OR

   Click to refresh the mailbox.

   OR

   To delete multiple alerts, select the check box (s) against the mail, and click to delete the message.
Alerts Details

Alerts

Transaction Approved

Dear Customer,
Internal Transfer - Recurring Level Approval initiated by Sean Poffy Combos has been approved by Rob Jenkins. The reference number for this transaction is 1512660007E41.

Regards,
Customer Service.
14.3 Notifications

This section lists all the notifications received by the logged in user. 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:

Dashboard > Toggle Menu > Mailbox > Notifications
OR
Dashboard > Click 💌 > View All > Notifications

To view the notifications:

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

Notifications

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Subject of the notification.</td>
</tr>
<tr>
<td>Received</td>
<td>Date and time on which the notification was received.</td>
</tr>
</tbody>
</table>

2. Click individual notification to view the details. The detailed message appears.
   OR
   Click the header to sort the records according to ascending or descending date.
   OR
   Click to refresh the notifications.
To delete multiple notifications, select the check box(s) against the notification, and click  to delete the message.

Notification Details

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Subject of the notification.</td>
</tr>
<tr>
<td>Received</td>
<td>Date and time on which the notification was received.</td>
</tr>
<tr>
<td>Message</td>
<td>Message body of the notification.</td>
</tr>
</tbody>
</table>

3. Click **Delete** to delete the notification. The delete warning message appears. OR Click **Go Back** to navigate to the previous page.
FAQs

1. Can the user initiate a new mail?
   Yes, users of the bank can initiate mails by accessing compose mail option through secured mailbox. All the mails are targeted to Bank Administrator only.

1. Can the user delete multiple mails?
   Yes, the user can select multiple mails, by checking against the mails and then click on delete.

2. Can the users retrieve the deleted mails?
   Deleted mails from inbox and sent mail folder will be stored in Deleted Mails folder. User can view the details of deleted mail. Mails will get permanently deleted from user’s view if further deleted from ‘Deleted Mail folder’.

3. Can the user send a reply to the alerts sent by the Bank?
   No, users will not be able to reply to the alerts sent by the bank (these alerts are auto generated by system)
15. **Limits**

Using this option, user (Maker or Approver) can view the daily limits utilized or available for use. The Maker can view his transaction initiation monthly and daily limits, while the approver can view the approval limits allocated to him / her at user level and party level.

The limit has two tabs:
- User Limit
- Corporate Limit

**Pre-requisites**
Valid limits set up for various transactions.

**Features Supported In Application**
- View user transaction limits (Daily/Monthly)
- View corporate transaction limits (Daily/Monthly)

**How to reach here:**
Dashboard > Toggle Menu > Limits
Limits – User Limit
### Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction</td>
<td>Name of the transaction.</td>
</tr>
<tr>
<td>Minimum Amount</td>
<td>The minimum transaction amount for a particular transaction.</td>
</tr>
<tr>
<td>Maximum Amount</td>
<td>The maximum transaction amount for a particular transaction.</td>
</tr>
</tbody>
</table>

#### Daily Count
The utilized vs. available limit for the transaction count.
- **Utilized**: The utilized limit for the transaction count.
- **Amount**: The available limit for the transaction count.

#### Daily Limit
The utilized vs. available limit for the transactions.
- **Utilized**: The utilized limit for the transactions.
- **Amount**: The available limit for the transactions.

#### Monthly Count
The utilized vs. available limit for the transaction count.
- **Utilized**: The utilized limit for the transaction count.
- **Amount**: The available limit for the transaction count.

#### Monthly Limit
The utilized vs. available limit for the transactions.
- **Utilized**: The utilized limit for the transactions.
- **Amount**: The available limit for the transactions.

1. Click **OK** to navigate to the previous screen.
## Limits - Corporate Limit

<table>
<thead>
<tr>
<th>Limit Description</th>
<th>Daily Limit</th>
<th>Corporate Limit</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Transfer</td>
<td>£50,000.00</td>
<td>£500,000.00</td>
<td>£450,000</td>
</tr>
<tr>
<td>International Transfer</td>
<td>£50,000.00</td>
<td>£500,000.00</td>
<td>£450,000</td>
</tr>
<tr>
<td>Wire Transfer</td>
<td>£50,000.00</td>
<td>£500,000.00</td>
<td>£450,000</td>
</tr>
<tr>
<td>Domestic Payment</td>
<td>£50,000.00</td>
<td>£500,000.00</td>
<td>£450,000</td>
</tr>
<tr>
<td>Domestic SEPA Payment</td>
<td>£50,000.00</td>
<td>£500,000.00</td>
<td>£450,000</td>
</tr>
<tr>
<td>Domestic BACS Payment</td>
<td>£50,000.00</td>
<td>£500,000.00</td>
<td>£450,000</td>
</tr>
</tbody>
</table>

*Note: All limits are in euros.*
Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction</td>
<td>Name of the transaction.</td>
</tr>
<tr>
<td>Minimum Amount</td>
<td>The minimum transaction amount for a particular transaction.</td>
</tr>
<tr>
<td>Maximum Amount</td>
<td>The maximum transaction amount for a particular transaction.</td>
</tr>
</tbody>
</table>

Daily Count
The utilized vs. available limit for the transaction count.

| Utilized | The utilized limit for the transaction count. |
| Amount   | The available limit for the transaction count. |

Daily Limit
The utilized vs. available limit for the transactions.

| Utilized | The utilized limit for the transactions. |
| Amount   | The available limit for the transactions. |

Monthly Count
The utilized vs. available limit for the transaction count.

| Utilized | The utilized limit for the transaction count. |
| Amount   | The available limit for the transaction count. |

Monthly Limit
The utilized vs. available limit for the transactions.

| Utilized | The utilized limit for the transactions. |
| Amount   | The available limit for the transactions. |

2. Click OK to navigate to the previous screen.
16. Calculators

Calculators are the tools used by the users to arrive at a certain calculation helping to take a decision with some predefined criteria. Banks can provide details of their products and offers such as loan interest rates, fixed deposit interest rates, loan tenure etc. through calculators. Users can also use these calculators to compare different offers and products offered by the bank.

Oracle banking digital experience provides calculators which banks can offer to their users on their digital channel. Calculators can be used by customers as well as prospects.

Features Supported In Application

The different calculators are:

- Loan Eligibility Calculator
- Loan Calculator
- Term Deposits Calculator
- Foreign Exchange Calculator

16.1 Loan Eligibility Calculator and Loan Calculator

The application provides customers with two types of loan calculators – Loan Installment Calculator and Loan Eligibility Calculator.

The loan installment calculator enables customers to identify the installment amount payable on a loan of a certain amount for a specific duration. This calculator is beneficial to customers as it gives the customer an opportunity to identify whether applying for a loan for a specific amount and duration is preferable or not.

The loan eligibility calculator enables customers to compute the amount of loan that they are eligible for based on their monthly income and expenses and also the desired loan tenure and estimated interest rate.

How to reach here:

Portal Page > Tools & Calculator > Eligibility

1. Select the appropriate calculator.

16.2 Loans Calculator

The loans calculator is a simple installment calculator which identifies the monthly installment amount payable on a loan based on the loan amount, tenure in years and interest percentage.

How to reach here:

Portal Page > Tools & Calculator > Loans
Loan Calculator

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>The amount that the customer wants to borrow from the bank.</td>
</tr>
<tr>
<td>For (Period)</td>
<td>Desired tenure of the loan in terms of years.</td>
</tr>
<tr>
<td>Years</td>
<td></td>
</tr>
<tr>
<td>@ Interest</td>
<td>Interest rate that bank will charge on the applied loan.</td>
</tr>
<tr>
<td>Installment</td>
<td>The monthly installment payable on the loan calculated on the basis of the</td>
</tr>
<tr>
<td>Amount</td>
<td>loan amount, tenure and interest rate specified by the user.</td>
</tr>
</tbody>
</table>

1. In the **Amount** field, enter the loan amount.
2. In the **For Years** field, enter the loan tenure in years.
3. In the **@Interest** field, enter the interest rate.

Click **Calculate**.

The application calculates and displays the monthly installment of the loan.

16.3 Eligibility Calculator

Loan eligibility calculator plays an important role in helping a customer understand their current position with respect to their borrowing capacity. The calculator enables customers to gain an understanding of their loan eligibility, considering their average monthly income and expenditure. It computes the loan amount and repayment amount based on income, expense, interest rate and tenure of the loan. Loan eligibility is calculated by the application and is displayed to the customer.

The eligibility is calculated on the basis of:

- The customer’s average monthly income
- The customer’s average Monthly Expenditures
- Tenure of the loan being inquired applied
- Estimated rate of interest

How to reach here:
Portal Page > Tools & Calculator > Eligibility

Loan Eligibility

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>How Much Loan Can You Get?</td>
<td></td>
</tr>
<tr>
<td>Your Average Monthly Income</td>
<td>Monthly income of the user.</td>
</tr>
<tr>
<td>Your Average Monthly Expenses</td>
<td>Monthly expenditure of the user.</td>
</tr>
<tr>
<td>For How Many Years</td>
<td>Tenure of loan in terms of years.</td>
</tr>
<tr>
<td>@ Interest</td>
<td>Interest rate of the loan.</td>
</tr>
<tr>
<td>You can get a loan of</td>
<td>The amount of loan that the customer is eligible to borrow.</td>
</tr>
<tr>
<td>Average Installment</td>
<td>Display the estimated monthly installment amount.</td>
</tr>
</tbody>
</table>

1. In the **Your Average Monthly Income** field, enter your monthly income.
2. In the **Your Average Monthly Expenses** field, enter your monthly expenses.
3. In the **For How Many Years** field, enter the tenure of loan.
4. In the **Interest** field, enter the rate of interest.
5. Click **Calculate**.
The application calculates and displays the eligible loan amount and the average installment amount.
16.4 Term Deposits Calculator

The Term Deposit calculator gives an indication to the user about the maturity amount which will be available, if a particular amount is invested at the bank and left for a fixed period of time. It calculates the total amount of the term deposit at the end of maturity period. The User can choose amongst different products that which suits his requirements the best.

How to reach here:

*Portal Page > Tools & Calculator > Term Deposits*

Deposit Calculator

![Term Deposit Calculator](image)

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>How Much would you like to Deposit</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>Total deposit of principal amount for deposit with default currency.</td>
</tr>
<tr>
<td>Frequency - Years/ Months / Days</td>
<td>Option to specify tenure in terms of Years / Months / Days.</td>
</tr>
<tr>
<td>@Interest</td>
<td>Interest rate for which the total amount is to be calculated.</td>
</tr>
<tr>
<td>You get back</td>
<td>The value of your deposit at maturity.</td>
</tr>
</tbody>
</table>

To calculate deposit value at maturity:

1. In the **Amount** field, enter the deposit amount.
2. In the **Frequency - Years/ Months / Days** fields, enter the relevant information.

3. In the **Interest** field, enter the rate of interest.

4. Click **Calculate**. The Deposit Value at maturity appears.

### 16.5 Foreign Exchange Calculator

The foreign exchange calculator provides the value of one currency with respect to another currency. The Calculator displays the converted amount and the currency exchange rate applied. Exchange rates of only predefined currencies can be viewed by the customer.

Exchange rates for the currency will be fetched online from the host system and calculations will be done based on the exchange rate retrieved.

**Features Supported In Application:**

This section allows user to see the value expected for a conversion of currency into other.

- Exchange rate of currencies
- Calculation of amount of currency converted to the other

**Pre-Requisites**

- Support for the currencies provided by host

**How to reach here:**

*Portal Page > Tools & Calculator > Foreign Exchange > Forex Calculator*

**Forex Calculator**

![Forex Calculator Image]

**Field Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Entity</td>
<td>The name of the entity currently mapped.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>From</strong></td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td>Currency to be sold for which the exchange rate is to be inquired.</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount for which conversion is required.</td>
</tr>
<tr>
<td><strong>To</strong></td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td>Buy currency</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount (in the To Currency) which you will get post conversion.</td>
</tr>
</tbody>
</table>

**To calculate currency exchange rate:**

1. From the **From – Currency** list, select the appropriate currency.
2. In the **Amount** field, enter the amount to be converted.
3. From the **To - Currency** list, select the currency
4. To calculate the currency exchange rate, click **Convert**.
   The exchange rate for the currency pair appears.
17. **ATM / Branch Locator**

Using this option a user can view the address and location of the ATMs and the branches of the Bank available to serve the user in a certain location. The user is provided with the option to search for the bank’s ATMs and branches in his vicinity by entering a location. The search results display the list of ATMs / branches name and distance, from the user’s current location.

This feature enables the user to locate the bank’s ATMs/ branches available within a specific radius of his current location. The user can increase the radius of his search to find more ATMs/ branches. The user can select a Branch / ATM from the search list and on clicking the **View Details** icon; the user will be able to view the address and services provided by the specific ATM/ branch. In addition the user can view the detailed directions to the ATM/ branch by clicking **Get Directions**, and will also be able to view its location on a map.

**Features Supported In Application**

- Locate Branches
- Locate ATM

**How to reach here:**

*Login Page > ATM/ Branch Locator*

*Dashboard > Toggle Menu > ATM/ Branch Locator*

**ATM /Branch Locator**

![ATM/Branch Locator](image_url)
### Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATM/ Branch</strong></td>
<td>Select if the search is for a branch or ATM. The options are:</td>
</tr>
<tr>
<td></td>
<td>• Branch</td>
</tr>
<tr>
<td></td>
<td>• ATM</td>
</tr>
</tbody>
</table>

#### To locate ATM / Branch

1. Click the appropriate option:
   a. If you click the **Branch** option. The **Branch** location list appears.
   b. If you click the **ATM** option. The **ATM** location list appears.

### ATM/ Branch Locator - Search

![ATM/Branch Locator](image)

#### Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter Search Location</strong></td>
<td>Key in the address or pin-code or city to search the ATM / Branch. User can select the option 'Or show nearest Branches/ ATMs to me' to search the nearby locations.</td>
</tr>
<tr>
<td><strong>Show nearest ATM/ Branches</strong></td>
<td>The link to view the nearest ATM or branch with respect to the user’s current location.</td>
</tr>
</tbody>
</table>
### Field Name | Description
--- | ---
**Refine Services** | Click the Refine Services icon to filter the search results according to the services offered - All or any of the services maintained in Host for Branch/ATMs are listed, with a checkbox against them. User can select/deselect the required check box(es) to search the ATM/branches providing specific services.

**Name** | The name of the ATM/branch.

**Distance** | The distance to the ATM/branch selected from the user's current location.

**Address** | The address of the ATM/branch that you have searched for.

**View Details**
Clicking this link displays the below details.

**Name** | The name of the ATM/branch of the bank.

**Address** | Detail address of the ATM/branch of the bank.

**Phone Number** | The phone number of the branch.
This field appears for **Branch** option.

**Work Timings** | The operating hours of the branch.
This field appears for **Branch** option.

**Services** | The services offered by the bank’s ATM/branch.

**Get Directions** | Click the link, to view the directions of the branch/ATM from your current location in the map.

2. In the Search box, enter the current location. The list of ATM/branches with Name and Distance details appear.

3. Click the Show nearest ATM/Branches to view the nearest ATM/branches with respect to your current location.

   OR

   Click the 📍 icon to view the search results according to the services offered - filter results according to all or any of the services maintained in Host for Branch/ATMs.

4. Click the View Details link, to view the detailed address, phone number (applicable for a branch), work timings (applicable for a branch) and services provided by the bank branch/ATM.

5. Click and drag 🌋 to view the distance of ATM/branch from your current location, and increase and decrease the radius of your search.
6. Click the **Map**/ **Satellite** to view the map of the Branch/ ATM location respectively.

**FAQs**

1. **Can I view ATM/ Branches of other cities/ states/ countries?**
   
   Yes, you can view them in map as well as get their details such as address and phone numbers, working hours, services offered.
18. **My Reports**

Corporate User logs into the system and navigates to My Reports screen. On accessing 'My Reports' menu, last 10 reports which generated by the user or by other users of a party 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.

Reports are categorized as:

- Adhoc Reports
- Scheduled Reports

**How to reach here:**

*Corporate Dashboard > Toggle menu > Reports > My Reports*

18.1 **My Reports - Adhoc**

Adhoc reports are generated on demand or on request. Reports can be requested from the 'Reports' screen. Adhoc reports can be viewed using 'My Reports' screen.

**To view and download the generated adhoc reports:**
My Reports

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report ID</td>
<td>Report ID to search specific report. All the report IDs will be listed.</td>
</tr>
<tr>
<td>Report Name</td>
<td>Report Name to search specific report. All the reports with the names will be listed.</td>
</tr>
</tbody>
</table>
### Field Name | Description
--- | ---
**Generation Date** | To search generated reports between specific date ranges.<br> - From date – to specify the date from which the generated reports to be searched.<br> - To date – to specify the date till which the generated reports to be searched.

### Report List

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Name</strong></td>
<td>Report Name to search specific report. All the reports with the names will be listed.</td>
</tr>
<tr>
<td><strong>Report ID</strong></td>
<td>Links of view the specific report.</td>
</tr>
<tr>
<td><strong>Generation Date and Time</strong></td>
<td>Report generation time and date.</td>
</tr>
</tbody>
</table>
| **Status**        | Status of generated report.  
The status can be:<br> - Processed  
- Pending  
- Error |

1. Click search icon 🕵️ 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)

### 18.2 My Reports - Scheduled

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

To view and download the generated scheduled reports:

1. Click the **Scheduled** tab. The list of scheduled reports appears.  
   OR  
   Click search icon 🕵️ to search the reports with given search criteria. The search results matching to the search criteria are shown on the same screen.
My Reports - Scheduled

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td></td>
</tr>
<tr>
<td>Report ID</td>
<td>Report ID to search specific report. All the report IDs will be listed.</td>
</tr>
<tr>
<td>Report Name</td>
<td>Report Name to search specific report. All the reports with the names will be listed.</td>
</tr>
<tr>
<td>Generation Date</td>
<td>To search generated reports between specific date ranges.</td>
</tr>
<tr>
<td></td>
<td>• From date – to specify the date from which the generated reports to be searched.</td>
</tr>
<tr>
<td></td>
<td>• To date – to specify the date till which the generated reports to be searched.</td>
</tr>
</tbody>
</table>

Report List
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Report Name to search specific report. All the reports with the names will be listed.</td>
</tr>
<tr>
<td>Report ID</td>
<td>Links of view the specific report.</td>
</tr>
<tr>
<td>Generation Date and Time</td>
<td>Report generation time and date.</td>
</tr>
<tr>
<td>Status</td>
<td>Status of generated reported. The status can be:</td>
</tr>
<tr>
<td></td>
<td>• Processed</td>
</tr>
<tr>
<td></td>
<td>• Pending</td>
</tr>
<tr>
<td></td>
<td>• Error</td>
</tr>
</tbody>
</table>

2. Click on Report ID hyperlink to view the detailed report. (Refer specimen provided for each report)

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.
19. **Report Generation**

Corporate user logs into the system and navigates to Report Generation screen. On accessing ‘Report Generation menu, corporate user 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.

Reports are categorized as:
- Adhoc Reports
- Schedule Reports

Corporate user can view the all the reports that are scheduled and can view and edit the parameters of the scheduled reports, as per requirement to generate reports on new parameters from next report cycle. Corporate user approver can approve or reject the maintenance initiated for editing existing report schedule.

**Note:** If 2 factor authentication is enabled, the reports get generated only after successful authentication.

The lists of reports are:
- Daily Balance Position Report
- Party wise Payee Maintenance Report
- Party wise Pending Approvals list Report
- Transaction Summary Report

**How to reach here:**

*Corporate Administration Dashboard > Toggle menu > Reports > Report Generation*
Report Generation

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Select the report that is to be generated.</td>
</tr>
</tbody>
</table>

19.1 Adhoc Reports

Adhoc reports are generated on demand or on request. Reports can be requested from the 'Reports' screen. Adhoc reports can be viewed using 'My Reports' screen.
## Adhoc Reports

![Adhoc Reports](Image)

### Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report</strong></td>
<td>The report type selected to generate the report.</td>
</tr>
<tr>
<td><strong>Report Format</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Party Id</strong></td>
<td>The party id of the user for whom report is to be generated.</td>
</tr>
<tr>
<td><strong>User Type</strong></td>
<td>The user type for whom report is to be generated. The options are: - Corporate User - Retail User - Administrator</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>The period for which the report is to be generated. Start date of the date range from which you want to generate the report. End date of the date range up-to which you want to generate the report.</td>
</tr>
</tbody>
</table>
19.2 Scheduled Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

Scheduled Reports

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field Name</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Report</td>
<td>The report type selected to generate the report.</td>
</tr>
<tr>
<td>View Scheduled Report</td>
<td>Link to view all the reports that are scheduled.</td>
</tr>
</tbody>
</table>
| Frequency          | The frequency at which the reports are generated. The options are:  
|                    | - Once  
|                    | - Daily  
|                    | - Weekly  
|                    | - Monthly  |
| Start Date         | Start date of the date range from which you want to generate the report.                                                                            |
| End Date           | End date of the date range up-to which you want to generate the report.                                                                        |
19.2.1 View Scheduled Reports

Using this option, corporate user can view all the reports and its details that are scheduled to the future date.

To view the scheduled reports:
1. From the Current Entity list, select the appropriate entity.
2. Click the Scheduled tab. The scheduled report generation screen appears.
3. Click the View Scheduled Reports link. The Scheduled Reports screen appears.

Scheduled Reports

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Name of the scheduled reports.</td>
</tr>
<tr>
<td>Report Id</td>
<td>Ids of the reports that are scheduled.</td>
</tr>
<tr>
<td>Schedule Frequency</td>
<td>The frequency that has been scheduled to generate the report.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Start date of the date range for the scheduled report.</td>
</tr>
<tr>
<td>End Date</td>
<td>End date of the date range for the schedule report.</td>
</tr>
</tbody>
</table>

4. Click on desired Report ID to view the details of the scheduled report. The View Reports Schedule screen appears.
View Reports Schedule

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Name of the scheduled report.</td>
</tr>
<tr>
<td>Report Id</td>
<td>Id of the scheduled report.</td>
</tr>
<tr>
<td>Frequency</td>
<td>The frequency at which the reports are scheduled to run.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Start date of the date range for the scheduled report.</td>
</tr>
<tr>
<td>Stop Date</td>
<td>End date of the date range for the schedule report.</td>
</tr>
<tr>
<td>Scheduled By</td>
<td>The id of the user who scheduled the report generation.</td>
</tr>
</tbody>
</table>

19.2.2 Edit Scheduled Reports

Using this option, corporate user can edit the parameters defined for scheduled reports. These changes are implemented to generate the reports of next scheduled cycle.

To edit the scheduled reports:

1. From the Current Entity list, select the appropriate entity.
2. Click the Scheduled tab. The scheduled report generation screen appears.
3. Click the View Scheduled Reports link. The Scheduled Reports screen appears.
4. Click on desired Report ID to edit the details of the scheduled report. The View Report Schedule screen appears.
5. Click **Edit** to modify the report schedule. The **Edit Report Schedule** screen appears.
OR
Click **Delete** to delete the report schedule.
OR
Click **Back** to navigate to the previous screen.
OR
Click **Cancel** to cancel the transaction.

**Edit Reports Schedule**

![Edit Report Schedule](image)

**Field Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Name of the scheduled reports.</td>
</tr>
<tr>
<td>Report Id</td>
<td>Ids of the reports that are scheduled.</td>
</tr>
<tr>
<td>Report Format</td>
<td>The report format of the scheduled report.</td>
</tr>
<tr>
<td>Report Frequency</td>
<td>The frequency of the scheduled report. The options are:</td>
</tr>
<tr>
<td></td>
<td>• Once</td>
</tr>
<tr>
<td></td>
<td>• Daily</td>
</tr>
<tr>
<td></td>
<td>• Weekly</td>
</tr>
<tr>
<td></td>
<td>• Monthly</td>
</tr>
<tr>
<td>Start Generating</td>
<td>The start date of the scheduled report.</td>
</tr>
</tbody>
</table>
### Field Name | Description
--- | ---
End Generating | The end date of the scheduled report.
Scheduled By | The id of the user who scheduled the report generation.

6. Modify the details, if required. You can modify the Report Format, Report Frequency and Stop Generating date and time.

7. Click **Save** to save the changes. The **Confirm Edit Report Schedule** screen appears.
   - OR
   - Click **Back** to navigate to the previous screen.
   - OR
   - Click **Cancel** to cancel the transaction.

8. Click **Confirm**.
   - The user will be navigated back to the create screen.
   - OR
   - Click **Cancel** to cancel the transaction.

9. The success message of goal category creation appears.
   - Click **OK** to complete the transaction.

#### 19.2.3 Delete Scheduled Reports

The corporate user can delete the scheduled reports which are no longer required.

**To delete account and transaction access for the user:**

1. In the **Reports** screen, click the **Scheduled** tab. The scheduled report generation screen appears.

2. Click the **View Scheduled Reports** link.
   - The **Scheduled Reports** screen appears.

3. Click on desired **Report ID** to delete the scheduled report. The **View Report Schedule** screen appears.

4. Click **Delete**.
   - The application will prompt the administrator with a deletion message.
5. Click **Confirm** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.

6. Click **OK** to complete the transaction.
19.3 Daily Balance Position Report

Daily balance position report provides the information on opening balance, total credits, total debits and closing balance. A user can request to generate an adhoc and scheduled report. Further, user has to select a format in which the report needs to be generated.

How to reach here:
Administration Dashboard > Toggle menu > Report > Report Generation

19.3.1 Daily Balance Position Report

Daily balance position Adhoc reports are generated on demand or on request. Reports can be requested from the ‘Reports’ screen. Adhoc reports can be viewed using ‘My Reports’ screen.

To generate the daily balance position adhoc report:

1. Click the Adhoc tab.
2. From the Report Name list, select the appropriate report to be generated. The receptive report generation screen appears.

Daily Balance Position - Adhoc Reports

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>The report type selected to generate the report.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Report Format</td>
<td>The format in which report is to be generated.</td>
</tr>
<tr>
<td></td>
<td>The options with Oracle Business Intelligence (BI) Publisher are:</td>
</tr>
<tr>
<td></td>
<td>- PDF</td>
</tr>
<tr>
<td></td>
<td>- XLS</td>
</tr>
<tr>
<td></td>
<td>The options with Internal Reporting Application are:</td>
</tr>
<tr>
<td></td>
<td>- PDF</td>
</tr>
<tr>
<td></td>
<td>- CSV</td>
</tr>
<tr>
<td>Duration</td>
<td>The period for which the report is to be generated.</td>
</tr>
<tr>
<td></td>
<td>Start date of the date range from which you want to generate the report.</td>
</tr>
<tr>
<td></td>
<td>End date of the date range up-to which you want to generate the report.</td>
</tr>
</tbody>
</table>

3. From the **Report Format** list, select the appropriate report output format.
4. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
5. Click **Generate Report** to view and generate the report.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the transaction.
6. The success message of request along with the status and **Report Request Id** and Reference Number 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.
7. 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 Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>

### Report Parameters

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Balance</th>
<th>Total Credits</th>
<th>Credit Count</th>
<th>Total Debits</th>
<th>Debit Count</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Jan 2014</td>
<td>£0.00</td>
<td>£0.00</td>
<td>9</td>
<td>£0.00</td>
<td>351.0</td>
<td>£0.00</td>
</tr>
</tbody>
</table>

**Account Number:** AT30011640014  **Account Currency:** GBP  **Branch Code:** AT3

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Balance</th>
<th>Total Credits</th>
<th>Credit Count</th>
<th>Total Debits</th>
<th>Debit Count</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Jan 2014</td>
<td>£0.00</td>
<td>£49.00</td>
<td>4</td>
<td>£230.00</td>
<td>23.0</td>
<td>-£190.00</td>
</tr>
</tbody>
</table>

**Account Number:** AT30011640025  **Account Currency:** GBP  **Branch Code:** AT3

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Balance</th>
<th>Total Credits</th>
<th>Credit Count</th>
<th>Total Debits</th>
<th>Debit Count</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Jan 2014</td>
<td>£0.00</td>
<td>£0.00</td>
<td>1</td>
<td>£0.00</td>
<td>31.0</td>
<td>£0.00</td>
</tr>
</tbody>
</table>

**Account Number:** AT30011640058  **Account Currency:** USD  **Branch Code:** AT3

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Balance</th>
<th>Total Credits</th>
<th>Credit Count</th>
<th>Total Debits</th>
<th>Debit Count</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Jan 2014</td>
<td>£0.00</td>
<td>£0.00</td>
<td>2</td>
<td>£0.00</td>
<td>8.0</td>
<td>£0.00</td>
</tr>
</tbody>
</table>

**Account Number:** AT30011640047  **Account Currency:** USD  **Branch Code:** AT3

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Balance</th>
<th>Total Credits</th>
<th>Credit Count</th>
<th>Total Debits</th>
<th>Debit Count</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Jan 2014</td>
<td>£0.00</td>
<td>£0.00</td>
<td>1</td>
<td>£0.00</td>
<td>20.0</td>
<td>£0.00</td>
</tr>
</tbody>
</table>

**Account Number:** AT30011640069  **Account Currency:** GBP  **Branch Code:** AT3

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Balance</th>
<th>Total Credits</th>
<th>Credit Count</th>
<th>Total Debits</th>
<th>Debit Count</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Jan 2014</td>
<td>£0.00</td>
<td>£0.00</td>
<td>1</td>
<td>£0.00</td>
<td>5.0</td>
<td>£0.00</td>
</tr>
</tbody>
</table>

**Account Number:** AT30011640078  **Account Currency:** GBP  **Branch Code:** AT3

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Balance</th>
<th>Total Credits</th>
<th>Credit Count</th>
<th>Total Debits</th>
<th>Debit Count</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02 Jan 2014</td>
<td>£0.00</td>
<td>£0.00</td>
<td>1</td>
<td>£0.00</td>
<td>5.0</td>
<td>£0.00</td>
</tr>
<tr>
<td><strong>Field Name</strong></td>
<td><strong>Description</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Party Name</td>
<td>The name of the party for whom the report is generated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Party ID</td>
<td>The Id of party for whom the report is generated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>The start date of the generated report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td>The end date of the generated report.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td>Account number of the user for whom report is generated and is selected at the time of report generation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Currency</td>
<td>Currency of the account.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Branch Code</td>
<td>Branch code of the user's account.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Report creation date.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Balance</td>
<td>Opening balance of the user's account.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credits</td>
<td>Total amount credited on the user's account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Count</td>
<td>Credit count of the account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Debits</td>
<td>Total amount debited on the user's account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debit Count</td>
<td>Debit count of the account</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing Balance</td>
<td>Closing balance of the user's account.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
19.4 Party wise Payee Maintenance Report

Party wise Payee Maintenance Report provides summary of account and draft payees maintained under a specific party ID. Administrator has to provide a party ID for which Party wise Payee Maintenance Report is to be generated.

Further, user has to select a format in which the report needs to be generated. The administrator can generate reports under the following two categories.

- Adhoc Report
- Scheduled Report

How to reach here:
Administration Dashboard > Toggle menu > Reports > Report Generation

19.4.1 Party wise Payee Maintenance - Adhoc Report

Party wise Payee Maintenance Adhoc reports are generated on demand or on request. Reports can be requested from the ‘Reports’ screen. Adhoc reports can be viewed using ‘My Reports’ screen.

To generate the Party wise Payee Maintenance adhoc report:
1. From the Current Entity list, select the appropriate entity.
2. Click the Adhoc tab.
3. From the Report Name list, select the appropriate report to be generated. The receptive report generation screen appears.

Party wise Payee Maintenance - Adhoc Reports
Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>The type of report to be generated.</td>
</tr>
</tbody>
</table>
| 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 |

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

5. Click Generate Report to view and generate the report. OR  
   Click Clear to reset the search parameters. OR  
   Click Cancel to cancel the transaction.

6. The success message of request along with the status and Report Request Id and Reference Number 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.

7. 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:

![Party wise Payee Maintenance](image)

### Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>

### 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.

**Report Parameters**

Below field appears for **Account** type payee
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee Biller Name</td>
<td>Name of the Payee for identification.</td>
</tr>
<tr>
<td>Account Type</td>
<td>The account type.</td>
</tr>
<tr>
<td>Account Details</td>
<td>The account details.</td>
</tr>
<tr>
<td>Nickname</td>
<td>Account nickname to identify the account.</td>
</tr>
<tr>
<td>Created By</td>
<td>Name of the payee creator.</td>
</tr>
<tr>
<td>Access Type</td>
<td>The access type.</td>
</tr>
</tbody>
</table>

**Report Parameters**

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

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee Biller Name</td>
<td>Name of the Payee for identification.</td>
</tr>
<tr>
<td>Draft Type</td>
<td>Type of draft associated with the Payee.</td>
</tr>
<tr>
<td>Draft Favouring</td>
<td>Name of the payee of the draft.</td>
</tr>
<tr>
<td>Created By</td>
<td>Name of the payee creator.</td>
</tr>
<tr>
<td>Access Type</td>
<td>The access type.</td>
</tr>
</tbody>
</table>

19.4.2 **Party wise Payee Maintenance – Schedule Reports**

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Party wise Payee Maintenance schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.
# Party wise Payee Maintenance - Scheduled Report

![Scheduler](image)

## Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Name</strong></td>
<td>The report type selected to generate the report.</td>
</tr>
<tr>
<td><strong>View Scheduled Reports</strong></td>
<td>Link to view all the reports that are scheduled.</td>
</tr>
<tr>
<td><strong>Report Format</strong></td>
<td>The format in which report is to be generated. The options with Oracle Business Intelligence (BI) Publisher are:</td>
</tr>
<tr>
<td></td>
<td>- PDF</td>
</tr>
<tr>
<td></td>
<td>- XLS</td>
</tr>
<tr>
<td></td>
<td>The options with Internal Reporting Application are:</td>
</tr>
<tr>
<td></td>
<td>- PDF</td>
</tr>
<tr>
<td></td>
<td>- CSV</td>
</tr>
<tr>
<td><strong>Select Frequency</strong></td>
<td>The frequency at which the reports are generated. The options are:</td>
</tr>
<tr>
<td></td>
<td>- Once</td>
</tr>
<tr>
<td></td>
<td>- Daily</td>
</tr>
<tr>
<td></td>
<td>- Weekly</td>
</tr>
<tr>
<td></td>
<td>- Monthly</td>
</tr>
<tr>
<td><strong>Start Generating</strong></td>
<td>Start date of the date range from which you want to generate the report.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Stop Generating</td>
<td>End date of the date range up-to which you want to generate the report.</td>
</tr>
</tbody>
</table>

3. From the **Report Format** list, select the appropriate report output format.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the transaction.
7. The success message of request along with the status and **Report Request Id** and Reference Number 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. Click the **Scheduled Reports** tab, the list of scheduled reports appears.
8. 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 > Scheduled Reports**.
19.5 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. Administrator has to provide a party ID for Party wise Pending Approval List Report is to be generated.

Further, user has to select a format in which the report needs to be generated. The administrator can generate reports under the following two categories.

- Adhoc Report
- Schedule Report

How to reach here:
Administration Dashboard > Toggle menu > Reports > Report Generation

19.5.1 Party wise Pending Approvals list - Adhoc Report

Party wise Pending Approvals list Adhoc reports are generated on demand or on request. Reports can be requested from the ‘Reports’ screen. Adhoc reports can be viewed using ‘My Reports’ screen.

To generate the date wise user creation adhoc report:
1. Click the Adhoc tab.
2. From the Report Name list, select the appropriate report to be generated. The receptive report generation screen appears.

Party wise Pending Approvals List - Adhoc Report
**Field Description**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>The type of report to be generated.</td>
</tr>
<tr>
<td>Report Format</td>
<td>The format in which report is to be generated.</td>
</tr>
<tr>
<td></td>
<td>The options with Oracle Business Intelligence (BI) Publisher are:</td>
</tr>
<tr>
<td></td>
<td>• PDF</td>
</tr>
<tr>
<td></td>
<td>• XLS</td>
</tr>
<tr>
<td></td>
<td>The options with Internal Reporting Application are:</td>
</tr>
<tr>
<td></td>
<td>• PDF</td>
</tr>
<tr>
<td></td>
<td>• CSV</td>
</tr>
</tbody>
</table>

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

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** and Reference Number 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:

![Report Specimen]

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Parameters- Account Financial and Non-Financial</strong></td>
<td></td>
</tr>
<tr>
<td>Party ID</td>
<td>The Id of party for whom the report is to be generated.</td>
</tr>
<tr>
<td>Party Name</td>
<td>The name of the party for whom the report is to be generated.</td>
</tr>
<tr>
<td><strong>Accounts Financial/ Accounts Non Financial</strong></td>
<td></td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Date of transaction initiation.</td>
</tr>
<tr>
<td>Description</td>
<td>Description about the transaction.</td>
</tr>
<tr>
<td>Account Details</td>
<td>Accounts details of transaction.</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount for transactions allowed for the user.</td>
</tr>
<tr>
<td>Initiated By</td>
<td>Initiator type who initiates the transaction.</td>
</tr>
<tr>
<td>Reference Number</td>
<td>Reference number of transaction.</td>
</tr>
<tr>
<td>Status</td>
<td>Status of the transaction.</td>
</tr>
<tr>
<td><strong>Report Parameters- Payments</strong></td>
<td></td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Date of the transaction initiation.</td>
</tr>
<tr>
<td>Description</td>
<td>Description about the transaction.</td>
</tr>
<tr>
<td>From Account</td>
<td>Source accounts.</td>
</tr>
<tr>
<td>Amount</td>
<td>Transactions allowed for the user.</td>
</tr>
<tr>
<td>Payee Account Details</td>
<td>The payee account details.</td>
</tr>
<tr>
<td>Initiated By</td>
<td>Initiator type who initiates the transaction.</td>
</tr>
<tr>
<td>Reference Number</td>
<td>Reference number of transaction.</td>
</tr>
<tr>
<td>Status</td>
<td>Status of the transaction.</td>
</tr>
<tr>
<td><strong>Report Parameters- Bulk File</strong></td>
<td></td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Date of the transaction initiation.</td>
</tr>
<tr>
<td>Description</td>
<td>Description about the transaction.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Transaction Type.</td>
</tr>
<tr>
<td>File Name</td>
<td>File name of the bulk file.</td>
</tr>
</tbody>
</table>


### Field Name | Description
--- | ---
File Amount | File amount.
Initiated By | Initiator type who initiates the transaction.
Reference Number | Reference number of transaction.
Status | Status of the transaction.

### Report Parameters - Bulk Record
- **Transaction 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 Number**
  - Reference number of transaction.
- **Status**
  - Status of the transaction.

### Report Parameters - Payee and Biller
- **Transaction 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 Number**
  - Reference number of transaction.
- **Status**
  - Status of the transaction.
19.5.2 Party wise Pending Approvals List - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

To generate the Party wise Pending Approvals List schedule report:

1. Click the Schedule tab.
2. From the Report Name list, select the appropriate report to be generated.
   The receptive report generation screen appears.

Party wise Pending Approvals List - Scheduled Report

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>The report type selected to generate the report.</td>
</tr>
<tr>
<td>View Scheduled Reports</td>
<td>Link to view all the reports that are scheduled.</td>
</tr>
<tr>
<td>Report Format</td>
<td>The format in which report is to be generated.</td>
</tr>
<tr>
<td></td>
<td>The options with Oracle Business Intelligence (BI) Publisher are:</td>
</tr>
<tr>
<td></td>
<td>- PDF</td>
</tr>
<tr>
<td></td>
<td>- XLS</td>
</tr>
<tr>
<td></td>
<td>The options with Internal Reporting Application are:</td>
</tr>
<tr>
<td></td>
<td>- PDF</td>
</tr>
<tr>
<td></td>
<td>- CSV</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Select Frequency</td>
<td>The frequency at which the reports are generated.</td>
</tr>
<tr>
<td></td>
<td>The options are:</td>
</tr>
<tr>
<td></td>
<td>• Once</td>
</tr>
<tr>
<td></td>
<td>• Daily</td>
</tr>
<tr>
<td></td>
<td>• Weekly</td>
</tr>
<tr>
<td></td>
<td>• Monthly</td>
</tr>
<tr>
<td>Start Generating</td>
<td>Start date of the date range from which you want to generate the report.</td>
</tr>
<tr>
<td>Stop Generating</td>
<td>End date of the date range up-to which you want to generate the report.</td>
</tr>
<tr>
<td>Party ID</td>
<td>The Id of party for whom the report is to be generated.</td>
</tr>
</tbody>
</table>

3. From the **Report Format** list, select the appropriate report output format.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the transaction.
7. The success message of request along with the status and **Report Request Id** and Reference Number 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. Click the **Scheduled Reports** tab, the list of scheduled reports appears.
8. 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 > Scheduled Reports.
19.6 Transaction Summary Report

Transaction summary report provides a list of opening balance, credit details, opening balance and closing balance. An administrator can request to generate an adhoc and scheduled report with following additional parameters:

- Account Number
- Frequency
- Date Range

Further, user has to select a format in which the report needs to be generated.

Reports are categorized under:

- Adhoc Report
- Scheduled Report

How to reach here:

Administration Dashboard > Toggle menu > Report > Report Generation

19.6.1 Transaction Summary Report

Transaction summary adhoc reports are generated on demand or on request. Reports can be requested from the 'Reports' screen. Adhoc reports can be viewed using 'My Reports' screen.

To generate the transaction summary adhoc report:

1. Click the Adhoc tab.
2. From the Report Name list, select the appropriate report to be generated. The receptive report generation screen appears.

Transaction Summary - Adhoc Reports

Field Description
### Field Name Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Name</strong></td>
<td>The report type selected to generate the report.</td>
</tr>
<tr>
<td><strong>Report Format</strong></td>
<td>The format in which report is to be generated.</td>
</tr>
<tr>
<td></td>
<td>The options with Oracle Business Intelligence (BI) Publisher are:</td>
</tr>
<tr>
<td></td>
<td>- PDF</td>
</tr>
<tr>
<td></td>
<td>- XLS</td>
</tr>
<tr>
<td></td>
<td>The options with Internal Reporting Application are:</td>
</tr>
<tr>
<td></td>
<td>- PDF</td>
</tr>
<tr>
<td></td>
<td>- CSV</td>
</tr>
<tr>
<td><strong>Account Number</strong></td>
<td>The account number selected for which you want to generate report.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>The period for which the report is to be generated.</td>
</tr>
<tr>
<td></td>
<td>Start date of the date range from which you want to generate the report.</td>
</tr>
<tr>
<td></td>
<td>End date of the date range up-to which you want to generate the report.</td>
</tr>
</tbody>
</table>

3. From the **Report Format** list, select the appropriate report output format.
4. From the **Account Number** list, select the appropriate account number.
5. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
6. Click **Generate Report** to view and generate the report.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the transaction.
7. The success message of request along with the status and **Report Request Id** and Reference Number 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.
8. 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:

<table>
<thead>
<tr>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Name</td>
</tr>
<tr>
<td>Report Parameters</td>
</tr>
<tr>
<td>Party ID</td>
</tr>
<tr>
<td>Party Name</td>
</tr>
<tr>
<td>Date From</td>
</tr>
<tr>
<td>Date To</td>
</tr>
<tr>
<td>User Type</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Roles</td>
</tr>
</tbody>
</table>
19.6.2 Transaction Summary - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

To generate the transaction summary scheduled report:
1. Click the Schedule tab.
2. From the Report Name list, select the appropriate report to be generated. The receptive report generation screen appears.

Field Description

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>User name of the user.</td>
</tr>
<tr>
<td>Email Id</td>
<td>Email id of the user.</td>
</tr>
<tr>
<td>Mobile No</td>
<td>Mobile number of the user.</td>
</tr>
<tr>
<td>Creation Date &amp; Time</td>
<td>Report creation date and time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>The report type selected to generate the report.</td>
</tr>
<tr>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>View Scheduled Reports</td>
<td>Link to view all the reports that are scheduled.</td>
</tr>
<tr>
<td>Report Format</td>
<td>The format in which report is to be generated.</td>
</tr>
<tr>
<td></td>
<td>The options with Oracle Business Intelligence (BI) Publisher are:</td>
</tr>
<tr>
<td></td>
<td>• PDF</td>
</tr>
<tr>
<td></td>
<td>• XLS</td>
</tr>
<tr>
<td></td>
<td>The options with Internal Reporting Application are:</td>
</tr>
<tr>
<td></td>
<td>• PDF</td>
</tr>
<tr>
<td></td>
<td>• CSV</td>
</tr>
<tr>
<td>Select Frequency</td>
<td>The frequency at which the reports are generated.</td>
</tr>
<tr>
<td></td>
<td>The options are:</td>
</tr>
<tr>
<td></td>
<td>• Once</td>
</tr>
<tr>
<td></td>
<td>• Daily</td>
</tr>
<tr>
<td></td>
<td>• Weekly</td>
</tr>
<tr>
<td></td>
<td>• Monthly</td>
</tr>
<tr>
<td>Start Generating</td>
<td>Start date of the date range from which you want to generate the report.</td>
</tr>
<tr>
<td>Stop Generating</td>
<td>End date of the date range up-to which you want to generate the report.</td>
</tr>
<tr>
<td>Account Number</td>
<td>The account number selected for which you want to generate report.</td>
</tr>
<tr>
<td>Duration</td>
<td>The period for which the report is to be generated.</td>
</tr>
<tr>
<td></td>
<td>Start date of the date range from which you want to generate the report.</td>
</tr>
<tr>
<td></td>
<td>End date of the date range up-to which you want to generate the report.</td>
</tr>
</tbody>
</table>

3. From the Report Format list, select the appropriate report output format.
4. From the Select Frequency list, select the appropriate option.
5. From the Start Generating and Stop Generating list, select the appropriate duration.
6. From the Account Number list, select the appropriate account number.
7. From the Duration - From and Duration - To list, select the appropriate duration.
8. Click Schedule Report to view and generate the report.
   OR
   Click the View Scheduled Reports link to view all the scheduled reports. The Scheduled Reports screen appears.
OR
Click **Clear** to reset the search parameters.
OR
Click **Cancel** to cancel the transaction.

9. The success message of request along with the status and **Report Request Id** and Reference Number 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. Click the **Scheduled Reports** tab, the list of scheduled reports appears.

10. 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 > Scheduled Reports.