Oracle Banking Digital Experience

Core – Corporate Admin User Manual
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Core – Corporate Admin User Manual

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1. Preface

1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.2 Documentation Accessibility

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

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

1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 18.2.0.0.0, 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.

Sr. No.	Transaction / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 12.4.0.0.0,	Oracle FLEXCUBE Universal Banking 14.0.0.0.0	Oracle FLEXCUBE Universal Banking 14.0.0.0.0 (Oracle Banking Payments)
1	Corporate Administrator Dashboards	NH	NH	NH	NH
2	**Limits Definition**				
	Limits Definition - View	NH	NH	NH	NH
	Limits Definition - Create	NH	NH	NH	NH
	Limits Definition - Delete Limit	NH	NH	NH	NH
3	**Limits Package Management**				
	Limit Package Management - View	NH	NH	NH	NH
	Limit Package Management - Create	NH	NH	NH	NH
	Limit Package Management - Edit	NH	NH	NH	NH
	Limit Package Management - Delete	NH	NH	NH	NH
4	**Party Preferences**				
	Party Preferences- View	NH	NH	NH	NH
5	**User Management**	NH	NH	NH	NH
6	**Party Account Access**				

Sr. No.	Transaction / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 12.4.0.0.0,	Oracle FLEXCUBE Universal Banking 14.0.0.0.0	Oracle FLEXCUBE Universal Banking 14.0.0.0.0 (Oracle Banking Payments)
	Party Account Access - Create	✓	✓	✓	NH
	Party Account Access- View	✓	✓	✓	NH
	Party Account Access - Edit	✓	✓	✓	NH
	Party Account Access - Delete	✓	✓	✓	NH
7	**User Account Access**				
	User Account Access - Create	✓	✓	✓	NH
	User Account Access- View	✓	✓	✓	NH
	User Account Access - Edit	✓	✓	✓	NH
	User Account Access - Delete	✓	✓	✓	NH
8	**Party to Party Linkage**				
	Party to Party Linkage- View	✓	✓	✓	NH
9	**User Group Management**				
	User Groups - Summary	NH	NH	NH	NH
	User Groups - Create	NH	NH	NH	NH
	User Groups - View	NH	NH	NH	NH
	User Groups - Edit Group	NH	NH	NH	NH
10	**Approvals**				
10.1	**Workflow Management**				
	Workflow Management – Summary	NH	NH	NH	NH
	Workflow Management - Create	NH	NH	NH	NH
	Workflow Management - View	NH	NH	NH	NH
	Workflow Management - Edit	NH	NH	NH	NH
10.2	**Approval Rules**				

Sr. No.	Transaction / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 12.4.0.0.0,	Oracle FLEXCUBE Universal Banking 14.0.0.0.0	Oracle FLEXCUBE Universal Banking 14.0.0.0.0 (Oracle Banking Payments)
	Approval Rules – Summary	✓	✓	✓	NH
	Approval Rules – Create	✓	✓	✓	NH
	Approval Rules – View	✓	✓	✓	NH
	Approval Rules - Edit	✓	✓	✓	NH
	Approval Rules - Delete	✓	✓	✓	NH
11	Alerts Subscription	✓	✓	✓	NH
12	**File Upload Maintenance**				
	File Identifier Maintenance - Summary	NH	NH	NH	NH
	File Identifier Maintenance - Create	NH	NH	NH	NH
	File Identifier Maintenance - Edit	NH	NH	NH	NH
13	**User File Identifier Mapping**				
	User File Identifier Mapping - User Interface Details	NH	NH	NH	NH
	User File Identifier Mapping - Create	NH	NH	NH	NH
	User File Identifier Mapping – Edit	NH	NH	NH	NH
14	**Mailbox – Alerts (Summary and Details)**	NH	NH	NH	NH
14.1	**Notifications**	NH	NH	NH	NH
15	**Reports**				
15.1	**Report Generation**	NH	NH	NH	NH
	View Scheduled Reports	NH	NH	NH	NH
	Edit Schedule Reports	NH	NH	NH	NH
15.2	**My Reports**	NH	NH	NH	NH

Sr. No.	Transaction / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 12.4.0.0.0,	Oracle FLEXCUBE Universal Banking 14.0.0.0.0	Oracle FLEXCUBE Universal Banking 14.0.0.0.0 (Oracle Banking Payments)
	My Reports - Adhoc	NH	NH	NH	NH
	My Reports - Schedule	NH	NH	NH	NH
16	**User Report Mapping**				
	User Report Mapping - Create	NH	NH	NH	NH
	User Report Mapping - Edit	NH	NH	NH	NH
17	**Session Summary**	NH	NH	NH	NH
18	**Audit Log**	NH	NH	NH	NH
19	**My Profile**	NH	NH	NH	NH
20	**Security Settings**				
	Change Password	NH	NH	NH	NH
	Set Security Questions	NH	NH	NH	NH

3. Corporate Administrator

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

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

Following administrative functions are extended for Corporate Administrator.

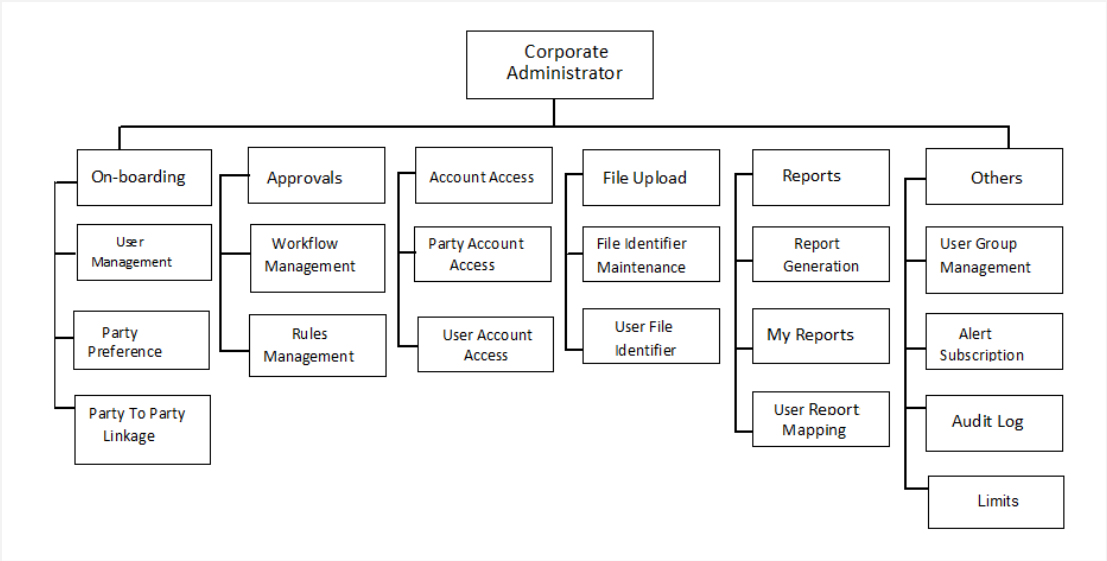
- User Management
- Party Preferences
- Approval Workflow Maintenance
- Approval Rules Maintenance
- Account Access
- Alerts Subscription
- File Upload
- Transaction Limit Maintenance
- Reports Generation and Mapping

Home

4. Corporate Administrator Dashboard

Corporate Administrator Maker's role involves the maintenances which are mainly required for day to day maintenances like onboarding the users on Digital Platform and providing them the account and transactions access, approval related maintenances etc.

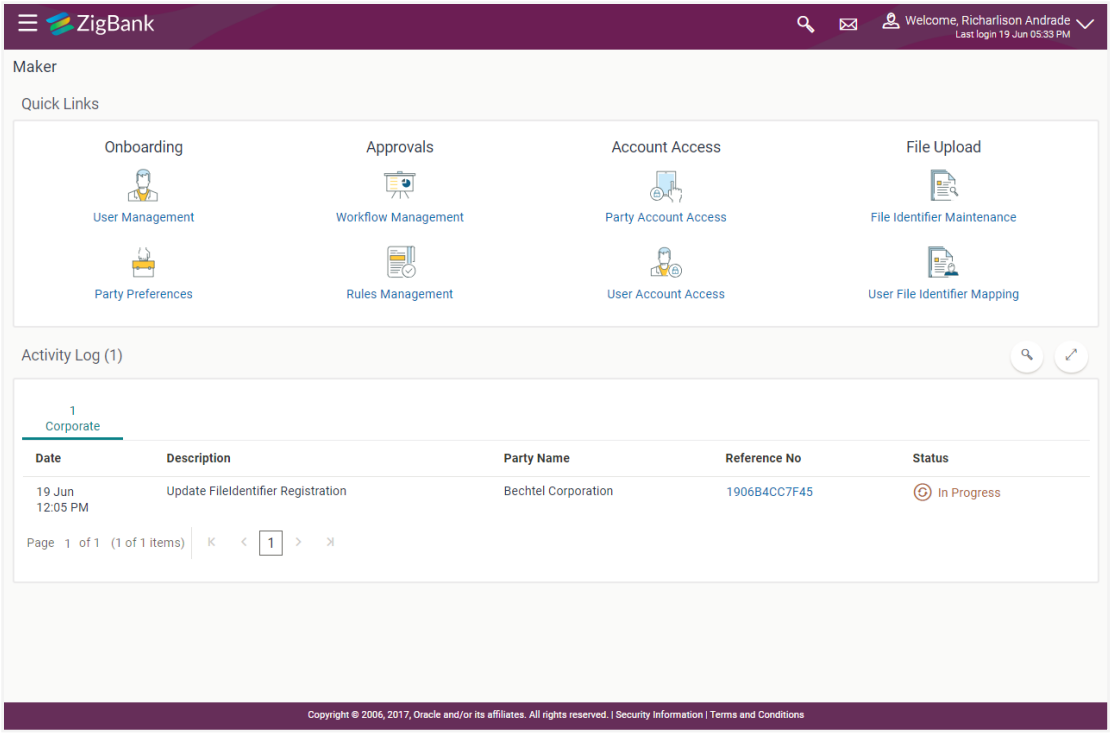
Summary



Corporate Admin Dashboard – Overview

The Corporate Administrator dashboard comprises of

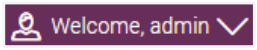
- Quick Links
- Other Options accessed via Toggle Menu
- Activity Log



Dashboard Overview

Icons

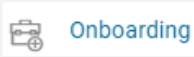
Following icons are present on the corporate administrator dashboard:

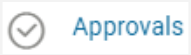
- : Clicking this icon takes you to the dashboard.
- : Clicking this icon takes you to the Mailbox screen.
- : Click this icon to search the transactions.
- 

: Click this icon to view the user's profile and for logout option
- : Click the toggle menu to access the transaction.

Menus

Following items are present in the Toggle Menu:

- 

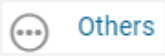
: Click this menu to manage users.
- 

: Click this menu to access Approval related transactions.
-

: Click this menu to manage limits.
-

: Click this menu to set up account access rules on the transactions.
-

: Click this menu to create a file identifier and map it to the user.
-

: Click this menu to generate reports and view the generated reports.
- 

: (User Group Management, Alert Subscription, Audit Log)
-

: Click this menu to view the Mails, Alerts and Notifications.
-

: Click this icon to view the profile of the logged in user.
-

: 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.
-

Click to view the address and location of the ATMs and the branches of the Bank.
-

: Click here for security settings.
-

: Click this menu to launch the online help.
-

: Click this menu to view the information about the application like version number, copyright etc.

Quick Links

Onboarding

(a) User Management

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

(b) Party Preferences

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

Approvals

(a) Workflow Management

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

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

(b) Rules Management

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

Account Access

(a) Party Account Access

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

(b) User Account Access

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

File Upload

(a) File Identifier Maintenance

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

(b) User File Identifier Mapping

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

Options accessible only via Toggle Menu

Onboarding

(a) Party to Party linkage

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

Limits

(a) Limit Definition

Limits are defined by the bank to set up amount and duration based restrictions on the transactions that can be carried out by the user.

As part of Limits Definition maintenance, the Corporate Administrator can define:

- **Transaction Limits**: It is the initiation limit with minimum and maximum amount, defined typically for a user with role 'Maker'.
- **Cumulative Limits**: It is the collective transaction amount limit for all the transactions that can be performed during a day and maximum **number of transactions in a day.**

This Option allows the Corporate Administrator to search and view limits, create limits and edit / delete existing limits.

(b) Limits Package

As part of the Limits Package definition, the created limits can be mapped to relevant transactions and/or roles.

The Limits Packages once created can be associated at User Level.

This Option allows the Corporate Administrator to search and view Limit Package, create a new Limit Package, and edit / delete existing Limit Package.

Reports

(a) Report Generation

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

(b) My Reports

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

(c) User Report Mapping

The user report mapping maintenance allows the Corporate Administrator to map the report or set of reports to a specific corporate user. The corporate users can generate and view the reports of which they have an access to.

Corporate Administrator searches a corporate user based and view the reports mapped to him, administrator can also un-map the reports from specific corporate user so that access of the specific report/ s can be removed to that corporate user.

Others

(a) User Group Management

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

(b) Audit Log

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

(c) Alert Subscription

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

Note:
1) If the setup requires an approval workflow, initiated transaction/maintenance will be sent for approval. Once approved by the required number of approvers, the maintenance will be effective.
2) If the setup does not require an approval workflow or is self / auto approved, the maintenance will come into effect on saving & confirming.

Activity Log

The Corporate Administrator can view the log of activities here. For ease of use, he can provide a Date Range and search.

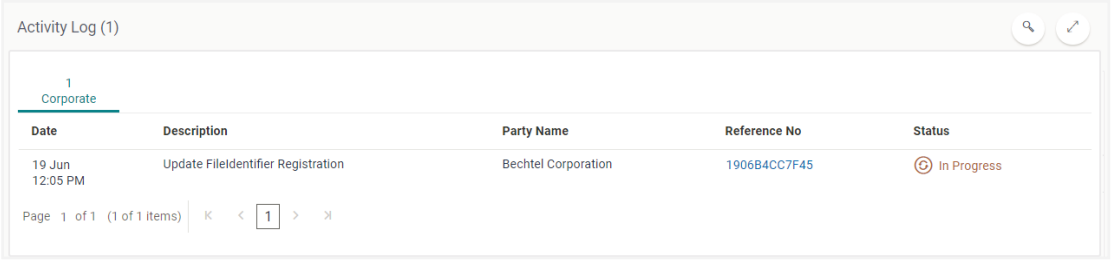
Icons

- : Click this icon to open the section in a new window.
- : Click this icon to search the transactions that are performed on a particular date. It has two fields **Date From** and **Date To**, you can select the start and end date to search the transaction.

(a) Corporate Activity Log

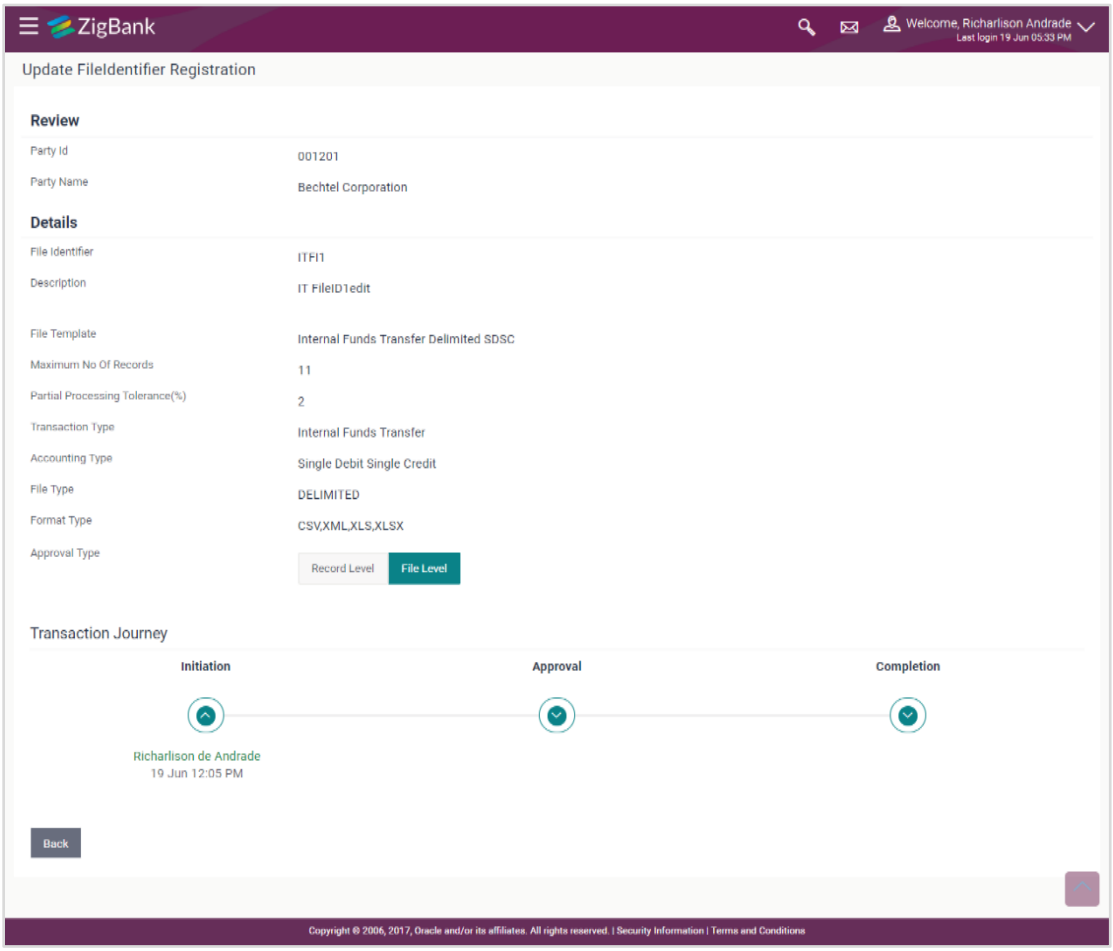
In the Corporate activity log, the Corporate Administrator, can view the activities of a user done regards to a corporate maintenances. The following fields are displayed.

- Date: Date of the maintenance
- Description: Description of the maintenance
- Party Name: Party name
- Reference Number: Reference number of the maintenance.
- Status: Status of the maintenance



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

Transaction Details



Transaction Details

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

Transaction Journey

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

- Initiation
- Approval
- Completion

---

1. Click **Back** to navigate to the **Dashboard**.

Home

5. User Management

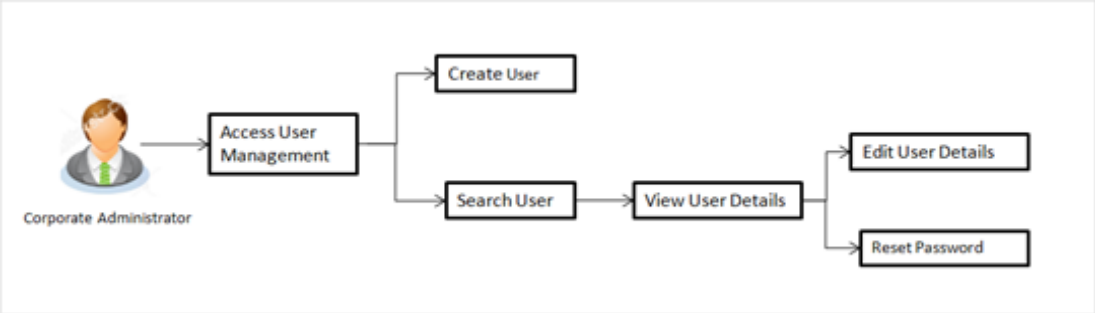
User Management function enables Corporate Administrator to onboard and manages users along with their login credentials for channel banking access. This module facilitates channel banking access to corporate users of a party that the Corporate Administrator belongs to.

This function also lets the Corporate Administrator to define the various access points from which the user can access the channel banking and limit package applicable for the same.

Prerequisites:

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

Workflow:



Features supported in application

The User Management module allows the Corporate Administrator to:

- Create User
- Search User
- Edit User

How to reach here:

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

5.1 User Management – Create User

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

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

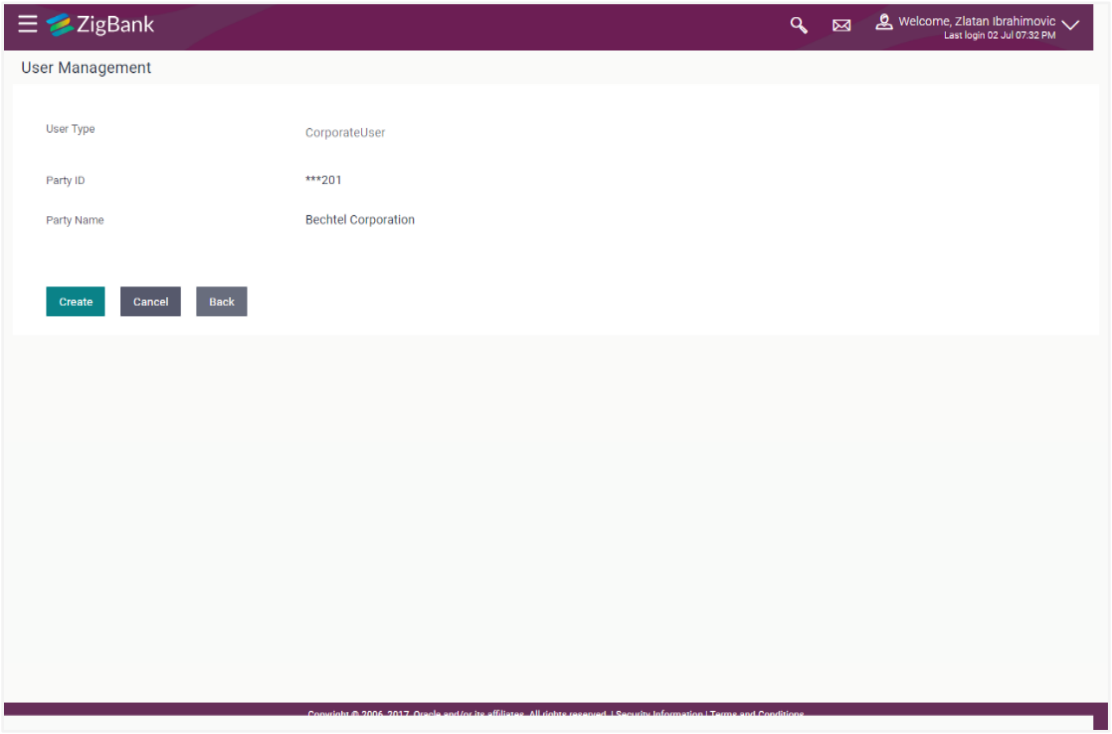
- Personal Information
- Contact Details
- Assign Transaction Limits
- Assign Child Roles
- Define User Status

Note: In case of multi entity implementation, if the corporate administrator has access to multiple entities, then the administrator can select the entity from the entity switcher on which the user needs to be on boarded. The selected entity of the user as part of onboarding will be the default/home entity of the user being created.

To create a new user:

1. In the **User Management** screen, click **Create**. The **User Management** screen with mapped party appears.

User Management – Create New User

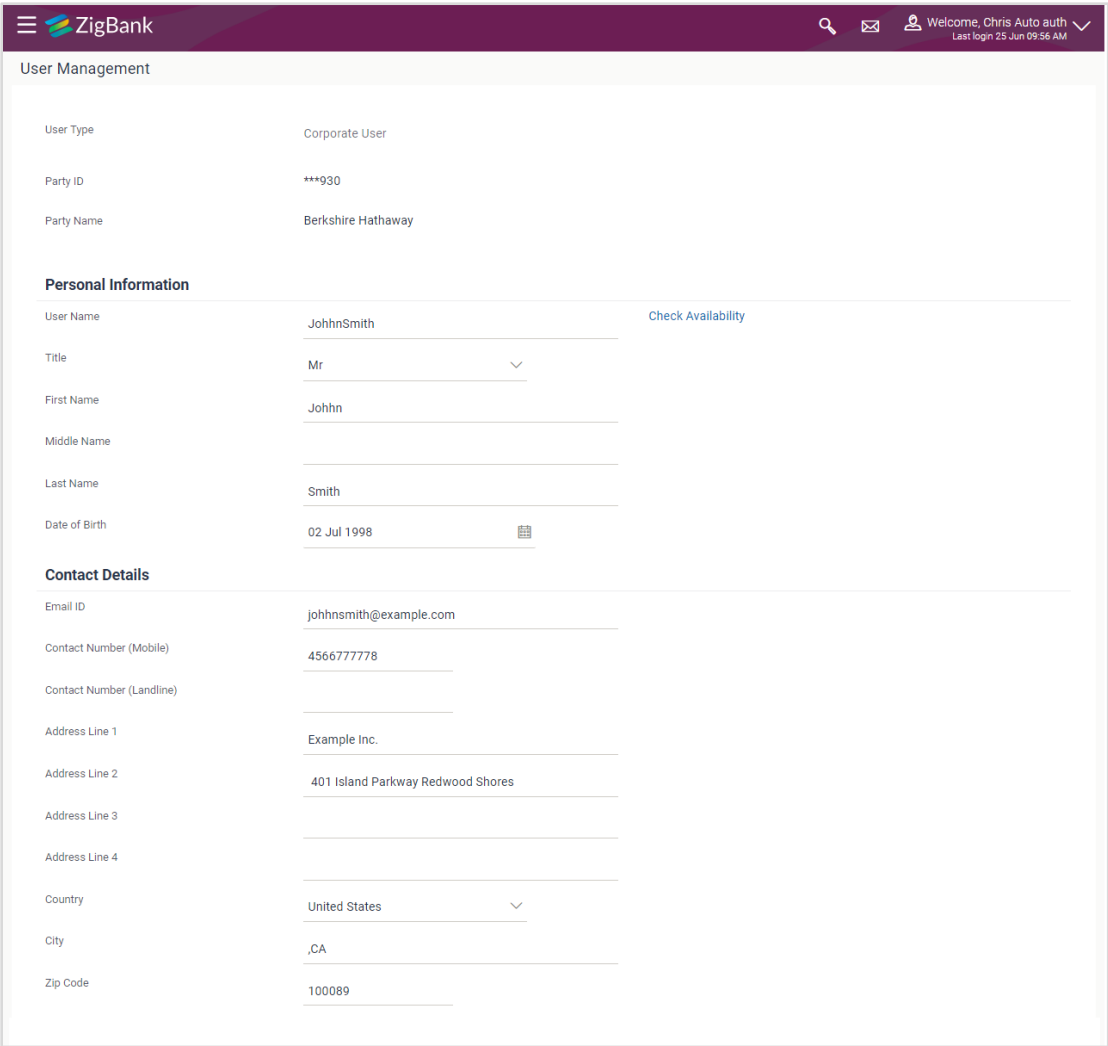


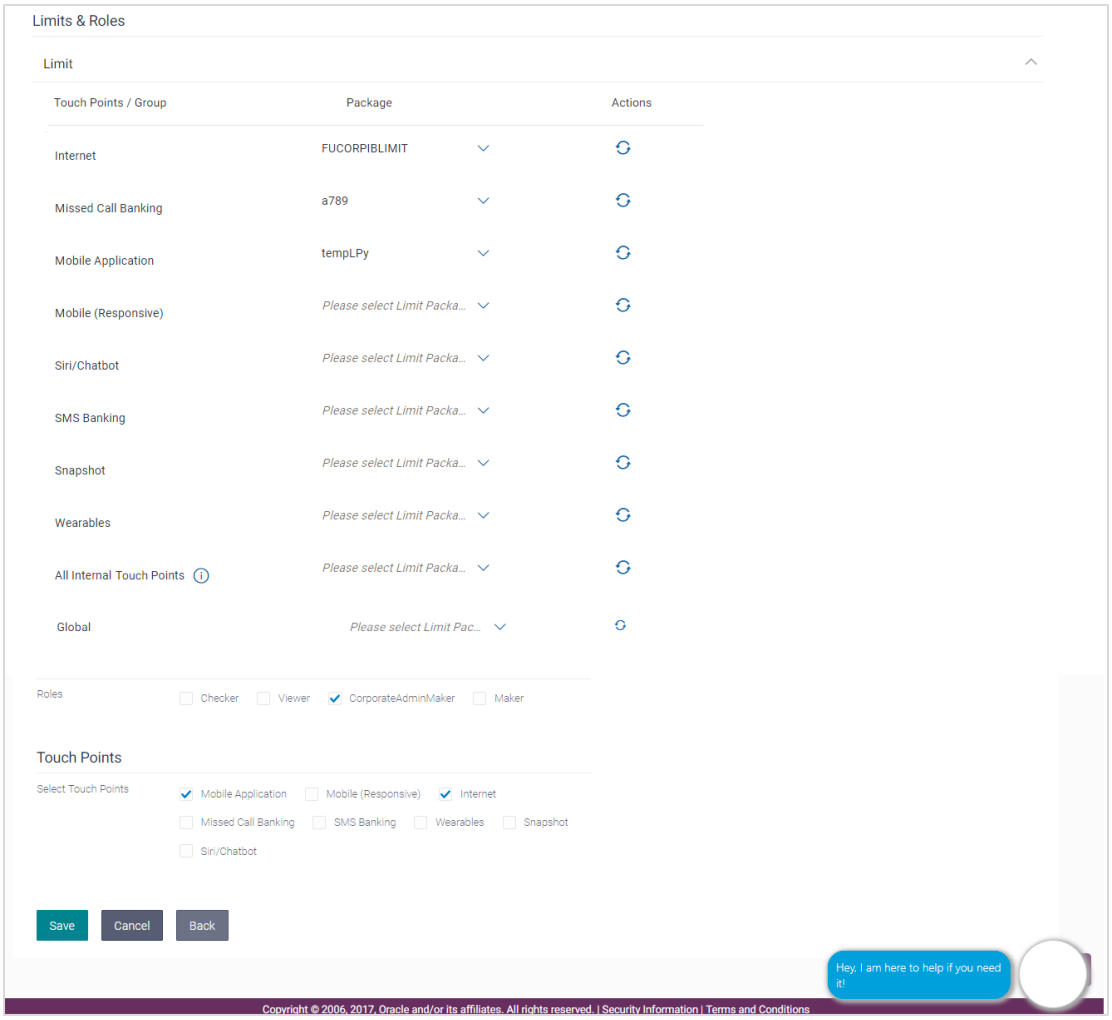
Field Description

Field Name	Description
User Type	User type is always defaulted to ‘Corporate User’.
Party ID	Party Id mapped to the logged in Corporate Administrator.
Party Name	Party name of the party mapped to the logged in Corporate Administrator.

2. Click **Create** to create new corporate user. The **Create New User** screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to go back to previous screen.

User Management – Create New User





Field Description

Field Name	Description
User Type	User type is always defaulted to ‘Corporate User’.
Party ID	Party ID mapped to the logged in Corporate Administrator.
Party Name	Party name of Party ID mapped to the logged in Corporate Administrator.
Personal Information	
User Name	Define the name of the user (login ID) which is to be created.

Field Name	Description
Title	Title of the user. The options are: • Mr • Mrs • Miss • Ms • Dr • Master
First Name	Specify first name of the user.
Middle Name	Specify middle name of the user.
Last Name	Specify last name/ surname of the user.
Date of Birth	Specify date of birth of the user.
Contact Details	
Email ID	Specify an email ID of the user.
Contact Number (Mobile)	Specify mobile number of the user.
Contact Number (Land Line)	Specify phone number (land line) number of the user.
Address Line 1-4	Address of the user.
Country	Country of the user.
City	Specify city in which the user resides.
Zip Code	The postal code of the city in which the user resides.
Limits & Roles	
Limits – Touch / Points Group If limit check is required, assign a limit package for applicable touch points. All the touch points and touch point groups maintained in the system are listed. Packages can be mapped for each touch point and for touch point group.	

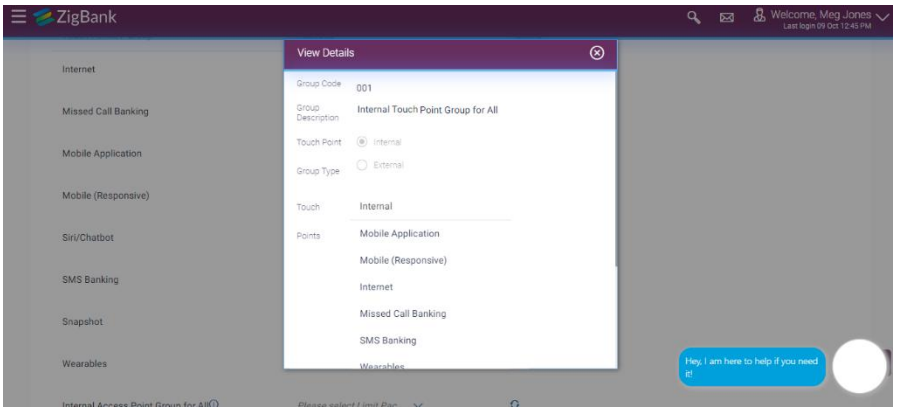
Field Name	Description
Touch Points/ Group	Name of touch points/ groups under a specific entity to which the limit packages are to be mapped.
Package	List of the packages which can be mapped to touch points/ groups. Only limit packages maintained for the selected touch point/group will get listed here.
Roles	Application roles like maker, checker etc. maintained under respective user segment are listed. Multiple child roles can be mapped to the user.
Touch Points	
Select Touch Points	The touch points (banking channels) allows a user to perform transactions using the touch points. The touch points could be: • Mobile Application • Mobile (Responsive) • Internet • Mobile Banking • Missed Call Banking • SMS Banking • Wearables • Snapshot • Siri / Chatbot

3. In the **User Name** field, enter the name of the user.
4. Click **Check Availability** to check the uniqueness of the user ID. If the user ID is already used.
5. In the **Personal Information** section, enter the relevant information.
6. In the **Contact Details** section, enter the relevant information.
7. In the **Limits** section, select the limit packages to be mapped to touch points from the limit package list.
8. Select the touch points to be mapped to the user.
9. Select the roles to be mapped from the **Roles** check box.

Note: Click to reset the limit package assigned.

10. Click to view the details of touch points group. The **View Details - Touch Point Group** popup window appears

Touch Point Group - View Details



Field Description

Field Name	Description
Group Code	Group code defined for a touch point group.
Group Description	Group description defined for a touch point groups.
Group Type	Type of touch point i.e. whether touch point is of type internal or external.
Touch Points	List of the internal or external touch points.

11. To enable the various touch points (banking channels) to a user, select the **Select Touch Points** check box.
12. Click **Save** to save the user details.
    OR
    Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
    OR
    Click **Back** to go back to previous screen.
13. The **Create New User - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
    OR
    Click **Back** to go back to previous screen.
14. The success message of user creation appears along with the transaction reference number.
    Click **OK** to complete the transaction.

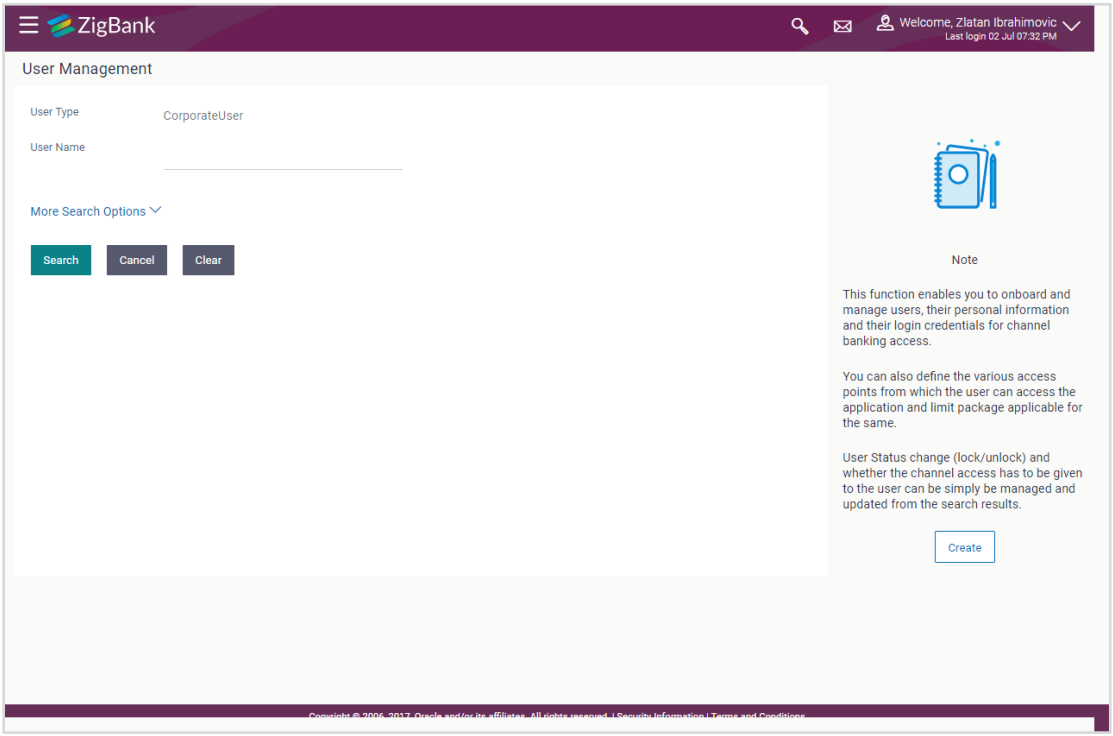
5.2 User Management – Search/ View User

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

Corporate administrators can also change the user status or the channel access permission for a user using this screen.

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

User Management - Search User



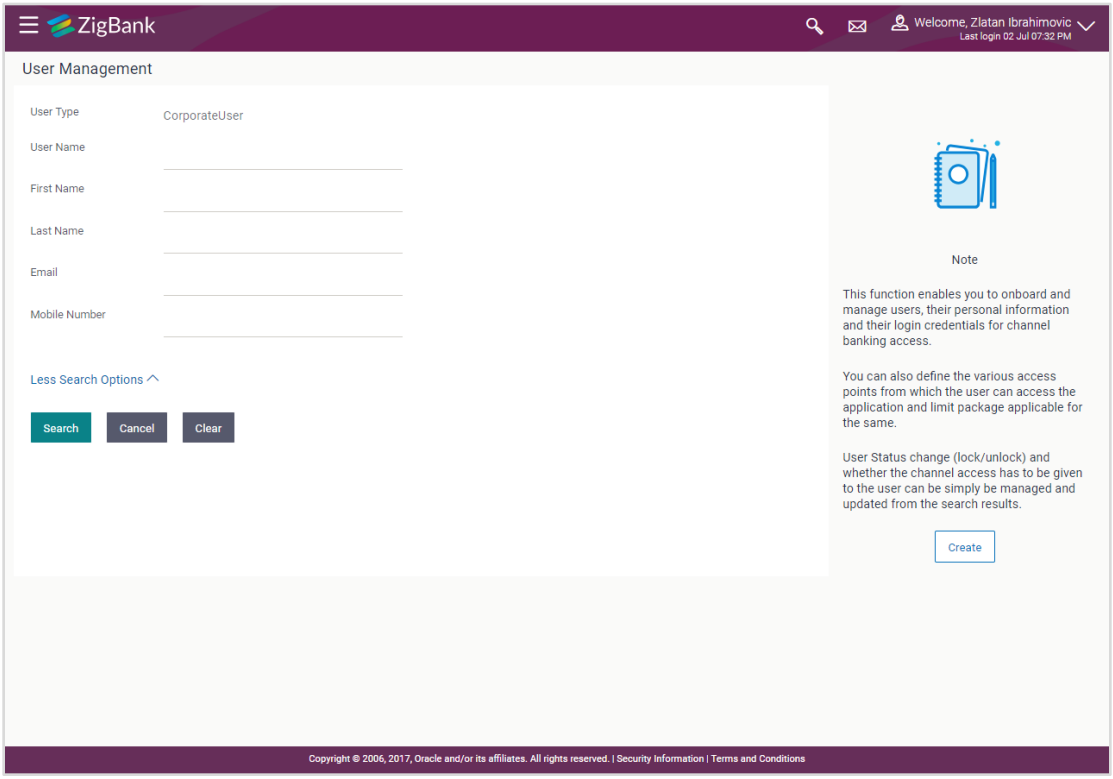
Field Description

Field Name	Description
User Type	User type is always defaulted to 'Corporate User'.
User Name	Enter the user ID /User name. Partial search is allowed.

To search and view details of the existing users

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

User Management – Search User - More Search Options

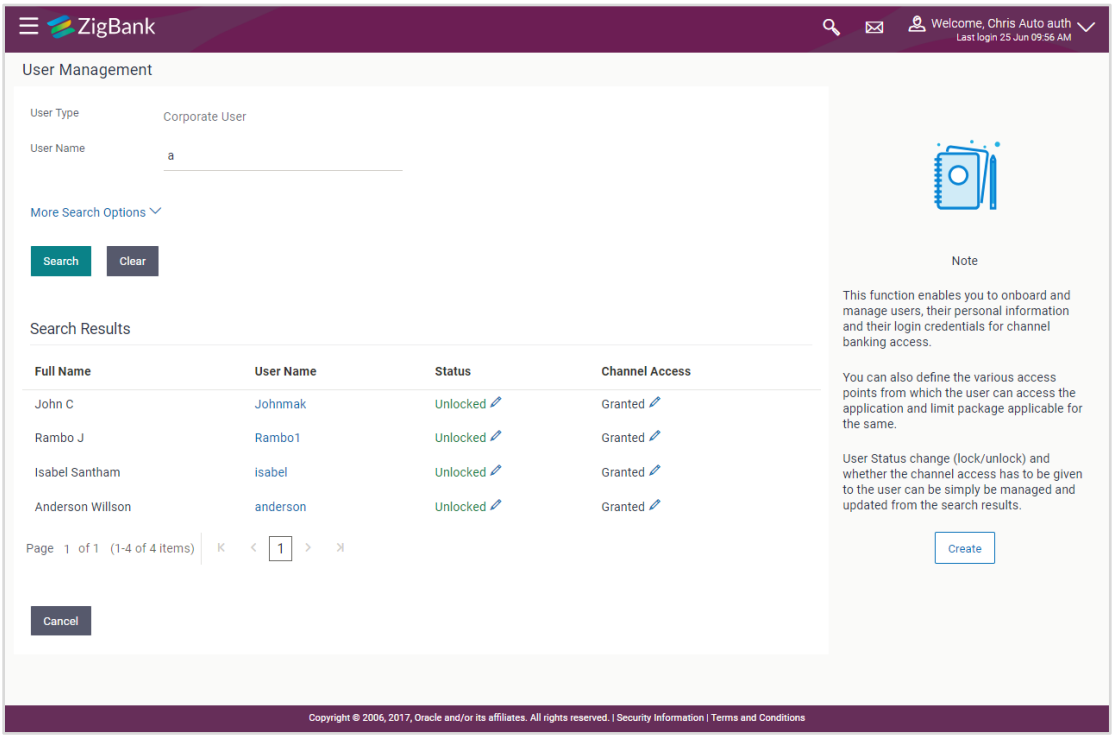


Field Description

Field Name	Description
User Type	User type is always defaulted to ‘Corporate User’.
User Name	To search the user with the user name/user ID. Partial search is allowed.
First Name	Allows to search based on first name of the user.
Last Name	Allows to search based on last name of the user.
Email	Allows to search based on email id of the user.
Mobile Number	Allows to search based on mobile number of the user.

2. Enter the search criteria, click **Search**.
   The search results appear on the **User Management** screen based on the search parameters.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Clear** to clear the input search parameters.

User Management - Search Results



Field Description

Field Name	Description
Search Results	
Full Name	First name and last name of the user.
User Name	User Name of the user.
Status	Status of the user, Locked or Unlocked.
Channel Access	Indicates whether channel access is granted. Click to grant / revoke access rights.

Note: Channel access feature will only be available with DB authenticator as Identity Management System.

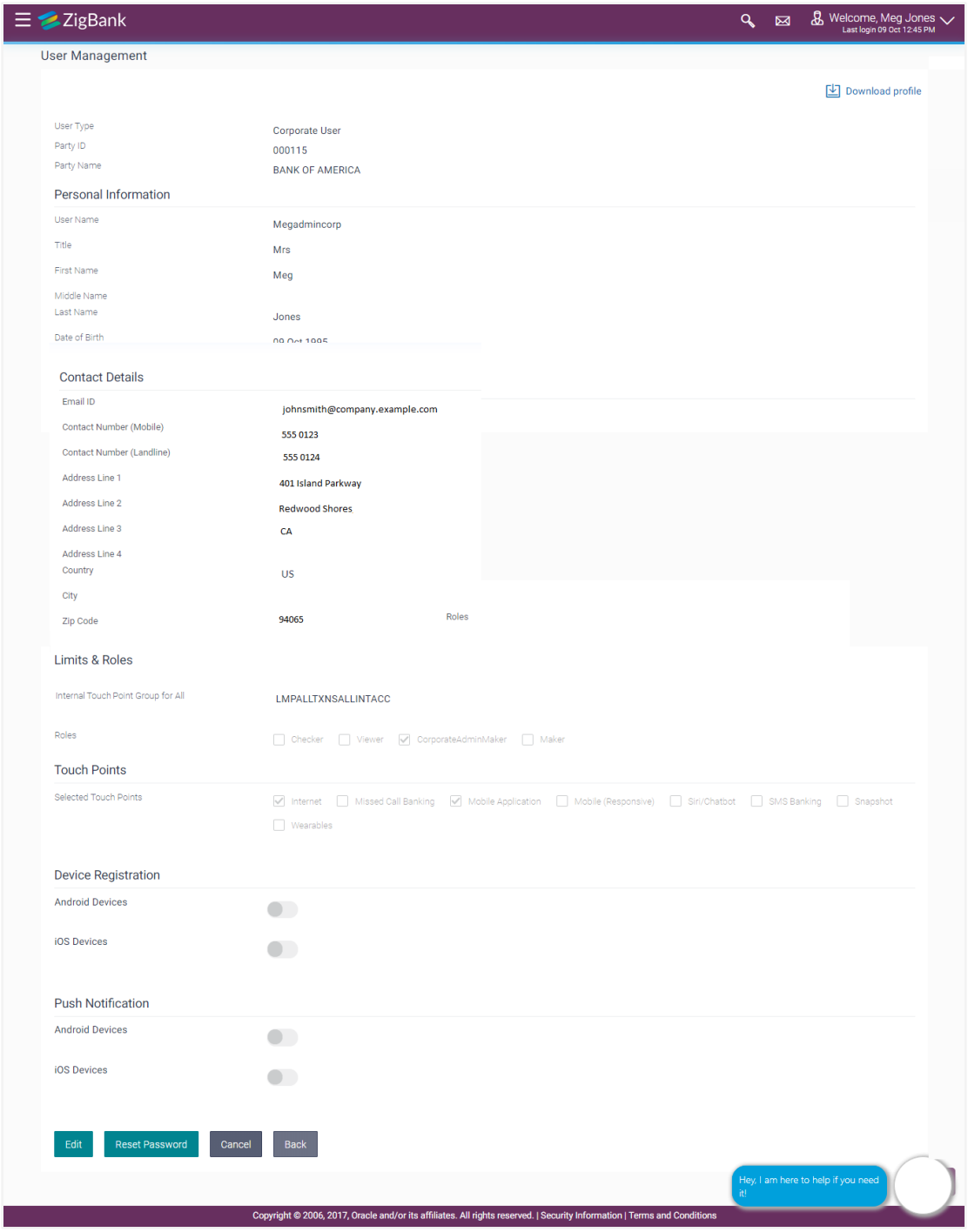
If the search results are more than five, pagination will be enabled.

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

To view the user details:

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

User Management – View



Field Description

Field Name	Description
User Type	User type is always defaulted to 'Corporate User'.
Party ID	Party ID mapped to the user. Party ID is defaulted to the mapped Party ID of the Corporate Administrator.
Party Name	Party name of Party ID mapped to the user. Party name of Party ID mapped to the logged in Corporate Administrator.
Personal Information	
User Name	Name (login ID) of the user.
Title	Title of the user. • Mr • Mrs • Miss • Ms • Dr • Master
First Name	First name of the user.
Middle Name	Middle name of the user.
Last Name	Last name/ surname of the user.
Date of Birth	Date of birth of the user.
Contact Details	
Email ID	Email id of the user.
Contact Number (Mobile)	Mobile number of the user.
Contact Number (Land Line)	Phone number (land line) number of the user.
Address Line 1-4	Address of the user.
Country	Country of the user.
City	City in which the user resides.

Field Name	Description
Zip Code	The postal code of the city in which the user resides.

Limits & Roles

Limits – Touch Point/Group

If limit check is required, assigned limit packages for applicable touch points get displayed here.

Touch Points/ Group	Name of touch points/ groups maintained for which the limit packages are mapped.
Package	Name of the limit package mapped against specific touch points / touch point groups
Roles	Application roles mapped to the user.

Touch Points

Select Touch Points

The touch points (banking channels) allows a user to perform transactions using the touch points.

The touch points could be:

- Mobile Application
- Mobile (Responsive)
- Internet
- Mobile Banking
- Missed Call Banking
- SMS Banking
- Wearables
- Snapshot
- Siri / Chatbot

Device Registration

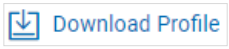
Android Devices

This option lets the administrator to deregister the android devices/s. Enabling of the device happens when the user installs and registers on the app on the android device. Administrator cannot manually enable the device.

If the Administrator deregisters the device, the user gets logged out from all the android devices and his alternate login gets disabled from all the android devices on which the user has installed the application.

Field Name	Description
iOS Devices	This option lets the administrator to deregister the iOS devices/s. Enabling of the device happens when the user installs and registers on the app on the iOS device. Administrator cannot manually enable the device. If the Administrator deregisters the device, the user gets logged out from all the iOS devices and his alternate login gets disabled from all the iOS devices on which the user has installed the application.
Push Notifications	
Android Devices	This option lets the administrator disable push notifications for android devices. Enabling of the push notification is done by user himself and administrator cannot do the same. If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.
iOS Devices	This option lets the administrator disable push notifications for iOS devices. Enabling of the push notification is done by user himself and administrator cannot do the same. If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.

Note: To receive push notifications (for both iOS and android) user will have to allow the same on the device settings

5. Click **Edit** to edit the user details. The **User Management - Edit User** screen appears.
   OR
   Click **Reset Password** to reset user's password. A warning message 'Do you want to reset the password?' appears on the screen. If user clicks 'Yes', a reset password confirmation screen is displayed. New password gets communicated to the user on registered email address (if the alert for the same is maintained) and the record for that user gets available in the Print password screen, from where it can be printed. If user clicks 'No', the action gets cancelled.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.
   OR
   Click 

   to download the user details.

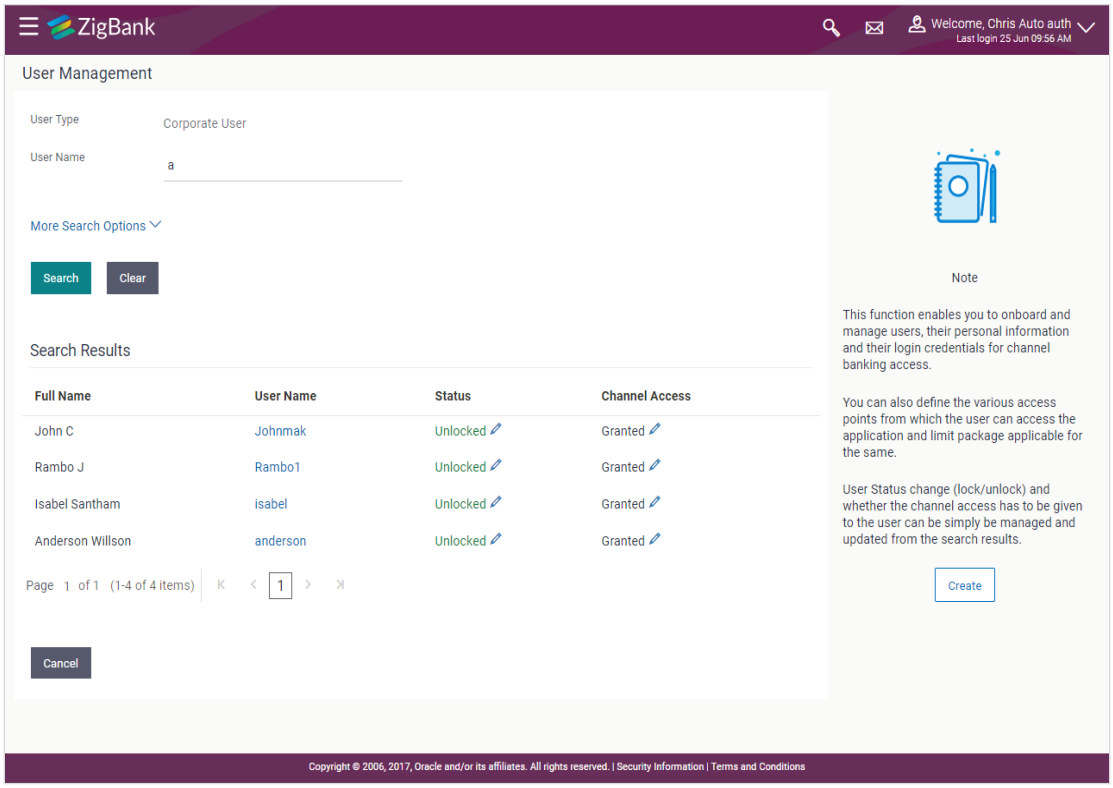
User Management - Change user status

This section allows you to lock and unlock a user.

To lock or unlock a user:

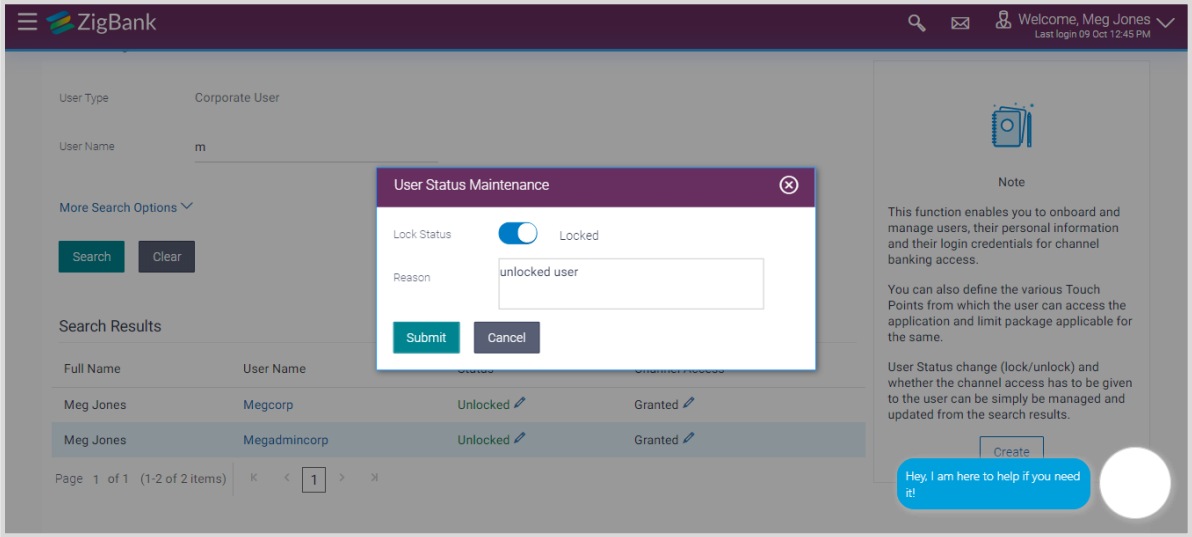
1. Enter the search criteria, click **Search**.
   The search results appear on the **User Management** screen based on the search parameters.

Lock / Unlock User



2. Click in the **Status** column to lock / unlock a user. The **User Status Maintenance** screen appears.

User Status Maintenance



3. In the **Lock Status** field move the slider to lock / unlock a user.
4. In the **Reason** field enter the appropriate description.
5. Click **Submit** to save.
   OR
   Click **Cancel** to close.

User Management - Channel Access Permission

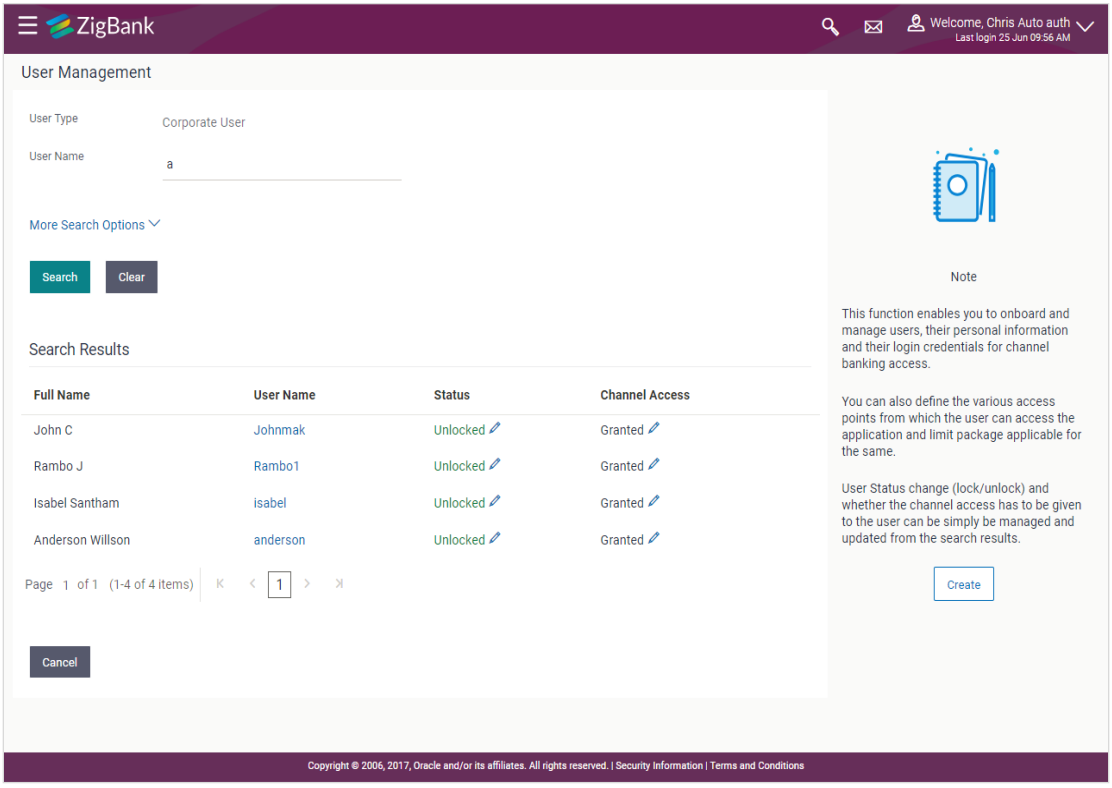
This section allows the administrator to grant / revoke channel access for a user. In case administrator changes the channel access from grant to revoked; user will not be able to access his channel banking.

Note: Channel Access feature is only available and displayed if the Application is configured on DB Authenticator as Identity Management system.

To grant or revoke channel access:

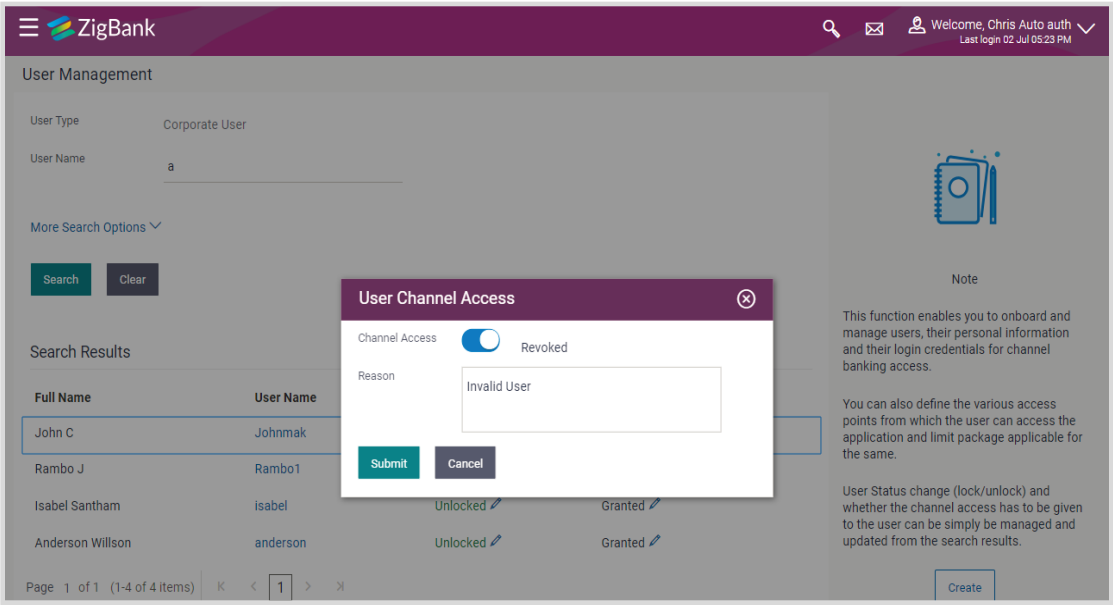
6. Enter the search criteria, click **Search**.
   The search **results** appear on the **User Management** screen based on the search parameters.

Channel Access



7. Click in the **Channel Access** column to grant / revoke channel access to a user. The **User Channel Access** screen appears.

User Channel Access



8. In the **Channel Access** field move the slider to grant / revoke channel access rights for a user.
9. In the **Reason** field enter the appropriate description.
10. Click **Submit** to save.
    OR
    Click **Cancel** to close.

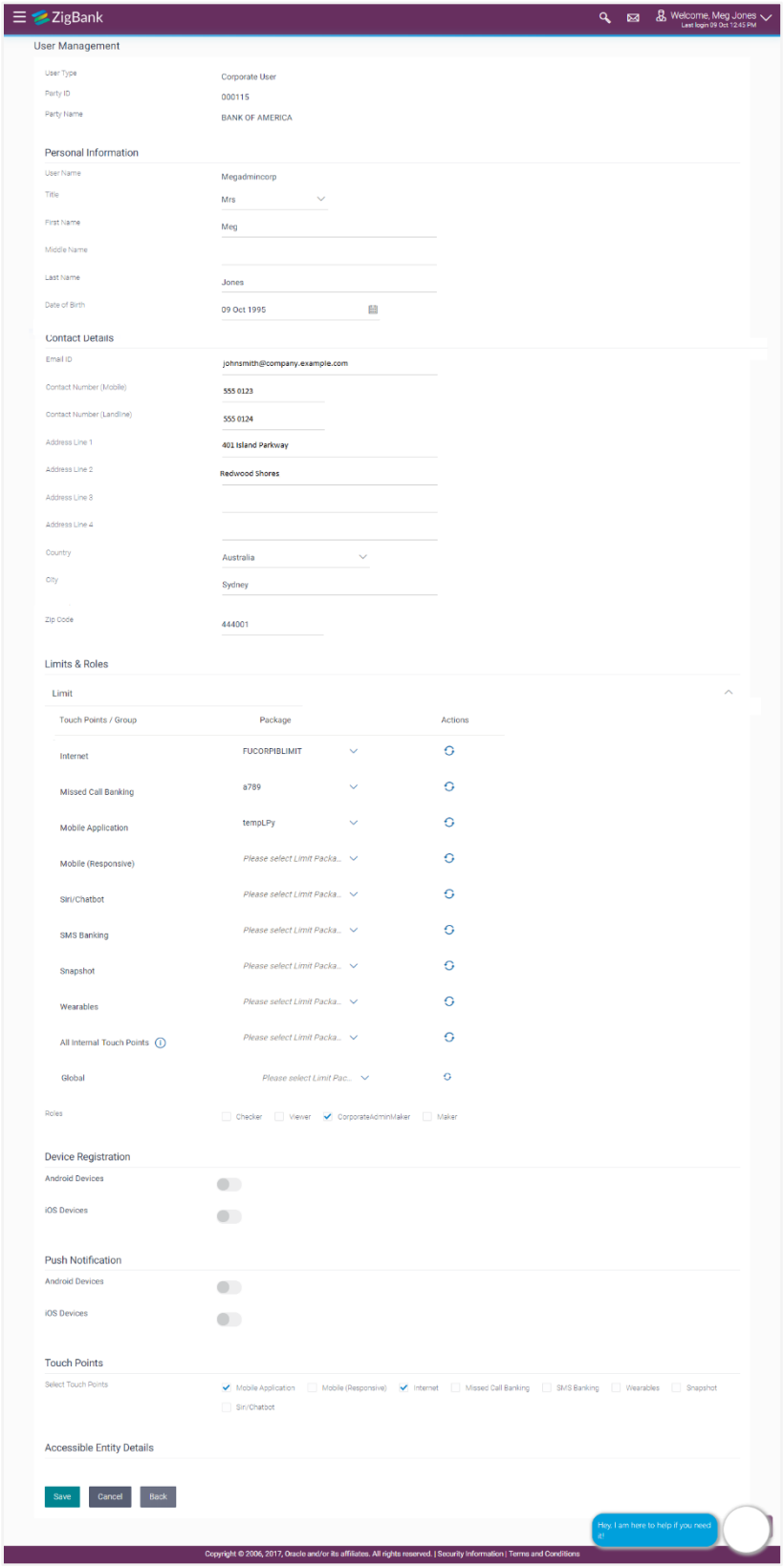
5.3 User Management – Edit User

This function enables Corporate Administrator to edit the existing user details.

To edit or update user details:

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

User Management - Edit User



Field Description

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

Field Name	Description
Contact Number (Land Line)	Phone number (land line) number of the user.
Address Line 1-4	Address of the user.
Country	Country of the user.
City	City in which the user resides.
Zip Code	The postal code of the city in which the user resides.

Device Registration

This section does not appear if you select **Administrator** option from **User Type** list.

Android Devices	This option lets the administrator to deregister the android devices/s. Enabling of the device happens when the user installs and registers on the app on the android device. Administrator cannot manually enable the device. If the Administrator deregisters the device, the user gets logged out from all the android devices and his alternate login gets disabled from all the android devices on which the user has installed the application.
iOS Devices	This option lets the administrator to deregister the iOS devices/s. Enabling of the device happens when the user installs and registers on the app on the iOS device. Administrator cannot manually enable the device. If the Administrator deregisters the device, the user gets logged out from all the iOS devices and his alternate login gets disabled from all the iOS devices on which the user has installed the application.

Push Notifications

Android Devices	This option lets the administrator disable push notifications for android devices. Enabling of the push notification is done by user himself and administrator cannot do the same. If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.
iOS Devices	This option lets the administrator disable push notifications for iOS devices. Enabling of the push notification is done by user himself and administrator cannot do the same. If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number. **Note:** To receive push notification user will have to allow the same on the evice settings

Limit & Roles

Field Name	Description

If limit check is required, update a limit package for applicable touch points. All the touch points and touch point groups maintained in the system are listed. Packages can be mapped for each touch point and for touch point group.

Touch Points/ Group	Name of touch points/ groups under a specific entity to which the limit packages are to be mapped.
Package	List of the packages which is to be mapped to an touch points/ groups. Only limit packages maintained for the selected access point will get here.
Roles	Application roles like maker, checker etc. maintained under respective user types are listed. Multiple Application roles can be mapped to the user.

Touch Points

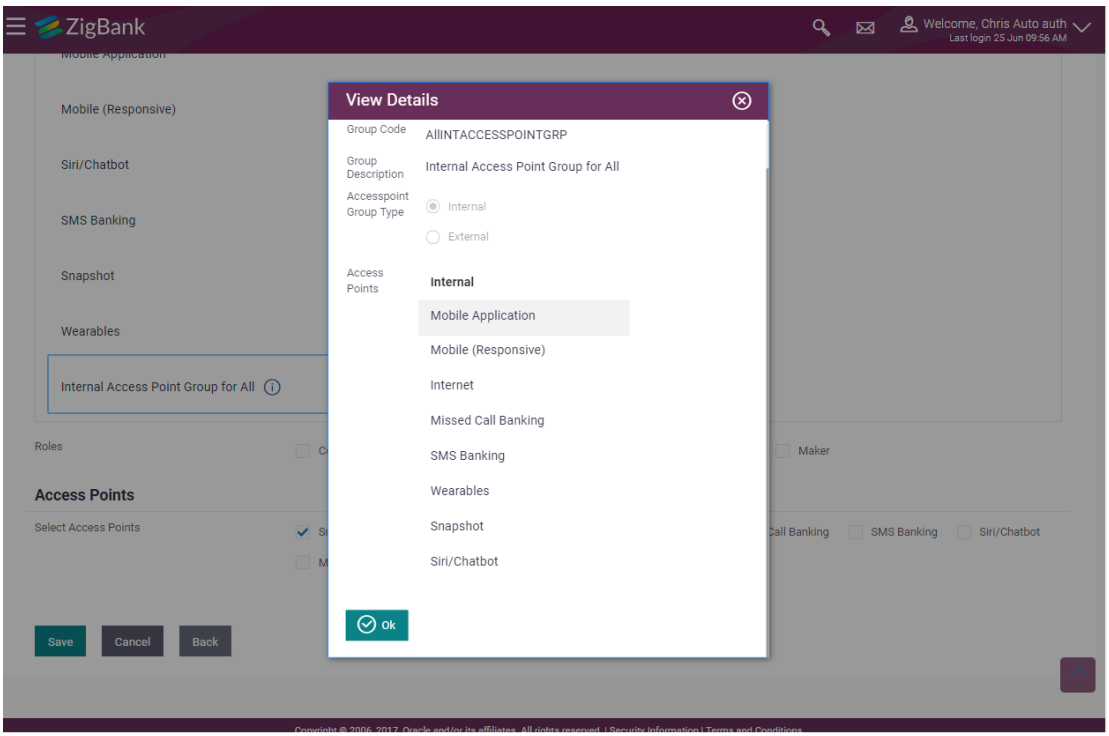
Select Touch Points	The touch points (banking channels) allows a user to perform transactions using the touch points. The touch points could be: • Mobile Application • Mobile (Responsive) • Internet • Mobile Banking • Missed Call Banking • SMS Banking • Wearables • Snapshot • Siri / Chatbot

3. In the **User Name** filed, enter the required details. Click **Check Availability** to check the uniqueness of the user ID. If the user ID is already used.
4. In the **Personal Information** section, enter the required details.
5. In the **Contact Details** section, enter the required details.
6. In the **Limits** section, select the limit packages to be mapped to touch points from the limit package list.
7. Select the touch points to be mapped to user.
8. Select the roles to be mapped from the **Roles** check box.

Note: Click to reset the limit package assigned.

9. Click ⓘ to view the details of touch points group. **The View Details - Touch Point** Group popup window appears.

Touch Point Group - View Details



Field Description

Field Name	Description
Group Code	Group code defined for a touch point group.
Group Description	Group description defined for touch point groups.
Group Type	Type of access point i.e. whether touch point is of type internal or external.
Touch Points	List of the internal or external touch points.

10. Click **Save** to update the changes.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to previous screen.

11. The **Review User Details** screen appears. Verify the details, and click **Confirm**.
    OR
    Click Cancel to cancel the transaction.
    OR
    Click Back to navigate to the previous screen.
12. The success message of updates appears.
    Click **OK** to complete the transaction.

FAQs

1. **Can I edit the party id mapped to the user?**

   No, party ID mapped to the user cannot be edited. It is defaulted to the party id mapped to Corporate Administrator.

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

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

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

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

4. **Can one assign multiple child roles to a user?**

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

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

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

User Segment	Application Roles
Corporate User	Maker
	Checker
	Viewer
	Corporate Admin Maker
	Corporate Admin Checker

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

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

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

   In case of any update of child roles mapped to the user as edit user functionality, the privileges associated with new child roles get applied to the user with an immediate effect.
   So if any transaction is pending with approver for approval, user can view and approve those transactions only if checker role is mapped to him. As soon as checker role is unmapped, then user will not be able to view and approve the transactions which were pending for his approval.

8. **Can a corporate administrator create a corporate user and assign multiple entities?**

   No, currently corporate administrator cannot create a corporate user with multiple entities.

9. **If a user's User ID is locked and he/she has requested for a reset password, does the admin needs to unlock it separately ?**

   No, the user ID will automatically get unlocked at the time of resetting the password by Admin.

Home

6. Party Preferences

Party Preferences maintenance enables the Bank to define certain parameter like limits, approval flow, channel access permission etc. This maintenance is done only for corporate type of parties and is not applicable for retail type of parties.

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

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

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

Prerequisites

- Party preference is maintained by the Corporate administrator
- Approval rule set up for Corporate Administrator
- Corporate Administrator is maintained for a party
- Transaction access is provided to Corporate Administrator

Features Supported In Application

Party Preference maintenance available for Corporate Administrator users in the application includes;

- View Party Preferences

How to reach here:

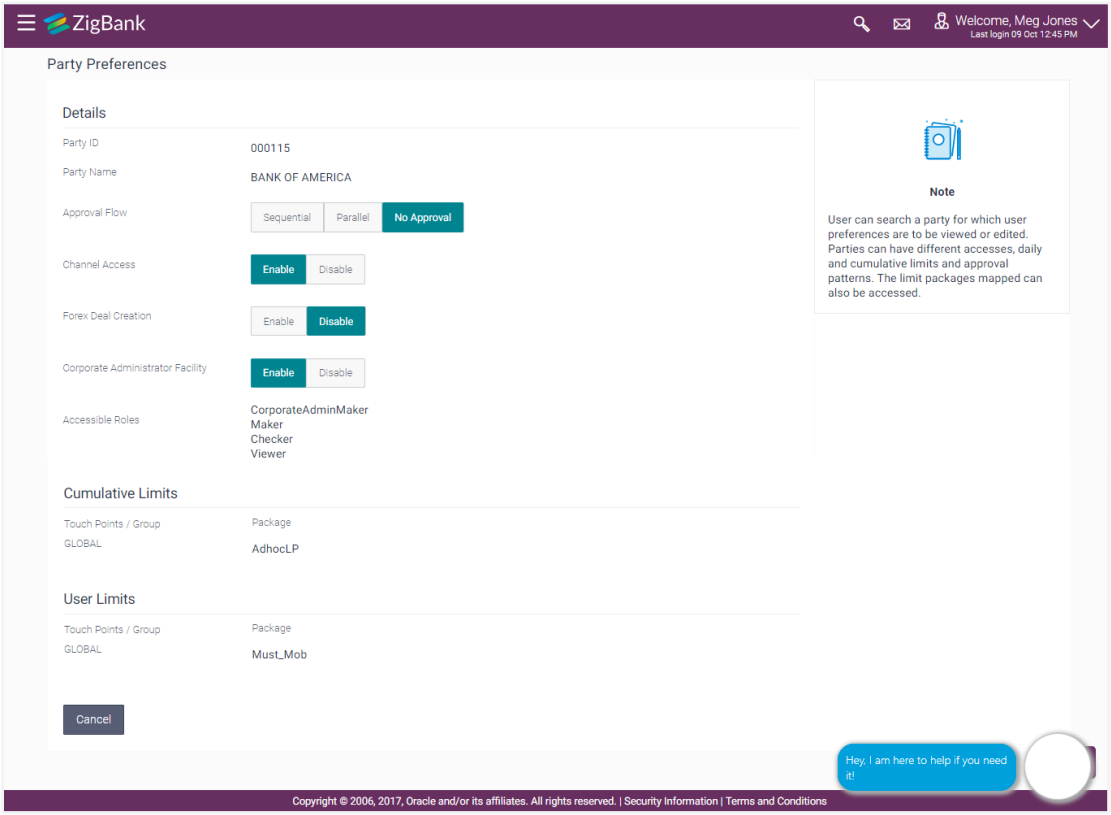
Toggle menu > OnBoarding > Party Preferences
OR
Corporate Administrator Dashboard > Quick Links > OnBoarding > Party Preferences

6.1 Party Preferences - View

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

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

Party Preferences



Field Description

Field Name	Description
Party ID	Party ID mapped to the logged in Corporate Administrator.
Party Name	Party name of Party ID mapped to the logged in Corporate Administrator.
Details	
Grace Period	Provision of certain period of time is made to allow user to approve the transaction after the actual due date. **Note**: The tooltip with information will appear on dashboard in the **Pending for Approvals** section only when the user hovers on grace period.

Field Name	Description
Approval Flow	The approval type for the party. The options are: • Sequential • Parallel • No Approval
Channel Access	Whether the corporate user can transact through channel banking. The options are: • Enable : Allows corporate administrator to enable the party for channel access • Disable: Allows corporate administrator to disable the party for channel access
Forex Deal Creation	Whether users associated with a party can create forex deals. The options are: • Enable: If this option is enabled, corporate user associated with this party can create forex deals. • Disable: If this option is disabled, corporate user associated with this party cannot create forex deals.
Corporate Administrator Facility	Whether the corporate has Corporate Administrator rights and can one of the user perform the administrator functionalities on behalf of Party. The options are: • Enable • Disable

Field Name	Description
Accessible Roles	This field lists the type of roles that will be available to the Corporate Administrator while on-boarding a user for the corporate party. Options are: • Corporate Admin Maker – If this is selected, Corporate Administrator will be able to onboard a user in corporate admin maker role. • Corporate Admin Checker – If this is selected, Corporate Administrator will be able to onboard a user in corporate admin checker role. • Maker – If this is selected, Corporate Administrator will be able to onboard a user in corporate maker role. • Checker – If this is selected, Corporate Administrator will be able to onboard a user in corporate maker role. • Viewer – If this is selected, Corporate Administrator will be able to onboard a user in corporate viewer role.

Cumulative Limits

This displays the cumulative daily limits (CCL) package associated to the party. All the touch points and touch point groups for which the limit package is associated are displayed here.

Touch Points/ Group	Name of touch points/ groups maintained, for which the limit package is to be mapped.
GLOBAL	Limit packages maintained for the selected touch point will get listed here.

User Limits

This field displays customer user level limits (CUL) mapped to the party. All the touch points and touch point groups for which the limit package is associated are displayed here.

Touch Points/ Group	Name of touch points/group maintained, for which the limit packages are to be mapped.
GLOBAL	List of the packages available for mapping to a touch points/ group are listed here.

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

FAQs

1. **What is sequential type of approval flow?**

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

2. **What is Parallel type of approval flow?**

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

3. **What is cumulative daily limit package?**

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

4. **What is User limit package?**

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

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

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

Home

7. Party To Party Linkage

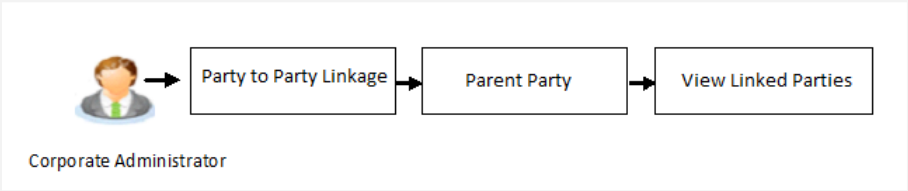
Party to Party linkage is required by medium and large corporates if the user(s) of the parent company needs to access accounts of the subsidiary companies. For e.g. consider a case wherein say 'ABC Industries' is the parent company with a subsidiary company 'PQR Enterprises' and the users of ABC Industries needs to access accounts of PQR Enterprises to carry out transactions and/or inquiries. The corporate will provide a mandate/ board resolution to the bank for creation of Party to Party linkage. Bank Administrator will setup a Party to Party linkage by selecting the parent party and the parties to be linked.

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

Pre-Requisites

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

Workflow



Features Supported In Application

The following options are available as part of P2P linkage maintenance

- View an existing Party to Party Linkage

How to reach here:

Toggle menu > OnBoarding > Party To Party Linkage

Once the logged in user navigates to Party to Party Linkage screen, system will display the party details with appropriate options of linkage creation (if no linkage maintained) and created linkage(s) (if maintained) for the input parent party ID.

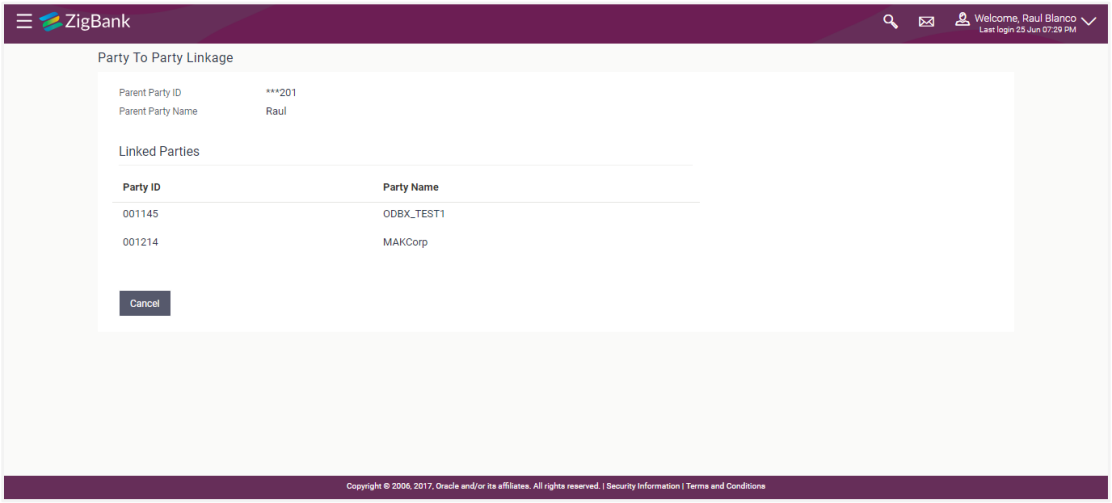
7.1 Party To Party Linkage- View

The Corporate Administrator can view the details of the linked parties to the parent party id.

To view the party to party linkage:

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

Party To Party Linkage



Field Description

Field Name	Description
Parent Party ID	Parent party Id of the corporate user to which you want to link other party.
Parent Party Name	Name of the parent party.
Link Parties	
Parent Party ID	A party ID which is link to parent party ID.
Parent Party Name	Name of the parent party which is linked to parent party ID.

2. The **Party To Party Linkage** screen with search results with parent party identified and list of linked parties appears. It will have party ID and party name of the linked party.
   OR
   Click **Cancel** to cancel the transaction.

Home

8. Limits Definition

Limits are defined by the bank to set up amount and duration based restrictions on the transactions that can be carried out by the user.

As part of limits definition maintenance, following limits can be defined:

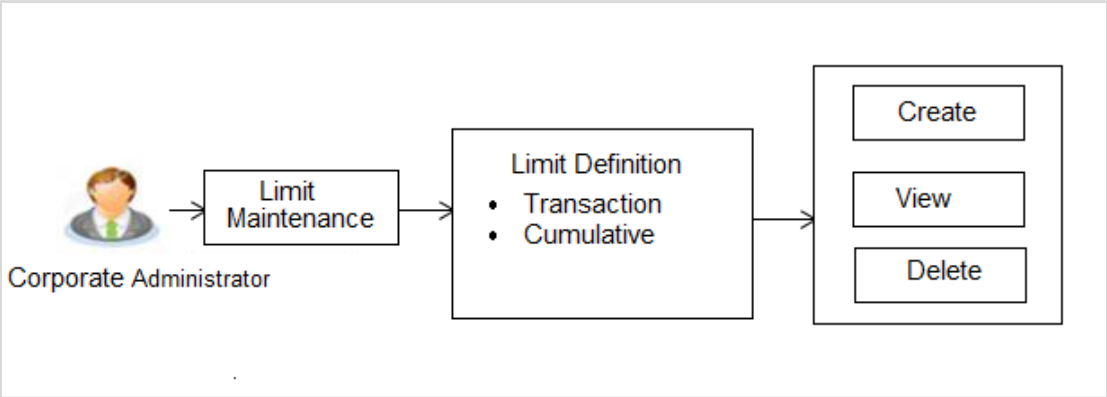
- Transaction: It is the initiation limit with minimum and maximum amount defined typically for a user with role 'Maker'
- Cumulative: It is the collective transaction amount limit for all the transactions that can be performed during a day and maximum number of transaction in a day

Limit package maintenance allows the administrator to map these definitions to every transaction.

Pre-Requisites

- Transaction access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.

Workflow



Features supported in application

Using this option Corporate Administrator can perform the following actions:

- Search/ View Limits
- Create Limit
- Delete Limits

How to reach here:

Toggle menu > Limits > Limits Definition

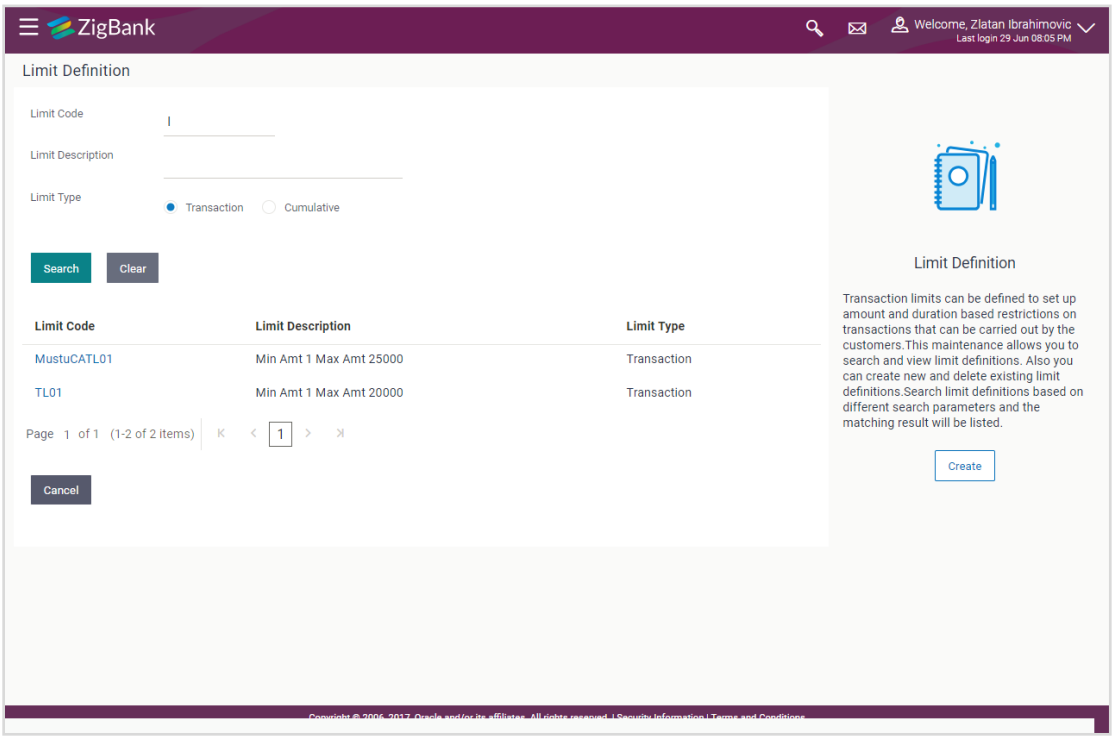
8.1 Limits Definition - View

Using this option, Administrator can search for particular limit based on different search parameters. The search results displays a limit list based on different search filters selected.

To search and view limits:

1. In the **Limits Definition** screen, enter the search parameters and click **Search**. The **Limits Definition** screen with search results appears based on the searched criteria.
   OR
   Click **Cancel** to cancel the search process.
   OR
   Click **Clear** to reset the search parameters.

Limits Definition - Search



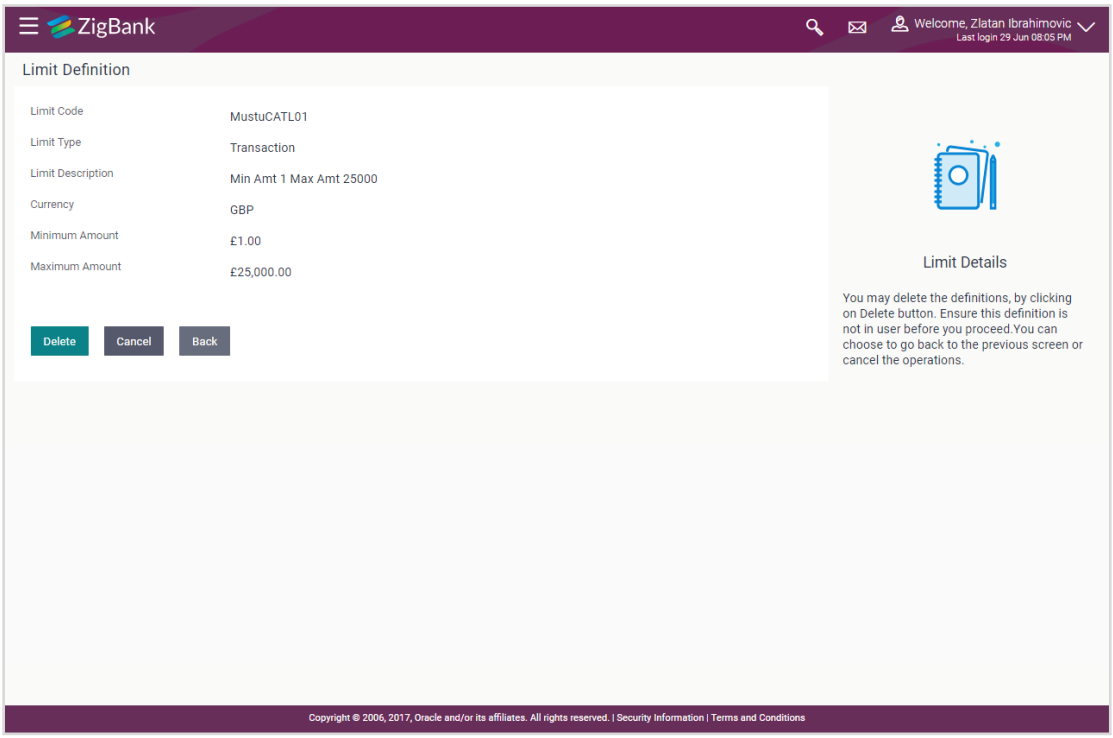
Field Description

Field Name	Description
Limit Code	Name/unique identifier of the limit.
Limit Description	Description of the limit.

Field Name	Description
Limit Type	Types of limits are: • Transaction – It is the initiation limit with minimum and maximum amount • Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month
Search Results	
Limit Code	Name/unique identifier of the limit.
Limit Description	Description of the limit.
Limit Type	The limit type are: • Transaction – It is the initiation limit with minimum and maximum amount • Cumulative – It is a duration based limit with max amount and number of transactions for a day / month

2. Click the **Limit Code** of the record for which you want to view the details. The **Limits Definition -View** screen appears.

Limits Definition - View



3. Click **Delete** to delete the limit.
   OR
   Click **Cancel** to cancel the transaction and navigate back to dashboard.
   OR
   Click **Back** to navigate to the previous screen.

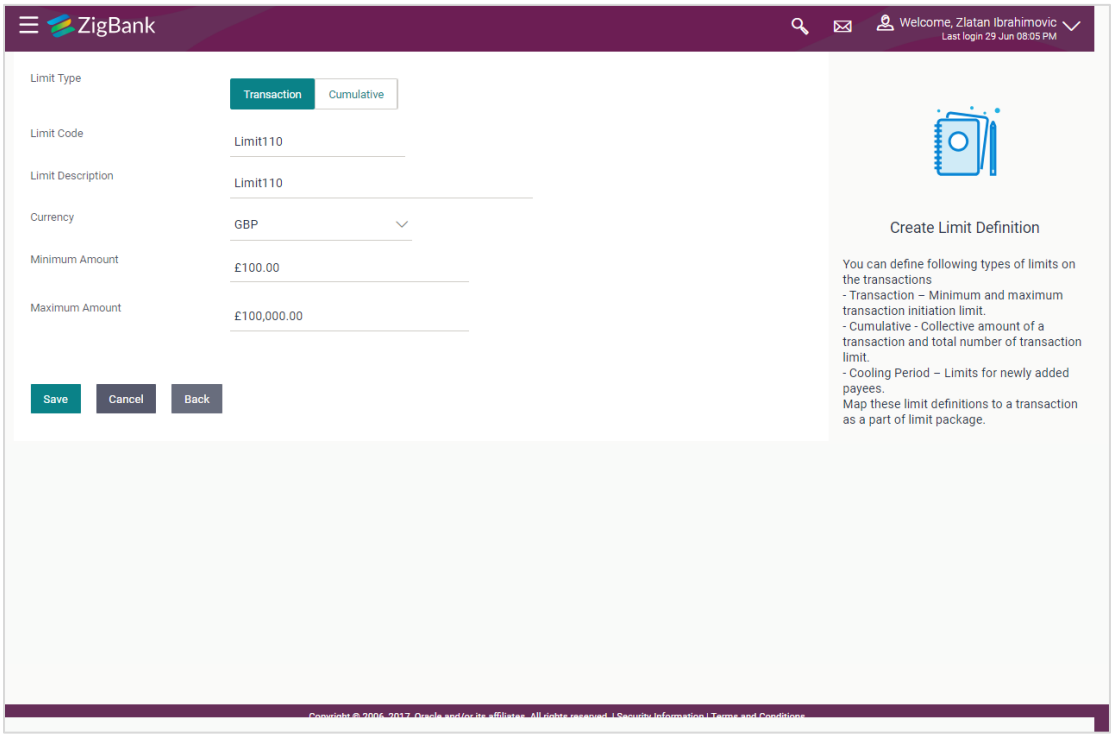
8.2 Limits Definition - Create

Using this option, Corporate Administrator can create a limit as required.

To create a transaction limit:

1. In the **Limits Definition** screen, click **Create**. The **Limits Definition - Create** screen with **Transaction** tab appears.

Limits Definition - Transaction - Create



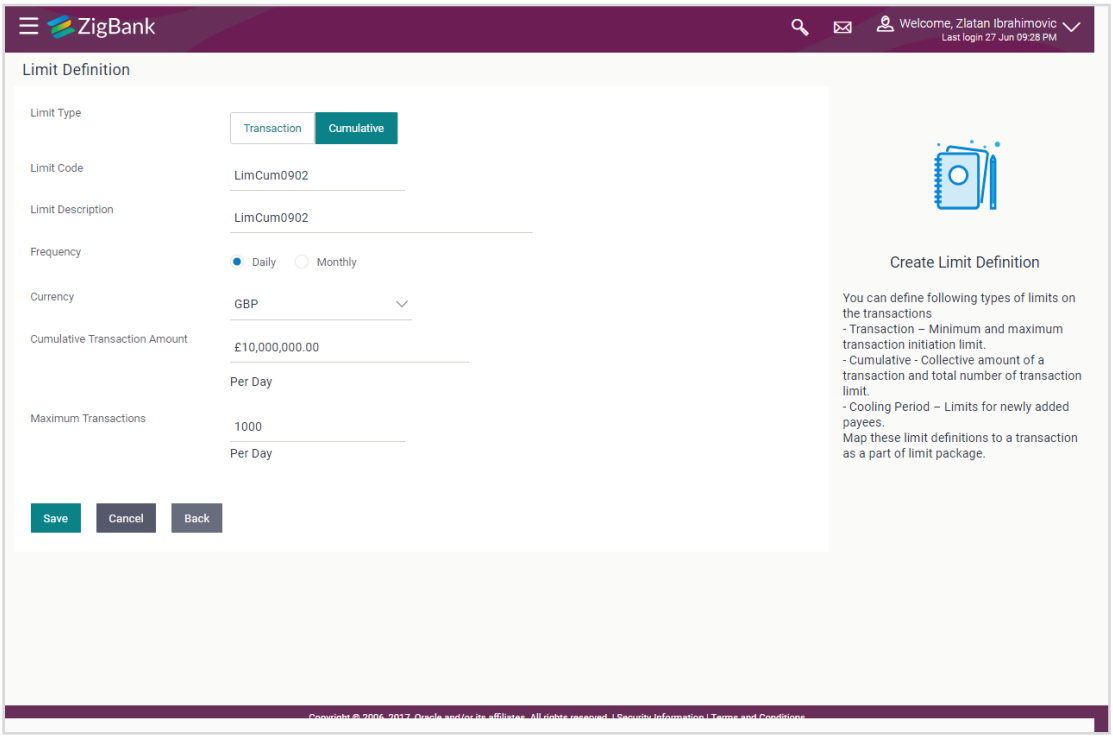
Field Description

Field Name	Description
Limit Type	The limit type for selection are: • Transaction – It is the initiation limit with minimum and maximum amount • Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month

Field Name	Description
Limit Code	Name/unique identifier of the limit.
Limit Description	Description of the limit.
Currency	The currency to be set for the limit.
Minimum Amount	The minimum amount for a transaction in local currency.
Maximum Amount	The maximum amount for a transaction in local currency.

2. In the **Transaction** tab screen, enter the code in the **Limit Code** field.
3. In the **Limit Description** field, enter the description of the limit.
4. From the **Currency** field, select the appropriate currency for the limits.
5. In the **Minimum Amount** and **Minimum Amount** field, enter the minimum and maximum amount for a transaction in local currency.
6. Click **Save** to save the created limit.
   OR
   Click **Cancel** to cancel the transaction and navigate back to dashboard.
   OR
   Click **Back** to navigate to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The success message of transaction submission appears.
   Click **OK** to complete the transaction.

Limits Definition - Cumulative - Create



Field Description

Field Name	Description
Limit Type	Limit type for selection are: • Transaction – It is the initiation limit with minimum and maximum amount • Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month
Limit Code	Name/unique identifier of the limit
Limit Description	Description of the limit.
Frequency	The specific duration for which the limits can be utilized and available. The options are: • Daily • Monthly
Currency	The currency to be set for the limit.

Field Name	Description
Cumulative Transaction Amount	The collective amount in local currency for transactions that can be performed in a day.
Maximum Transactions	The maximum number of transactions that can be performed per day.

To create a cumulative limit:

1. Click the **Cumulative** tab. The **Limits Definition - Create** screen with **Cumulative** tab appears.
2. Enter the relevant information in **Limit Code** and **Limit Description** field.
3. From the **Frequency** field, select the appropriate duration for the limits.
4. From the **Currency** field, select the appropriate currency for the limits.
5. In the **Cumulative Transaction Amount** field, enter the collective amount of transaction in local currency.
6. In the **Maximum Transactions** field, enter the value for maximum number of transactions.
7. Click **Save** to save the created limit.
   OR
   Click **Cancel** to cancel the transaction and navigate back to dashboard.
   OR
   Click **Back** to navigate to previous screen.
8. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
9. The success message of transaction submission appears.
   Click **OK** to complete the transaction.

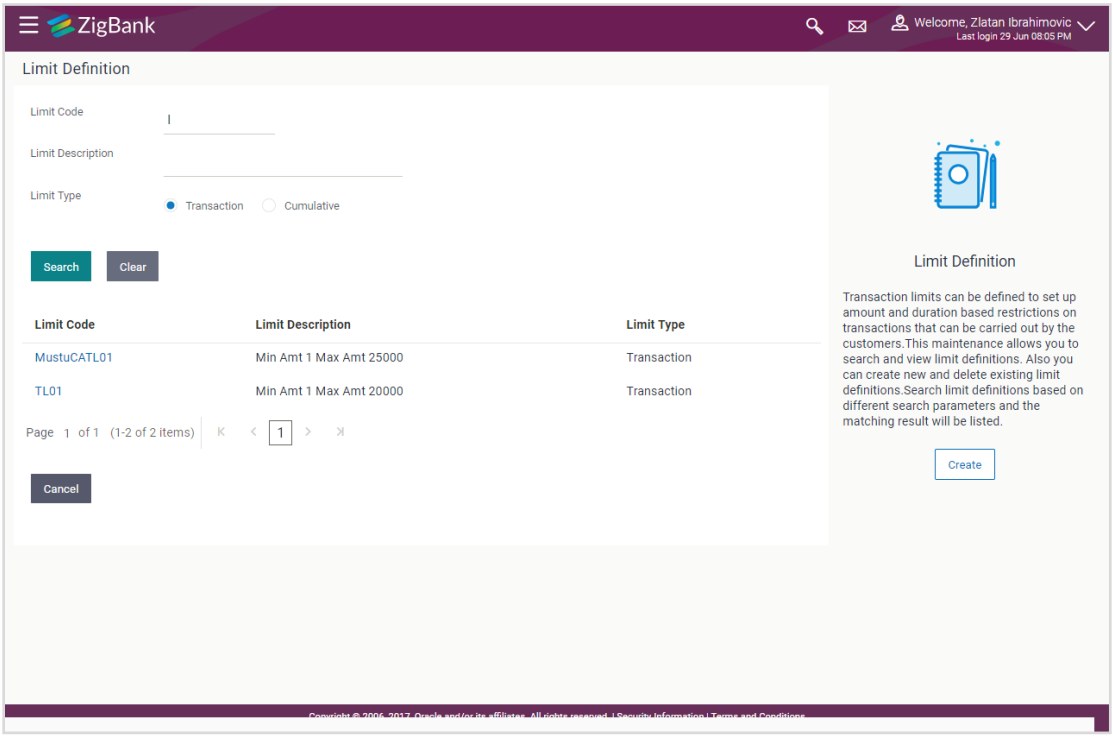
8.3 Limits Definition - Delete Limit

Using this option, Corporate Administrator can delete a created limit. Limit definition can be deleted only if it is not in use (available as a part of any limit package).

To delete a limit:

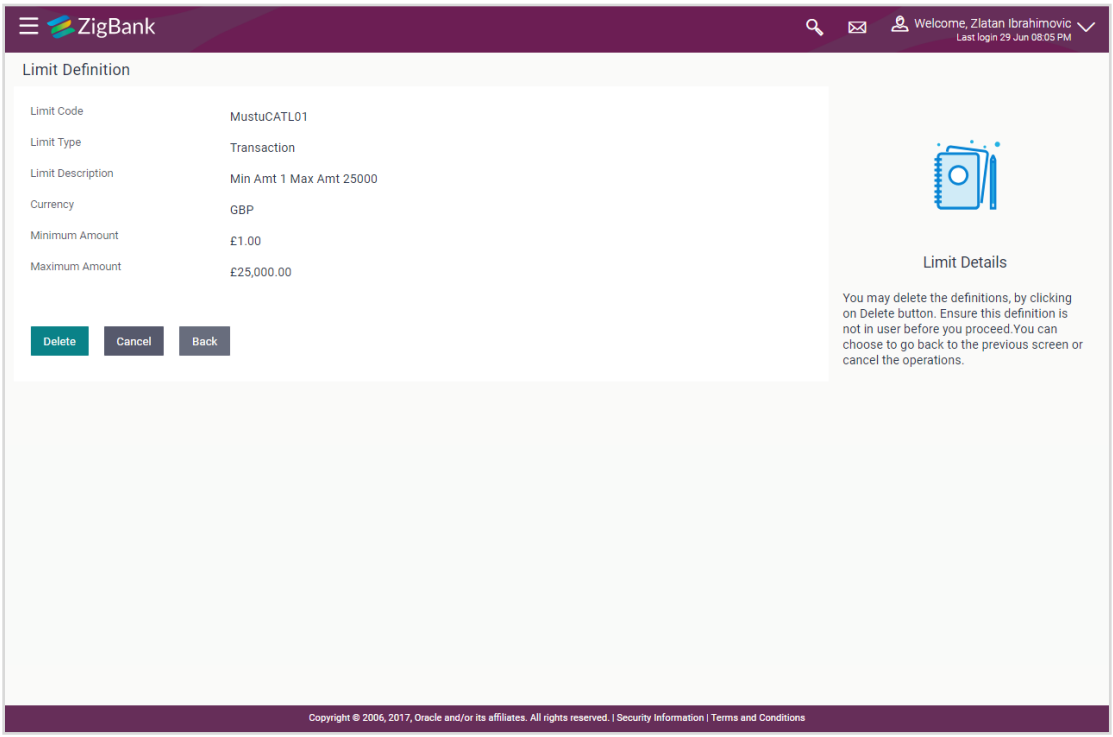
1. In the **Limits Definition** screen, enter the search parameters and click **Search**. The **Limits Definition** screen with search results appears based on the searched criteria.
   OR
   Click **Cancel** to cancel the search process.
   OR
   Click **Clear** to reset the search parameters.

Limits Definition - Search



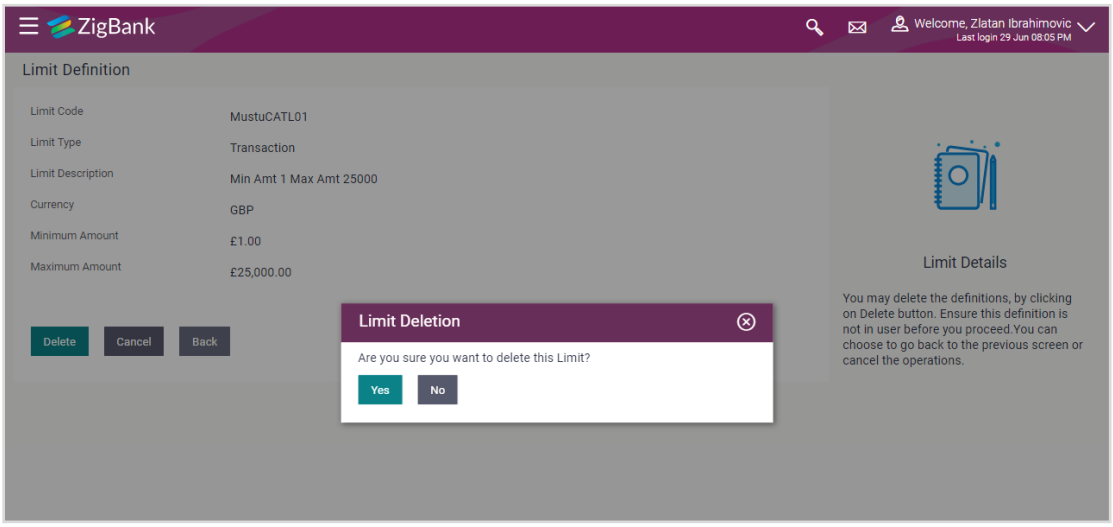
2. Click the **Limit Code** of the record for which you want to view the details. The **Limits Definition -View** screen appears.

Limits Definition - View



3. Click **Delete**. The **Delete Warning** message appears.
   OR
   Click **Cancel** to cancel the transaction and navigate back to dashboard.
   OR
   Click **Back** to navigate to the previous screen.

Delete Limit



4. Click **Yes** to confirm the deletion.
   OR
   Click **No** to cancel the deletion process.
5. The success message of transaction submission appears.
   Click **OK** to complete the transaction.

Home

9. Limits Package Management

Limit package is a group of transaction limits. As part of the limit package management, defined limits (created through 'Limit Definition') can be mapped to each transaction or to a transaction group (Created using Transaction Group Maintenance). Each package is associated with a specific channel/ touch point or with a group of touch points.

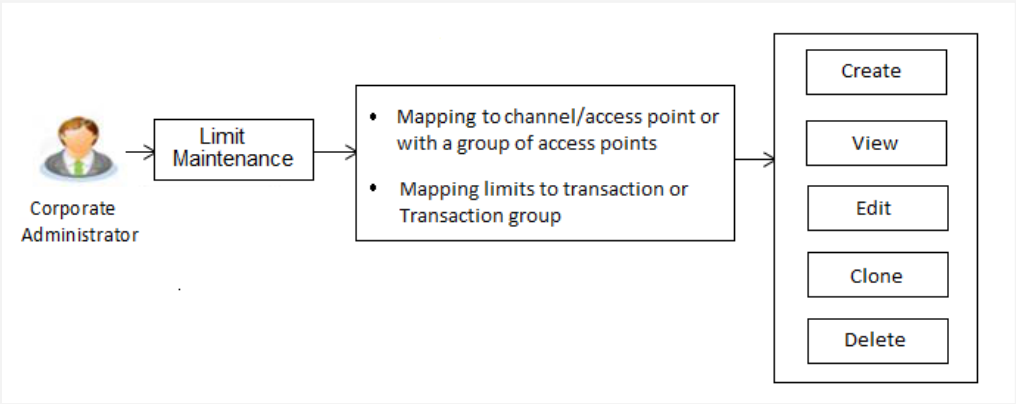
The limits packages once created can be mapped to

- User Segment – using System Rules maintenance
- Party – using Party Preferences (Cumulative User Limits and Cumulative Customer limits)
- User – using User Management

Prerequisites:

Required Limits (i.e. Transaction/ Cumulative) should be defined for association to transactions in limits package

Workflow



Features supported in application

The administrator can perform the following actions:

- Search/ View Limit Package
- Create Limit Package
- Edit Limit Package
- Clone Limit Package
- Delete Limit Package

How to reach here:

Toggle Menu > Limits > Limit Package Management

9.1 Limit Package Management - View

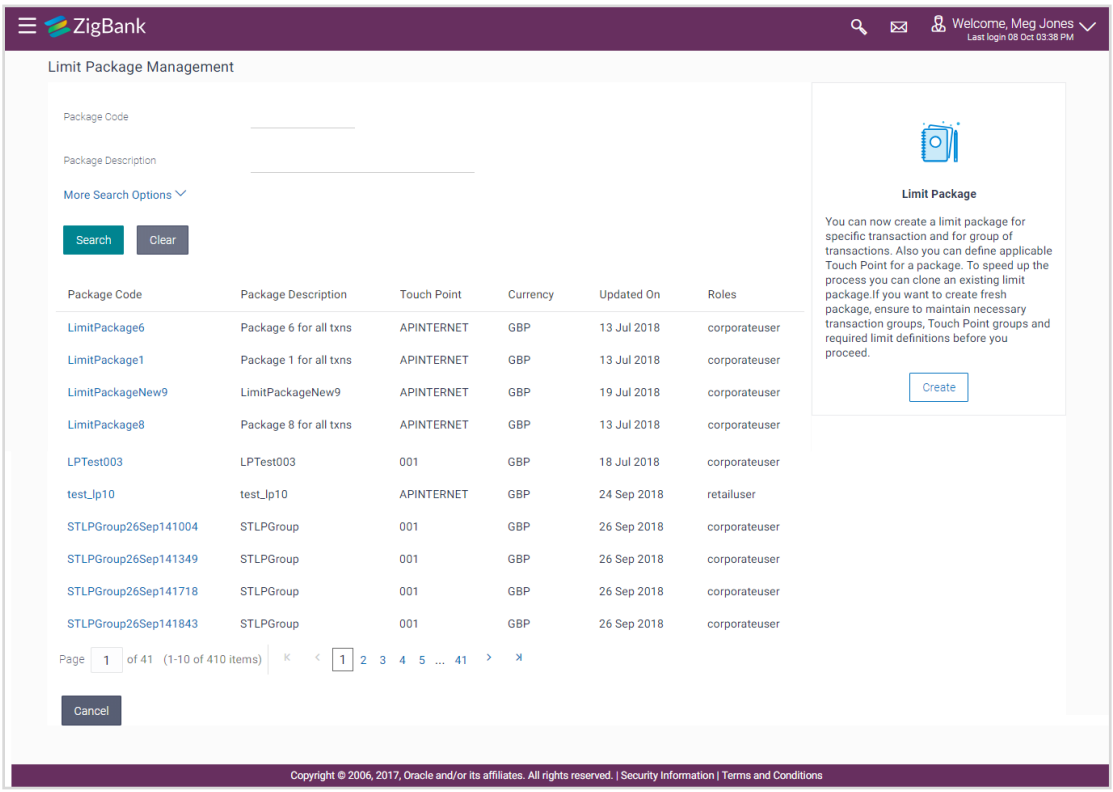
Using this option, Corporate Administrator can search for particular limit package created for a specific channel/ touch point based on different search parameters. The search results displays a list or particular limit package based on different search filters selected.

If the search parameters are not specified, records of all the packages maintained in the application are displayed.

To search and view limit package:

1. In the **Limit Package Management** screen, click **Search**. The **Limit Package Management** screen with search results appears based on the searched criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.

Limit Package Management - Search



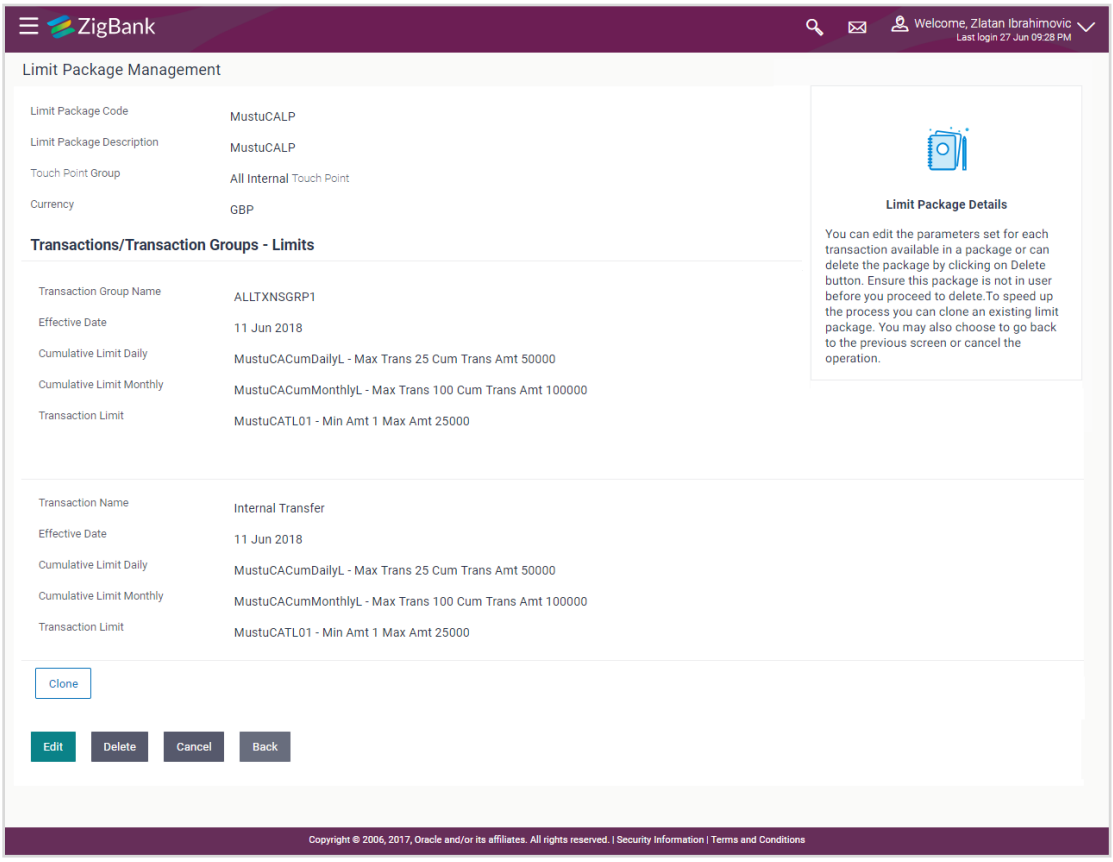
Field Description

Field Name	Description
Package Code	The unique code /name of the limit package.

Field Name	Description
Package Description	Description of the limit package.
Role	The limit is applicable to specific party or role (s).
Currency	Currency in which the limit package is created.
Touch Point / Touch Point Group	Touch Point and the group of Touch Points mapped with the limit package. The options are: • Touch Point • Touch Point Group
Currency	Currency in which the limit package is created.
Updated On	Date range in which limit package were updated.
Search Results	
Package Code	The unique code of the limit package.
Package Description	Description of the limit package.
Touch Point	Name of the touch point mapped to the limit package.
Currency	Currency in which the limit package is created.
Updated On	Date on which limit package was updated.
Roles	The limit is applicable to specific party or role (s).

2. Click the **Limit Package Code** of the record for which you want to view the details. The **Limits Package Management - View** screen appears.

Limit Package Management - View



Field Description

Field Name	Description
Limit Package Code	The unique code /name of the limit package.
Limit Package Description	Description of the limit package.
Touch Point Group	Name of the Touch Point or Touch Point group mapped to the limit package.
Currency	The currency to be set for the limit package.
Transactions / Transaction Groups - Limits	
Transaction Name / Transaction Group Name	Name of the transaction/transaction group that is mapped to the limit package.

Field Name	Description
Effective Date	The date from which the limit package is effective for the transaction.
Cumulative Limit Daily	Daily Cumulative Limit Definition set for the specific transaction. It displays the limit name and description.
Cumulative Limit Monthly	Monthly Cumulative Limit Definition set for the specific transaction. It displays the limit name and description.
Transaction Limit	Transaction Limit Definition set for the specific transaction. It displays the limit name and description.

3. Click **Clone** to make another copy of details.
   OR
   Click **Edit** to edit the limit package.
   OR
   Click **Delete** to delete the limit package.
   OR
   Click **Cancel** to cancel the transaction and go back to Dashboard.
   OR
   Click **Back** to navigate to the previous screen.

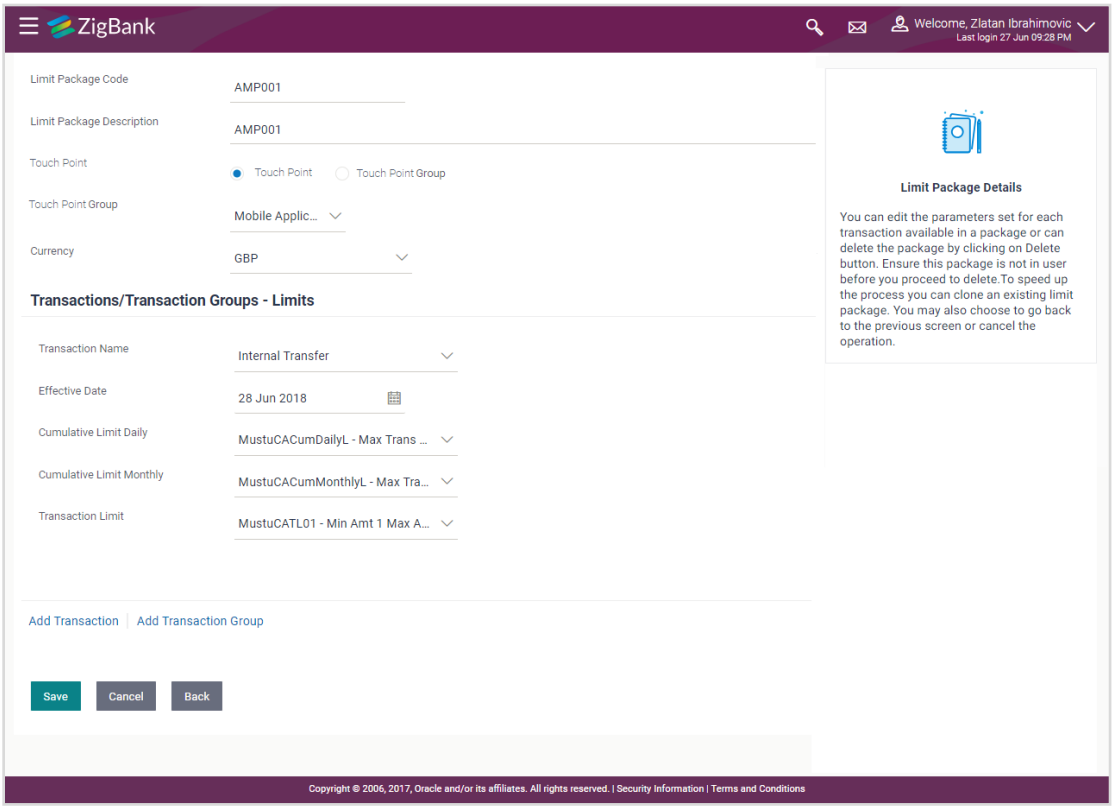
9.2 Limit Package Management - Create

Using this option, Corporate Administrator can create a limit package for a specific channel/ touch point based on the details given as per the fields.

To create a limit package:

1. In the **Limit Package Management** screen, click **Create**. The **Limit Package Management - Create** screen appears.

Limit Package Management - Create



Field Description

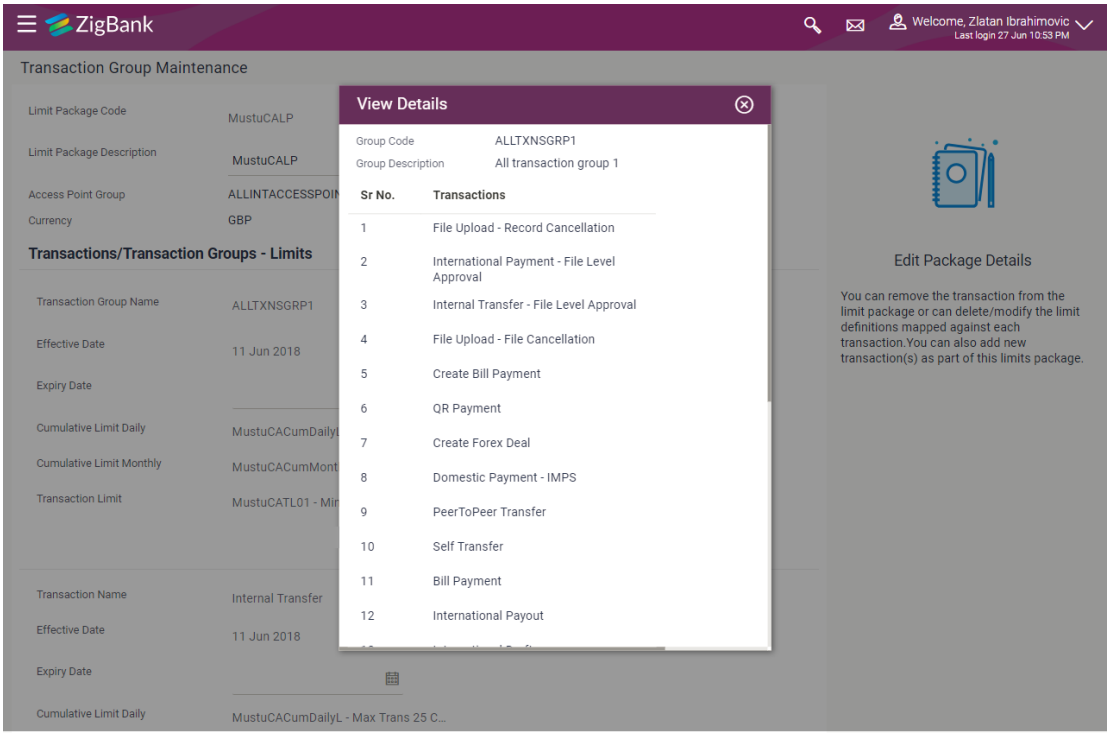
Field Name	Description
Limit Package Code	The unique code /name of the limit package.
Limit Package Description	Description of the limit package.
Touch Point	Touch points and the group of touch points mapped with the limit package. The options are: • Touch Point • Touch Point Group
Touch Point	Touch points mapped to the limit package. This field is displayed and enabled if you select **Touch Point** option in the **Touch Point** field.

Field Name	Description
Touch Point Group	Touch point group mapped to the limit package. This field is displayed and enabled if you select **Touch Point Group** option in the **Touch Point** field.
Currency	The currency to be set for the limit package.
Transactions / Transaction Group - Limits	
Transaction Name/ Transaction Group Name	Transaction or Transaction Group name, to which the limit has to be assigned.
Effective Date	The effective date of the limit package, for the selected transaction.
Cumulative Limit Daily	Select the Cumulative Limit Definition for the selected transaction/transaction group for daily limits.
Cumulative Limit Monthly	Select the Cumulative Limit Definition for the selected transaction/transaction group for monthly limits.
Transaction Limit	Select the Transaction Limit Definition for the selected transaction/ transaction group for daily limits.

2. In the **Limit Package Code** field, enter the code for the limit package.
3. In the **Limit Package Description** field, enter the description of the limit package.
4. In the **Touch Point** field, select the appropriate option.
   a. If you select **Touch Point**;
      i. From the **Touch Point** list, select the appreciate option.
   b. If you select **Touch Point** Group;
      i. From the **Touch Point Group** list, select the appreciate option.
5. From **Currency** list, select the appropriate currency to be associated with the Limit Package. It enables the **Transactions / Transaction Group - Limits** section.
6. Click the **Add Transaction Group** link to assign limits to a transaction group. By default system displays Transactions option for assigning the limit.
7. From the **Transaction Name/Transaction Group Name** list, select the appropriate option.

Note: Click **View Details** link to view transaction group details.

View Details -Transaction Group Details



Field Description

Field Name	Description
Group Code	Unique code/name of the transaction group.
Group Description	Description of the transaction group.
List of Transactions	It lists all the transactions available under the transaction group.

8. Select the **Effective Date** from the calendar for the limit package in the **Transactions / Transaction Group - Limits** section.
9. From the **Cumulative Limit Daily**, **Cumulative Limit Monthly**, and **Transaction Limit** lists, select the appropriate limits.
10. Click **Add Transaction** and repeat the steps 4 to 6, if you want to assign limits for more transactions.
    OR
    Click **Add Transaction Group** and repeat the steps 4 to 6, if you want to assign limits for more transactions groups.
11. Click **Save** to save the limit package.
    OR

Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.

12. The **Review** screen appears. Verify the details, and click **Confirm**.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.

2. The success message of transaction submission appears. Click **OK** to complete the transaction.

Note: You can click to delete a transaction limit of a transaction.

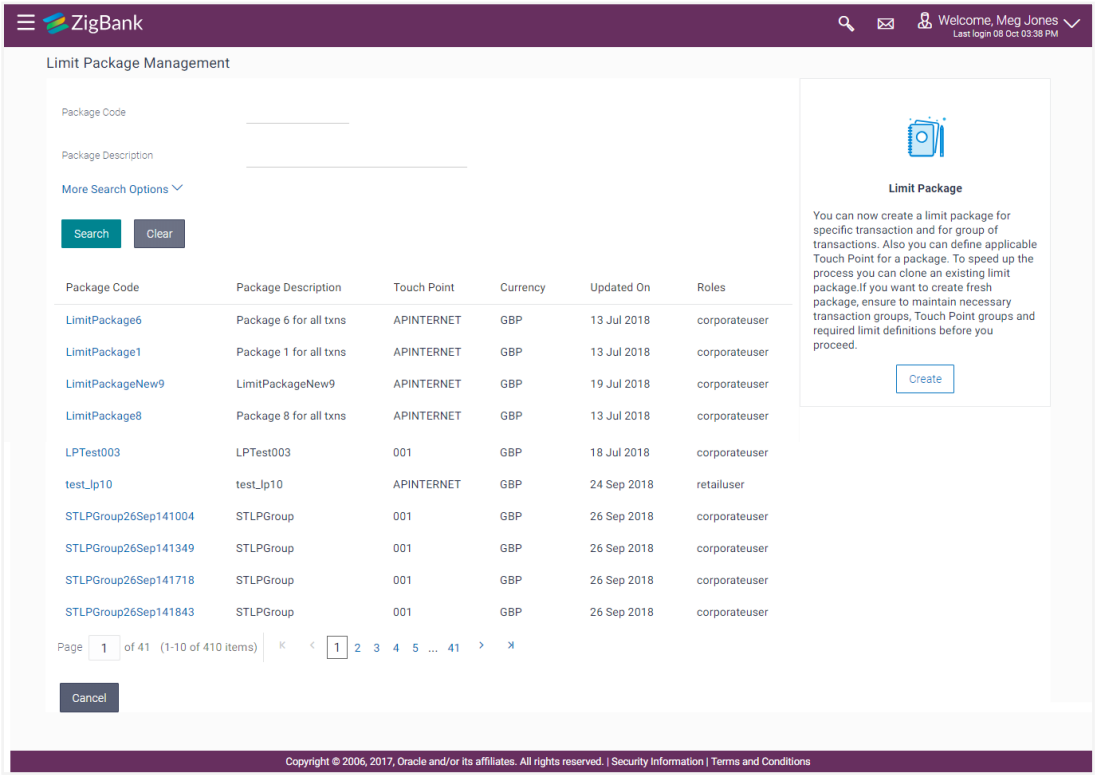
9.3 Limit Package Management - Edit

Using this option, Corporate Administrator can update or edit a limit package.

To edit a limit package:

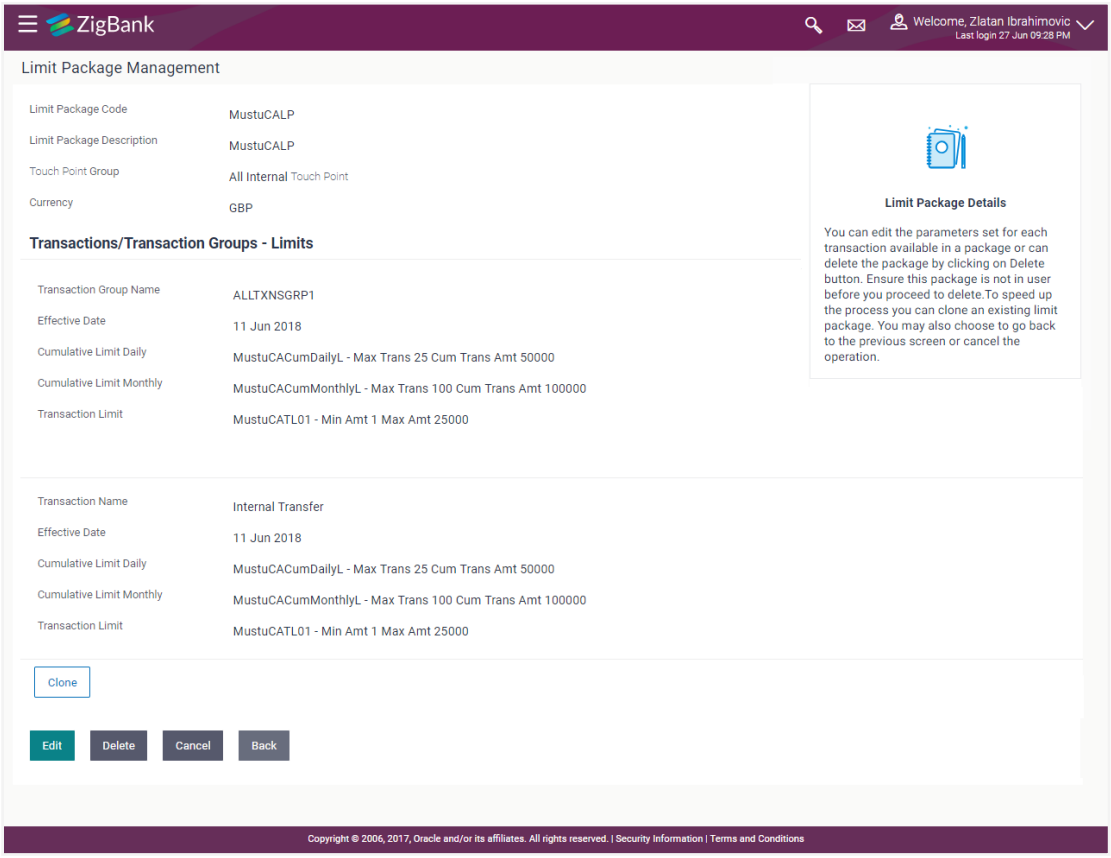
1. In the **Limit Package Management** screen, click Search. The **Limits Package Management** screen with search results appears based on the searched criteria.
OR
Click **Clear** to reset the search parameters.
OR
Click **Cancel** to cancel the search process.

Limit Package Management - Search



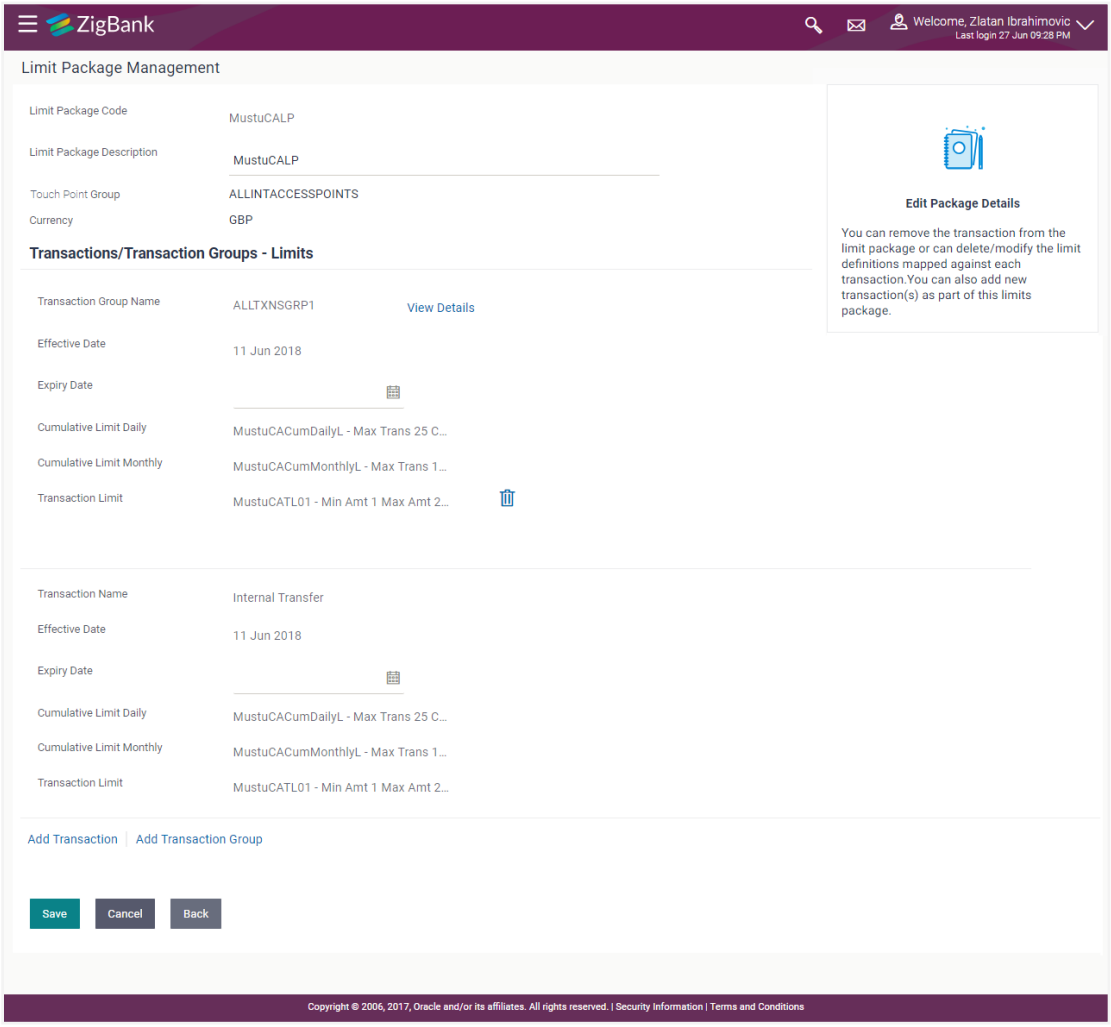
2. Click the **Limit Package Code** of the record for which you want to view the details. The **Limits Management-View** screen appears.

Limit Package Management - View



3. Click **Edit**. The **Limit Package Management - Edit** screen appears.

Limit Package Management - Edit



Field Description

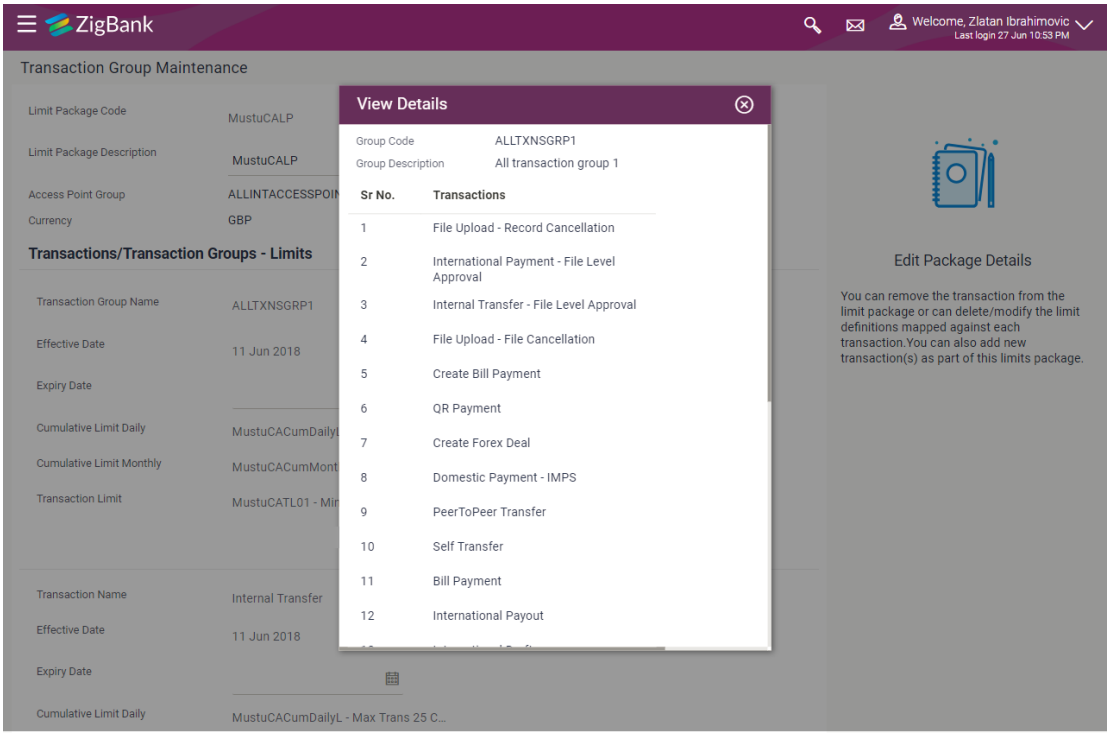
Field Name	Description
Limit Package Code	The unique code /name of the limit package.
Limit Package Description	Description of the limit package.
Touch Point / Group	Touch points and the group of touch points mapped with the limit package. The options are: • Touch Point • Touch Point Group

Field Name	Description
Touch Point	Touch points mapped with the limit package. This field is displayed and enabled if you select **Touch Point** option in the **Touch Point** field.
Touch Point Group	Touch point group mapped with the limit package. This field is displayed and enabled if you select **Touch Point Group** option in the **Touch Point** field.
Currency	Currency in which the limit package is created.
Transactions / Transaction Groups - Limits	
Transaction Name/ Transaction Group Name	Name of the Transaction/ transaction group that is mapped to the limit package.
Effective Date	The date from which the limit package is effective for the transaction.
Expiry Date	Expiry date of a specific limit linked to a transaction. This field will be displayed only if expiry date is maintained for each transaction.
Cumulative Limit Daily	Daily Cumulative Limit definition set for the specific transaction. It displays the limit name and description.
Cumulative Limit Monthly	Monthly Cumulative Limit definition set for the specific transaction
Transaction Limit	Transaction Limit definition set for the specific transaction. It displays the limit name and description.

4. Edit the required details, e.g. Touch point, Touch point group, roles, cumulative and transaction limits and Transaction Group.

Note: Click **View Details** link to view transaction group details.

View Details -Transaction Group Details



Field Description

Field Name	Description
Group Code	Unique code/ name of Transaction Groups.
Group Description	Description of the transaction group.
List of Transactions	List of all the transaction names available under the transaction group.

5. Click **Add Transaction**, if you want to add a new transaction.
   OR
   Click **Add Transaction Group**, if you want to add a new transaction group.
   OR
   Click to delete an existing transaction.
6. Click **Save** to save the changes made to the limit package.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR

Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to previous screen.

8. The success message of transaction submission appears. Click **OK** to complete the transaction.

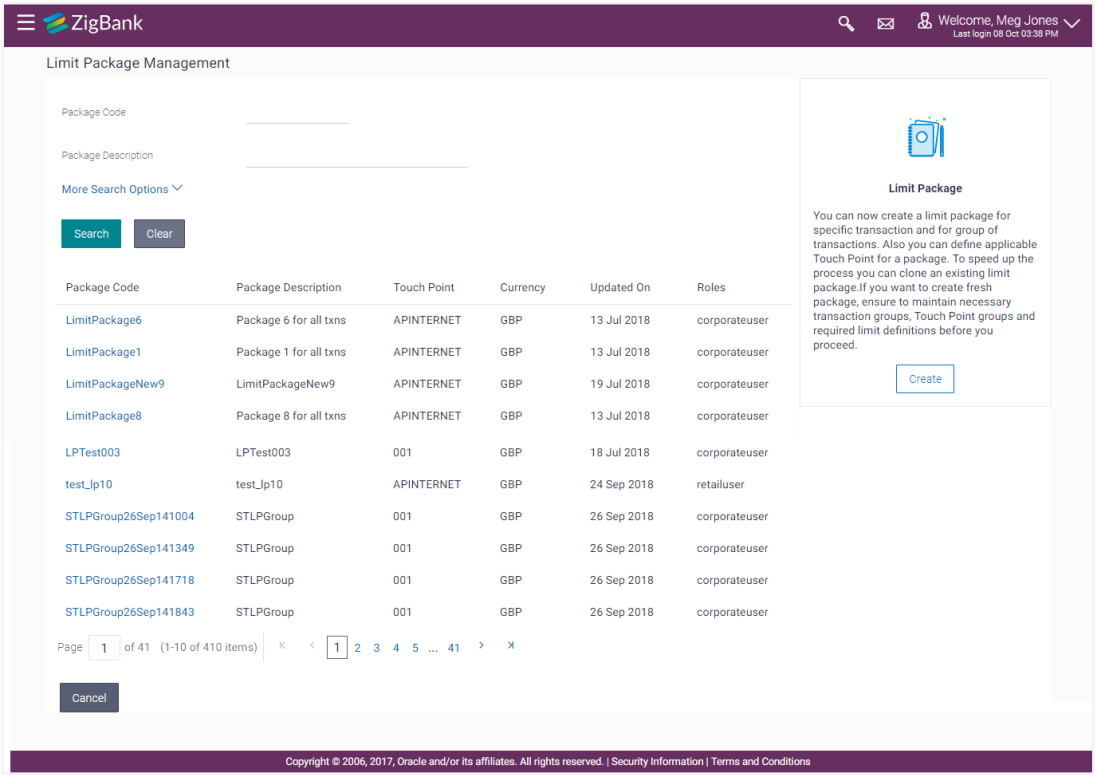
9.4 Limit Package Management - Clone

To speed up the process of creating new limit package, Corporate Administrator can clone/copy an existing limit package. Administrator is allowed to make changes in it and save with different name.

To clone a limit package:

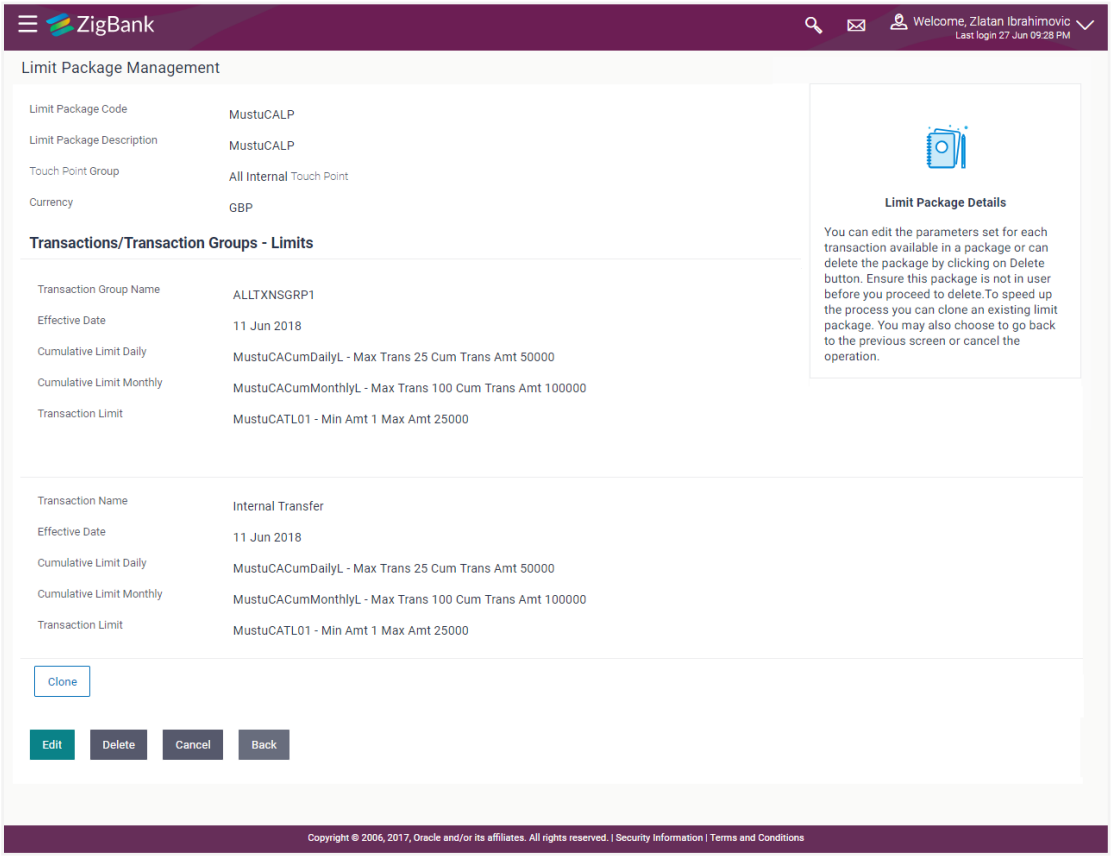
1. In the **Limit Package Management** screen, click **Search**. The **Limits Package Management** screen with search results appears based on the searched criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.

Limit Package Management - Search



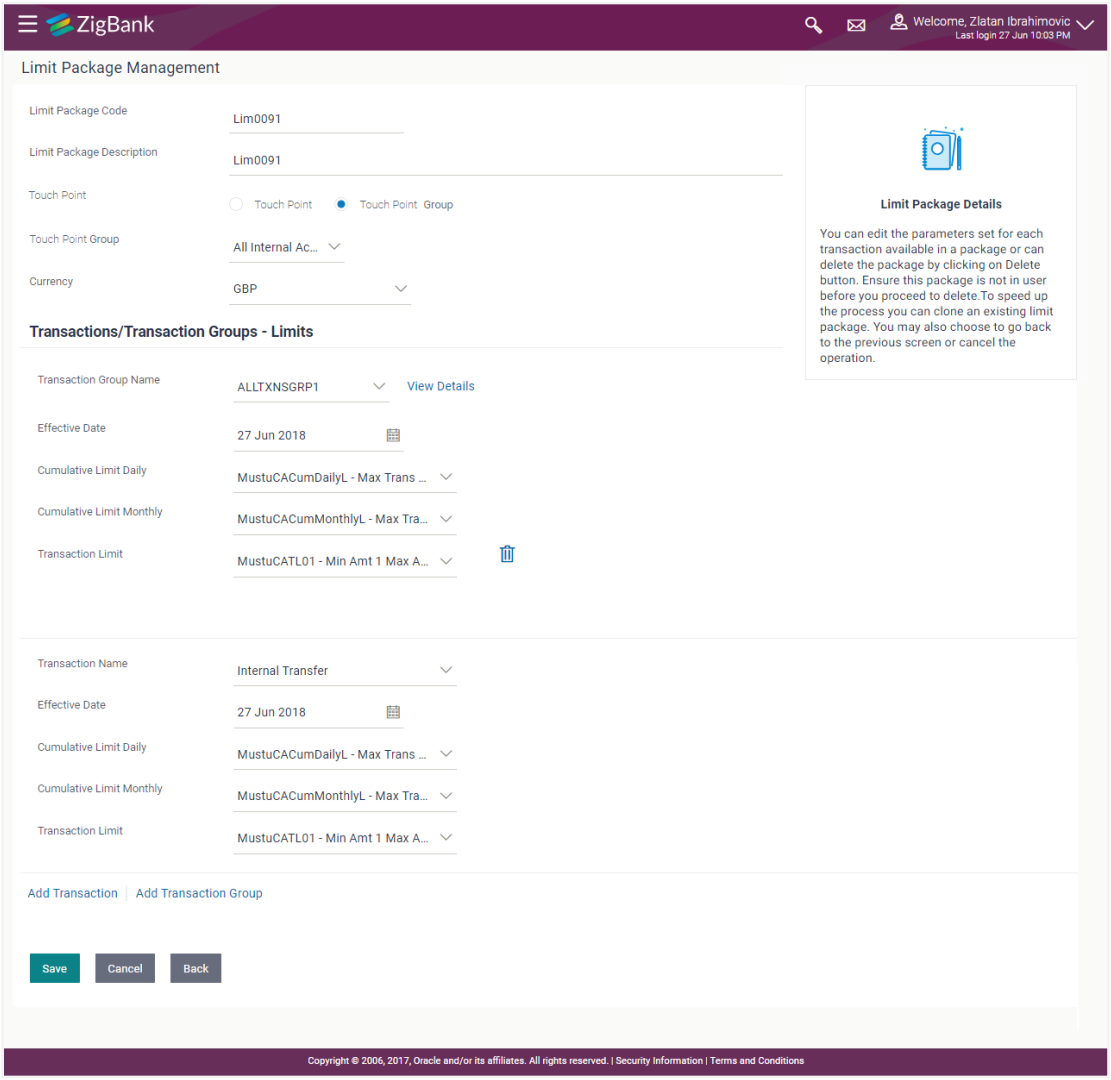
2. Click the **Limit Package Code** of the record for which you want to clone the details. The **Limits Package Management-View** screen appears.

Limit Package Management - View



3. Click **Clone**. The **Limits Package Management - Create** screen appears with existing limit package details.

Limits Package Management-Create



4. Update limit package with required changes.
5. Click **Save** to save the limit package.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
   The user will be navigated back to the create screen.
7. The success message of transaction submission appears.
   Click **OK** to complete the transaction.

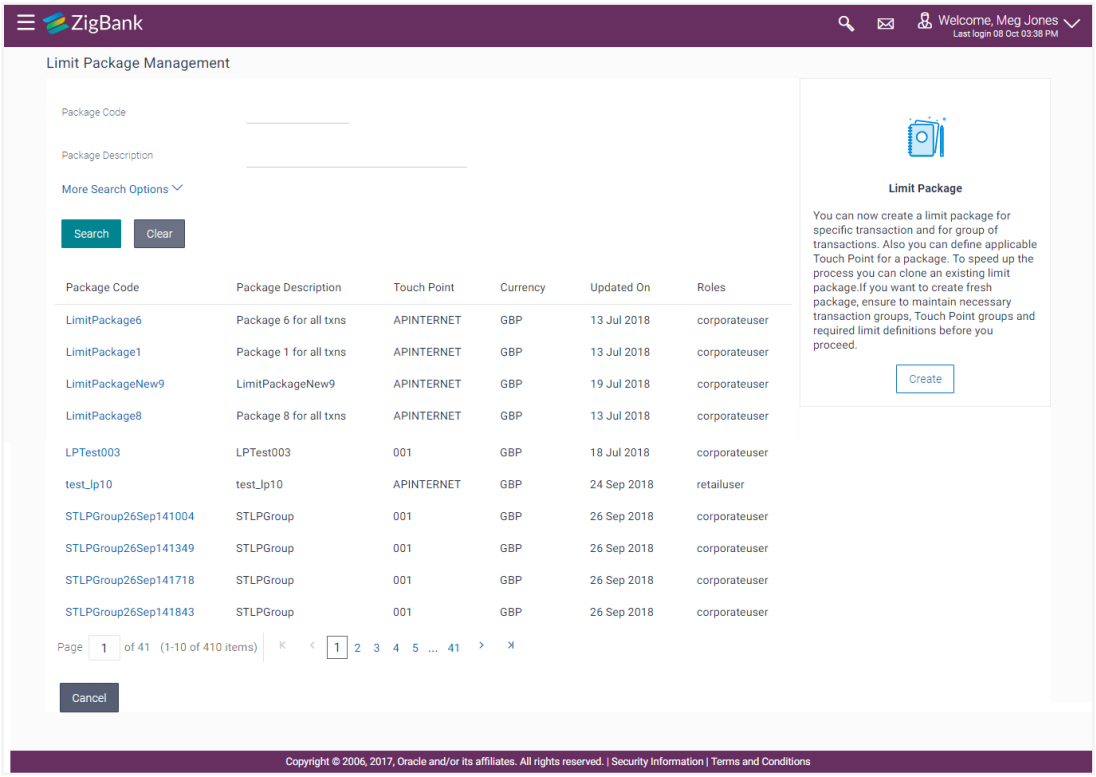
9.5 Limit Package Management - Delete

Using this option, Corporate Administrator can delete a limit package.

To delete a limit package:

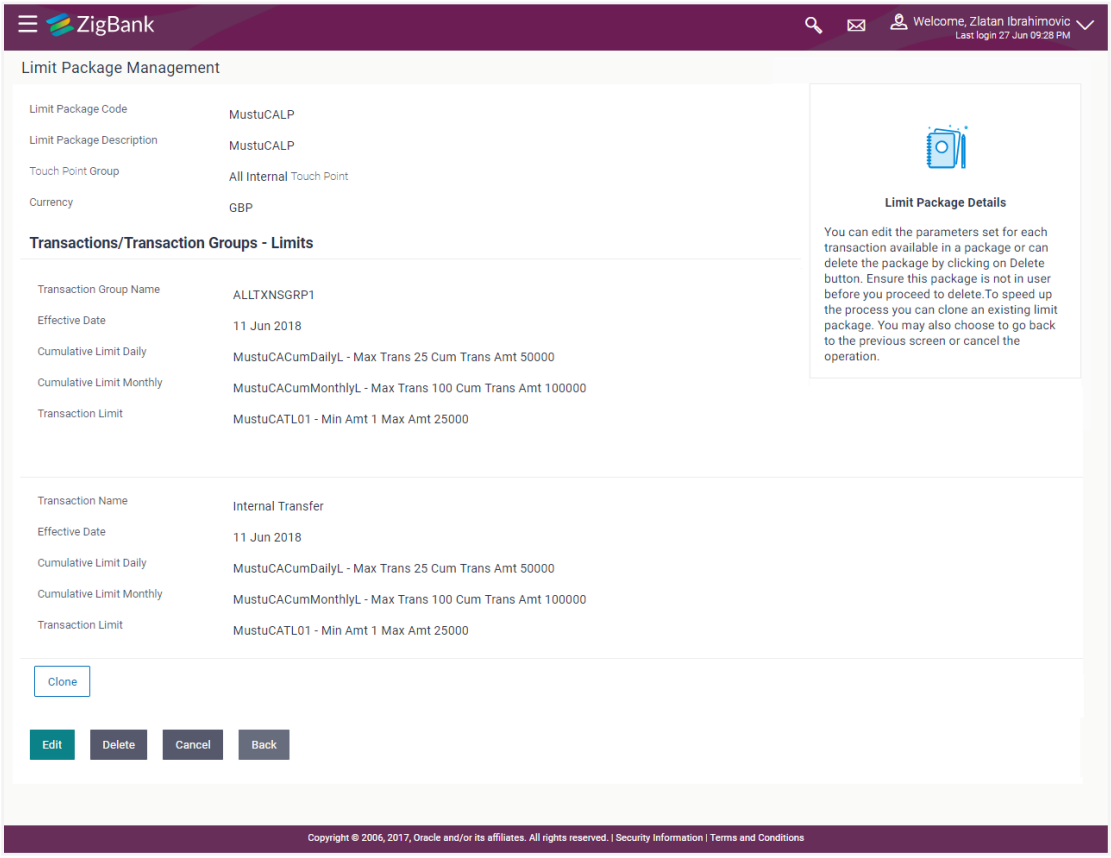
1. In the **Limit Package Management** screen, click Search. The **Limits Package Management** screen with search results appears based on the searched criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.

Limit Package Management - Search



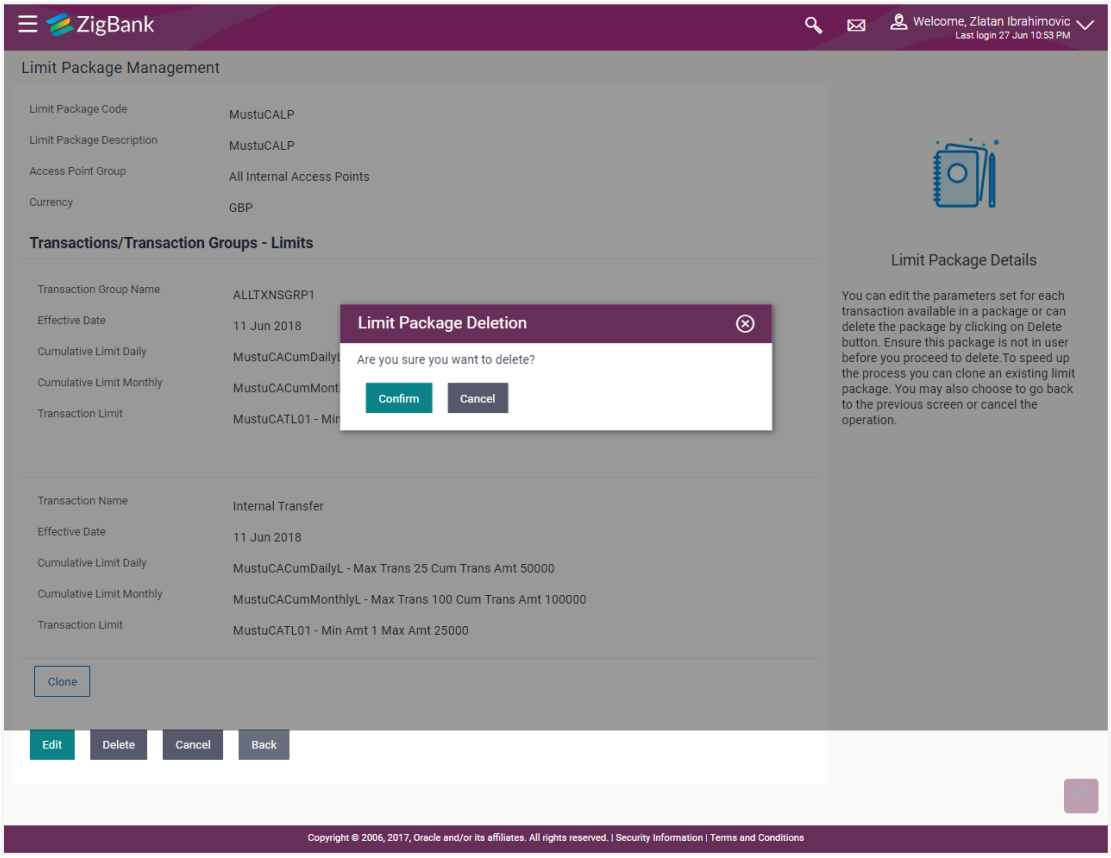
2. Click the **Limit Package Code** of the record for which you want to view the details. The **Limits Package Management-View** screen appears.

Limit Package Management - View



3. Click **Delete**. The **Delete Warning** message appears.

Delete Limit Package



4. Click **Confirm** to confirm the deletion.
   OR
   Click **Cancel** to cancel the deletion process.
5. The success message of transaction submission appears.
   Click **OK** to complete the transaction.

FAQs

1. **Can I delete transaction and/ or cumulative limits against a transaction in limit package?**

   No, existing limits against a transaction cannot be deleted; it can only be edited if effective date is starting from a future date.

2. **I am unable to delete a limit through limit definition screen?**

   There is a possibility that the limit that you are trying to delete is associated in the limit package against a transaction(s) and therefore the system is not allowing you to delete the same.

3. **I am unable to delete limits package through limit Package?**

There is a possibility that the limit package that you are trying to delete is associated with a user.

4. As part of edit, what can I update in the limits package maintenance?

You can edit the transaction and/ or cumulative limits against the transaction. You can delete the transaction(s) from the limits package and/or you can also add new transaction(s) as part of the limits package?

5. Have created/ edited/ deleted Limits and/ or Limits package but it is not reflecting in the system even after a successful maintenance save message?

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

Home

10. Approvals

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

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

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

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

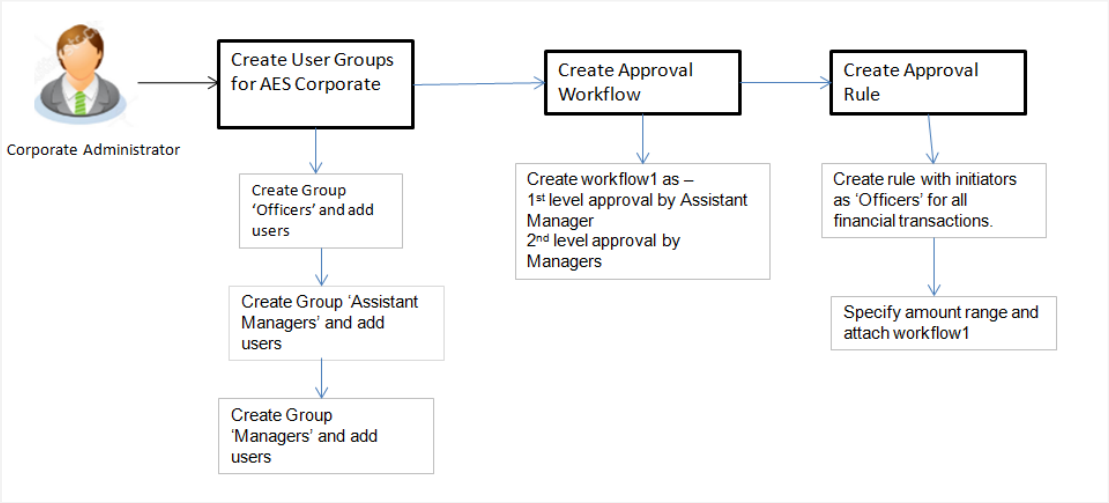
Features supported in application

Approval management supported for Corporate Administrator users in OBDX includes;

- Workflow Management
- Rule Management

<u>Business scenario</u>

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



10.1 Workflow Management

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

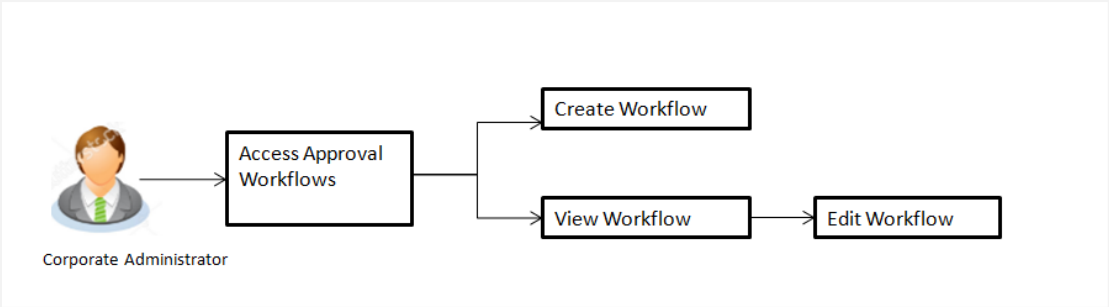
The Workflow Management allows Corporate Administrator to:

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

Prerequisites:

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

Workflow



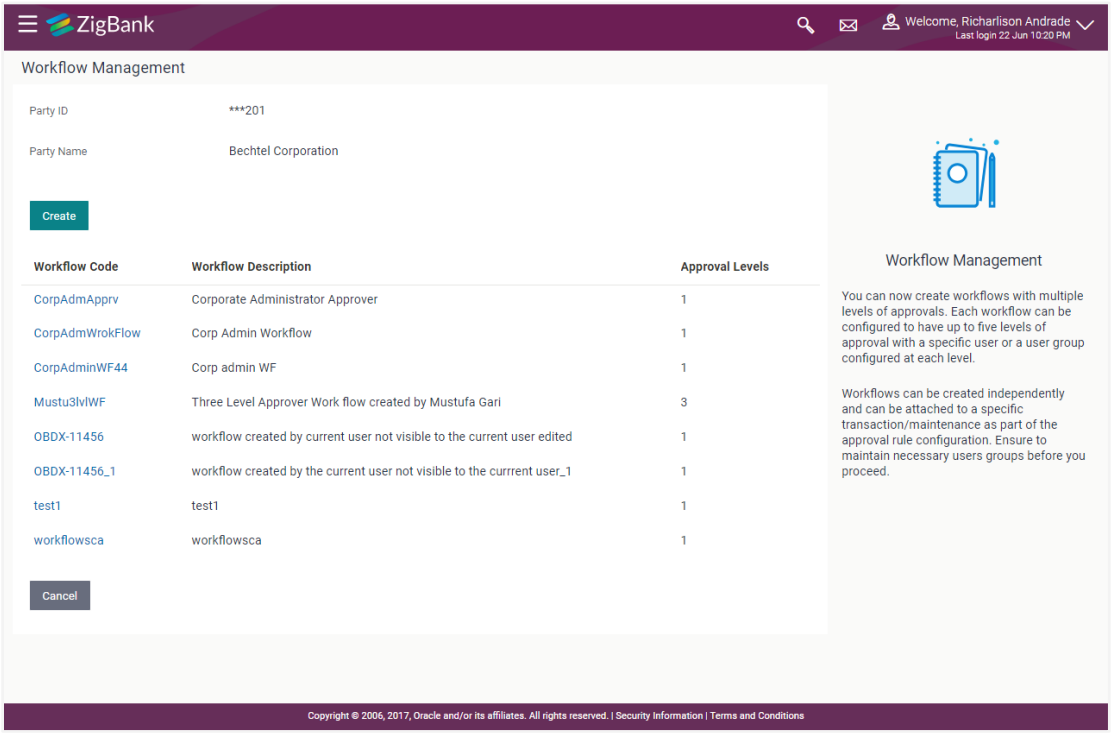
How to reach here:

Corporate Administrator Dashboard > Quick Links > Approvals > Workflow Management
OR
Toggle Menu > Approvals > Workflow Management

10.1.1 Workflow Management – Summary

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

Workflow Management



Field Description

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

1. Click the **Workflow Code** link to view details of the selected Approval Workflow.
   OR
   Click **Create** to create new Approval Workflow.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

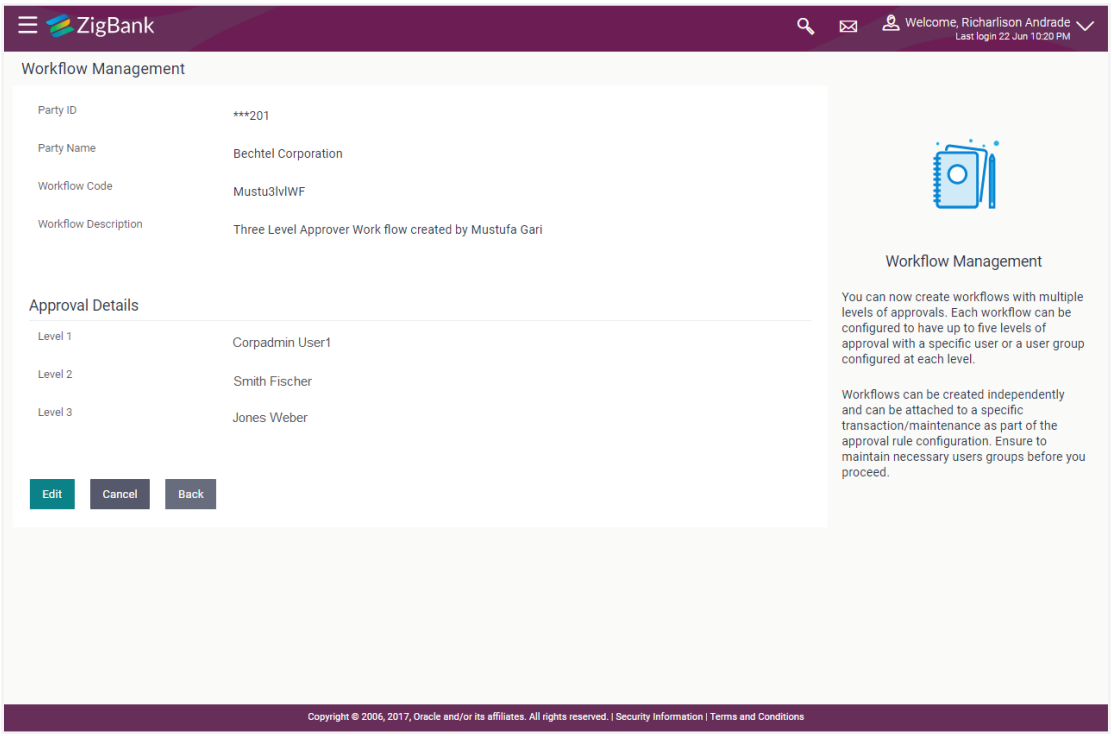
10.1.2 Workflow Management - View

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

To view the approval workflow:

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

Workflow Management – View



Field Description

Field Name	Description
Party ID	Party ID mapped to the logged in Corporate Administrator is displayed.

Field Name	Description
Party Name	Party name of Party ID mapped to the logged in Corporate Administrator is displayed.
Workflow Code	Workflow code is displayed.
Workflow Description	Workflow description is displayed.
Approval Details	
Approval Level	Approval levels for a user / user group. There can be up to five levels of approval levels.
User / User Group	User or a user group maintained at each level of approval.

2. Click **Edit** to edit the workflow. The **Workflow Management - Edit** screen with values in editable form appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to the previous screen.

10.1.3 Workflow Management - Create

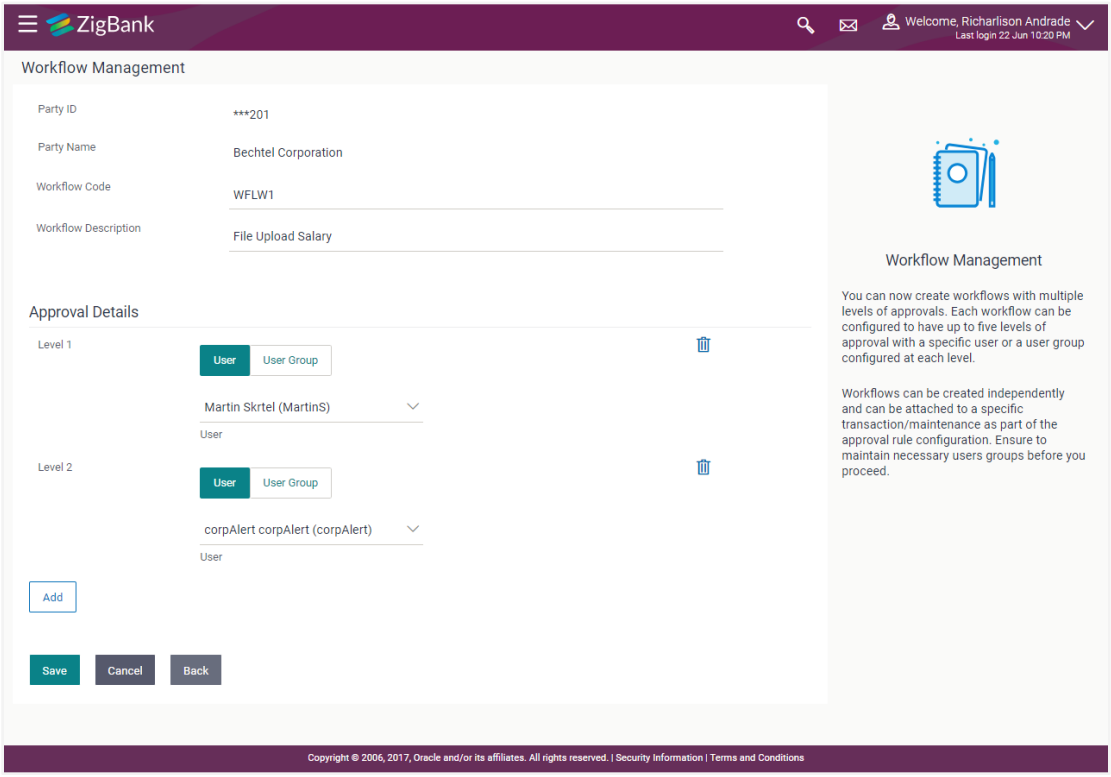
Corporate Administrator can create approval workflows for the corporate users. By default, user can specify minimum one and maximum five levels of approvals as a part of workflow.

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

To create an approval workflow:

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

Workflow Management – Create



Field Description

Field Name	Description
Party ID	Party ID mapped to the logged in Corporate Administrator is displayed.
Party Name	Party name of Party ID mapped to the logged in Corporate Administrator is displayed.
Workflow Code	To specify the approval workflow code.
Workflow Description	To specify the approval workflow description.
Approval Details	
Approval Level	Approval levels for a user / user group. You can click Add for multi level approval process.
User / User Group	User group name or code who is a part of user group.

2. In the **Workflow Code** field, enter the workflow code.
3. In the **Workflow Description** field, enter the name of the workflow.

4. In the **Approval Details** section, from the **Level 1** field, click appropriate user / user group.
5. From the **User / User Group** list, select the approver user name.
6. Click **Add** to add the selected user/ user group at specific level of approval.
   OR
   Click icon to remove specific approval level.
7. Click **Save** to save the Approval Workflow.
   OR
   Click **Cancel** to cancel the operation and navigate back to the 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.
8. The **Workflow Management – Create** - **Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to the 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.
9. The success message of saving the approval level group creation appears along with the transaction reference number and status.
   Click **OK** to complete the transaction and navigate back to the 'Dashboard'.

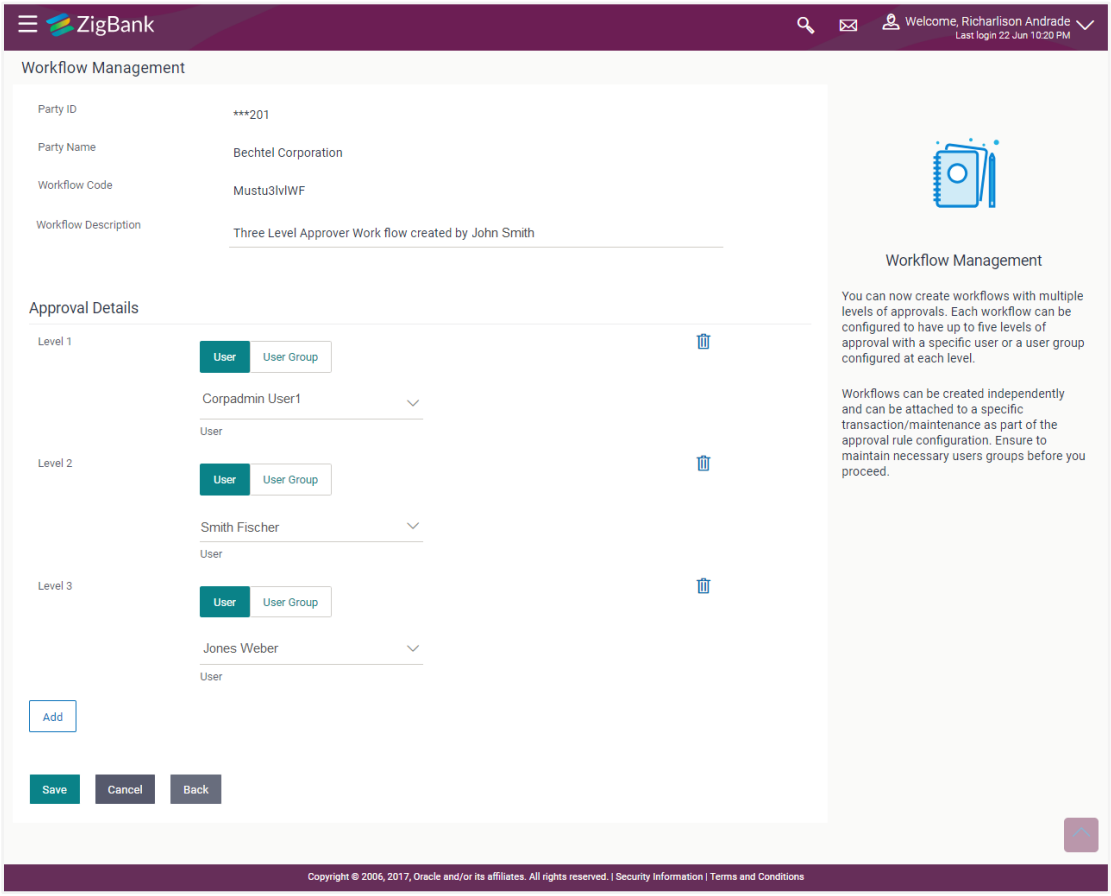
10.1.4 Workflow Management - Edit

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

To edit an approval workflow:

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

Workflow Management - Edit



Field Description

Field Name	Description
Party ID	Party ID mapped to the logged in Corporate Administrator is displayed.
Party Name	Party name of Party ID mapped to the logged in Corporate Administrator is displayed.
Workflow Code	Workflow code is displayed.
Workflow Description	Workflow description is displayed in editable form.
Approval Details	
Approval Level	Approval levels for a user / user group. Administrator can remove or add approval levels in a workflow.

Field Name	Description
User / User Group	User or a user group maintained at each level of approval. Administrator can edit an existing user/user group maintained at each level and can also specify user/user group for additional approval level.

3. Edit the required details.
4. Click **Add** to add the selected user/ user group at specific level of approval.
   OR
   Click icon to remove specific approval level.
5. Click **Save** to save Approval Workflow.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.
6. The **Workflow Management - Edit** - **Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.
7. The success message of saving the approval level modification appears along with the transaction reference number and status.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

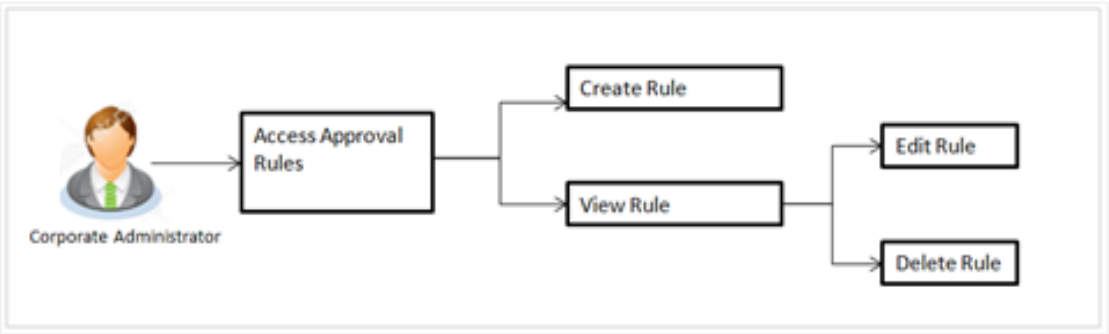
10.2 Approval Rules

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

Prerequisites:

- Party preference is maintained for setting up rules for corporates
- Corporate Administrator is maintained for a party
- Transaction access is provided to Corporate Administrator
- Corporate users are maintained under a party
- Workflow configuration is maintained if approval required is to be set as 'Yes'
- Approval rule set up for Corporate Administrator to perform the actions
- Necessary user groups and approval workflows are maintained

Workflow



Features supported in application

The Approval Rule maintenances allow the Corporate Administrator to:

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

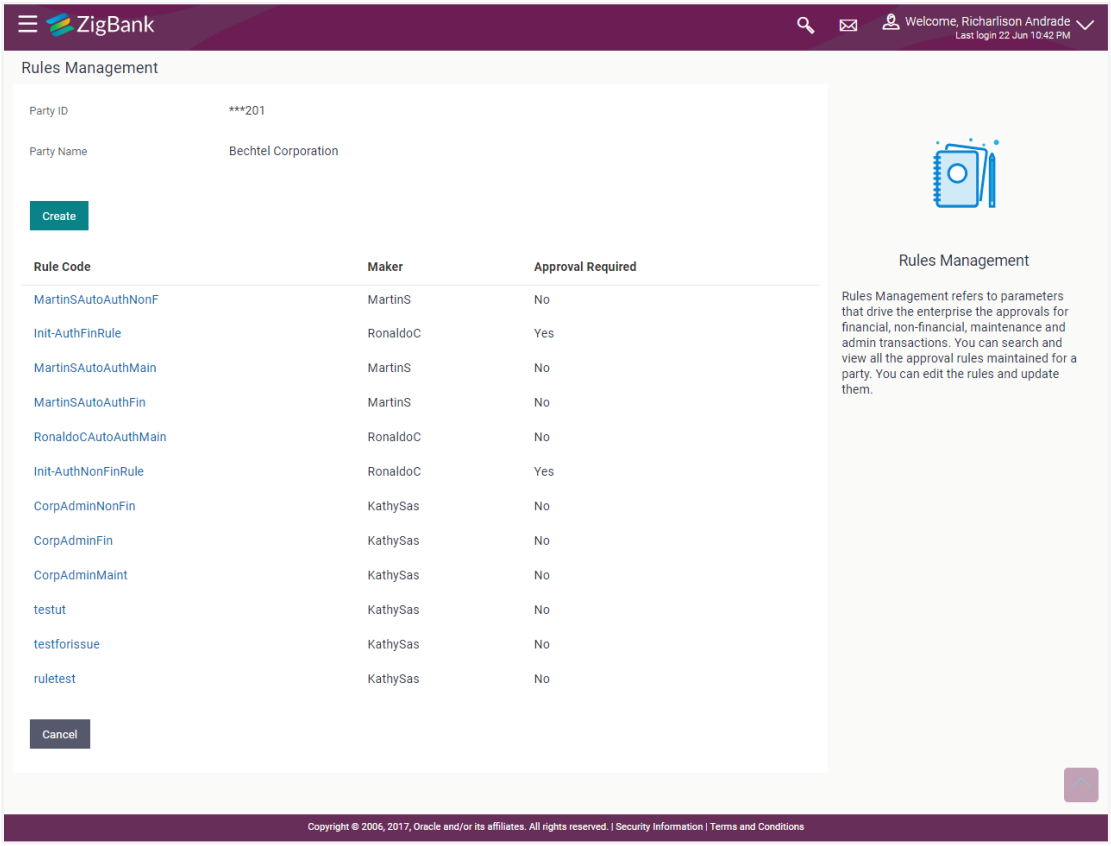
How to reach here:

Corporate Administrator Dashboard > Quick Links > Approvals > Rule Management > Approval Rules
OR
Toggle Menu > Approvals > Rule Management > Approval Rules

10.2.1 Approval Rules – Summary

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

Approval Rules



Field Description

Field Name	Description
Party ID	Party ID mapped to the logged in Corporate Administrator.
Party Name	Party name of Party ID mapped to the logged in Corporate Administrator.
Rule Code	Code of the already maintained approval rule. (This field will be displayed only if existing approval rules are available under a party).
Maker	Initiator (User ID or User Group Code) of the transaction. (This field will be displayed only if existing approval rules are available under a party).
Approval Required	Whether approval is required for each rule maintained.
Workflow Code	The approval workflow code.

1. Click the **Rule Code** link to view details of the selected Approval Rule.
   OR
   Click **Create** to create new approval rule.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

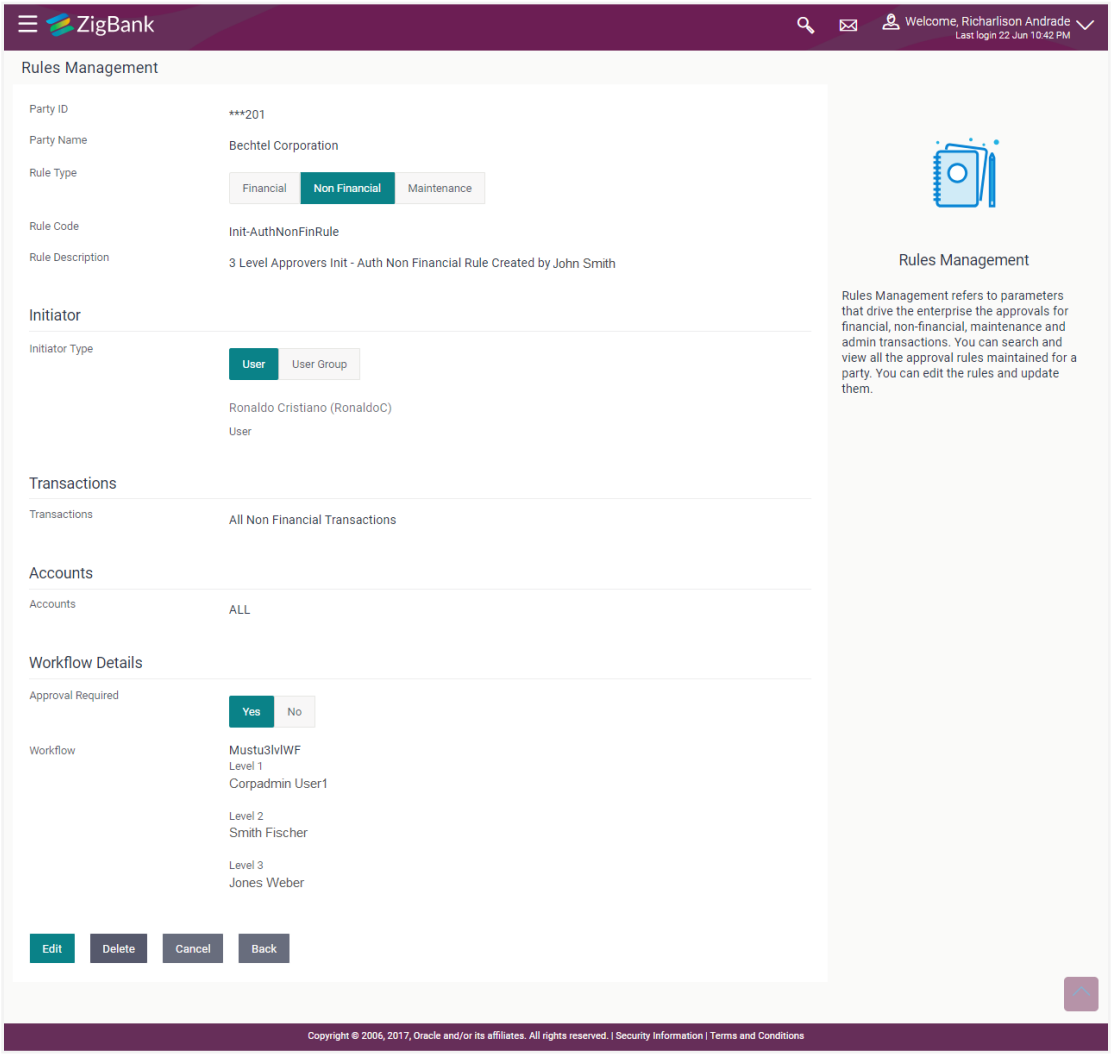
10.2.2 Approval Rules - View

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

To view the approval rules:

1. In the **Approval Rules** screen, click the **Rule Code** link, for which you want to view the details. The **Approval Rules - View** screen appears.

Approval Rules View



Field Description

Field Name	Description
Party ID	Party ID mapped to the logged in Corporate Administrator.
Party Name	Party name of Party ID mapped to the logged in Corporate Administrator.
Rule Type	Transaction rule type for which the approval rule is set up. The transaction rule types are: • Financial • Non Financial • Maintenance
Rule Code	Approval rule code.
Rule Description	Approval rule description.
Initiator	
Initiator Type	Initiator type specified while creating a rule.
User / User Group	Name of the user or user group defined as initiator for the rule condition.
Transactions	
Transactions	Transaction for which the rule is set up.
Accounts	
Accounts	Field will display the account for which rule being viewed is set up. This field appears if you select **Financial** and **Non Financial** in the **Rule Type** field.
Currency	
Currency	Currency type in which the financial approval rule for a corporate is defined. This field appears if you select **Financial** in the **Rule Type** field.
Amount Range	

Field Name	Description
From Amount/ To Amount	Transactions allowed for the user between the amount ranges. This field appears if you select **Financial** in the **Rule Type** field.
Workflow Details	
Approval Required	Field displays whether approval is required or not.
Workflow Details	Field displays the approval workflow details along with the defined approval levels. This field appears if you select **Yes** in the **Approval Required** field.

2. Click **Edit** to edit the approval rule. The **Approval Rule - Edit** screen with values in editable form appears.
   OR
   Click **Delete** to delete the approval rules.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.

10.2.3 Approval Rules - Create

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

Approval rules can be setup based on the following parameters.

Type of Transactions

- Financial Transactions
  - To set the rules for the transactions, which involves exchange of money
  - E.g. Money Transfer, Draft Issuance, Redeem Term Deposit etc.

- Non Financial Transactions
  - To set the rule for the transaction which are for an account, but does not involve exchange of money
  - E.g. Cheque Book Request, Statement Request, Stop Cheque etc.

- Maintenance
  - To set the rule for the transaction which are at the party level and not for a specific account
  - E.g. Payee Maintenance, Biller Maintenance etc

Initiator

- Specific User
- User Group

Accounts

Transactions

Currency

Amount Range

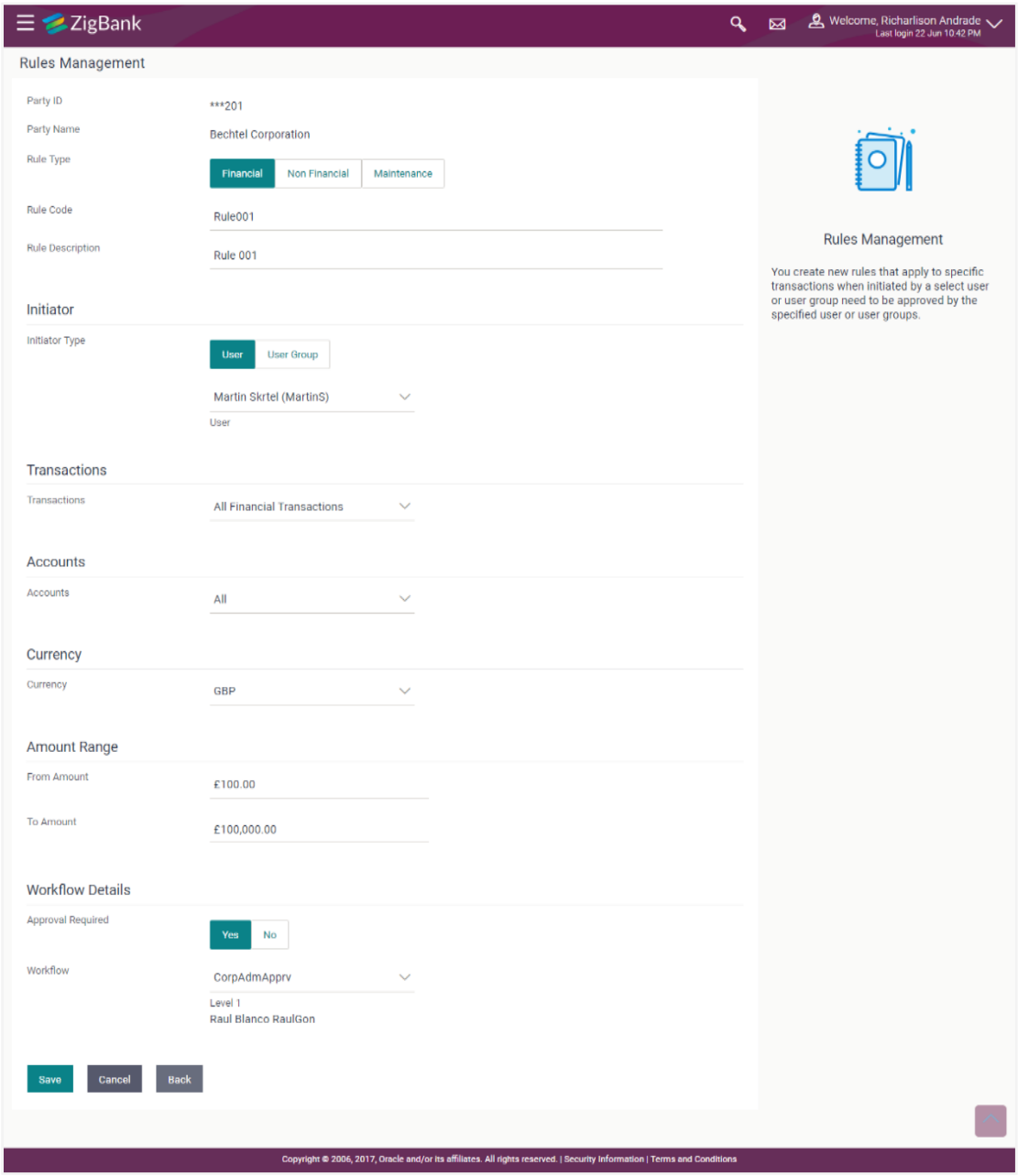
Administrator can create multiple approval rules for party users. In a scenario when a transaction is initiated and multiple rules are applicable as per set conditions, then the complex rule amongst all the applicable rules is applied for approval.

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

To create an approval rule:

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

Approval Rules - Create



Field Description

Field Name	Description
Party ID	Party ID mapped to the logged in Corporate Administrator.
Party Name	Party name of Party ID mapped to the logged in Corporate Administrator.

Field Name	Description
Rule Type	Transaction rule type for which the approval rule needs to be set up. The transaction rule types are: • Financial • Non Financial • Maintenance
Rule Code	To specify approval rule code.
Rule Description	To specify approval rule description.
Initiator	
Initiator Type	Initiator type who initiates the transaction. This has options as 'User' and 'User Group'.
User / User Group	Name of the user or user group as initiator. If initiator is selected as User, then all the users belongs to the party will be listed for selection. If initiator is selected as User Group, then all the user groups belongs to the party will be listed for selection.
Transactions	
Transactions	Type of transactions to set the approval rules. Type of transactions depends on the selection of rule type.
Accounts	
Accounts	Type of accounts. This field appears if you select **Financial** and **Non Financial** in the **Rule Type** field.
Currency	
Currency	Currency type in which the financial approval rule for a corporate is defined. This field appears if you select **Financial** in the **Rule Type** field.
Amount Range	

Field Name	Description
From Amount/ To Amount	Transactions allowed for the user between the amount range. This field appears if you select **Financial** in the **Rule Type** field.
Workflow Details	
Approval Required	Option to decide whether approval is required or not for the set condition.
Workflow	Field has description of the approval workflow. All workflows maintained for the party are listed here along with the defined approval level for each of them. This field appears if you select **Yes** in the **Approval Required** field.

2. In the **Rule Type** field, select the appropriate transaction rule type.
3. In the **Rule Code** field, enter the code.
4. In the **Rule Description** field, enter the rule name.
5. From the **Initiator Type** field, click appropriate user / user group and select the user/ user group.
6. From the **Transaction** list, select the transactions to be mapped to the rule.
7. From the **Accounts** list, select the appropriate account, if you have selected **Financial** option in the **Rule Type** field.
8. From the **Currency** list, select the appropriate account currency, if you have selected **Financial** option in the **Rule Type** field.
9. In the **Amount Range** section, enter the appropriate amount.
10. In the **Workflow Details** section, select whether approval is required for the mapped transactions.
    a. If you select **Yes** option, select the appropriate **Workflow**.
11. Click **Save** to create the approval rule.
    OR
    Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
    OR
    Click **Back** to go back to previous screen.
12. The **Approval Rule - Create - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
    OR
    Click **Back** to go back to previous screen.
13. The success message of saving the approval rule creation appears along with the transaction reference number and status.
    Click **OK** to complete the transaction and navigate back to ‘Dashboard’.

10.2.4 Approval Rules - Edit

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

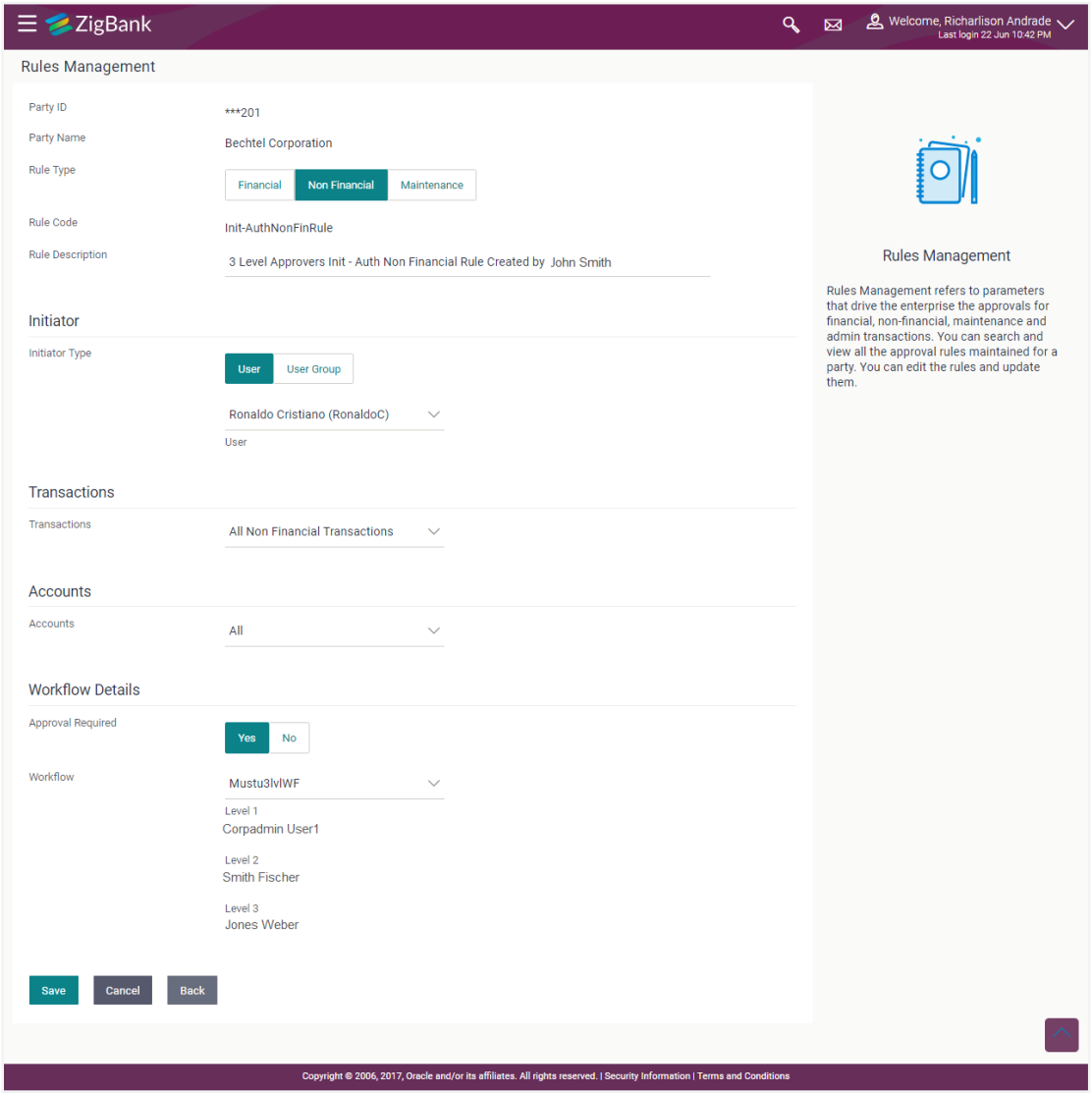
Modifications in approval rule are allowed only if the party preference is in active status.

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

To edit an approval rule:

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

Approval Rules - Edit



Field Description

Field Name	Description
Party ID	Party ID mapped to the logged in Corporate Administrator will be displayed.
Party Name	Party name of Party ID mapped to the logged in Corporate Administrator will be displayed.
Rule Type	Transaction rule type for which the approval rule is set up will be displayed. The transaction rule types are: • Financial • Non Financial • Maintenance
Rule Code	Approval rule code provided by the user.
Rule Description	Approval rule description provided by the user in editable form.
Initiator	
Initiator Type	Initiator type who initiates the transaction will be displayed in editable form.
User / User Group	Name of the user or user group as initiator will be displayed in editable form. If initiator is selected as User, then all the users belonging to the party will be listed for selection. If initiator is selected as User Group, then all the user groups belonging to the party will be listed for selection.
Transactions	
Transactions	Type of transactions to set the approval rules will be displayed in editable form. Type of transactions depends on the selection of rule type.
Accounts	
Accounts	Type of accounts will be displayed in editable form. This field appears if you select **Financial** and **Non Financial** in the **Rule Type** field.
Currency	

Field Name	Description
Currency	Currency type in which the financial approval rule for a corporate is defined. This field appears if you select **Financial** in the **Rule Type** field.
Amount Range	
From Amount/ To Amount	Transactions allowed for the user between the defined amounts ranges will be displayed in editable form. This field appears if you select **Financial** in the **Rule Type** field.
Workflow Details	
Approval Required	Whether approval is required will be displayed in editable form.
Workflow Details	Details of the approval workflow along with the defined approval levels for a condition will be displayed in editable form. This field appears if you select **Yes** in the **Approval Required** field.

3. Edit the required details.
4. Click **Save** to save the approval rule.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.
5. The **Approval Rule - Edit - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.
6. The success message of saving the approval rule modification appears along with the transaction reference number and status.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

10.2.5 Approval Rules - Delete

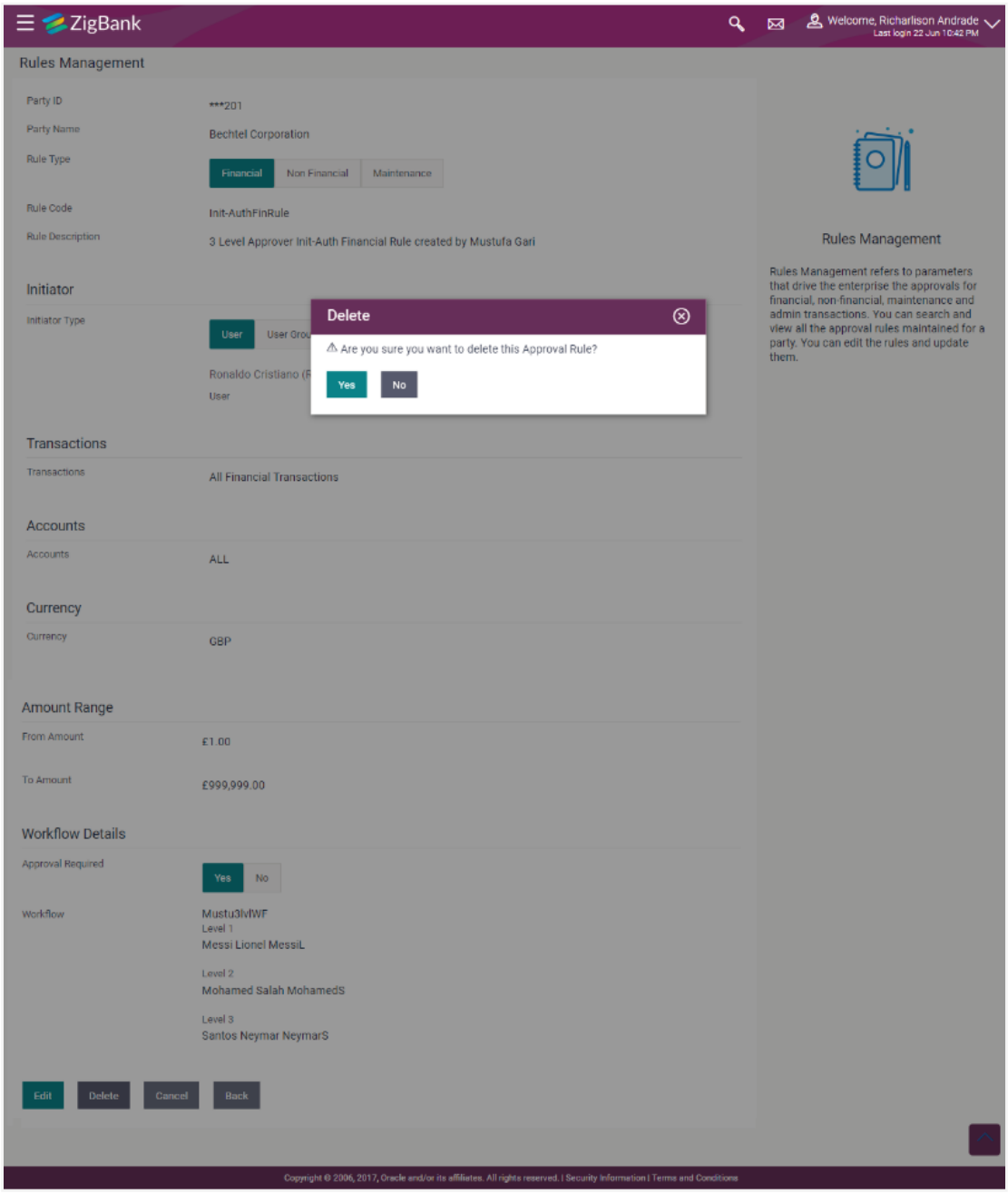
Using this option, Corporate Administrator can delete the approval rules.

To delete an approval rule:

1. In the **Approval Rules** screen, click the **Rule Code** link, for which you want to view the details. The **Approval Rules - View** screen appears.

2. Click **Delete** to delete the approval rules. The application will prompt the Corporate Administrator with a deletion message, Click **Yes** to confirm.
   User is directed to **Approval Rule – Delete** confirmation page.

Approval Rules - Delete



FAQs

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

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

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

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

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

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

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

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

Home

Account Access

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

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

- Party Account Access
- User Account Access

11. Party Account Access

Corporate Administrator can set up account and transaction access rules at the corporate party level. The Corporate Administrator can provide access to accounts held by the party with the bank as available in the core banking application.

Upon navigating to the specific category tab viz. Demand Deposits, Term Deposits, Loans etc., the administrator can select a global check box of 'Map all accounts' to enable all the existing accounts under the selected category for channel banking. If specific accounts are required to be given access then the user needs to select the respective check boxes preceding the account number.

As part of this maintenance, own accounts and transaction mapping as well as accounts of the linked parties can be mapped to the parent party.

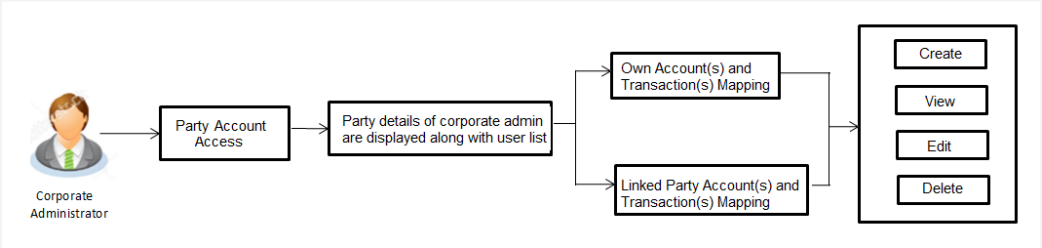
The Corporate Administrator can only provide access to the party to which the corporate administrator is associated to.

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

Pre-Requisites

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

Workflow



Features Supported In Application

The following options are available as part of this maintenance:

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

How to reach here:

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

11.1 Party Account Access - Mapping (Create)

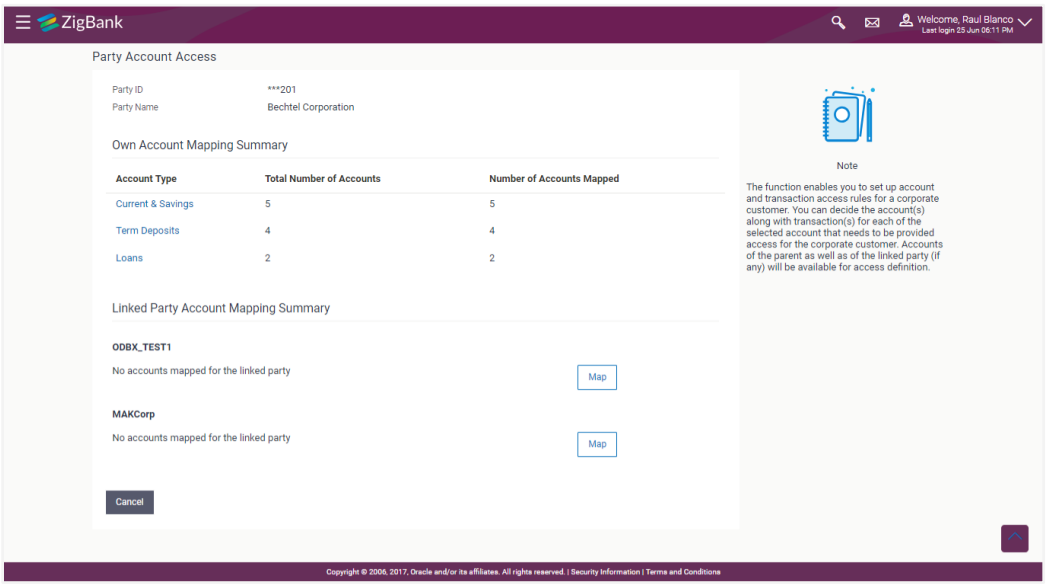
The Corporate Administrator gets a request with the list of account(s) and transactions for which access needs to be provided to the party.

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

To provide the party with account and transaction access:

1. Navigate to the screen, account access summary page with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary** appears.
   Linked party account mapping will only be available if the selected party has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.

Party Account Access



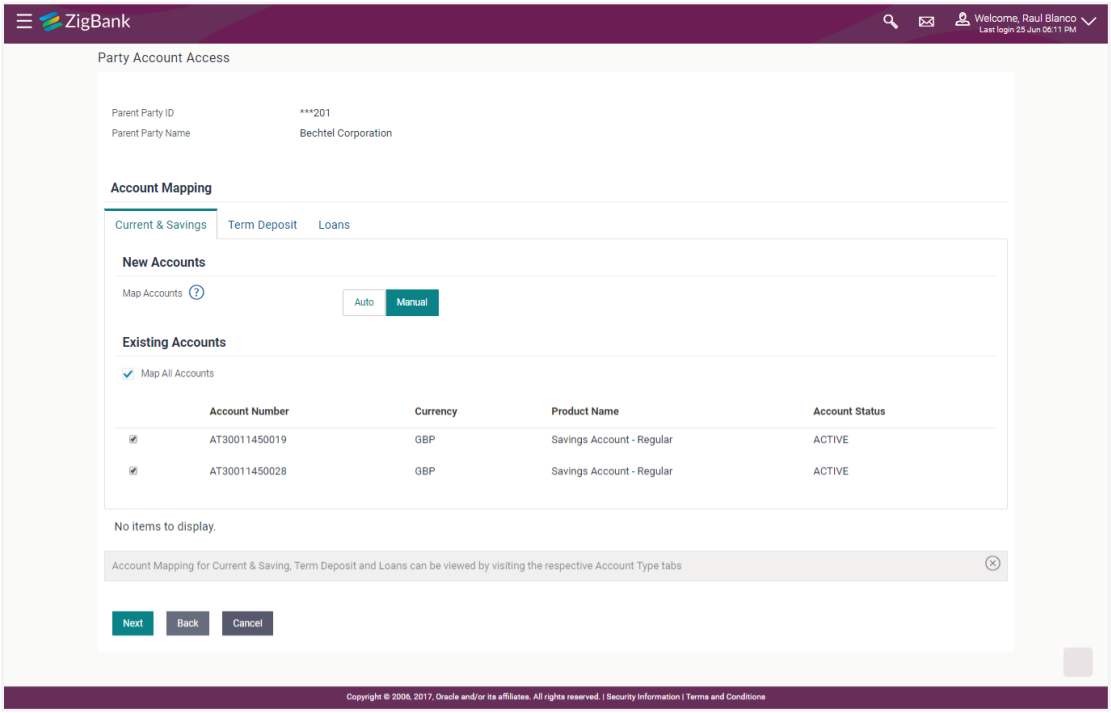
Field Description

Field Name	Description
Party ID	The party ID of the corporate administrator.
Party Name	The name of the party.

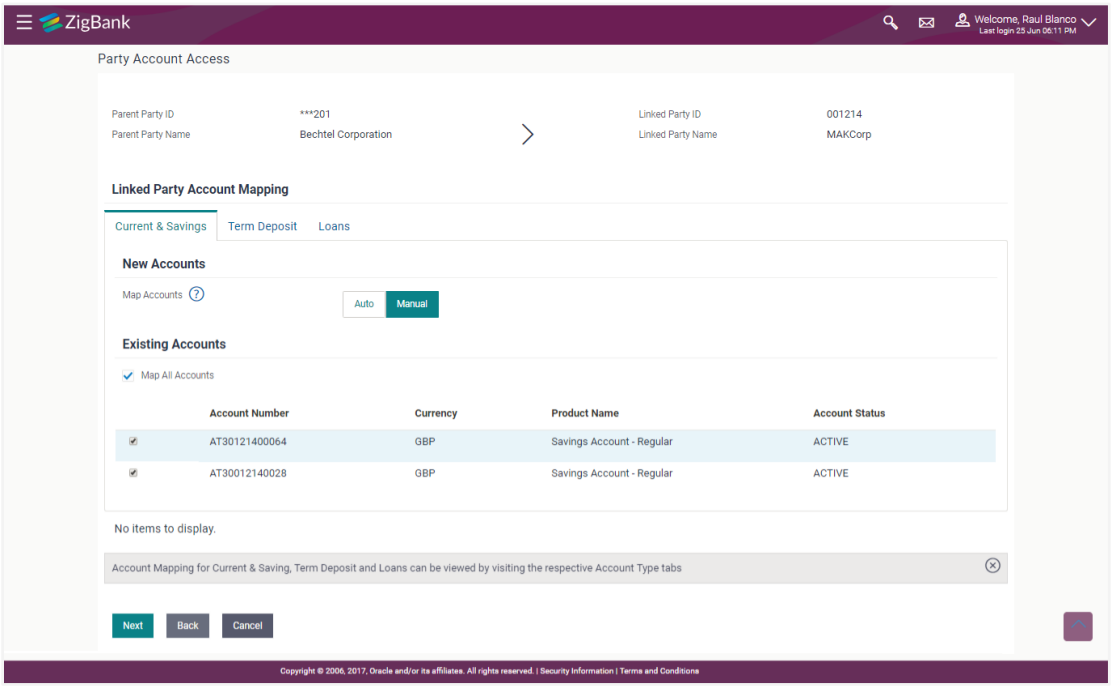
Field Name	Description
OWN ACCOUNT MAPPING SUMMARY	
Click on **Account Type** to view the respective mapping details.	
Account Type	All account types available under the party. The account type can be: • Current and Savings • Term Deposits • Loans
Total Number of Accounts	Total number of accounts available under the party.
Number of Accounts Mapped	Number of accounts mapped to the particular account type.
LINKED PARTY ACCOUNT MAPPING SUMMARY	
Click on **Account Type** to view the respective mapping details.	

2. If there is no mapping done for a party (own/ linked), there will be a message **No Accounts mapped for the party** with **Map**.
3. Click **Map**. The **Party Account Access - Create** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
4. All the accounts held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed in the respective categories i.e. CASA, Term Deposits and Loans.
   In case of mapping of linked party accounts to the parent party, user will select the parent party as part of party search section and click **Map** against the linked party of which account access is to be provided.
5. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., and select a global check box of **Map all accounts** to enable all the existing accounts under the selected category for channel banking (on screen, it will serve as a **Select All** function).
   OR
   If specific accounts are required to be given access then the user needs to select the respective check boxes preceding the account number.
6. To map the new accounts, select appropriate option from **Map Accounts** field;
   Select **Auto** if you wish to allow access to all future CASA/ Term Deposit/ Loans accounts.
   OR
   Select **Manual** if you wish to explicitly map new accounts and transactions.
7. The cookie message appears at the bottom of the category tab indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.

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



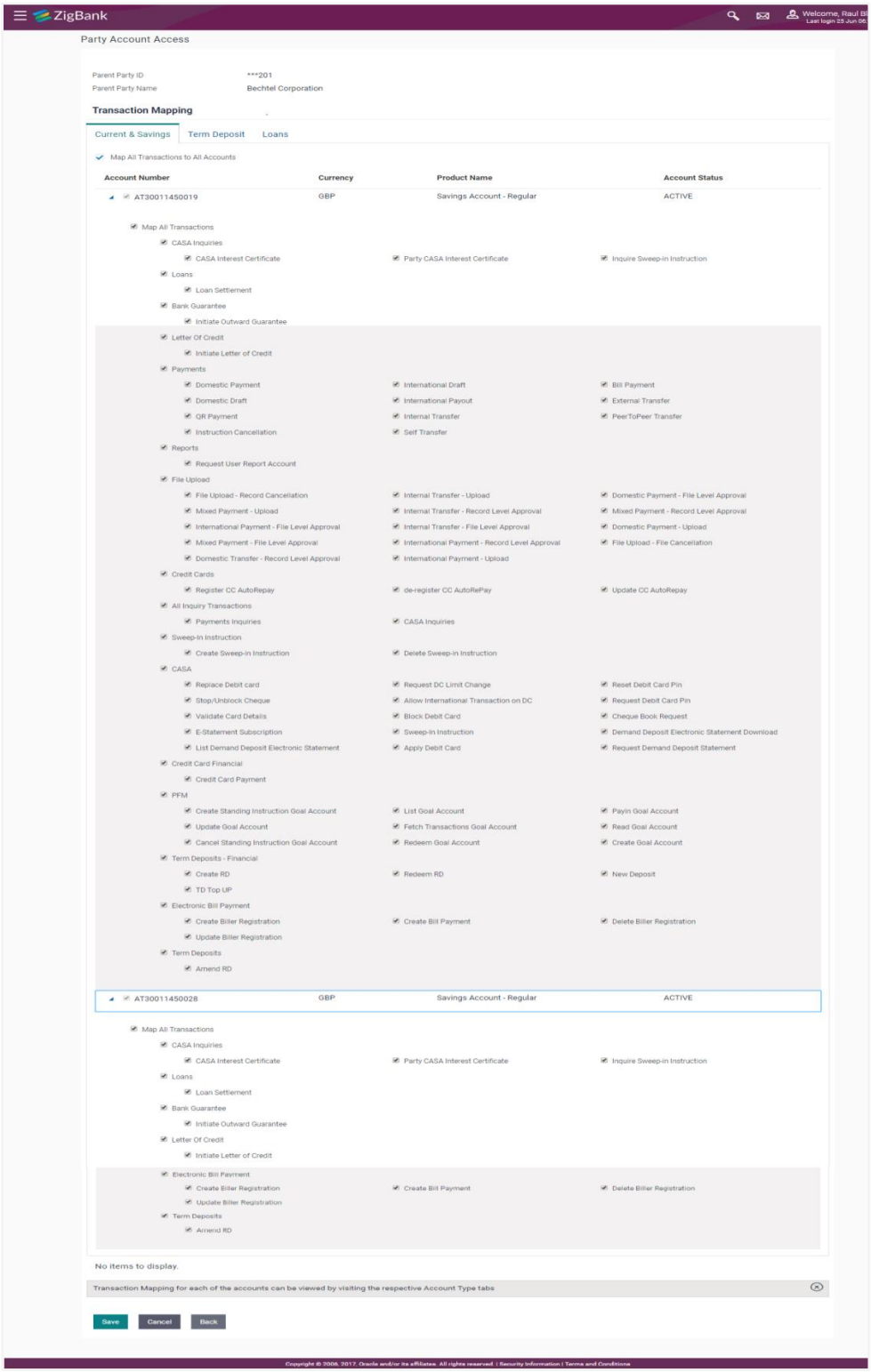
Party Account Access - Account Mapping (Linked Account Mapping) - Create



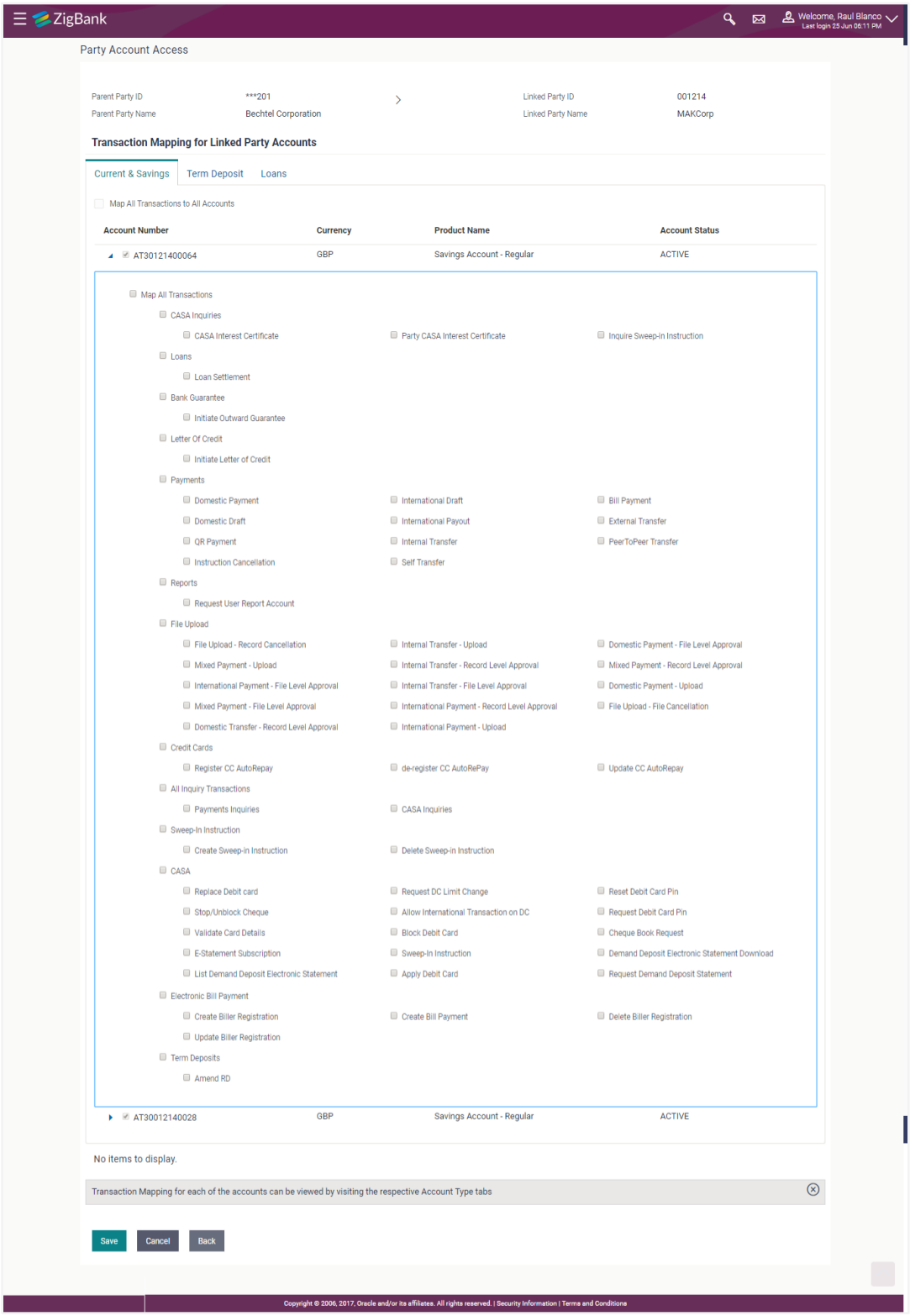
8. Click **Next**. The **Party Account Access - Create** (Transaction Mapping) screen appears.
   OR
   Click **Cancel** to cancel the transaction.

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

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



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



9. To map the transactions to the account, click against the particular account number to view the transaction mapping.
10. Select the respective check boxes preceding the transaction to be mapped.
    OR
    Select **Map All Transactions**, if you want to map all the transactions to all accounts.
11. Click **Save** to save the changes.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
12. The **Party Account Access - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
13. The screen with success message appears. Click **OK** to complete the transaction.
    After following above steps the summary of mapped accounts and transactions available for party.

11.2 Party Account Access- View

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

Account(s) and transactions for which access has been provided to the corporate party.

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

Field Description

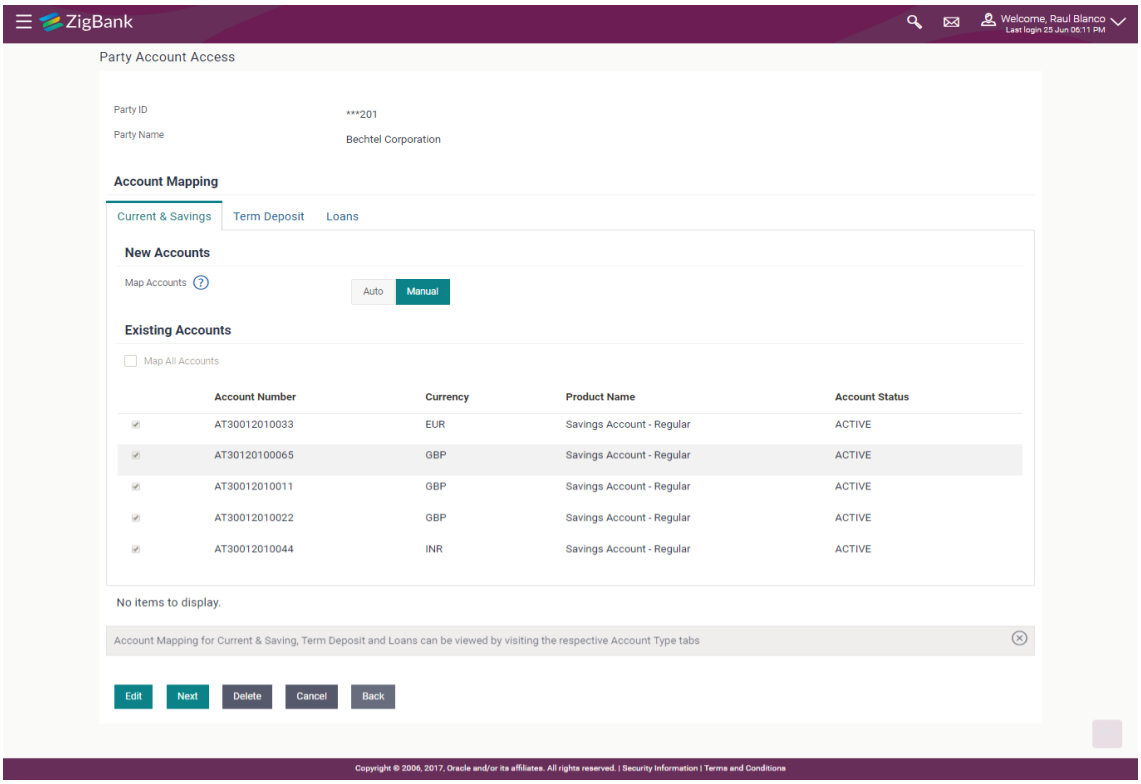
Field Name	Description
Party ID	Party Id of the corporate user.
Party Name	Party name of the corporate user.

To view the party account and transaction access:

1. Navigate to the screen, account access summary page with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary** appears.
   Linked party account mapping will only be available if the selected party has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
2. Click **Account Type** i.e. CASA / TD / Loans in the summary details for the party, which will navigate to the view page.
   OR

Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
OR
Click **Back** to navigate to the previous screen.

Party Account Access - Summary



Field Description

Field Name	Description
Party ID	The party id of the corporate administrator.
Party Name	The name of the party.

OWN ACCOUNT MAPPING SUMMARY

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

Account Type	All account types available under the party. The account type can be: • Current and Savings • Term Deposits • Loans

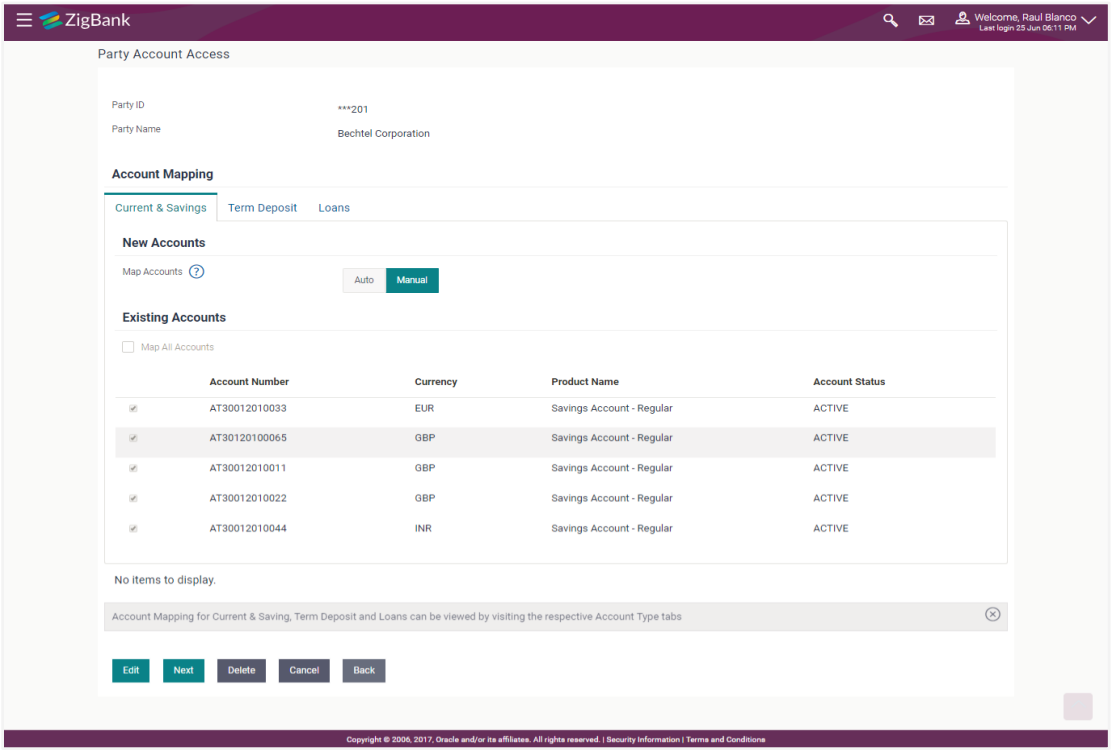
Field Name	Description
Total Number of Accounts	Total number of accounts available under the party.
Number of Accounts Mapped	Number of accounts mapped to the particular account type.

LINKED PARTY ACCOUNT MAPPING SUMMARY

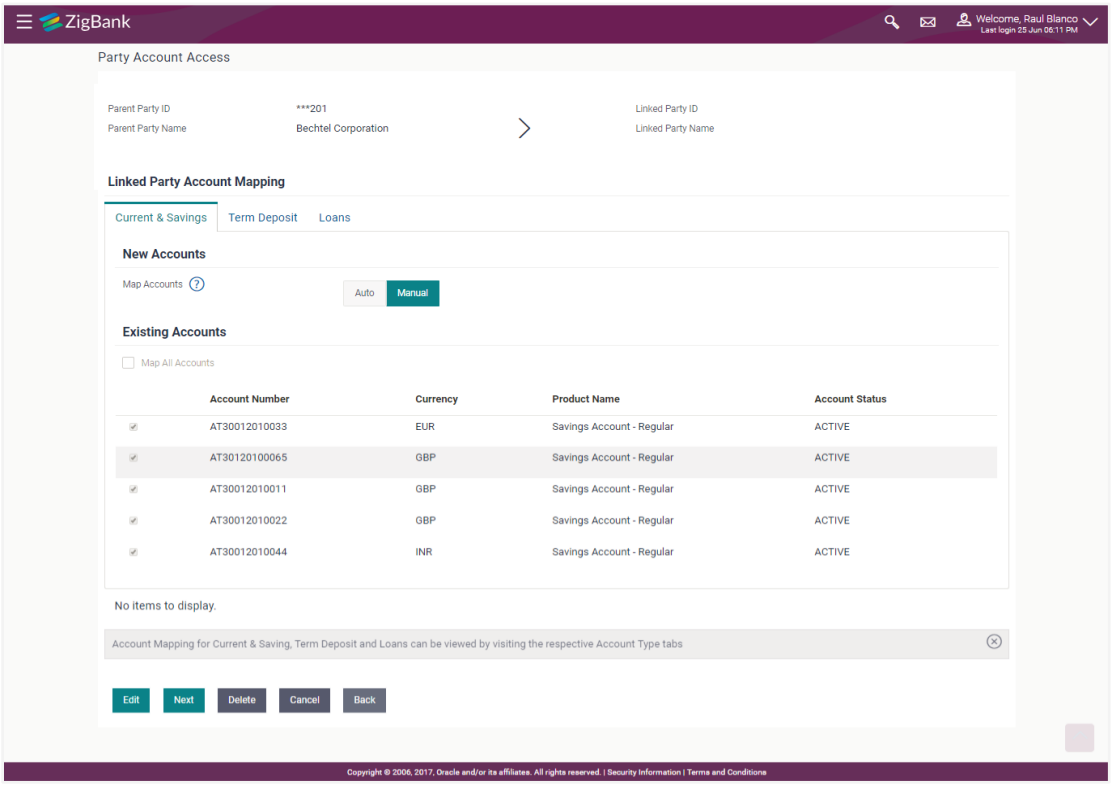
Click on **Account Type** to view the respective mapping details.

3. Click **Account Type** i.e. CASA/TD/Loan, all the accounts held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed in the respective categories i.e. CASA, Term Deposits and Loans.
   In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
4. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
   Can also view the selection done for New Accounts mapping i.e. Auto/Manual.
5. The cookie message appears at the bottom of the category tab indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.
6. Click **Next**. The **Party Account Access – View** (Transaction Mapping) screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

Party Account Access – View (Own Account Mapping Summary)



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

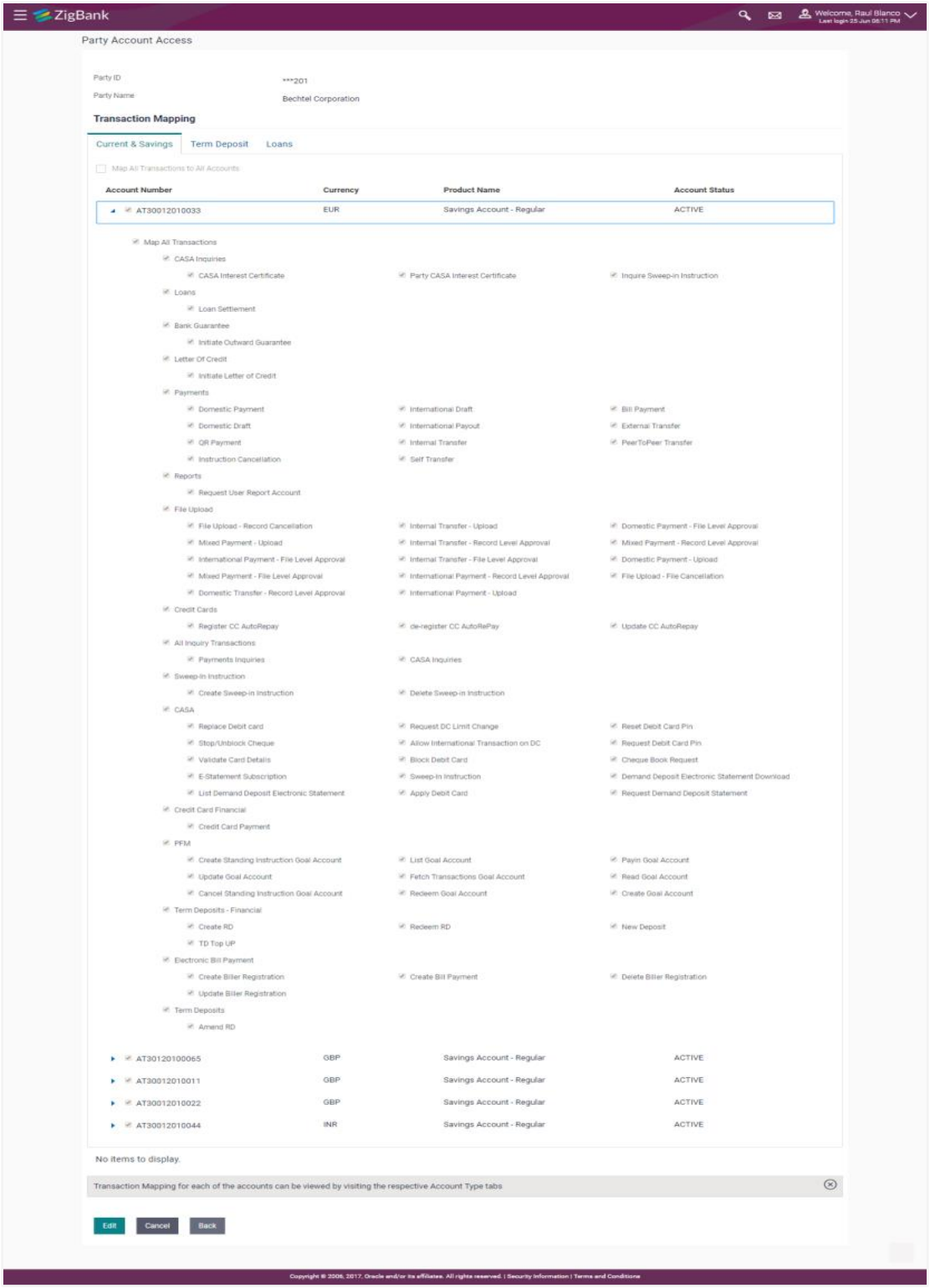


Field Description

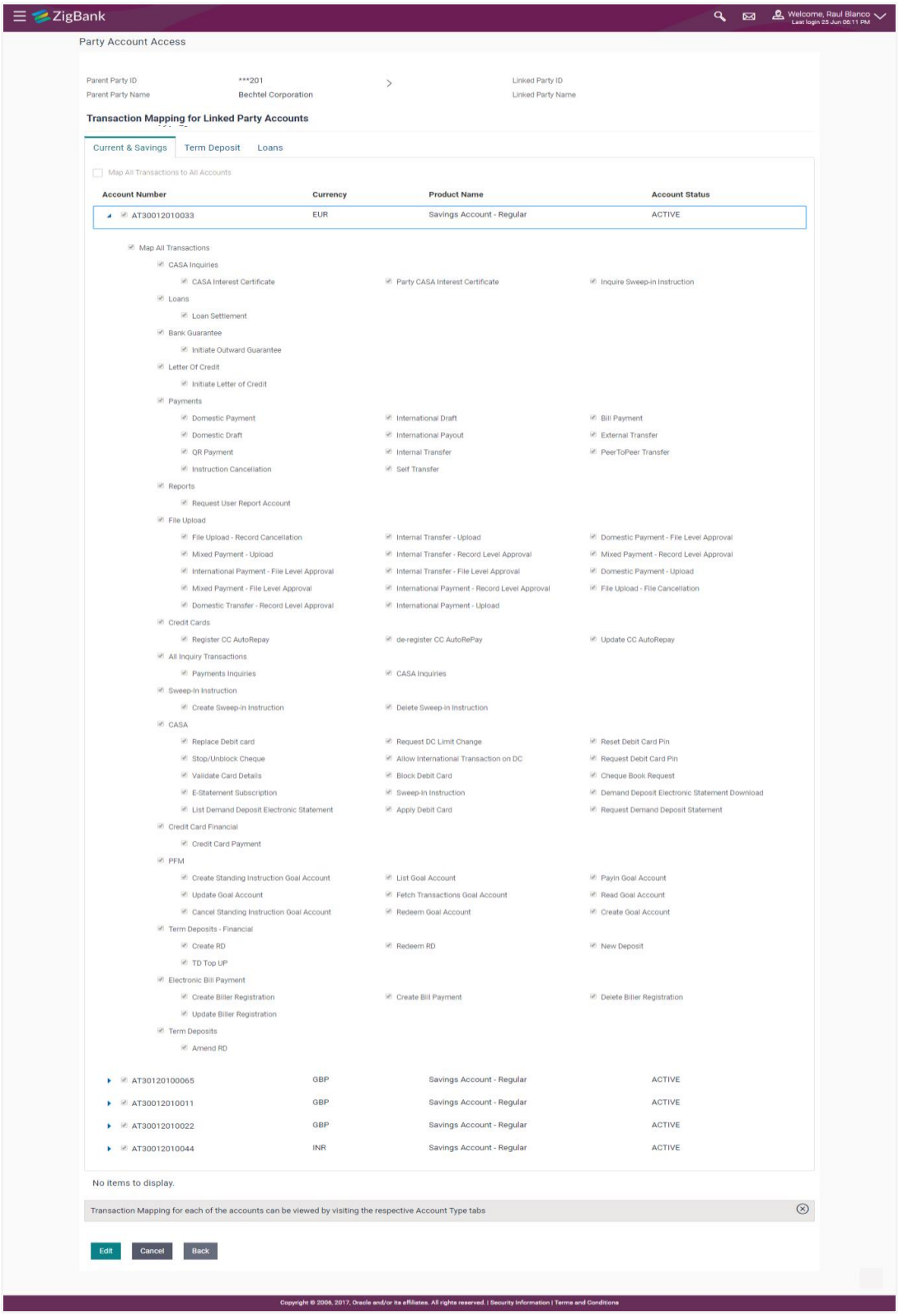
Field Name	Description
CASA/ Term Deposits/ Loans	
New Accounts	
Map Accounts	Mapping of the accounts. The options can be: • Auto: gives default access to the all future newly added accounts and transactions of the party as soon as the account is opened. • Manual: gives specific access to future accounts. This is to explicitly map new accounts and transactions if access needs to be provided
Existing Accounts	
Map All Accounts	Mapping all the existing accounts under the selected category to enable for channel banking.
Account Number	List of account numbers present in a particular account type.
Currency	Account currency.
Product Name	Name of the product available under the party.
Account Status	Status of the account access for the party

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

Party Account Access - Transaction- Own Account Mapping- View



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



8. Click against the particular account number to view the mapped transactions.
   OR
   Click **Edit** to update transaction mapping.
   OR
   Click **Cancel** to cancel the transaction.
9. Click **Edit** to update the **Party Account Access** account mapping for new accounts and existing accounts.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

11.3 Party Account Access - Edit

This option enables the corporate administrator to edit the transaction access for the party.

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

To edit account and transaction access for the party:

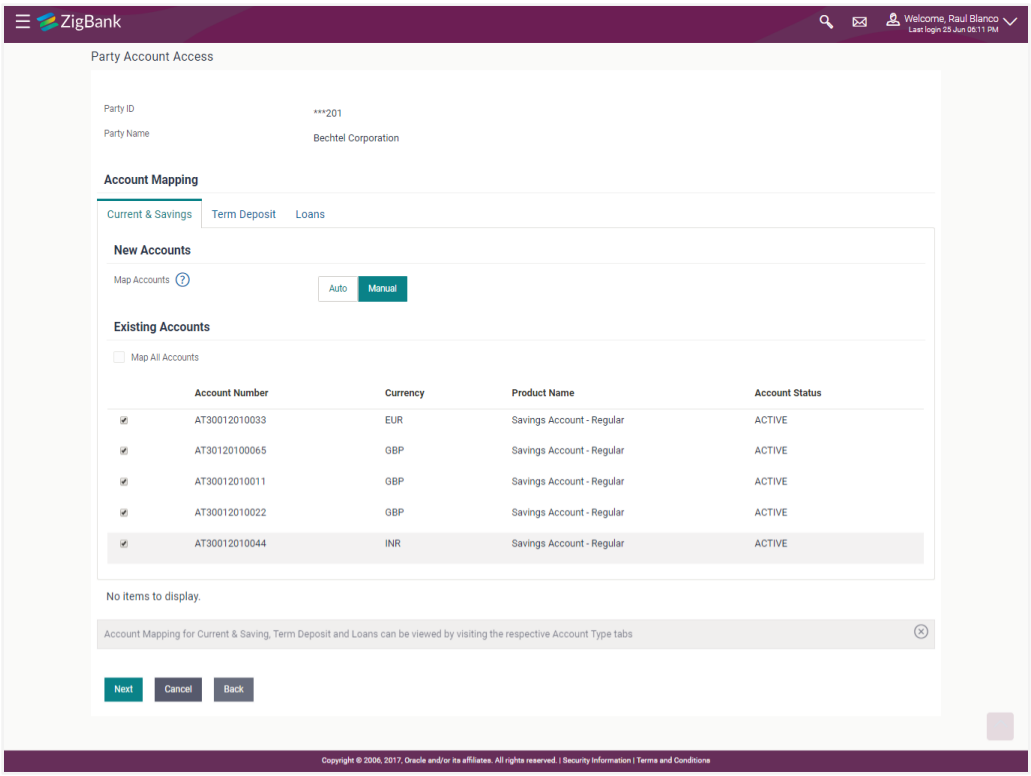
1. Navigate to the screen, account access summary page with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary** appears.
   Linked party account mapping will only be available if the selected party has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
2. If there is no mapping done for a party (own/ linked), the message **No Accounts mapped for the party** with **Map** appears.
3. Click **Account Type** i.e. CASA / TD / Loans in the summary details for the party, which will navigate to the view page.
   All the accounts held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed in the respective categories i.e. CASA, Term Deposits and Loans.
   OR
   Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
4. In case the selected party is mapped as a parent party to another party, select on the account type in the linked party summary section.
5. Click on **Account type** link to view/edit the details
6. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.

   Click **Edit**. The **Party Account Access - Edit** screen appears.
   This enables the selection and de-selection option against the accounts and also allow changing the map accounts from Auto to Manual and vice-versa.
   OR
   Click **Next** to next tab (CASA/Term Deposit/Loans)
   OR
   Click **Delete** to delete the Party Account Access setup.
   OR

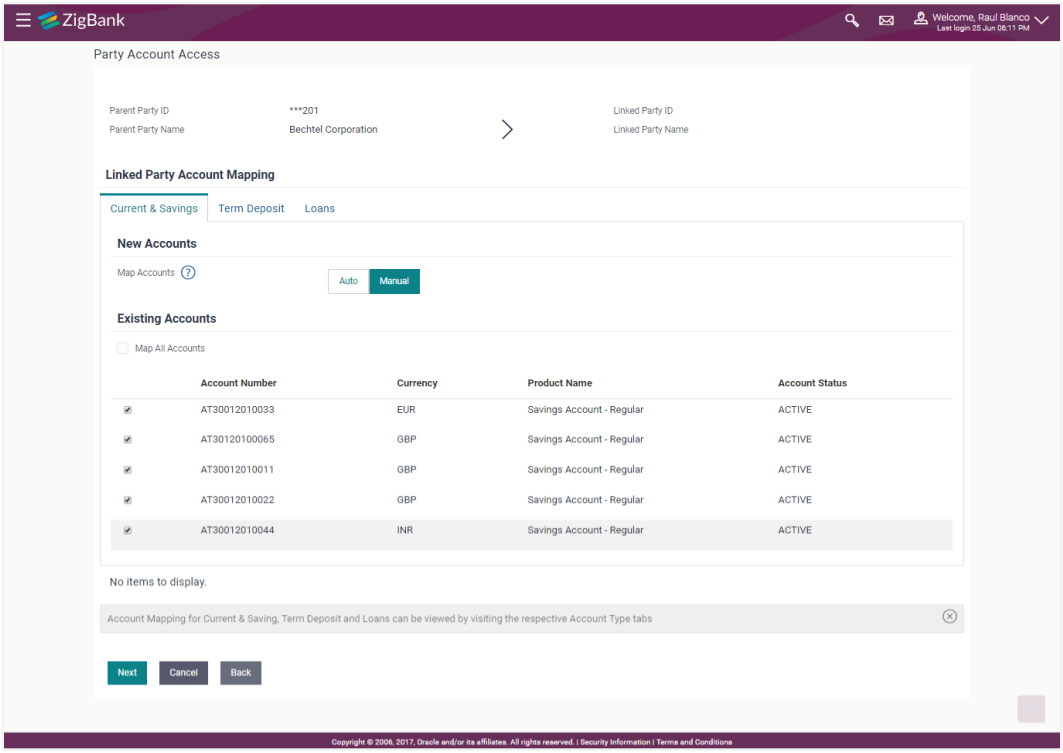
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.

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

Party Account Access (Own Account Mapping) - Edit

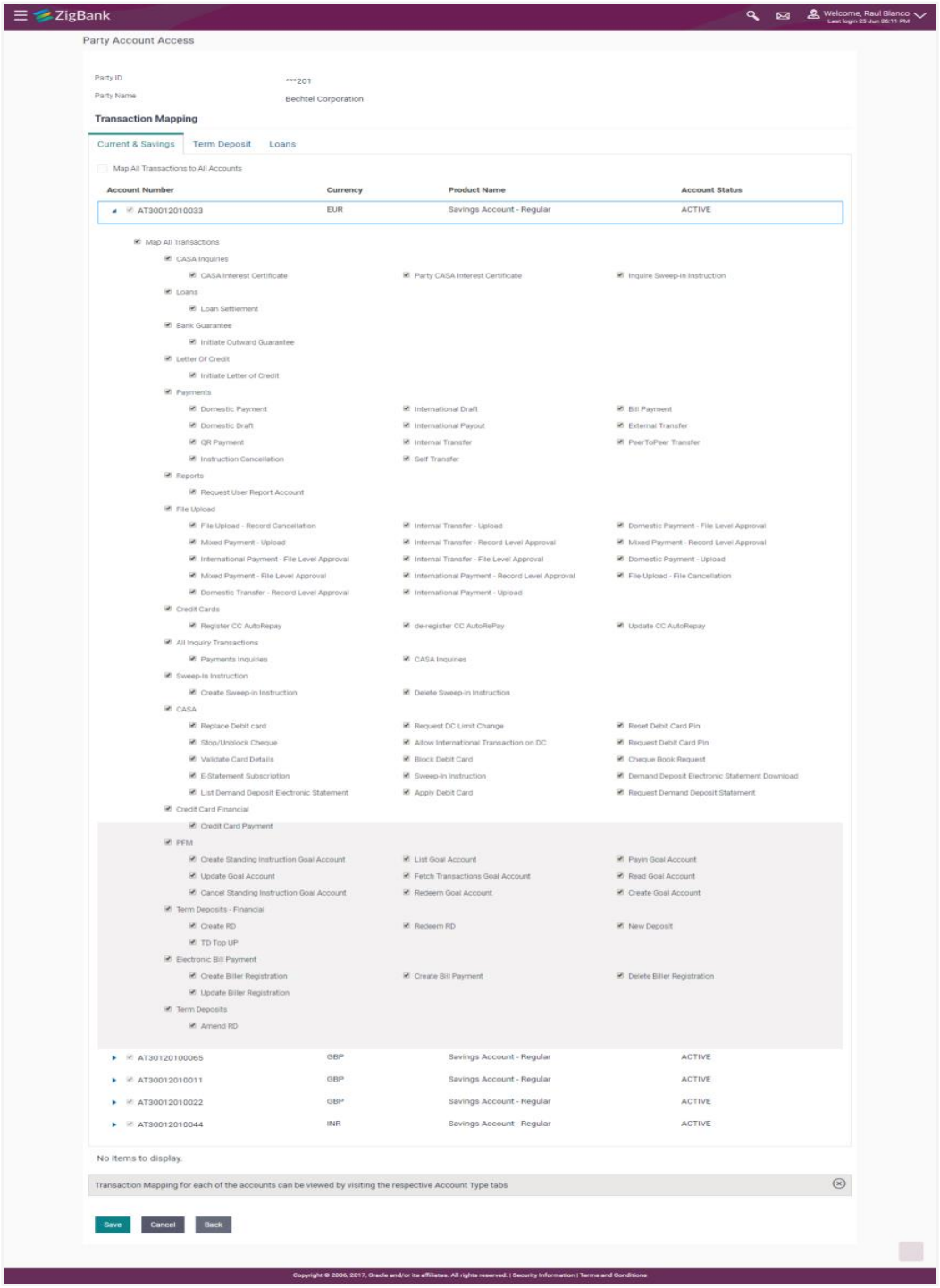


Party Account Access (Linked Party Account Mapping) – Edit

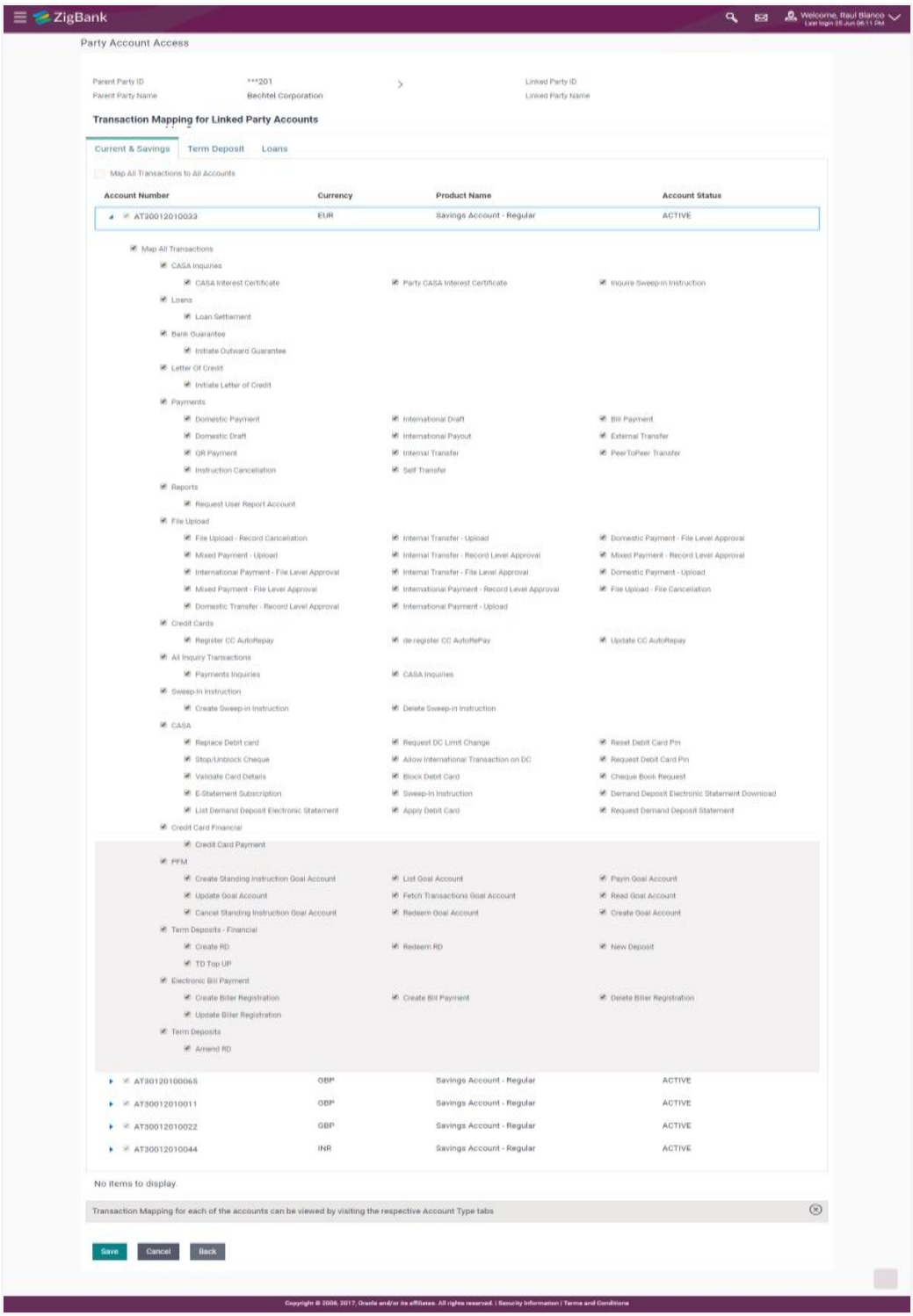


9. To map the new accounts, select appropriate option from **Map Accounts** field;
   Select **Auto** if you wish to allow access to all future CASA/ Term Deposit/ Loans accounts.
   OR
   Select **Manual** if you wish to allow specific access to all future CASA/ Term Deposit/ Loans accounts.
10. Select the respective check boxes preceding the **Account Number** to be mapped.
    OR
    Select **Map All Accounts**, if you want to map all the account numbers.
11. Click **Next**. The **Party Account Access - Edit** screen with mapped transaction - account appears.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
12. To map the transactions to the account, click against the particular account number to view the transaction mapping.
13. Select the respective check boxes preceding the transaction to be mapped.
    OR
    Select **Map All Transactions**, if you want to map all the transactions to all accounts.

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



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



14. Click **Save** to save the changes.
    OR

Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.

15. The **Party Account Access - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
16. The screen with success message appears. Click **OK** to complete the transaction.

11.4 Party Account Access - Delete

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

To delete account and transaction access for the party:

1. Navigate to the screen, account access summary page with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary** appears.
   Linked party account mapping will only be available if the selected party has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
2. If there is no mapping done for a party (own/ linked), the message **No Accounts mapped for the party** with **Map** appears.
3. Click **Account Type** i.e. CASA / TD / Loans in the summary details for the party, which will navigate to the view page.
   All the accounts held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed in the respective categories i.e. CASA, Term Deposits and Loans.
   OR
   Click **Cancel** to cancel the transaction and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to the previous screen.
4. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
5. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
6. Click **Delete**. The application prompt the administrator with a message Are you sure you want to delete Party Account Access setup for linked Party ID – Party name with an option of Yes / No.
7. Click **Yes** to proceed with the deletion request.
   It will navigate to confirmation page with a success message and the status.
   OR
   Click **No** if you do not wish to proceed with deletion.
8. The success message and the status appear.
   Click **OK** to complete the transaction.

FAQs

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

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

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

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

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

   Manual: If this option is selected newly added accounts and transactions does not get access by default. This is to ensure that access to accounts and transactions is provided only upon receiving specific instructions from corporates.

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

   It is possible that the channel access and/or party preferences has not been maintained for the party whose accounts needs to be provided for access to the selected party. There will be an appropriate message provided to the user below the party details. Before proceeding with account access, administrator can visit 'Party Preferences' screen and maintain the preferences and/or channel access for the party.

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

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

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

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

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

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

Home

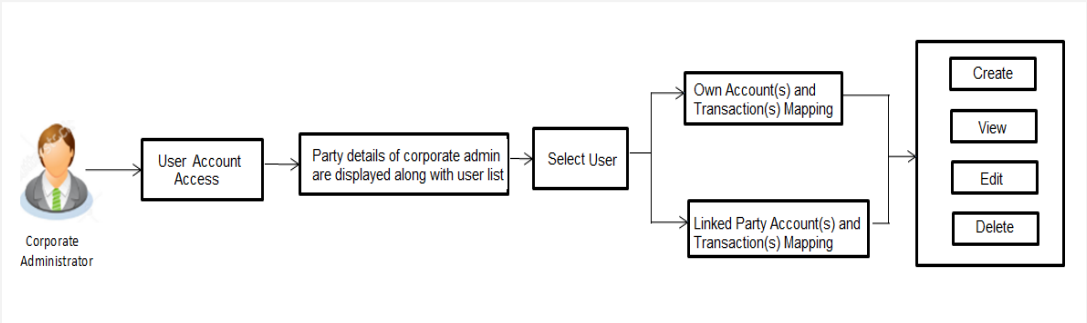
12. User Account Access

Using this option the Corporate Administrator can set up account and transaction access for user(s) of the corporate party. This maintenance can be done only after the Party Account Access is setup for the party of the user(s). The user level mapping of accounts and transactions must be done in order to provide access to the accounts for performing transactions to the specific user. If this step is not followed, the corresponding user will not be able to view any accounts on the dashboard screen or at the individual transactions.

Pre-Requisites

- Account Access should be maintained for the corporate party of the user for which access is to be maintained
- Account Access for the party should be maintained for linked party accounts if the user needs access to linked party accounts.
- Party preferences should be created for the party of the user for which access is to be maintained
- Channel Access should be enabled for party of the user for which account access is to be maintained
- Transaction access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.

Workflow



Features Supported In Application

The following options are available as part of this maintenance:

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

How to reach here:

Corporate Administration Dashboard > Account Access > User Account Access
OR
Toggle Menu > Account Access > User Account Access

12.1 User Account Access - Mapping (Create)

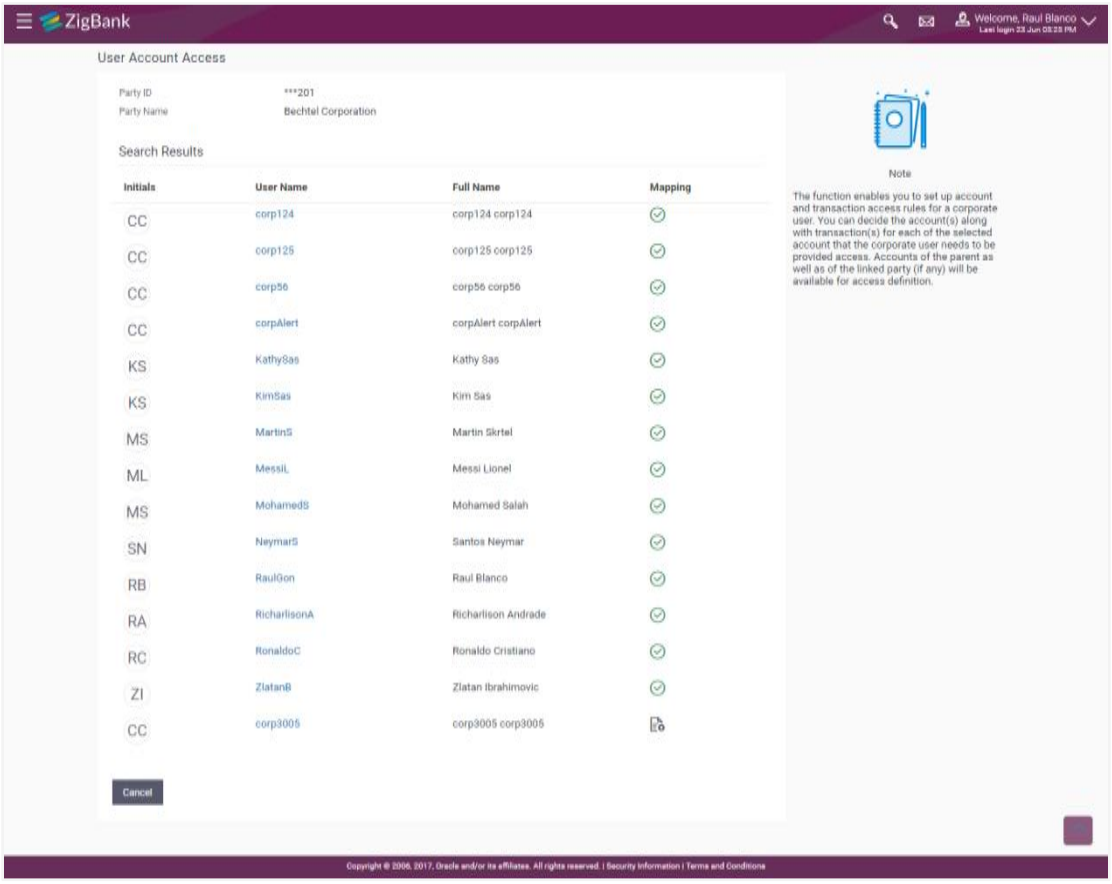
The Corporate Administrator has the list of account(s) and transactions for which access needs to be provided to the user(s) of the corporate party. Party Id and Party Name of the Corporate Administrator are defaulted and not allowed for input. User list of the corporate party is displayed with details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

This option lets the Corporate Administrator to provide account access to specific users of a party.

To provide the user with account and transaction access:

1. In the **User Account Access** screen, click the **User ID** link, to navigate to **Account Access summary** section with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary**.
   Linked party account mapping will only be available if the party to which Corporate Administrator is associated has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.

User Account Access

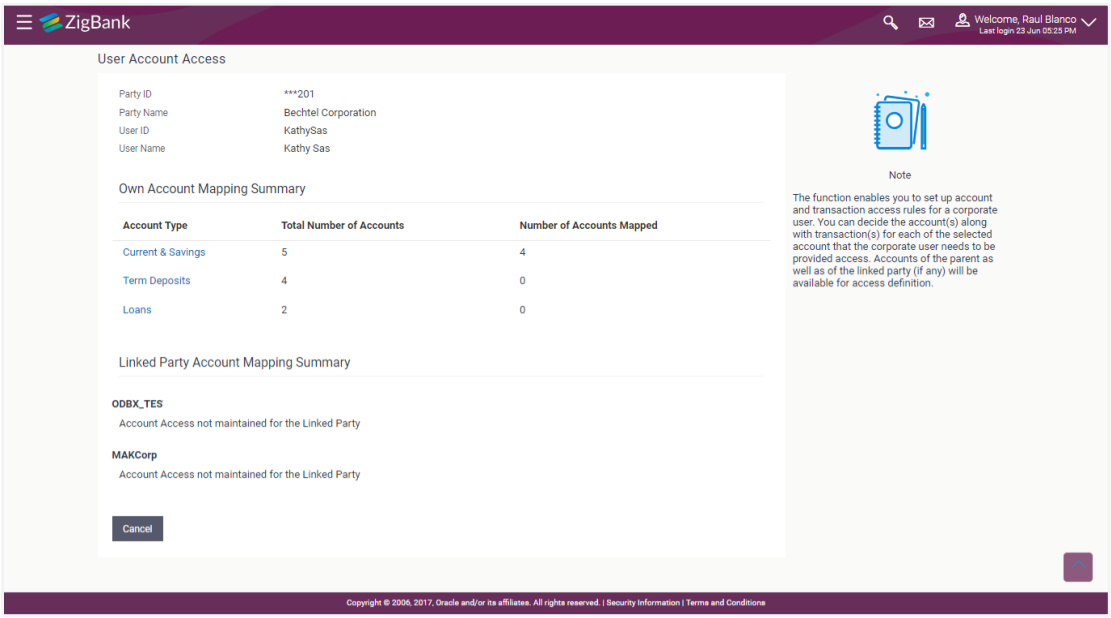


Field Description

Field Name	Description
Party ID	The party ID searched by the Corporate Administrator.
Party Name	The name of the party.
Search Result	
Initials	Initials of the selected user.
User Name	User name of the selected user.
Full Name	Full name of the selected user.
Mapping	Displays the whether mapping of the accounts is done or not. • - denotes that the account mapping is done • - denotes that the account mapping is not done

2. Click against the user record for which you want to view the details. The **User Account Access – Mapping Summary** screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

User Account Access – Summary Page



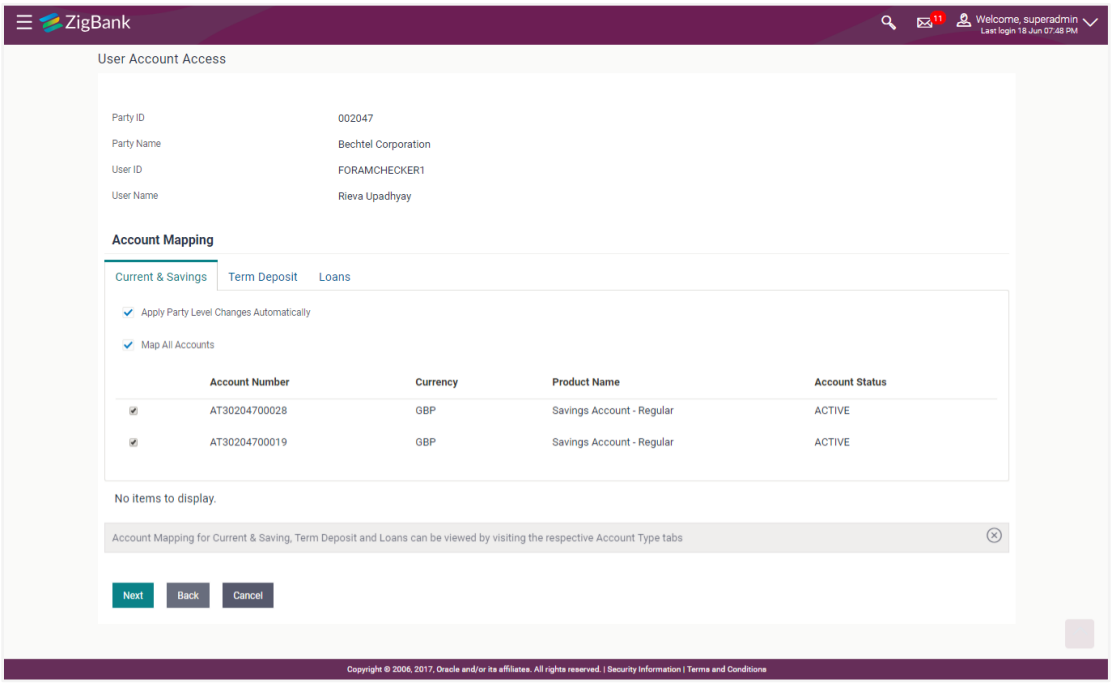
Field Description

Field Name	Description
Party ID	The party ID searched by the Corporate Administrator.
Party Name	The name of the party.
User ID	User ID of the selected user.
User Name	User name of the selected user
OWN ACCOUNT MAPPING SUMMARY	
Account Type	All account types available under the party. The account type can be: • Current and Savings • Term Deposits • Loans
Total Number of Accounts	Total number of accounts available under the party.
Number of Accounts Mapped	Number of accounts mapped to the particular account type.
LINKED PARTY ACCOUNT MAPPING SUMMARY	
Click on **Account Type** to view the respective mapping details.	

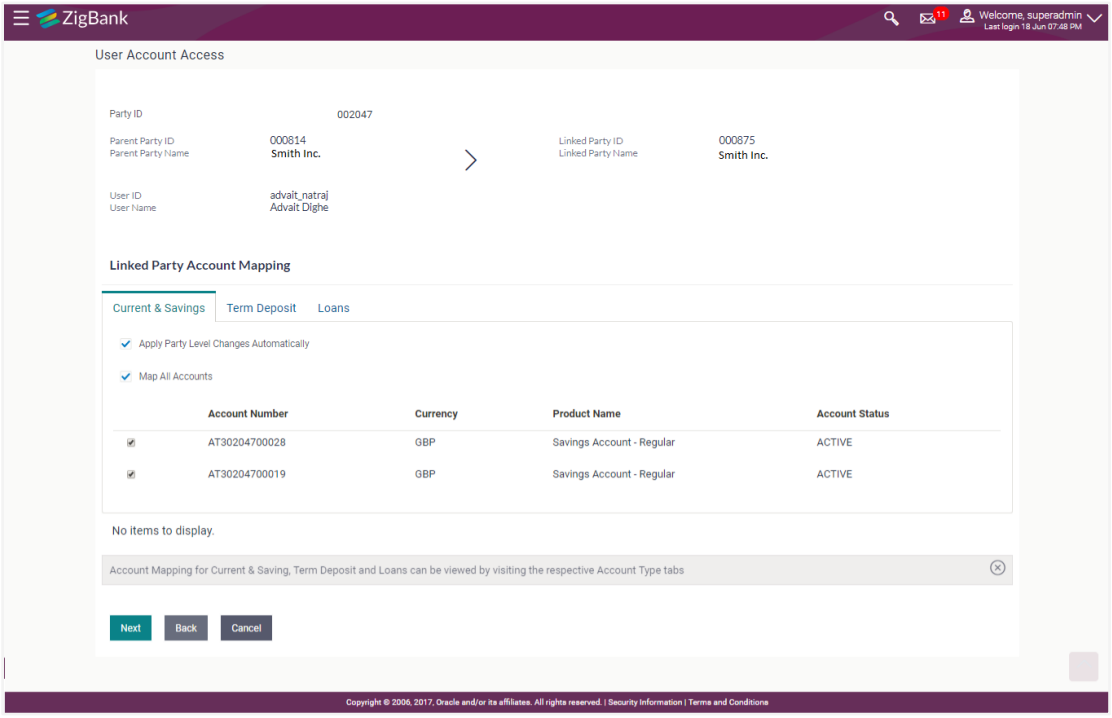
1. If there is no mapping done for the user for a party (own/ linked), there will be a message **No Accounts mapped for the party** with **Map**.
2. If the access for the party to which the user belongs to is not done, then there will be no **Map** button.
3. Click **Map**. The **User Account Access - Create** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
4. All the accounts held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed in the respective categories i.e. CASA, Term Deposits and Loans.
   In case of mapping of linked party accounts to the user, administrator will select the parent party as part of party search section, select the user of the parent party and click **Map** against the linked party of which account access is to be provided.
5. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., and select a global check box of **Map all accounts** to enable all the existing accounts under the selected category for channel banking (on screen, it will serve as a **Select All** function).
   OR
   If specific accounts are required to be given access to the user, then the administrator needs to select the respective check boxes preceding the account number.

6. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.
   The cookie message appears indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.

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

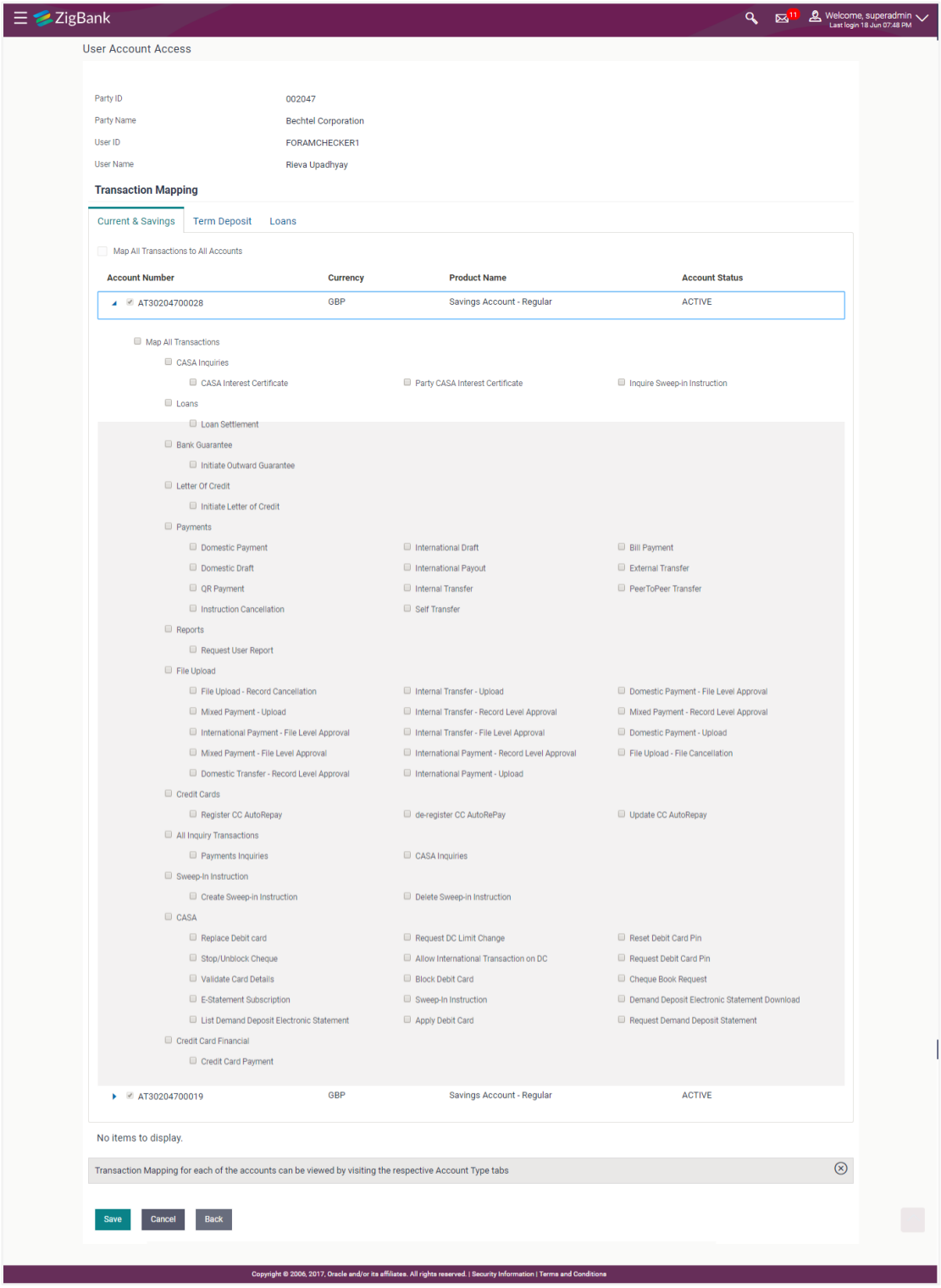


User Account Access - Account Mapping (Linked Account Mapping) - Create

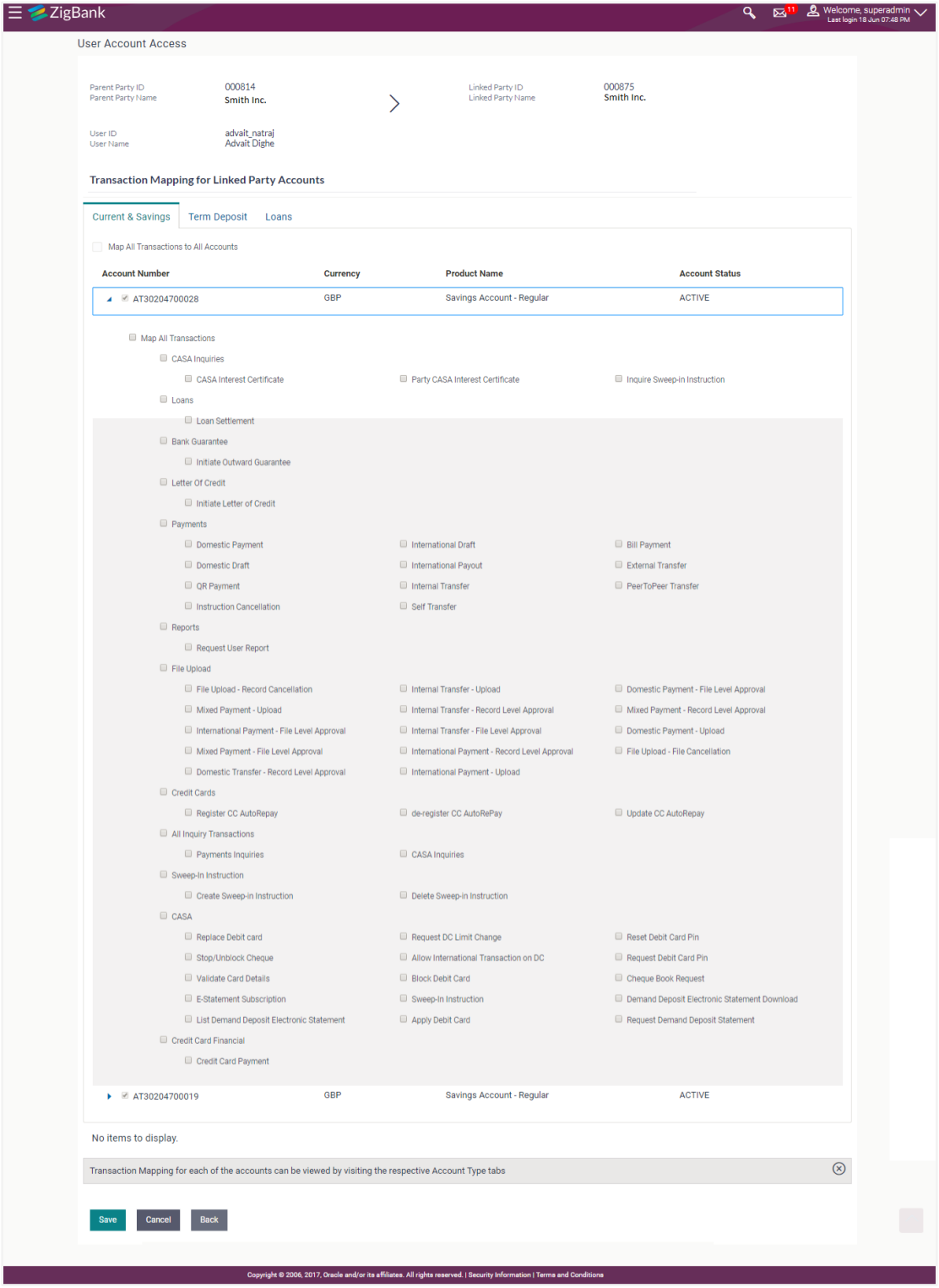


7. Click **Next**. The **User Account Access - Create** (Transaction Mapping) screen appears.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.

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



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



Field Description

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

8. To map the transactions to the account, click against the particular account number to view the transaction mapping.
9. Select the respective check boxes preceding the transaction to be mapped.
   OR
   Select **Map All Transactions**, if you want to map all the transactions to all accounts.
10. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.
11. Click **Save**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
12. The **User Account Access - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
13. The screen with success message appears. Click **OK** to complete the transaction.

12.2 User Account Access- Search

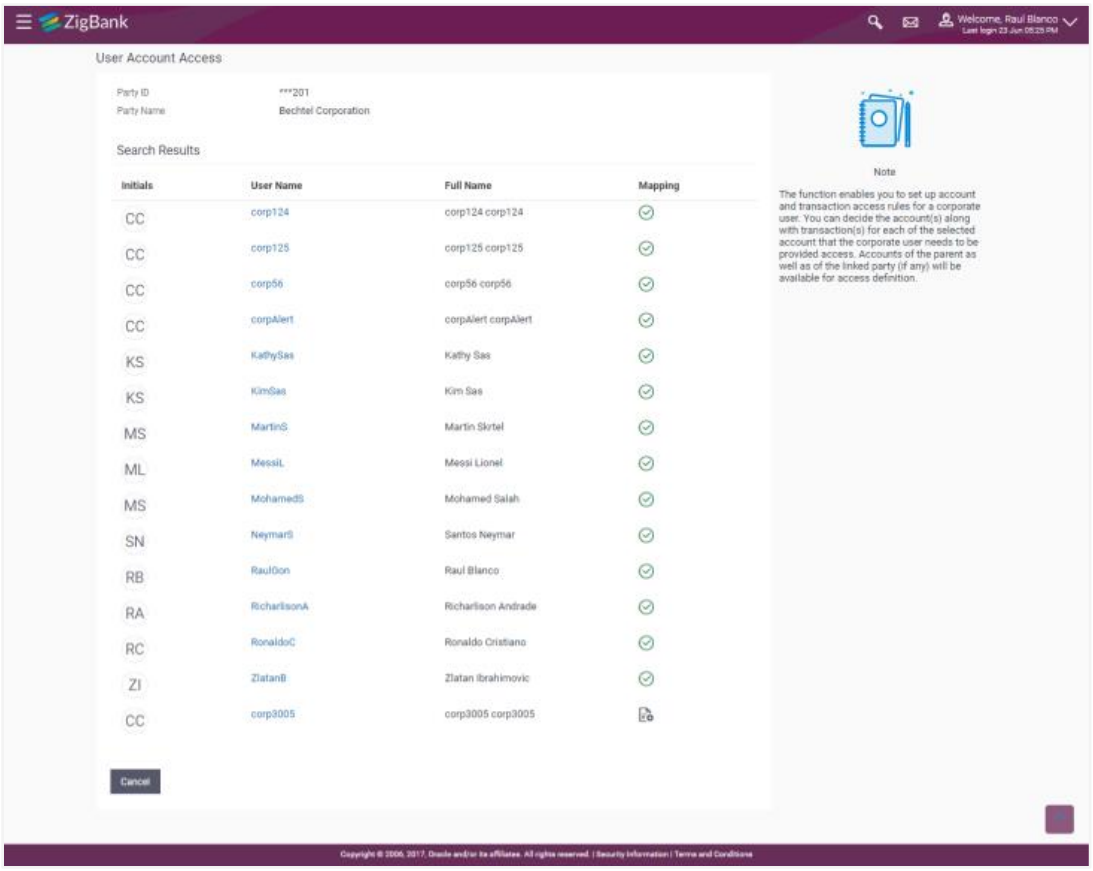
The Corporate Administrator can view the list of account(s) and transactions for which access has been provided to the user.

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

To view the account and transaction access:

1. In the **User Account Access** screen, click the **User ID** link, to navigate to **Account Access summary** section with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary** appears.
   Linked party account mapping will only be available if the party to which Corporate Administrator is associated has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
2. Click **Account Type** i.e. CASA / TD / Loans in the summary details for the party, which will navigate to the view page.
   OR
   Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.

User Account Access

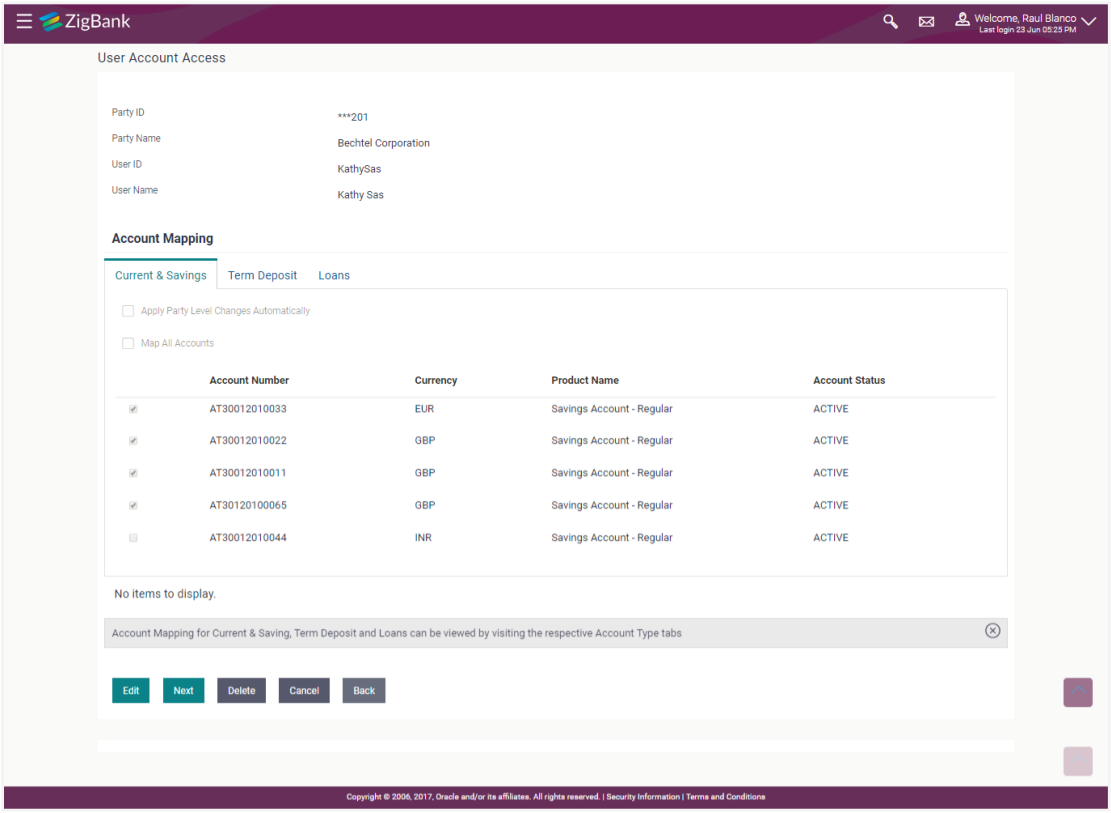


Field Description

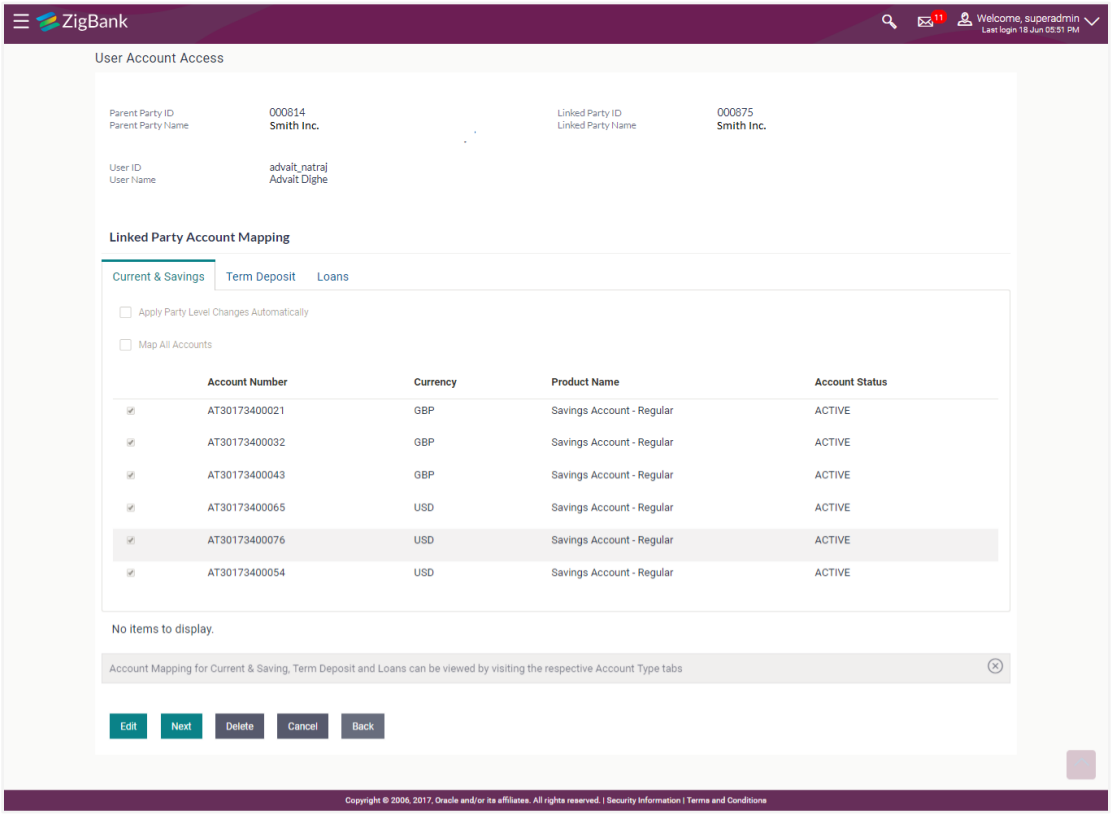
Field Name	Description
Party ID	The party ID searched by the Corporate Administrator.
Party Name	The name of the party.
Search Result	
Initials	Initials of the selected user.
User Name	User name of the selected user.
Full Name	Full name of the selected user.
Mapping	Displays the whether mapping of the accounts is done or not.

3. Click **Account Type** i.e. CASA/TD/Loan, all the accounts held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed in the respective categories i.e. CASA, Term Deposits and Loans.
   In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
4. The cookie message appears indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.
5. Click **Next.** The **User Account Access – View (Transaction Mapping)** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

User Account Access – View (Own Account Mapping Summary)



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



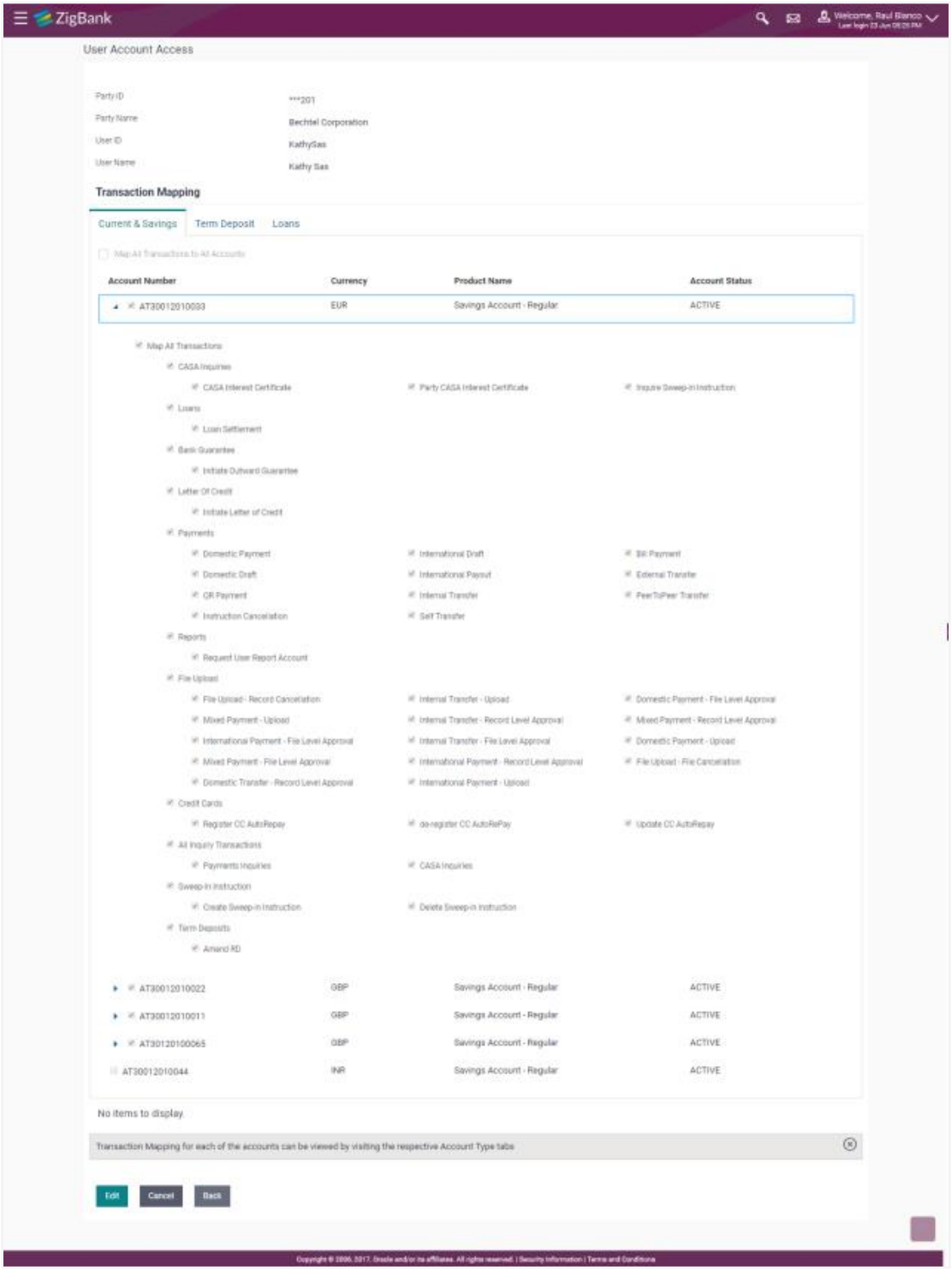
Field Description

Field Name	Description
View	
Party ID	The party ID searched by the Corporate Administrator.
Party Name	The name of the party.
User ID	User ID of the user of selected party.
User Name	User name of the user of the selected party.
Account Mapping	
CASA/ Term Deposits/ Loans	
Apply Party Level Changes Automatically	User will get access to accounts that are allowed/ disallowed at the party level.
Map All Transactions to All Accounts	Mapping all the transactions to all the existing accounts.

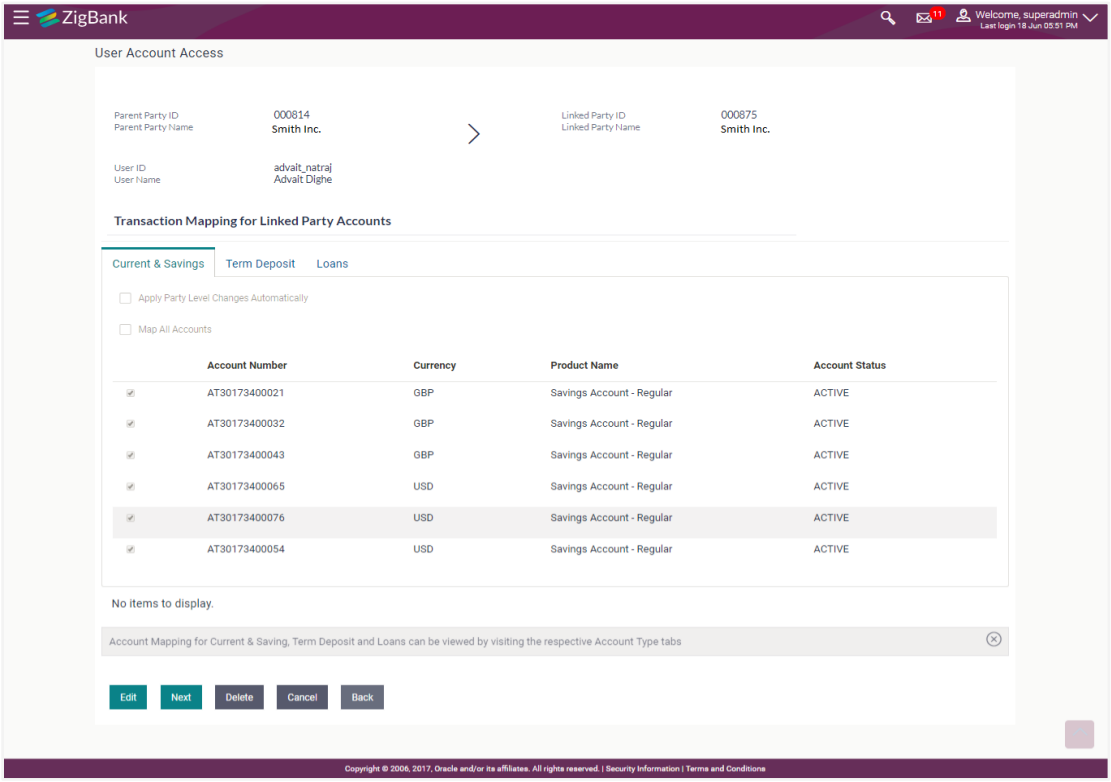
Field Name	Description
Account Number	List of account numbers present in a particular account type.
Currency	Account currency.
Product Name	Name of the product.
Account Status	Status of the account access for the party

6. Click **Next**. The **User Account Access - View** screen for account selected and transactions enabled for the selected account appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

User Account Access - Transaction- Own Account Mapping- View



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



7. Click against the particular account number to view the mapped transactions.
   OR
   Click **Edit** to update transaction mapping.
   OR
   Click **Cancel** to cancel the transaction.
8. Click **Edit** to update the **User Account Access** account mapping for new accounts and existing accounts.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

12.3 User Account Access - Edit

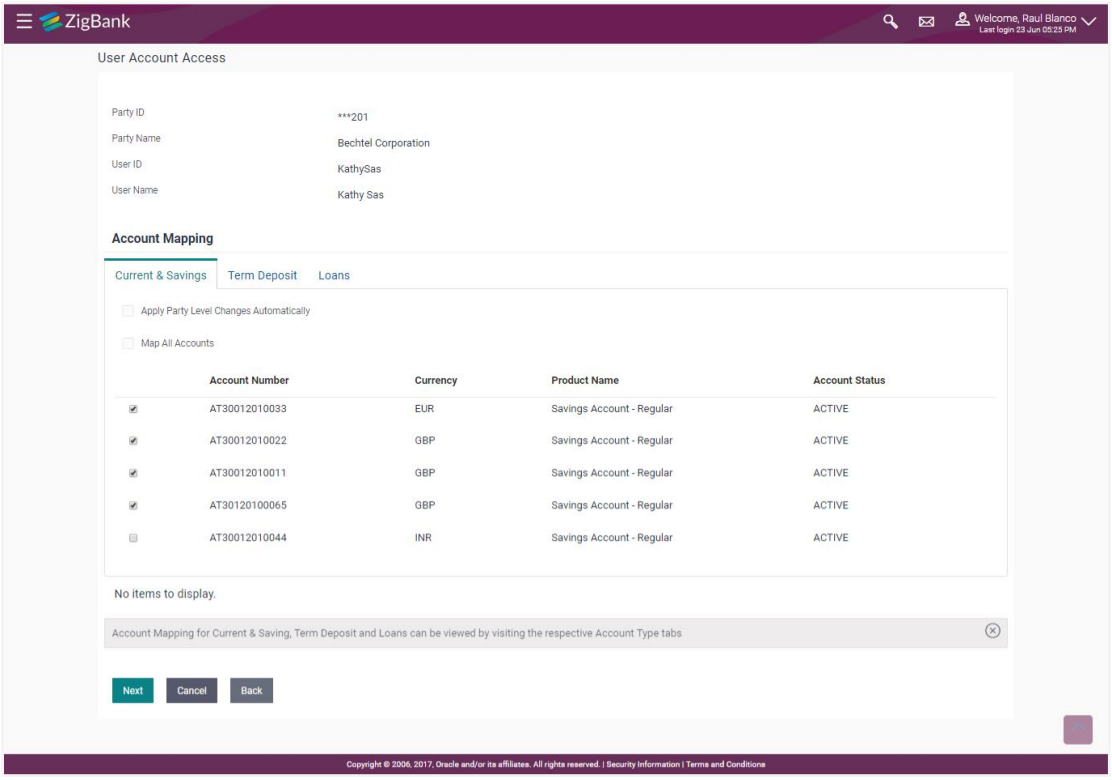
The Corporate Administrator gets a request with the list of account(s) and transactions for which access details needs to be edited for a selected user of the party.

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

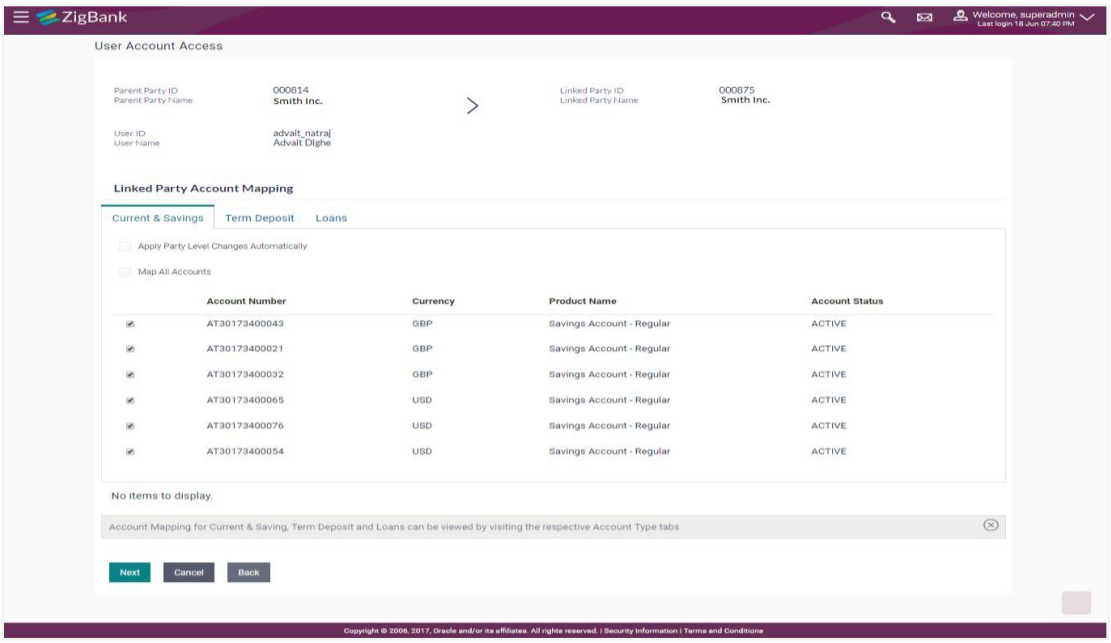
To edit account and transaction access for the user:

1. In the **User Account Access** screen, click the **User ID** link, to navigate to **Account Access summary** section with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary** appears.
   Linked party account mapping will only be available if the party to which Corporate Administrator is associated has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.
2. Click **Account Type** i.e. CASA / TD / Loans in the summary details for the party, which will navigate to the view page.
   OR
   Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
3. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
4. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
5. Click **Edit**. The **User Account Access - Edit** screen appears.
   This enables the selection and de-selection option against the accounts. There is also an option to edit checkbox **Apply Party Level Changes Automatically** to apply/ remove the party changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
6. Click **Account Type** for which you want to edit the mapping of the accounts.
   The cookie message displayed indicating the administrator that account mapping for other category tabs can be viewed by visiting the respective tabs.

User Account Access (Own Account Mapping) – Edit



User Account Access (Linked Party Account Mapping) – Edit



7. Select the respective check boxes preceding the **Account Number** to be mapped.
   OR
   Select **Map All Accounts**, if you want to map all the account numbers.

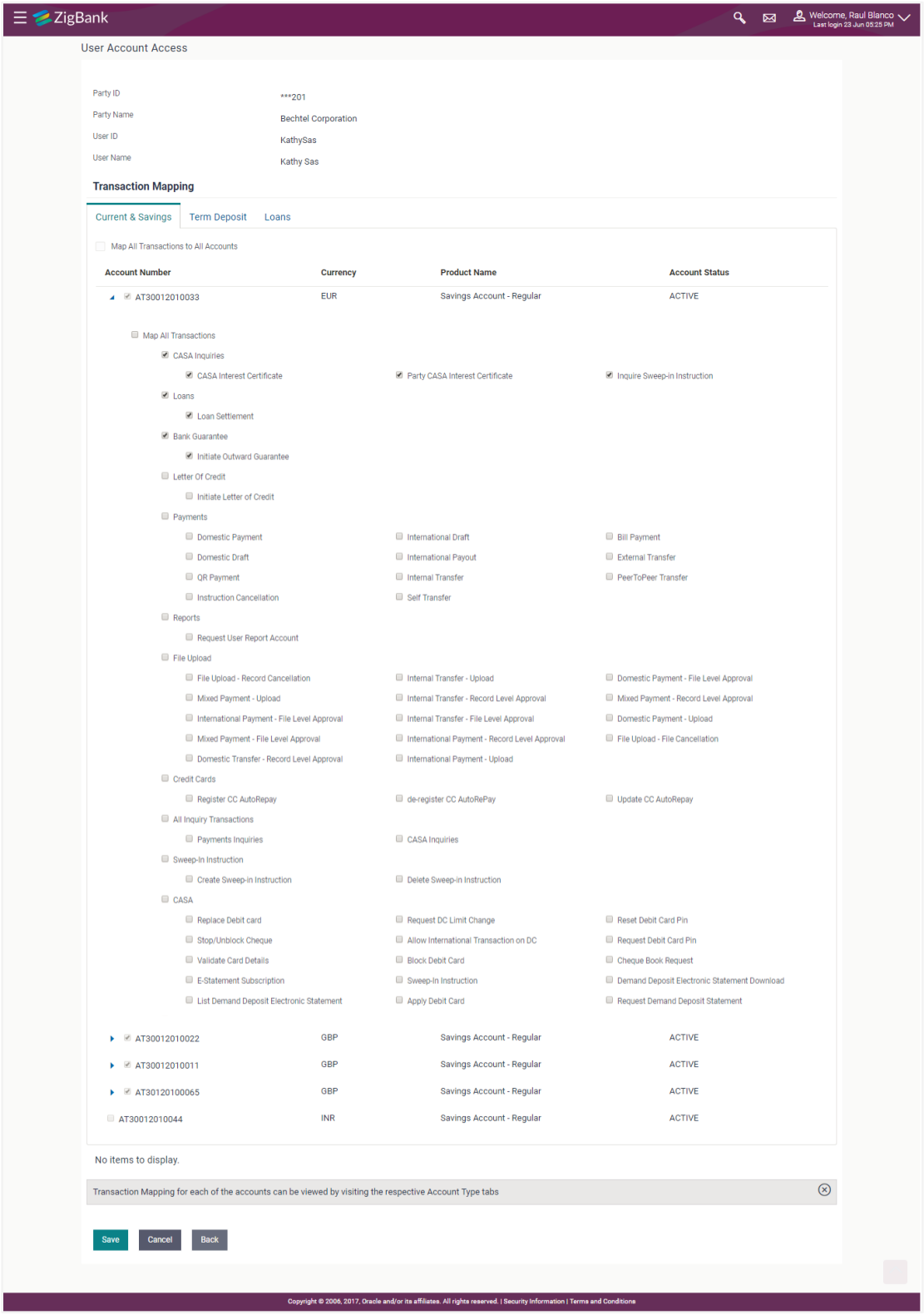
Select/Unselect checkbox **Apply Party Level Changes Automatically** to apply/remove the party changes.

8. Click **Next**. The **User Account Access - Edit** screen with mapped account appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

9. To map the transactions to the account, click against the particular account number to view the transaction mapping.

10. Select the respective check boxes preceding the transaction to be mapped.
    OR
    Select **Map All Transactions**, if you want to map all the transactions to all accounts.

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



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

11. Click **Save**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
12. The **User Account Access - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Edit** to edit the transaction.
    OR
    Click **Cancel** to cancel the transaction.
13. The **User Account Access - Confirmation** screen with success message appears.
14. Click **OK** to complete the transaction.

12.4 User Account Access - Delete

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

To delete account and transaction access for the user:

1. In the **User Account Access** screen, click the **User ID** link, to navigate to **Account Access summary** section with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary** appears.
   Linked party account mapping will only be available if the party to which Corporate Administrator is associated has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.
2. Click **Account Type** i.e. CASA / TD / Loans in the summary details for the party, which will navigate to the view page.
   OR
   Click **Cancel** to cancel the transaction and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to the previous screen.
3. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
4. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
5. Click **Delete**.
   The application will prompt the administrator with a deletion message with an option of Yes / No.
6. Click **Yes** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.
   OR
   Click **No** if you do not wish to proceed with deletion.
7. Click **OK** to complete the transaction.

FAQs

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

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

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

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

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

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

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

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

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

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

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

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

Home

13. File Upload Maintenance

File Uploads facilitates processing of multiple transactions through a single file. This is a faster way of processing transactions than entering transactions one after another. Salary payments, fund transfers, vendor payments are few examples of financial transactions that can be supported through file upload. A non-financial transaction to facilitate upload of multiple payee details, at a single instance, is also possible through file upload.

The File Upload functionality enables users to process:

- Internal payments (within the bank)
- Domestic payments (within the country)
- International payments (cross border)
- Mixed payments
- Create Payees / Beneficiaries

Oracle Banking Digital Experience File Upload module enables Corporates to process files of payments according to agreed operational and business rules and save time. File Uploads facility is simple to use, has daily transaction limits and comes with the security of dual / multi signatory approvals.

File Upload set up enables the corporate administrator to create file identifiers for its party, and map users to file identifiers.

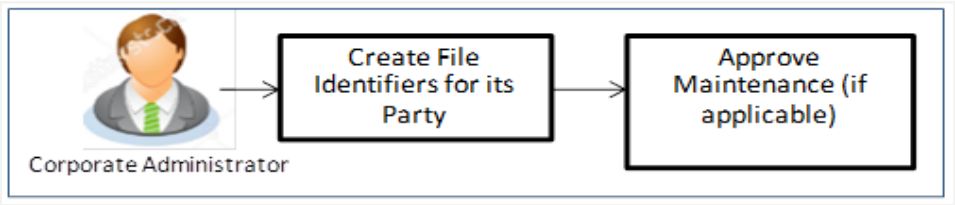
13.1 File Identifier Maintenance

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

Prerequisites

- Party Preferences is maintained for Corporate
- Party and Account access has been set for corporate and its users
- Approval Rules are setup for the corporate

Workflow



Features Supported In Application

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

How to reach here:

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

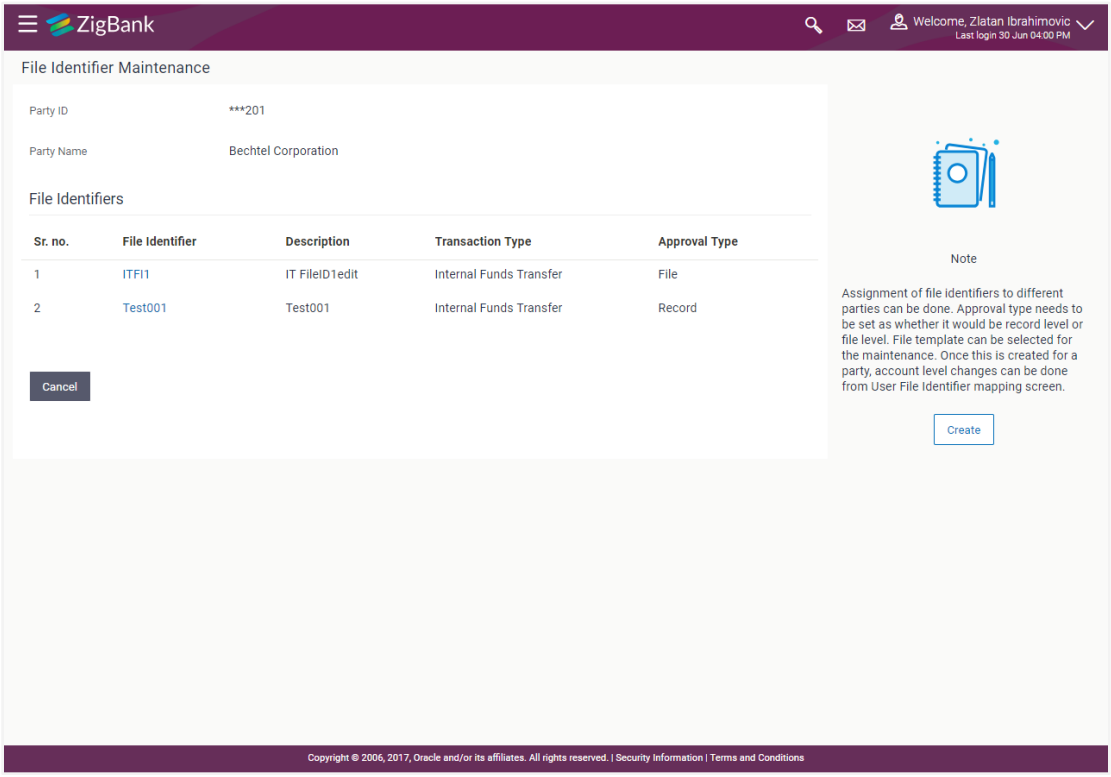
13.1.1 File Identifier Maintenance - Summary

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

To view the file identifiers:

1. View **File Identifier Maintenance** screen with FI's mapped to the users.
   OR
   Click **Cancel** to cancel the transaction

File Identifier Maintenance - Summary



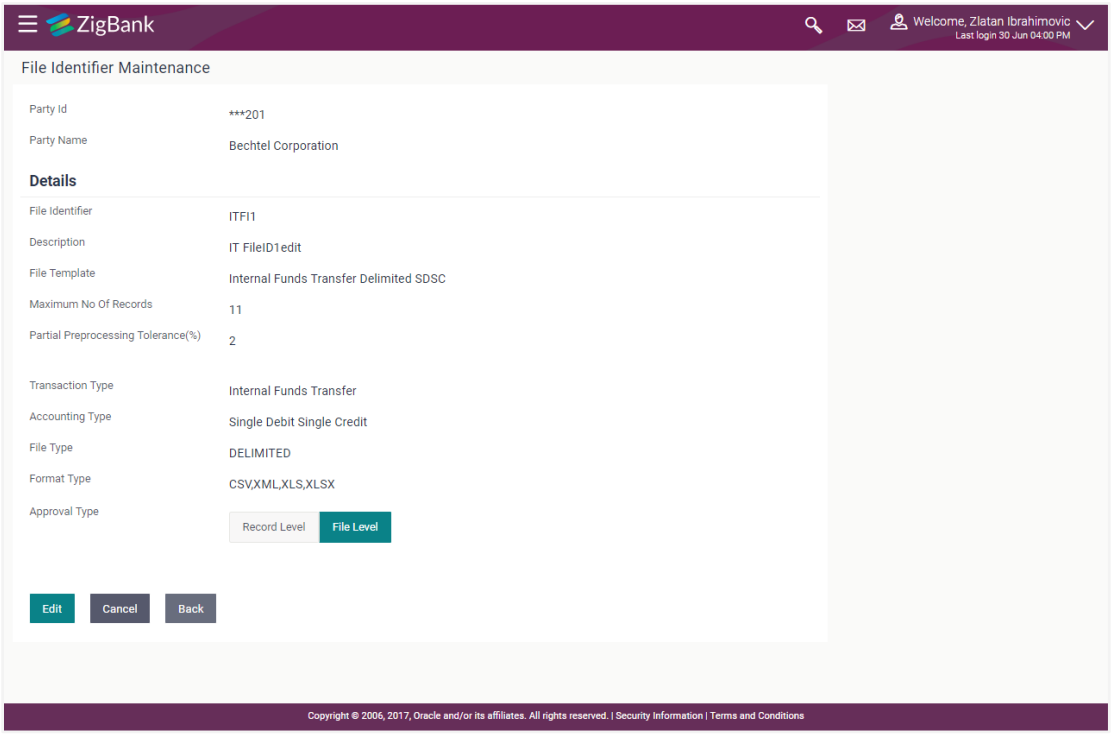
Field Description

Field Name	Description
Party ID	Party ID of the corporate.
Party Name	Party name corresponding to the party ID.
File Identifiers	
Sr. no.	Serial number of the record.
File Identifier	Unique code/ name assigned for the party preferences for handling of payment files.
Description	File name / code description corresponding to the file upload code.

Field Name	Description
Transaction Type	Type of transaction: The Transaction type can be: • Internal funds Transfer • Domestic Funds Transfer • International Funds Transfer • Mixed Transfer • Internal Payee • Domestic Payee • International Payee • Mixed Payee • Demand Draft Payee
Approval Type	The approval type is at file level or record level.

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

File Identifier Maintenance - View



Field Description

Field Name	Description
Party ID	Party ID of the corporate.
Party Name	Party name corresponding to the party ID.
Details	
File Identifier	Unique code assigned to the uploaded file.
Description	Descriptions corresponding to the file upload code.
File Template	Predefined file templates. Few examples of file templates are: • Internal funds Transfer, • Domestic Funds Transfer, • International Funds Transfer, • Mixed Transfer • Internal Payee • Domestic Payee • International Payee • Mixed Payee • Demand Draft Payee
Maximum No of Records	Maximum number of records in the uploaded file.
Partial Processing Tolerance (%)	The partial processing tolerance for a file (in percentage terms). Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected. This field is applicable only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.
Debit Account Number	Debit account number. This field appears only for file templates having **Account ID defined at FI level.**
Transaction Type	Type of transaction.
File Type	The file type - delimited or fixed length.

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

3. Click **Edit** to modify the file identifier.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

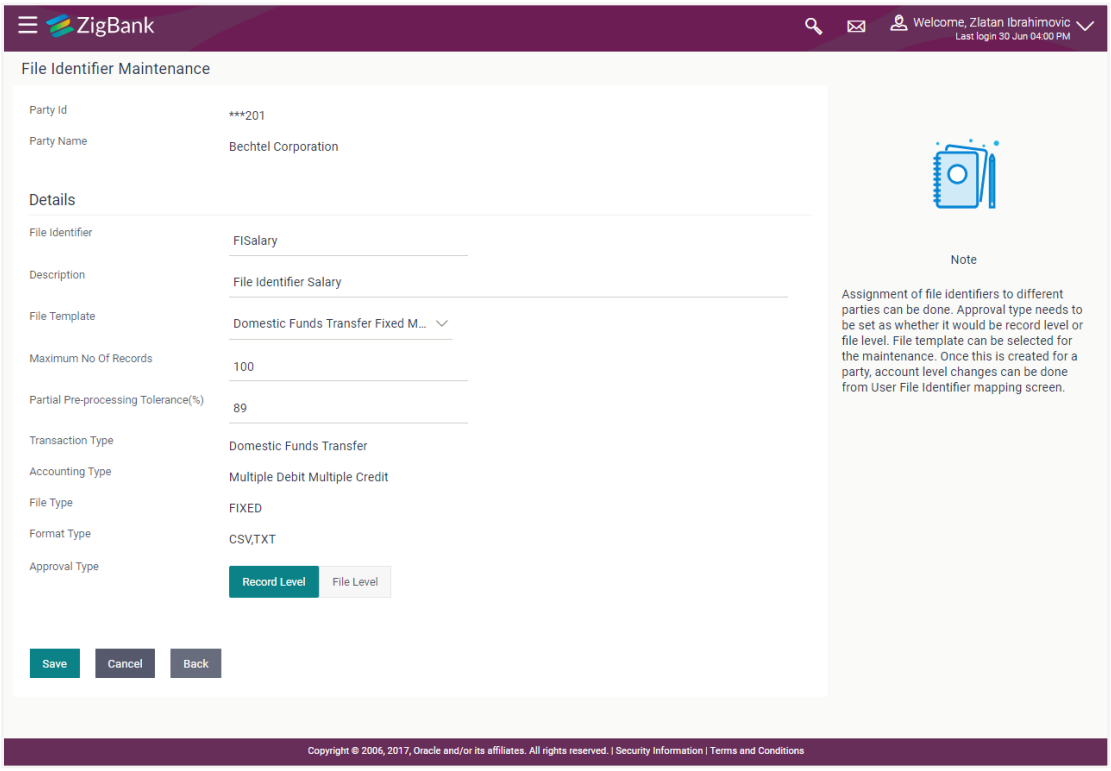
13.1.2 File Identifier Maintenance - Create

Using this option corporate administrator can create a file identifier.

To create a file identifier:

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

File Identifier Maintenance - Create



Field Description

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

Field Name	Description
File Template	Predefined file templates. Few examples of file templates are: • Internal funds Transfer, • Domestic Funds Transfer, • International Funds Transfer, • Mixed Transfer, • Internal Payee, • Domestic Payee, • International Payee, • Mixed Payee, • Demand Draft Payee
Maximum No of Records	Maximum number of records in the uploaded file.
Partial Processing Tolerance (%)	The partial processing tolerance for a file (in percentage terms). Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected. This field will be displayed only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.
Debit Account Number	Account number of the account to be debited. This field appears only for file templates having **Account ID defined at FI level.**

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

2. In the **File Identifier** field, enter the code of the file to be uploaded.
3. In the **Description** field, enter the file description corresponding to the file code.
4. From the **File Template** list, select the file template.
   a. If you select a file templates having Account ID defined at FI level, enter the Debit Account Number.
5. Select the appropriate **Approval Type**.
6. Click **Save**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
7. The **Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to the previous screen.

8. The success message appears along with the transaction reference number and status. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

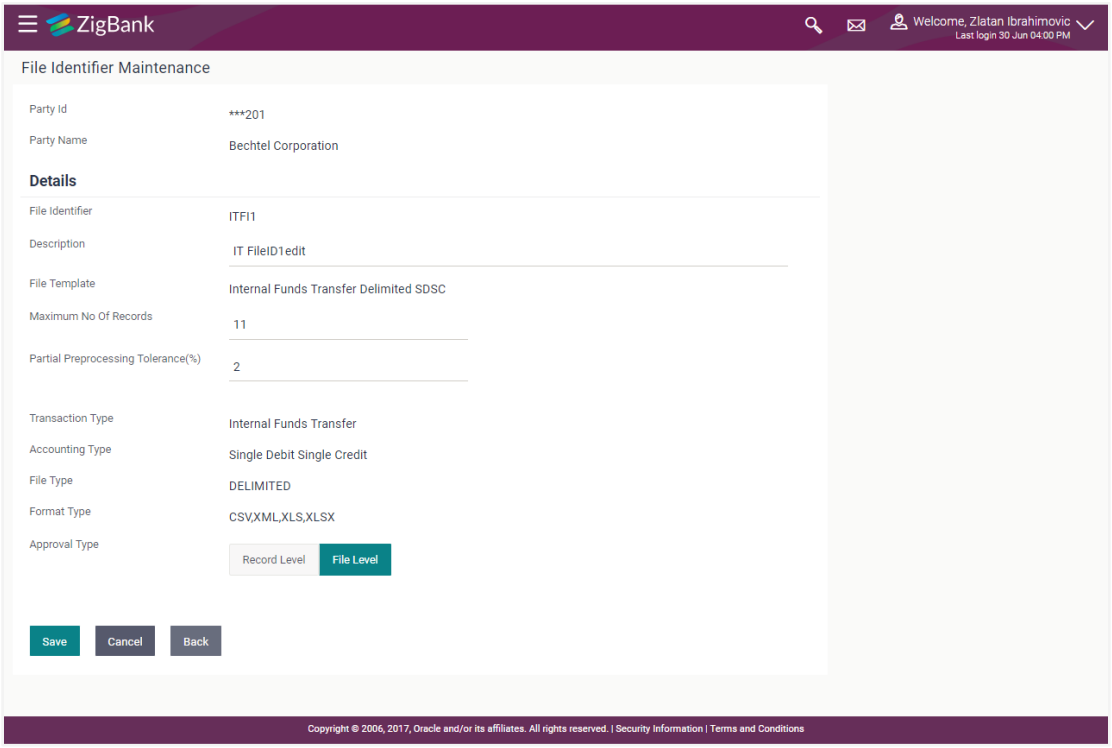
13.1.3 File Identifier Maintenance - Edit

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

To edit file identifier:

1. In the **File Identifier Maintenance** screen, click the file identifier record, for which you want to view the details.
   The **File Identifier Maintenance - View** screen appears.
2. Click **Edit** to edit the file identifier mapping.
   The **File Identifier Maintenance - Edit** screen appears.

File Identifier Maintenance - Edit



Field Description

Field Name	Description
Party ID	Party ID of the file identifier is displayed.
Party Name	Party name corresponding to the party ID is displayed.
Details	

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

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

3. Edit the required file identifiers. e.g. Description, Maximum Number of Records, and Partial Processing Tolerance – if required.
4. Click **Save** to save the modified details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen
5. The **File Identifier Maintenance – Edit - Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen
6. The success message of saving the file identifier modification appears along with the transaction reference number and status.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

FAQs

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

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

Sr No.	Parameter	Types
1	Transaction Type	Internal funds Transfer Domestic Funds Transfer International Funds Transfer Mixed Transfer Payee Files
2	Accounting Type	Single Debit, Single Credit (SDSC) Single Debit, Multi Credit (SDMC) Multi Debit, Multi Credit (MDMC)
3	Approval Type	File Level Record Level
4	Format Type	CSV, XML, XLS, XLSX

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

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

Sr No.	Accounting Type	Business Example	Approval Type
1	Single Debit, Single Credit (SDSC)	A corporate may want to make monthly payments to its various vendors from one central account. So though the debit account is the same across all records, the credit accounts are different and the debit accounting entry is not consolidated.	Record Type or File Type

Sr No.	Accounting Type	Business Example	Approval Type
2	Single Debit, Multi Credit (SDMC)	A corporate may want to make monthly salary payments to all its employees. A single consolidated debit entry is passed, against multiple credits to different accounts.	File Type
3	Multi Debit, Multi Credit (MDMC)	This file format caters to a lot of one to one transfers between two parties for various payments. Organizations that are brokers or intermediaries in trade contracts, may find this format more suitable for their business needs.	Record Type

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

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

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

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

5. What is a 'File Upload Template'?

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

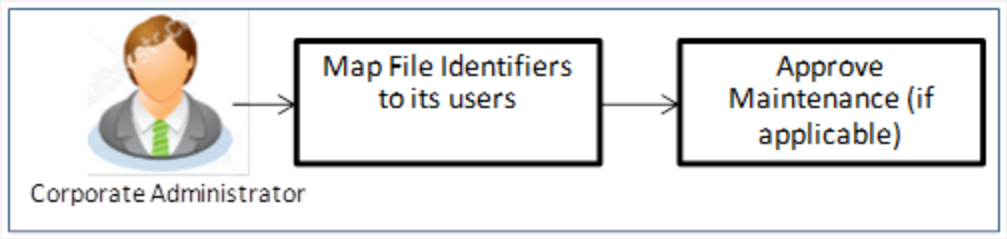
13.2 User File Identifier Mapping

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

Prerequisites

- Party Preferences is maintained for Corporate
- Party and Account access has been set for corporate and its users
- Set-up Transaction and account access
- Approval Rules are setup for the corporate File Identifier Maintenance is done

Workflow



Features Supported In Application

This option allows the corporate administrator to:

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

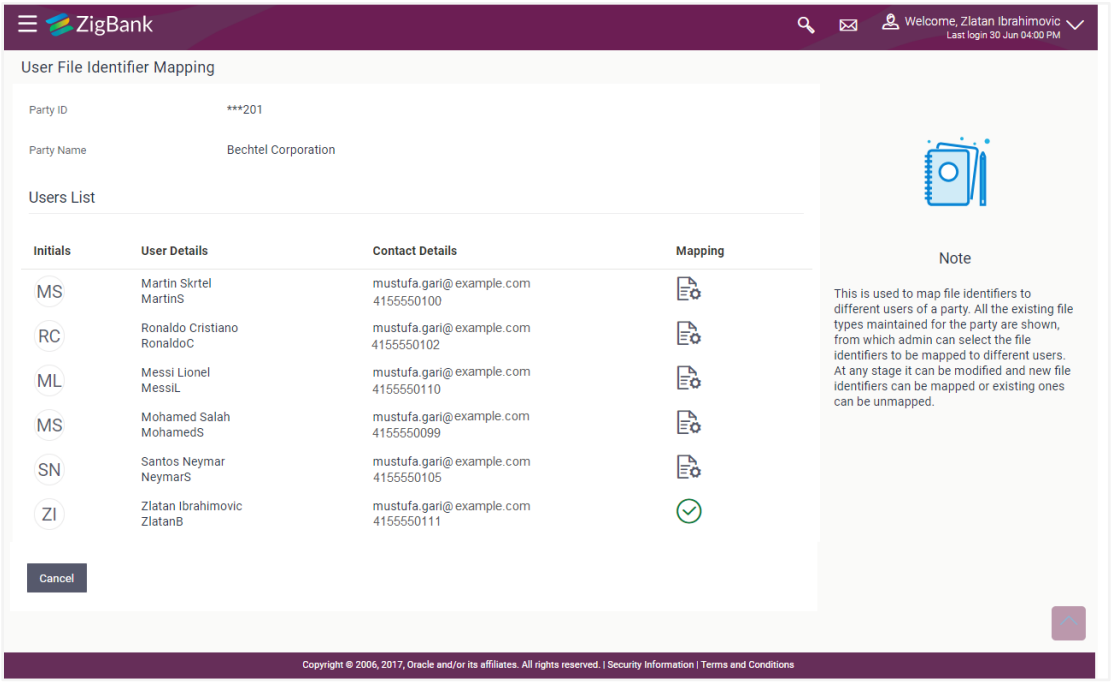
How to reach here:

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

13.2.1 User File Identifier Mapping - User Interface Details

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

User File Identifier Mapping - User Interface Details

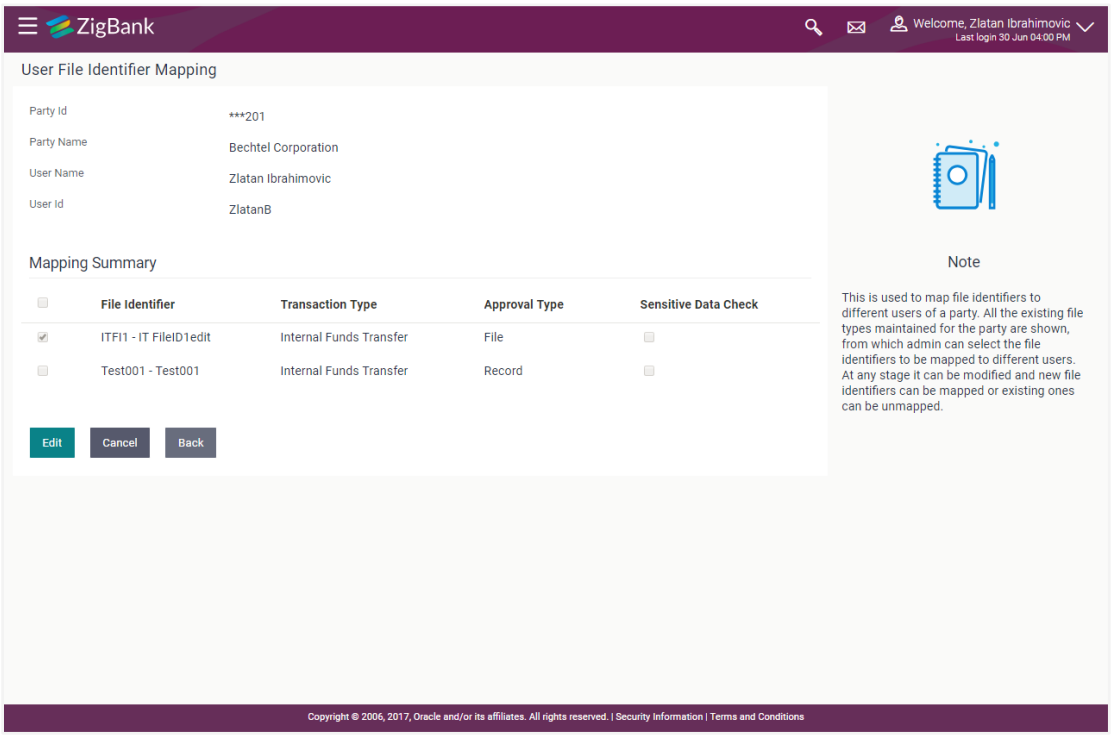


Field Description

Field Name	Description
Party ID	Party ID of the corporate.
Party Name	Party name corresponding to the party ID.
Users List	
Initials	The initials of the user id.
User Details	The details of the user like user name or user id.
Contact Details	Contact number of the user.
Mapping	Displays whether the file identifier is mapped to the user. • - denotes that the file identifier is mapped to the user. • - denotes that the file identifier is not mapped to the user.

1. Click the file identifier record for which you want to view the details. The **User File Identifier Mapping - View** screen appears.

User File Identifier Mapping - View



Field Description

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

Field Name	Description
Transaction Type	Type of transaction: The Transaction type can be: • Internal funds Transfer, • Domestic Funds Transfer, • International Funds Transfer, • Mixed Transfer • Internal / Domestic / International / Mixed Payees
Approval Type	The approval type is at file level or record level. • File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected. • Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.
Sensitive Data Check	If selected, the users are barred from viewing the contents of the file.

2. Click **Edit** to modify the user file identifier mapping.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.

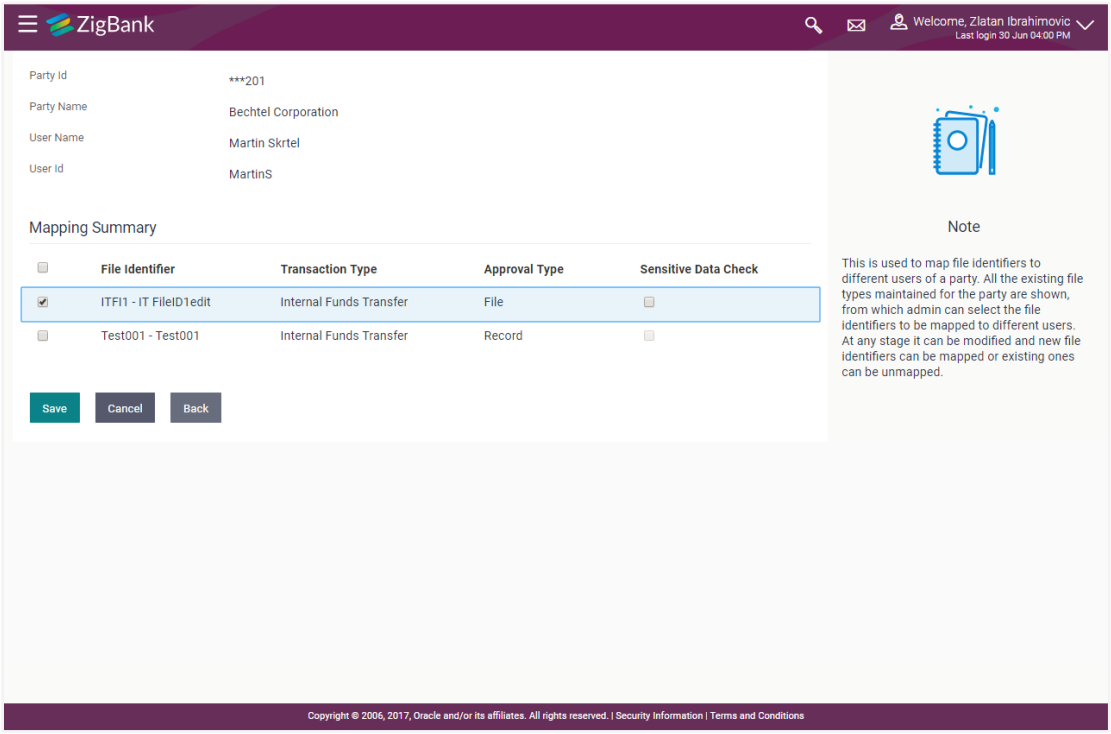
13.2.2 User File Identifier Mapping - Create

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

To map a user to a file identifier:

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

User File Identifier Mapping - Create



Field Description

Field Name	Description
Party ID	Party ID of the corporate.
Party Name	Party name corresponding to the party ID.
User Name	User name of the corporate user.
User Id	User ID of the user.
Mapping Summary	
File Identifier	Unique code assigned to the uploaded file.
Transaction Type	Type of transaction: The Transaction type can be: • Internal funds Transfer, • Domestic Funds Transfer, • International Funds Transfer, • Mixed Transfer • Internal / Domestic / International / Mixed Payees

Field Name	Description
Approval Type	The approval type is at file level or record level. • File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected. • Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.
Sensitive Data Check	If selected, the users are barred from viewing the contents of the file.

3. In the **Mapping Summary** section, select the file identifier which you want to map to the user.
4. Click **Save**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
5. The **User File Identifier Mapping – Create - Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
6. The success message of submitting the File Identifier Mapping appears along with the transaction reference number and status.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

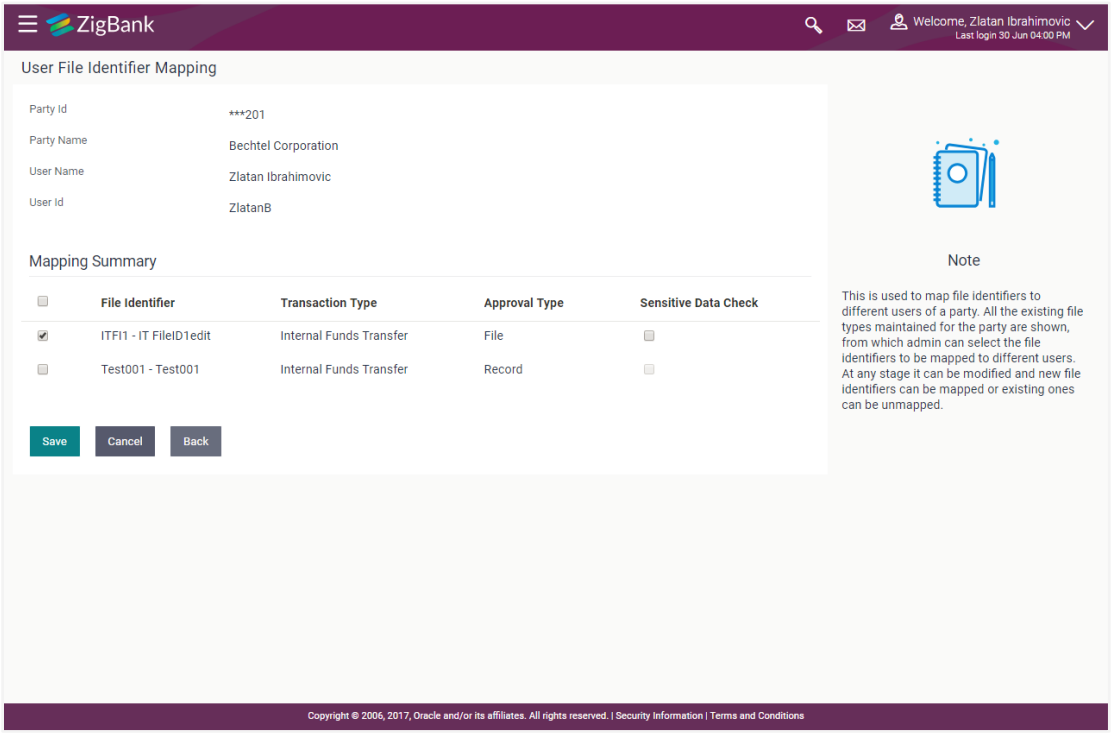
13.2.3 User File Identifier Mapping – Edit

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

To edit a file identifier:

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

User File Identifier Mapping – Edit



Field Description

Field Name	Description
Party ID	Party ID of the corporate.
Party Name	Party name corresponding to the party ID.
User Name	User name of the corporate user.
User ID	User ID of the user.
Mapping Summary	
File Identifier	Unique code assigned to the uploaded file.

Field Name	Description
Transaction Type	Type of transaction: The Transaction type can be: • Internal funds Transfer, • Domestic Funds Transfer, • International Funds Transfer, • Mixed Transfer • Internal / Domestic / International / Mixed Payees
Approval Type	The approval type is at file level or record level. • File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected. • Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.
Sensitive Data Check	If selected, the users are barred from viewing the contents of the file.

3. View the details of File Identifier mapping already saved.
4. Select the check box to map / un-map a File Identifier to a user and to enable or disable the **Sensitive Data Check**, select the check box.
5. Click **Save** to save the modified details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
6. The **User File Identifier Mapping – Edit – Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
7. The success message of submitting the File Identifier Mapping appears along with the transaction reference number and status.
   Click **OK** to complete the transaction and navigate back to ‘Dashboard’.

FAQs

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

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

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

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

Home

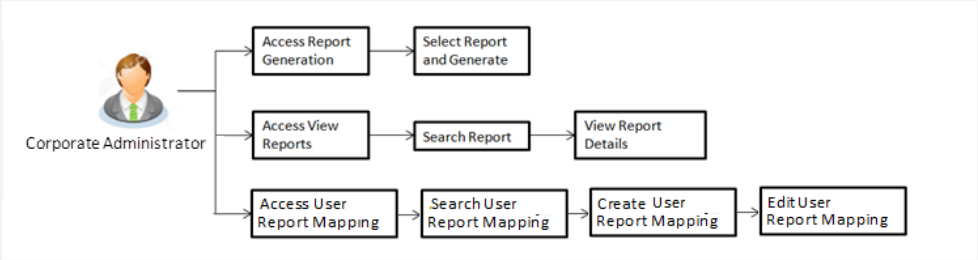
14. Reports

Using this option, Corporate Administrators can generate various adhoc and schedule banking reports. Application provides an option to generate and schedule reports using Oracle Business Intelligence (BI) Publisher and also by using an internal application. The adoption of Oracle BI Publisher provides a simple and easy tool for the Operational and MIS reports

Prerequisites:

- Transaction access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.
- Oracle BI Publisher is configured.

Workflow



Features supported in application

Report module allows Corporate Administrator to:

- Generate and schedule Customer and Administrative Reports
- View/ Download generated Reports
- View User Report Mapping
- Create User Report Mapping
- Edit User Report Mapping
- View Scheduled Report

Home

15. Report Generation

Corporate Administrator logs into the system and navigates to Report Generation screen. On accessing 'Report Generation menu, Corporate Administrator has to select an option if an adhoc report is to be generated or report needs to be scheduled.

Reports generation is categorized as:

- Adhoc Reports: When a report needs to be generated immediately on a need basis.
- Schedule Reports: When report generation needs to be scheduled at fixed intervals e.g. daily, weekly, monthly etc.

After selecting the report generation category, 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.

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

The list of reports are:

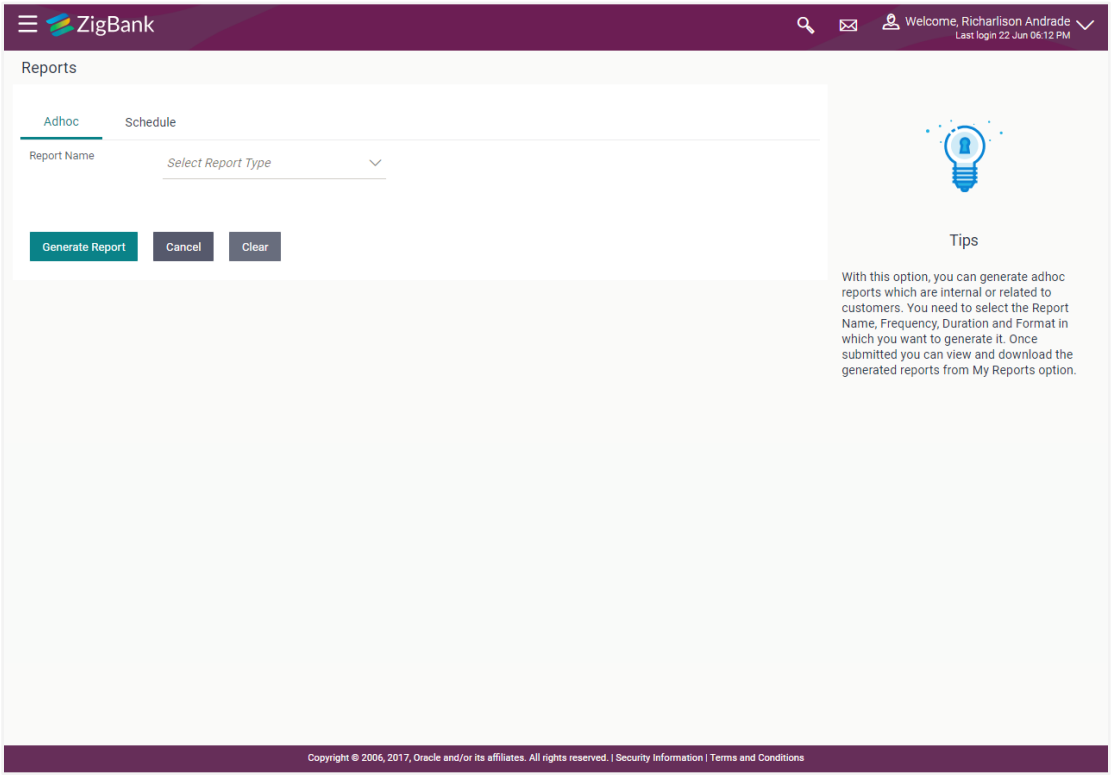
- File Identifier wise Party User Mapping Report
- Party User wise File Identifiers Mapping Report
- Party wise File Identifiers Mapping Report
- Party wise Payee Maintenance Report
- Party wise User Groups Report
- Party wise Workflows Report
- Party wise pending Approvals list Report

Corporate Administrator can also view all the reports that are scheduled and can view and edit the parameters of the scheduled reports, as per requirement. The changes made will be effective from next report generation cycle. Corporate Administrator approver can approve or reject the maintenance initiated for updating existing report schedule.

How to reach here:

Toggle menu > Reports > Report Generation

Report Generation



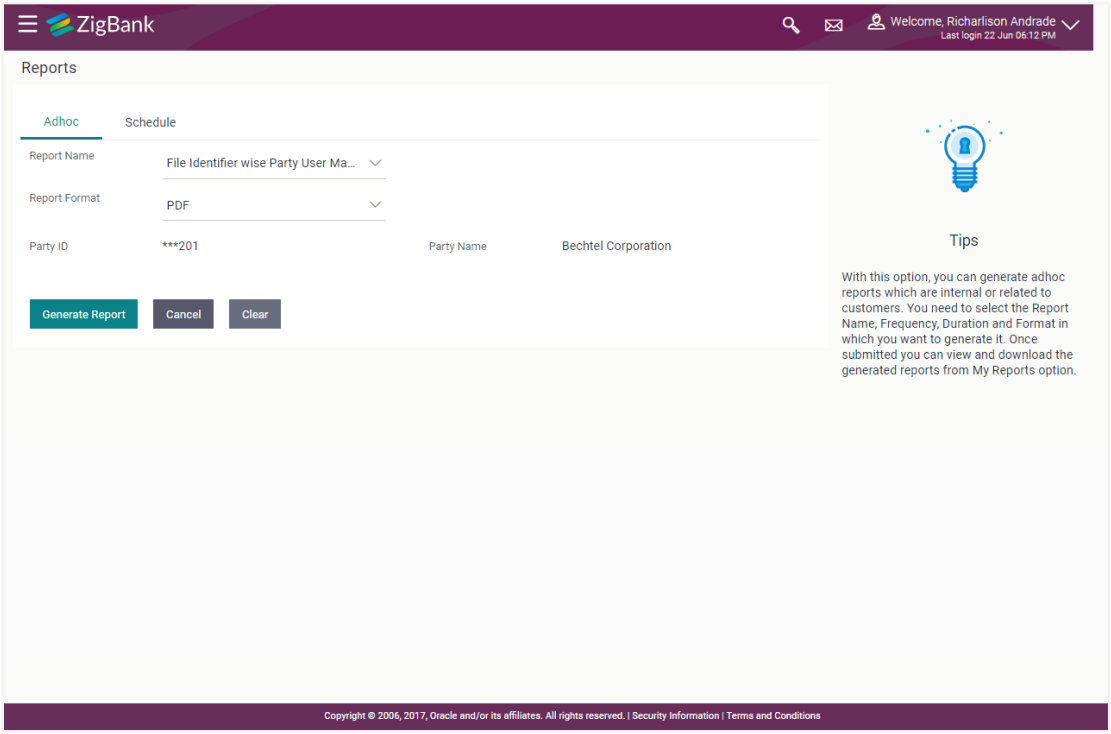
Field Description

Field Name	Description
Report Name	Select the type of report to be generated.

15.1 Adhoc Reports

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

Adhoc Reports



Field Description

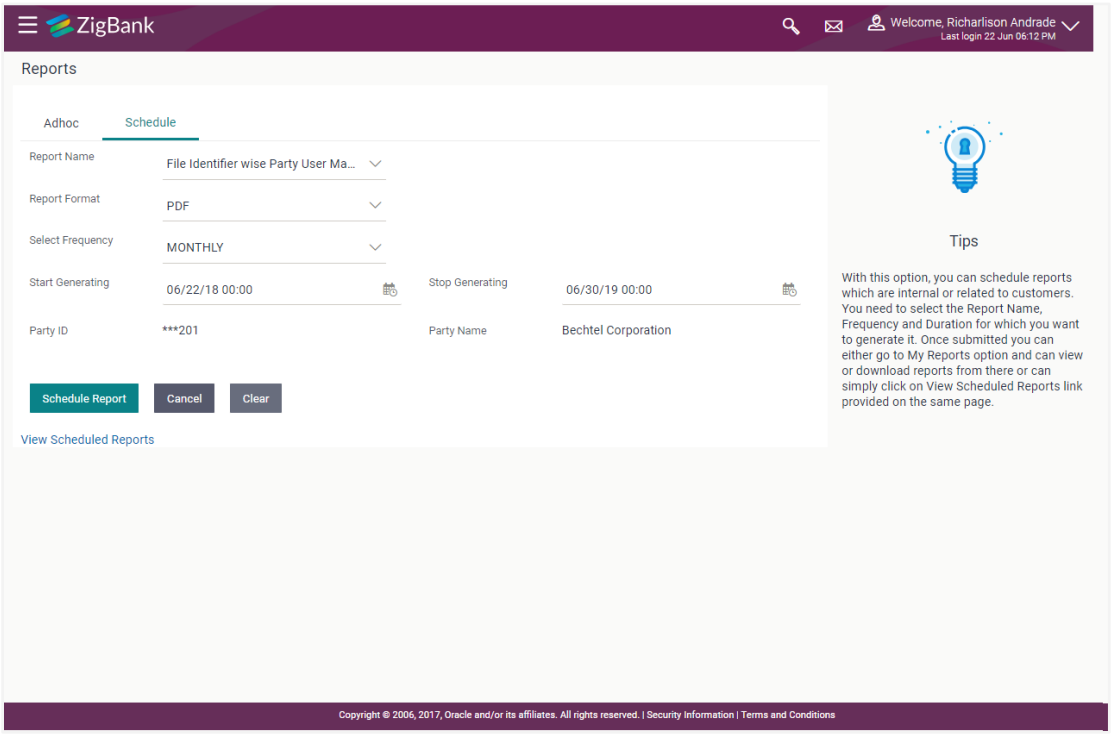
Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated.. The options with Oracle Business Intelligence (BI) Publisher are: • PDF • XLS The options with Internal Reporting Application are: • PDF • CSV

Note: Other reports parameters with respect to each report are displayed on the screen as input fields except party ID and party name (party ID and party name gets defaulted for the corporate) so that report can be requested with specific data. The input fields for each reports are mentioned under specific reports section.

15.2 Schedule Reports

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

Schedule Reports



Field Description

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

Field Name	Description
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Start date of the date range from which you want to generate the report.
Stop Generating	End date of the date range up-to which you want to generate the report.
View Scheduled Report	Link to view all the reports that are scheduled under a party mapped to the logged in user.

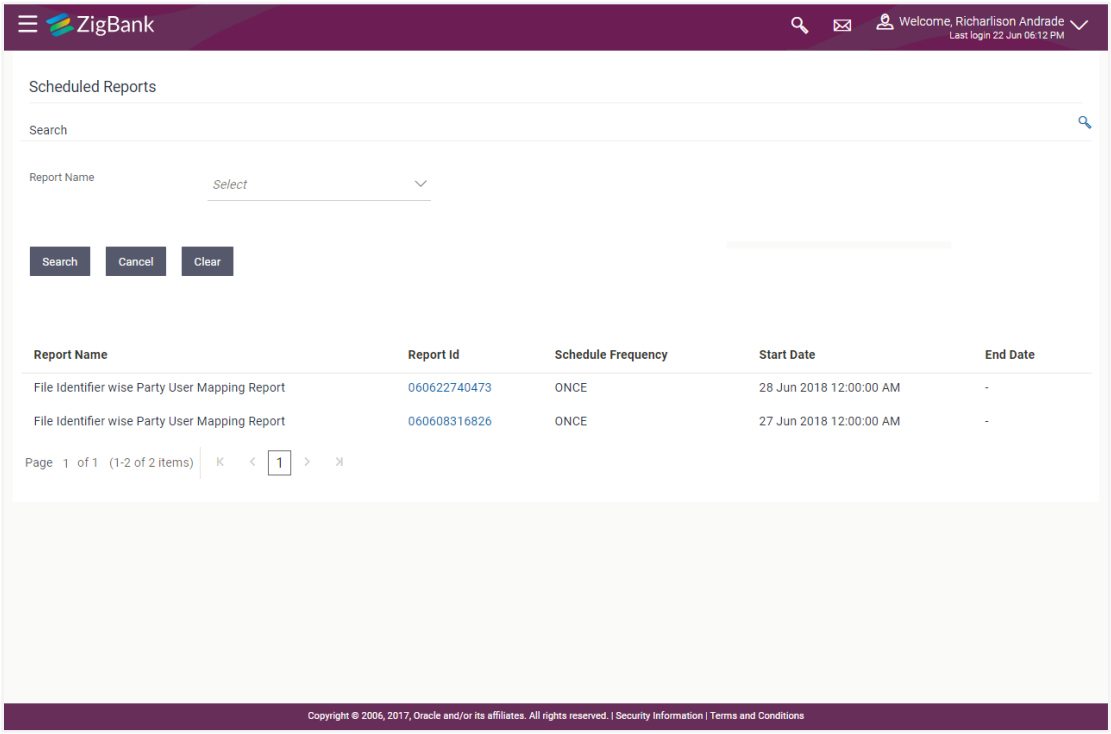
15.2.1 View Scheduled Reports

Using this option, Corporate Administrator can view all the reports and its details that are scheduled under a party mapped to the user.

To view the scheduled reports:

1. Click the **Schedule** tab. The scheduled report generation screen appears.
2. Click the **View Scheduled Reports** link.
   The **Scheduled Reports** screen appears.

Scheduled Reports



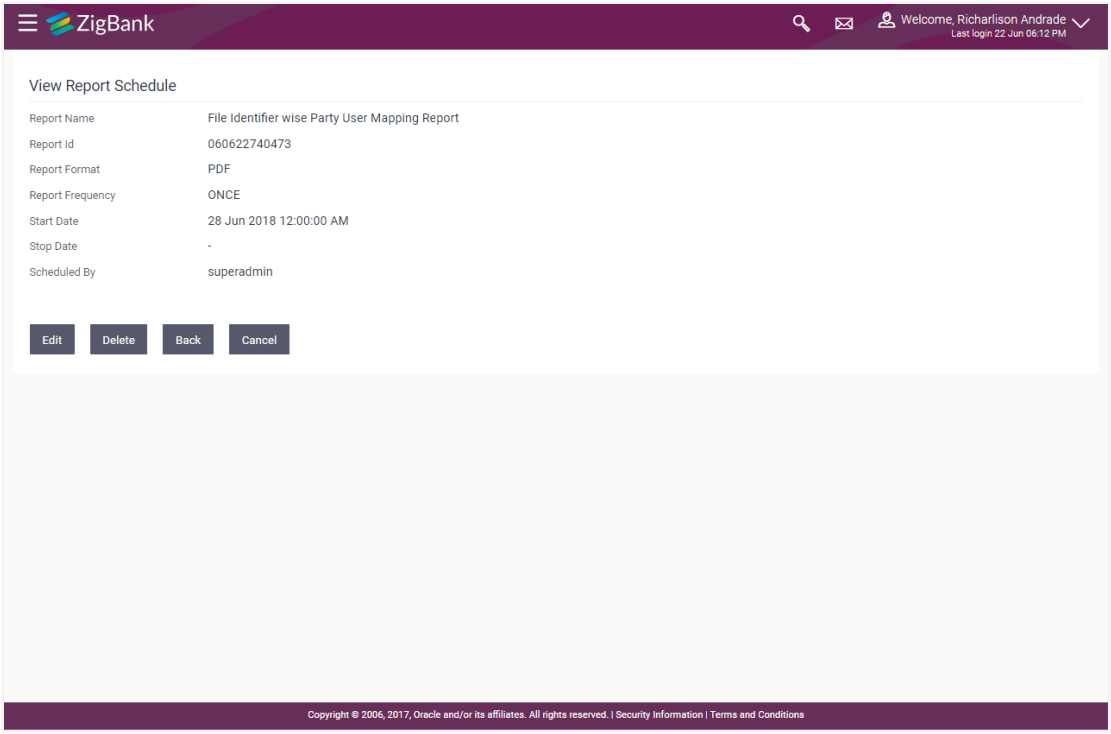
Field Description

Field Name	Description
Search	
Report Name	Name of the scheduled reports.
Search Results	
Report Name	Name of the scheduled reports.
Report ID	IDs of the reports that are scheduled.
Schedule Frequency	The frequency at which the report is scheduled.
Start Date	Date from which the report will be generated as per the frequency defined.
End Date	Date till which the report will be generated as per the frequency defined.

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

Click on the icon against the Report ID, to select the **Report** from the list, which you want to view. The searched report appears in the search result section.
Click the **Report ID** to view the details of the scheduled report.

View Reports Schedule



Field Description

Field Name	Description
Report Name	Name of the scheduled report.
Report ID	ID of the scheduled report.
Report Format	The report format of the scheduled report.
Report Frequency	The frequency at which the reports are scheduled to run.
Start Date	Date from which the report will be generated as per the frequency defined.
Stop Date	Date till which the report will be generated as per the frequency defined.
Scheduled By	User ID of the user who scheduled the report generation.

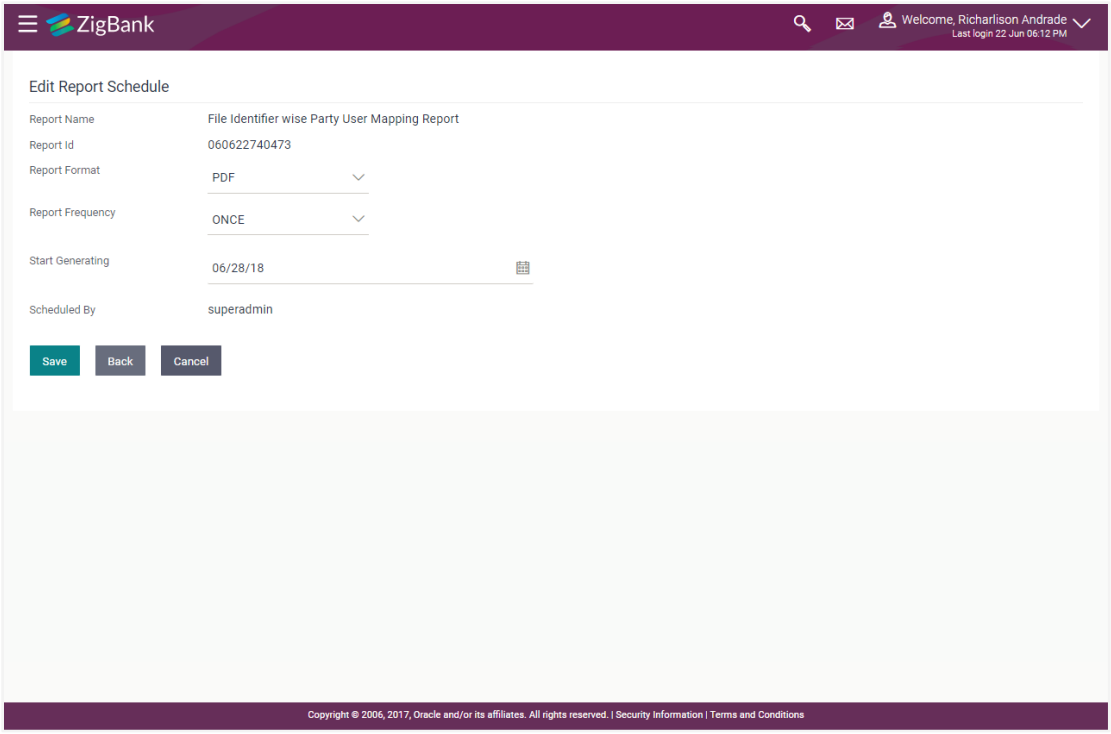
15.2.2 Edit Scheduled Reports

Using this option, Corporate Administrator can edit the parameters defined for scheduled reports. These changes are applied to generate the reports of next scheduled cycle.

To edit the scheduled reports:

1. Click the **Schedule** 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 edit the details of the scheduled report. The **View Report Schedule** screen appears.
4. Click **Edit** to modify the report schedule. The **Edit Report Schedule** screen appears.
   OR
   Click **Delete** to delete the report schedule.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

Edit Reports Schedule



Field Description

Field Name	Description
Report Name	Name of the scheduled reports. Name of the report will be displayed in non-editable form.
Report ID	ID of the reports that are scheduled. This is a non-editable field.
Report Format	The report format of the scheduled report.
Report Frequency	The frequency of the scheduled report. The options are: • Once • Daily • Weekly • Monthly
Start Generating	The start date of the scheduled report. This field can be edited only if the date and time is in future.
Stop Generating	The date till which the report is to be generated.
Scheduled By	The IDs of the user who scheduled the report generation.

5. Modify the details, if required. You can modify the Report Format, Report Frequency Start generation date and time (if future date) and Stop Generating date and time.
6. 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.
7. Click **Confirm**.
   The user will be navigated back to the create screen.
   OR
   Click **Cancel** to cancel the transaction.
8. The success message of goal category creation appears.
   Click **Ok** to close the screen and navigate to the dashboard.

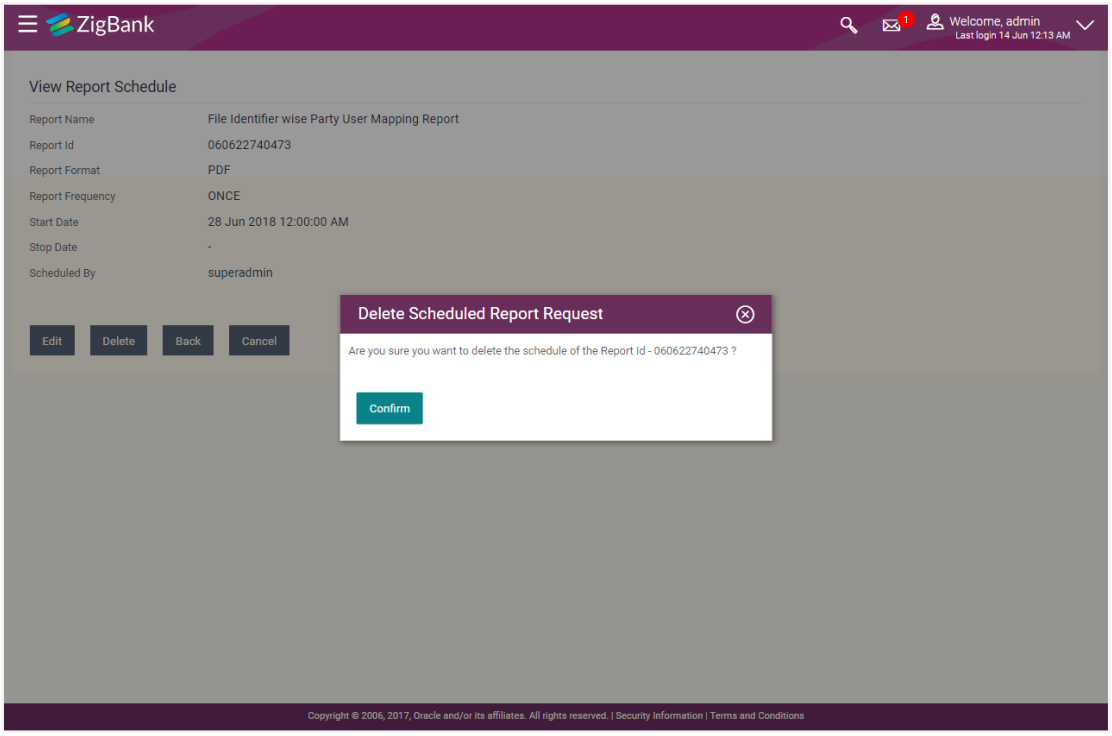
15.2.3 Delete Scheduled Reports

The Corporate Administrator 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 **Schedule** 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.

Delete Reports Schedule



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 close the screen and navigate to the dashboard.

15.3 File Identifier wise Party User Mapping report

File Identifiers wise Party User Mapping report provides the summary of user IDs mapped to each file identifiers under party ID associated to the corporate.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

How to reach here:

Toggle menu > Report > Report Generation

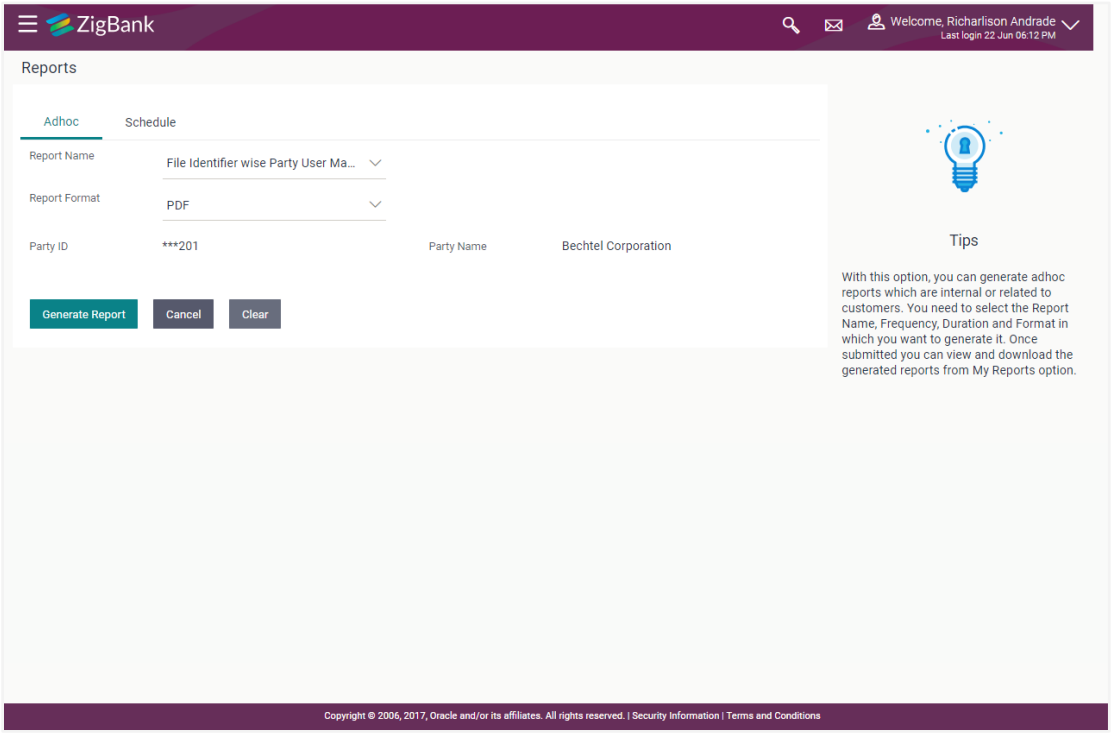
15.3.1 File Identifier wise Party User Mapping - Adhoc Report

File Identifier wise Party User Mapping Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

To generate the File Identifier wise Party User Mapping adhoc report:

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

File Identifier wise Party User Mapping - Adhoc Report



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the 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
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.

3. From the **Report Format** list, select the format in which the report is to be generated.
4. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
5. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
6. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

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

File Identifier wise Party User Mapping

Party Id: **000981** | Party Name: **Raytheon Incorporation**

ZigBank
Digital Banking

File Identifier Code: **FISalary** Transaction Type : **International Funds Transfer** Approval Type: **FILE LEVEL**

Sr No	User Name	User Id
1	May Jones	risemaker1

1 Report generated by | 26 Dec 2017, 07:04

fil

Field Description

Field Name	Description
Report Parameters	
Party ID	The party ID of the corporate.
Party Name	Party name of the corporate.
File Identifier Code	The file identifier code mapped to the users.
Transaction Type	The transaction type associated with the file identifier code.

Field Name	Description
Approval Type	Approval type for the file - either Record or File.
Sr. No	Serial number of the records.
User Name	Name of the user to whom the file identifiers are mapped.
User ID	ID of the user.

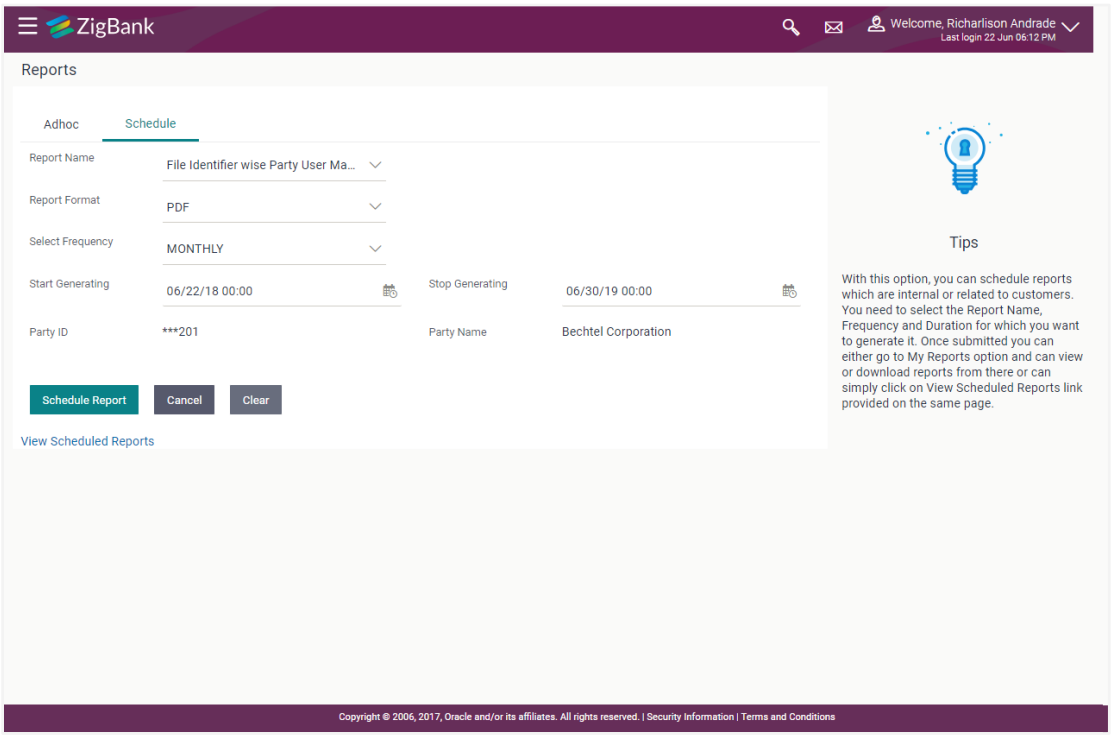
15.3.2 File Identifier wise Party User Mapping - Schedule Report

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

To generate the File Identifier wise Party User Mapping schedule report:

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

File Identifier wise Party User Mapping



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the 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
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of which the report is to be generated.
Party Name	Party name of the party of whom the report is to be generated.
View Scheduled Report	Link to view all the reports that are scheduled.

3. From the **Report Format** list, select the format in which the report is to be generated.
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 **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.

7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports.***

15.4 Party wise File Identifiers Mapping Report

Party wise file identifier mapping report provides summary of file identifiers mapped to party ID of the corporate.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

How to reach here:

Toggle menu > Reports > Report Generation

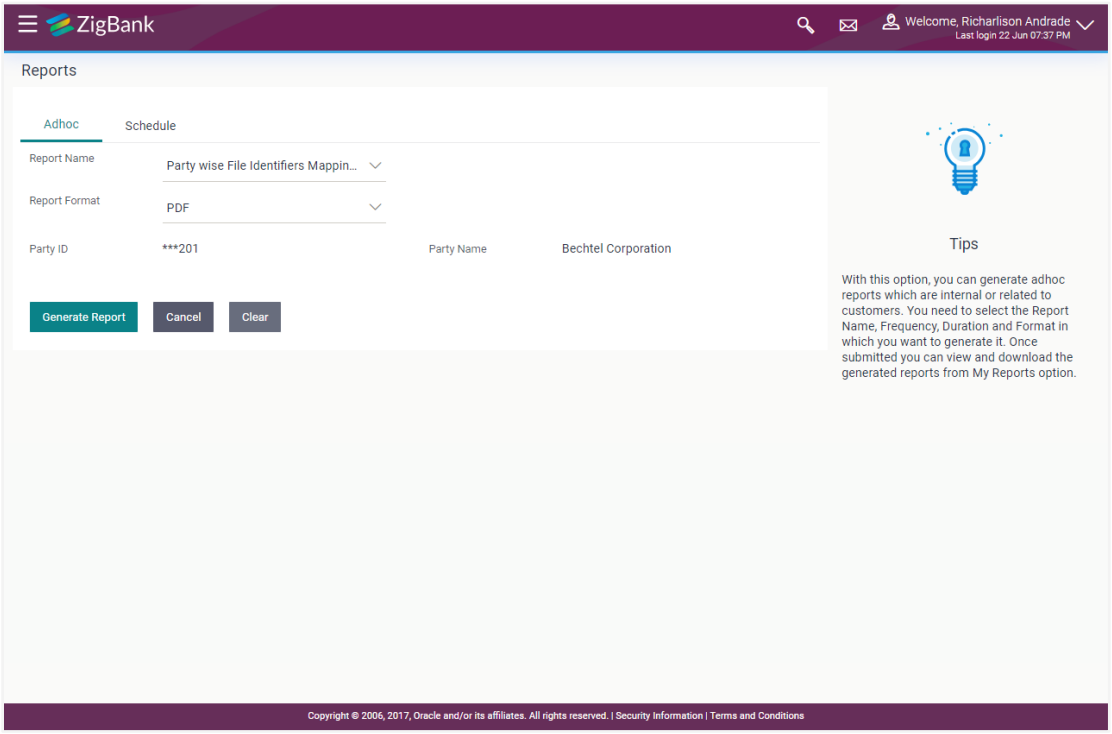
15.4.1 Party wise File Identifiers Mapping - Adhoc Report

Party wise File Identifiers Mapping Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

To generate the Party wise File Identifiers Mapping adhoc report:

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

Party wise File Identifiers Mapping - Adhoc Report



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the 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
Party ID	Party ID of which the report is to be generated.
Party Name	Party name of the party of whom the report is to be generated.

3. From the **Report Format** list, select the format in which the report is to be generated.
4. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear to** reset the search parameters.
5. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
6. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

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

Party wise File Identifiers Mapping

Party Id : **000981** | Party Name : **Raytheon Incorporation**

ZigBank
Digital Banking

Sr No	File Identifier Code	Description	File Type	Transaction Type	Accounting Type	Approval Type	File Template	Format Type
1	FISalary	FI Salary	DELIMITED	International Funds Transfer	SDMC	FILE LEVEL	InternationalFTS DMC	CSV

1 Report generated by | 26 Dec 2017, 07:07

Field Description

Field Name	Description
Report Parameters	
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
Sr. No	Serial number of the records.
File Identifier Code	The file identifier codes mapped to the specific party.
Description	Description of file identifiers mapped to the party.

File Type	File type of file identifiers mapped to the party.
Transaction Type	Transaction type of file identifiers mapped to the party.
Accounting Type	The accounting type of file identifiers mapped to the party.
Approval Type	Approval type of file identifiers mapped to the party.
File Template	File template of file identifiers mapped to the party.
Format Type	Format type of file identifiers mapped to the party.

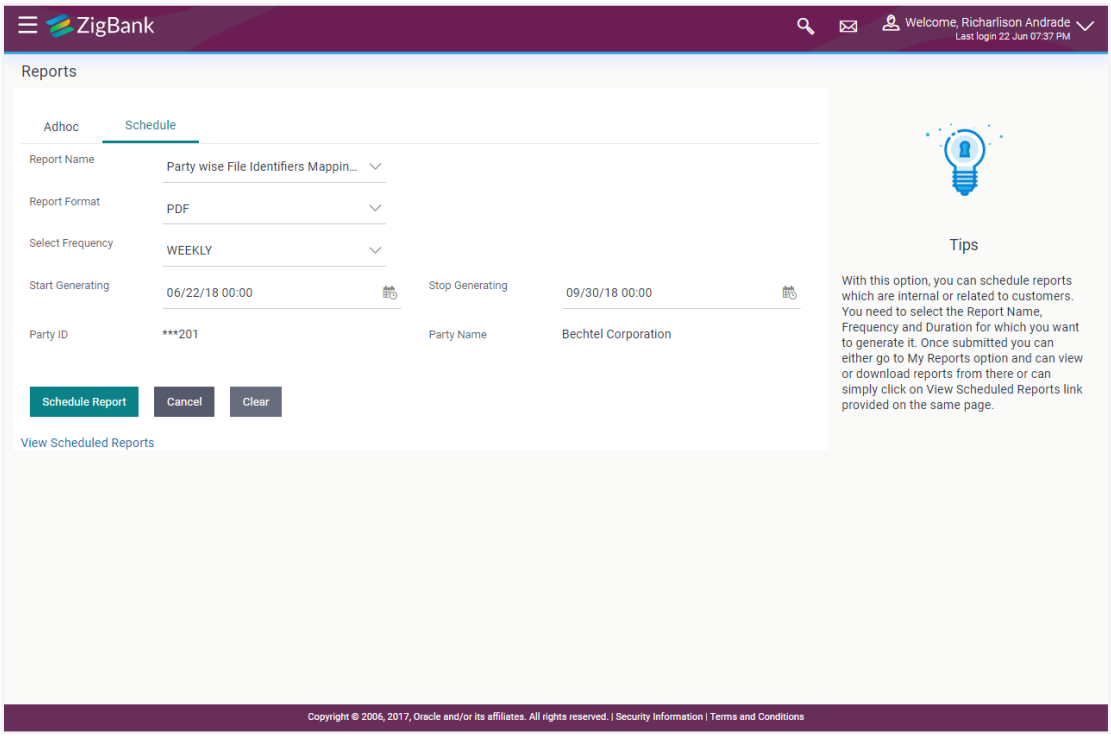
15.4.2 Party wise File Identifiers Mapping - Schedule Reports

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

To generate the Party wise File Identifiers Mapping schedule report:

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

Party wise File Identifiers Mapping - Schedule Report



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the 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
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
View Scheduled Report	Link to view all the reports that are scheduled.

3. From the **Report Format** list, select the format in which the report is to be generated.
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 **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.

7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

15.5 Party User wise File Identifiers Mapping Report

Party User wise File Identifiers Mapping Report provides a summary of file identifiers mapped to each user of a specific party.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

How to reach here:

Toggle menu > Reports > Report Generation

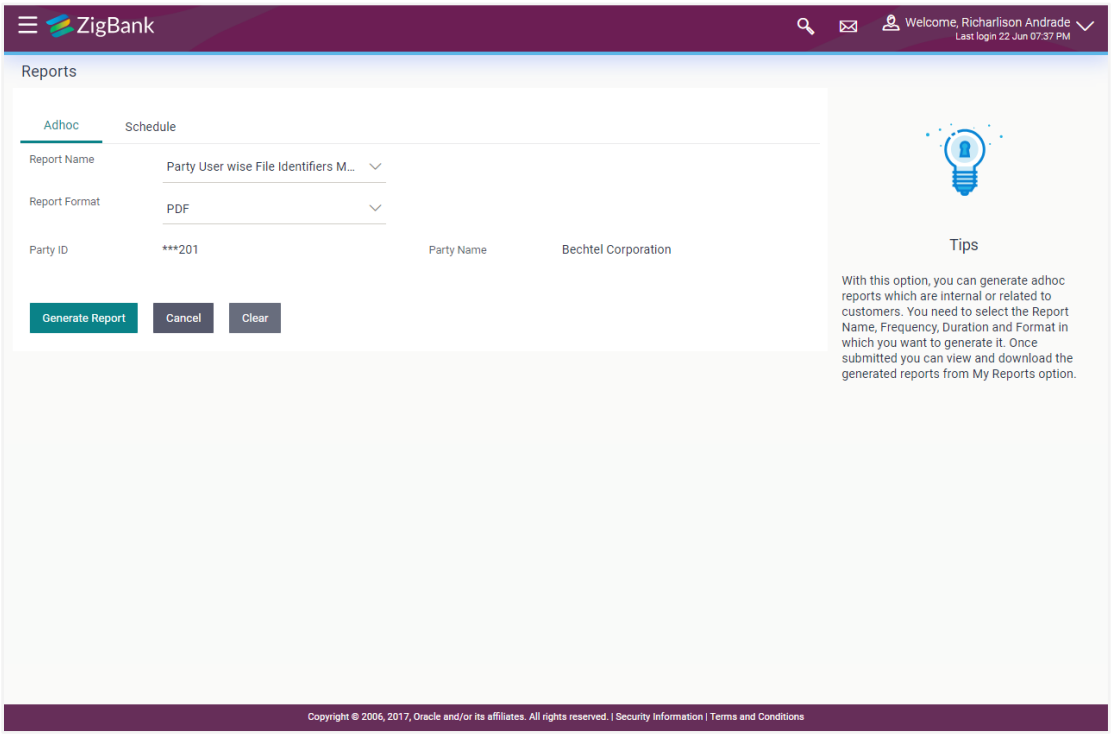
15.5.1 Party User wise File Identifiers Mapping - Adhoc Report

Party User wise File Identifiers Mapping Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

To generate the Party User wise File Identifiers Mapping adhoc report:

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

Party User wise File Identifiers Mapping - Adhoc Reports



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the 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
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.

3. From the **Report Format** list, select the format in which the report is to be generated.
4. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
5. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
6. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports.***

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

Party User wise File Identifiers Mapping

Party Id : **001164** | Party Name : **Exxon Mobil**

ZigBank
Digital Banking

User Name : **Corp User1** User Id : **rkcorpuser1**

File Identifier Code	Description	File Type	Transaction Type	Accounting Type	Approval Type	File Template	Format Type
MDMCDomABR	MDMC Domestic Adhoc Bene Record Level	DELIMITED	Domestic Funds Transfer	MDMC	RECORD level	DomesticFTMDMC	CSV
MDMCINTABR	MDMC Internal Adhoc Bene Record Level	DELIMITED	Internal Funds Transfer	MDMC	RECORD level	InternalFTMDMC	CSV
MixePayee	Mixed Payee Upload	DELIMITED	Mixed Payee	SDSC	RECORD level	MixedPayee	CSV
SDMCINTABF	SDMC Internal Adhoc Bene File Level	DELIMITED	Internal Funds Transfer	SDMC	FILE level	InternalFTSDMC	CSV
SDMCInternationalABF	SDMC International Adhoc Bene File Level	DELIMITED	International Funds Transfer	SDMC	FILE level	InternationalFTSDMC	CSV
SDMCMIXABFile	SDMC Mix Adhoc Bene File Level	DELIMITED	Mixed Payments	SDMC	FILE level	InternalDomSDMC	CSV
SDSCINABFileLevel	SDSC Internal Adhoc Bene File Level	DELIMITED	Internal Funds Transfer	SDSC	FILE level	InternalFT	CSV
SDSCInternalAR	SDSC Internal Adhoc Bene Record Level	DELIMITED	Internal Funds Transfer	SDSC	RECORD level	InternalFT	CSV

User Name : **Auto Auth** User Id : **rkautocorp**

File Identifier Code	Description	File Type	Transaction Type	Accounting Type	Approval Type	File Template	Format Type
MDMCDomABR	MDMC Domestic Adhoc Bene Record Level	DELIMITED	Domestic Funds Transfer	MDMC	RECORD level	DomesticFTMDMC	CSV
MDMCINTABR	MDMC Internal Adhoc Bene Record Level	DELIMITED	Internal Funds Transfer	MDMC	RECORD level	InternalFTMDMC	CSV
SDMCINTABF	SDMC Internal Adhoc Bene File Level	DELIMITED	Internal Funds Transfer	SDMC	FILE level	InternalFTSDMC	CSV
SDMCInternationalABF	SDMC International Adhoc Bene File Level	DELIMITED	International Funds Transfer	SDMC	FILE level	InternationalFTSDMC	CSV
SDSCINABFileLevel	SDSC Internal Adhoc Bene File Level	DELIMITED	Internal Funds Transfer	SDSC	FILE level	InternalFT	CSV
SDSCInternalAR	SDSC Internal Adhoc Bene Record Level	DELIMITED	Internal Funds Transfer	SDSC	RECORD level	InternalFT	CSV
SDSCMixFile	SDSCMixFile	DELIMITED	Mixed Payments	SDSC	FILE level	InternalIntlDomSDSC	CSV

User Name : **Rahul Kamble** User Id : **rkcorpadmin**

1 Report generated by Suyog Initiator | 27 Oct 2017, 07:43

Field Description

Field Name	Description
Report Parameters	
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate
User Name	Name of the users to whom the file identifiers are mapped.
User ID	User ID of the user.
File Identifier Code	The file identifier code mapped to the users.
Description	Description of the file identifier mapped to the user.
File Type	File type of the file identifier mapped to the user.
Transaction Type	Transaction type of the file identifier mapped to the user
Accounting Type	The accounting type of the file identifier mapped to the user.
Approval Type	Approval type of the file identifier mapped to the user
File Template	File template of the file identifier mapped to the user.
Format Type	Format type of the file identifier mapped to the user.

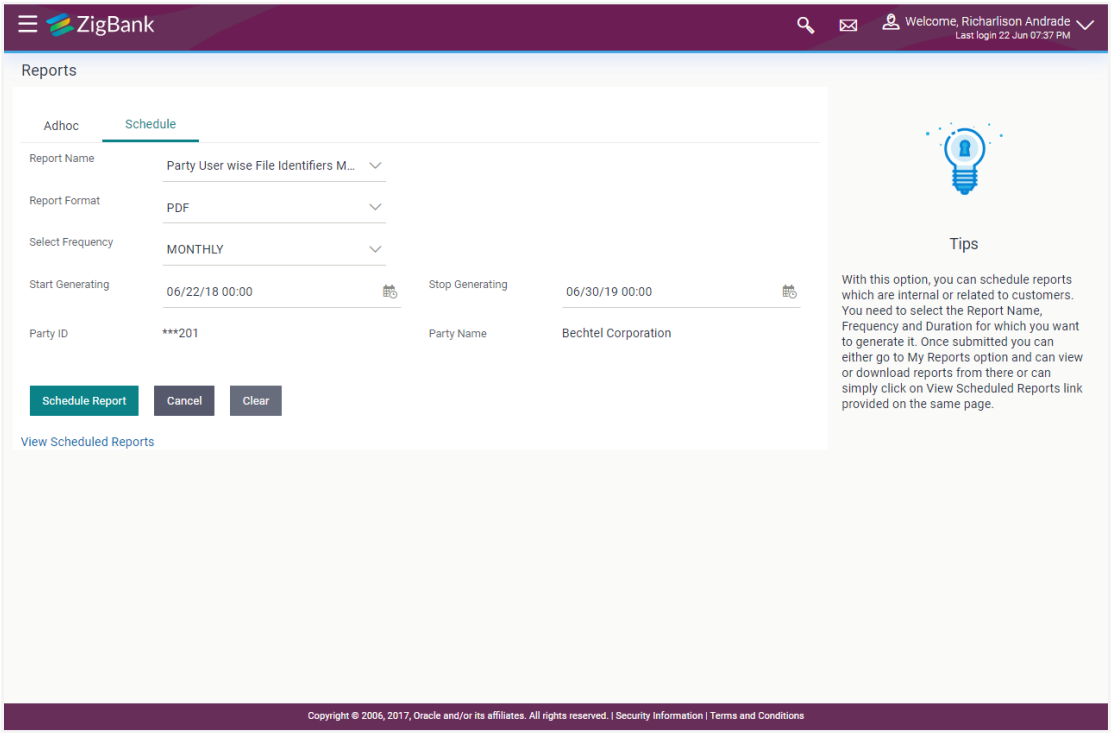
15.5.2 Party User wise File Identifiers Mapping - Schedule Reports

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

To generate the Party User wise File Identifiers Mapping schedule report:

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

Party User wise File Identifiers Mapping - Scheduled Report



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the 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
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly

Field Name	Description
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
View Scheduled Reports	Link to view all the reports that are scheduled.

3. From the **Report Format** list, select the format in which the report is to be generated.
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 **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.
7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.

8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports.***

15.6 Party wise Payee Maintenance Report

Party wise Payee Maintenance Report provides summary of account and draft payees maintained under a specific party ID.

User has to select a format in which the report needs to be generated. The Corporate administrator can generate reports under the following two categories. The generation of both Adhoc and Scheduled reports are supported.

How to reach here:

Toggle menu > Reports > Report Generation

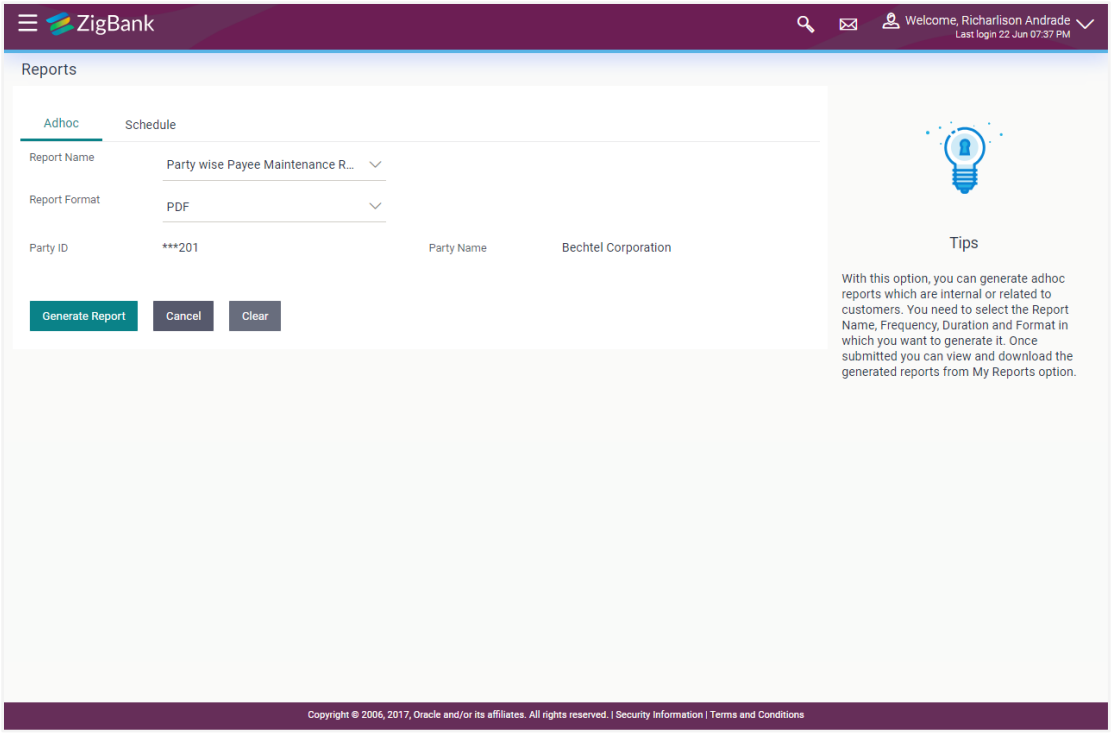
15.6.1 Party wise Payee Maintenance Report - Adhoc Report

Party wise Payee Maintenance Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

To generate the Party wise Payee Maintenance adhoc report:

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

Party wise Payee Maintenance - Adhoc Reports



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the 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
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.

3. From the **Report Format** list, select the format in which the report is to be generated.
4. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear to** reset the search parameters.
5. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
6. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports*.**

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

Party wise Payee Maintenance

Party Id : **000941** | Party Name : **EMI Music Publishing Ltd**

ZigBank
Digital Banking

Account Payees

Payee-Biller Name	Account Type	Account Details	NickName	Created By	Access Type
aa	INTERNAL	AT30009610072	aa	corpchecker124	Private
bank dom payee	DOMESTIC	AT3065456789 NWBKGB99	bank dom payee	corpchecker124	Private
dom bank payee	DOMESTIC	AT387698789 NWBKGB99	dom bank payee	corpchecker124	Public
international bank payee	INTERNATIONAL	AT3897878798 NWBKGB99	international bank payee	corpchecker124	Private

Demand Draft Payee

Payee-Biller Name	Draft Type	Draft Favouring	Created By	Access Type
DomesticPayee	DOMESTIC	Payee1	corpchecker124	Private
InternationalDraftPayee	INTERNATIONAL	Payee2	corpchecker124	Public

1 Report generated by Suyog Approver | 06 Oct 2017, 10:12

Field Description

Field Name	Description
Report Parameters	
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.

Field Name	Description
Report Parameters	
Below field appears for **Account** type payee	
Payee Name	Name of the payee.
Account Type	Type of account associated with the payee.
Account Details	The details of the account i.e. the account number of the payee's account.
Nickname	Account nickname of the payee to identify the account for fund transfer.
Created By	ID of the corporate user who created a payee.
Access Type	The access type of the payee. The options are: • Public • Private
Report Parameters	
Below field appears for **Demand Draft** type payee	
Payee Name	Name of the payee.
Draft Type	Type of draft associated with the Payee. The type can be: • Domestic • International
Draft Favouring	Draft favouring details.
Created By	ID of the corporate user who created a payee.
Access Type	The access type for payee. The options are: • Public • Private

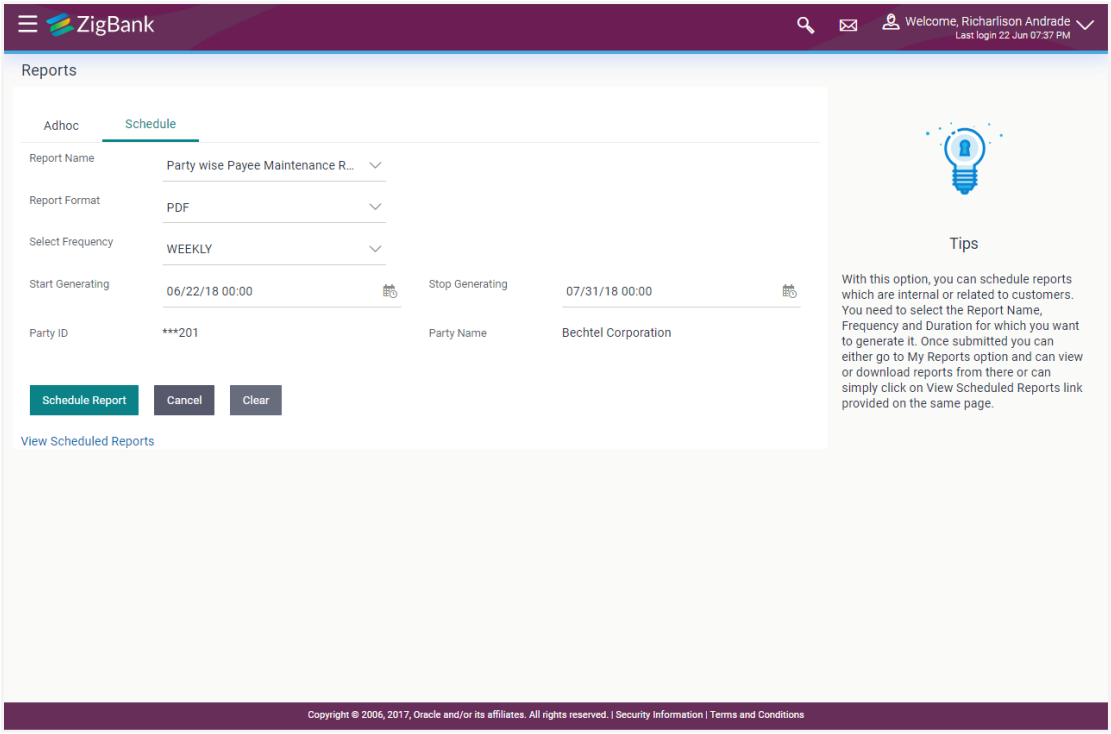
15.6.2 Party wise Payee Maintenance - Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under schedule 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 respective report generation screen appears.

Party wise Payee Maintenance - Scheduled Report



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.

Field Name	Description
Report Format	Select the format in which the 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
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of which the report is to be generated.
Party Name	Party name of the party of whom the report is to be generated.
View Scheduled Report	Link to view all the reports that are scheduled.

3. From the **Report Format** list, select the format in which the report is to be generated.
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 **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click the **View Scheduled Report** link to view all the scheduled reports. The Scheduled Reports screen appears.
7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My**

Reports screen. The list of reports appears.
OR
Click **Schedule another Report** to generate another report.

8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports.***

15.7 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.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

How to reach here:

Toggle menu > Reports > Report Generation

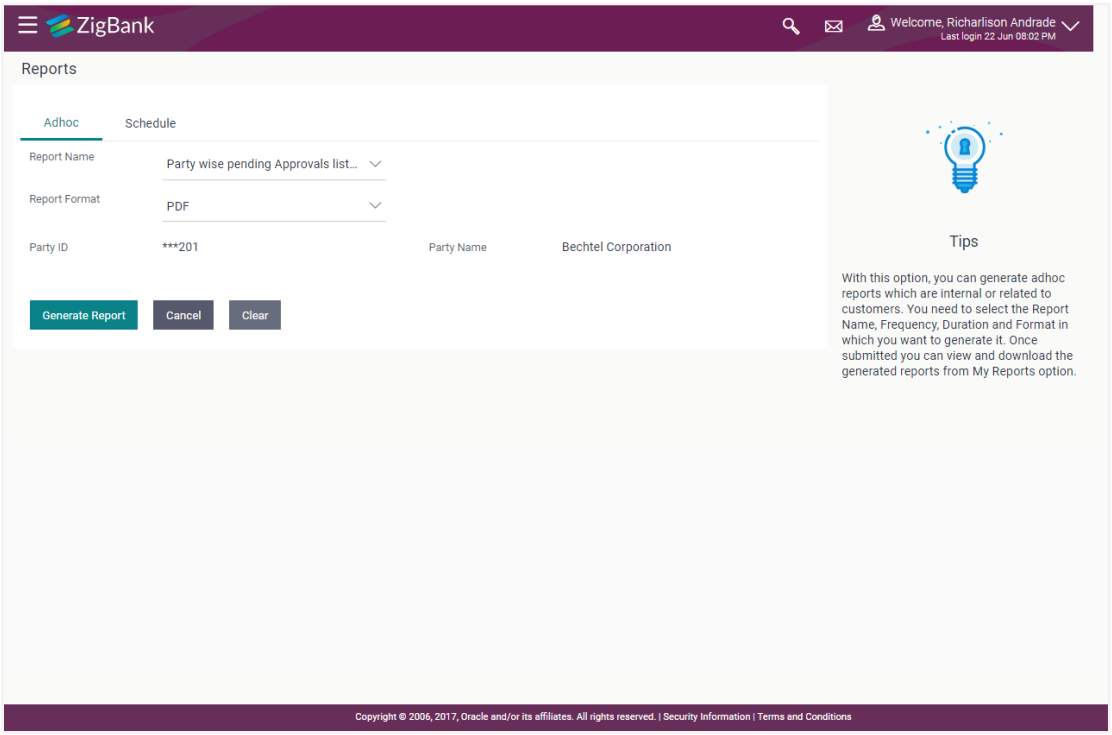
15.7.1 Party wise Pending Approvals list - Adhoc Report

Party wise Pending Approvals list Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

To generate the Party wise Pending Approvals list adhoc report:

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

Party wise Pending Approvals List - Adhoc Report



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the 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
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.

3. From the **Report Format** list, select the format in which the report is to be generated.
4. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
5. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another Report** to generate another report.
6. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports.***

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

Party wise Pending Approvals List

Party Id: **000941** | Party Name : **EMI Music Publishing Ltd**

ORACLE Digital Banking

ACCOUNT FINANCIAL-

Transaction Date	Description	Account Details	Amount	Initiated By	Reference Number	Status

ACCOUNT NON FINANCIAL-

Transaction Date	Description	Account Details	Amount	Initiated By	Reference Number	Status

PAYMENTS-

Transaction Date	Description	From Account	Amount	Payee Account Details	Initiated By	Reference Number	Status

BULK FILE-

Transaction Date	Description	Transaction Type	File Name	File Amount	Initiated By	Reference Number	Status

BULK RECORD-

Transaction Date	Description	Debit Account Number	Amount	Payee Account Details	Initiated By	Reference Number	Status

PAYEE AND BILLER-

Transaction Date	Payee-Biller Name	Payee type	Category	Initiated By	Reference Number	Status

1 Report generated by Admin Auto | 28 Sep 2017, 13:53

Field Description

Field Name	Description
Report Parameters- Account Financial and Non-Financial	
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
Accounts Financial/ Accounts Non Financial	
Transaction Date	Date of transaction initiation.
Description	Description of the transaction.
Account Details	Accounts details of transaction.
Amount	Amount for transaction.
Initiated By	Name of the user who has initiated the transaction.
Reference Number	Reference number of transaction.
Status	Status of the transaction.
Report Parameters- Payments	
Transaction Date	Date of the transaction initiation.
Description	Description of the transaction.
From Account	The account from which the funds are to be debited
Amount	Transactions amount.
Payee Account Details	Name and account details of the payee.
Initiated By	Name of the user who has initiated the transaction.
Reference Number	Reference number of transaction.
Status	Status of the transaction.
Report Parameters- Bulk File	
Transaction Date	Date of the transaction initiation.
Description	Description of the transaction.
Transaction Type	Transaction Type.

Field Name	Description
File Name	File name of the bulk file uploaded by the user.
File Amount	File amount.
Initiated By	Name of the user who has initiated 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 of the transaction.
Debit Account Number	The account from which the funds are to be debited.
Amount	The amount of the transaction.
Payee Account Details	Name and account details of the payee.
Initiated By	Name of the user who has initiated 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	Name of the user who has initiated the transaction.
Reference Number	Reference number of transaction.
Status	Status of the transaction.

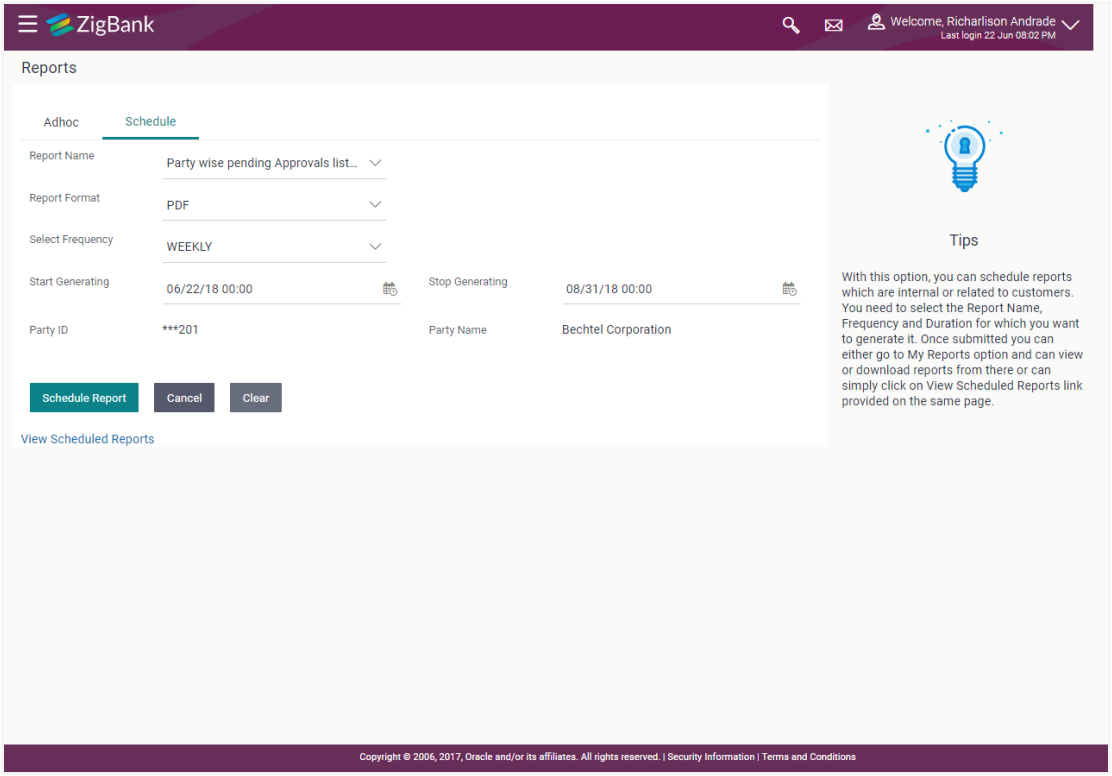
15.7.2 Party wise Pending Approvals List - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under schedule 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 respective report generation screen appears.

Party wise Pending Approvals List - Schedule Report



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.

Field Name	Description
Report Format	Select the format in which the 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
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
View Scheduled Report	Link to view all the reports that are scheduled.

3. From the **Report Format** list, select the format in which the report is to be generated.
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 **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.
7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click the **View Reports** link to download the report. The user is directed to the **My Reports**

screen. The list of reports appears.
OR
Click **Schedule another Report** to generate another report.

8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

15.8 Party wise User Groups Report

Party wise User Group Report provides a summary of User Groups created under a specific party ID.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

How to reach here:

Toggle menu > Reports > Report Generation

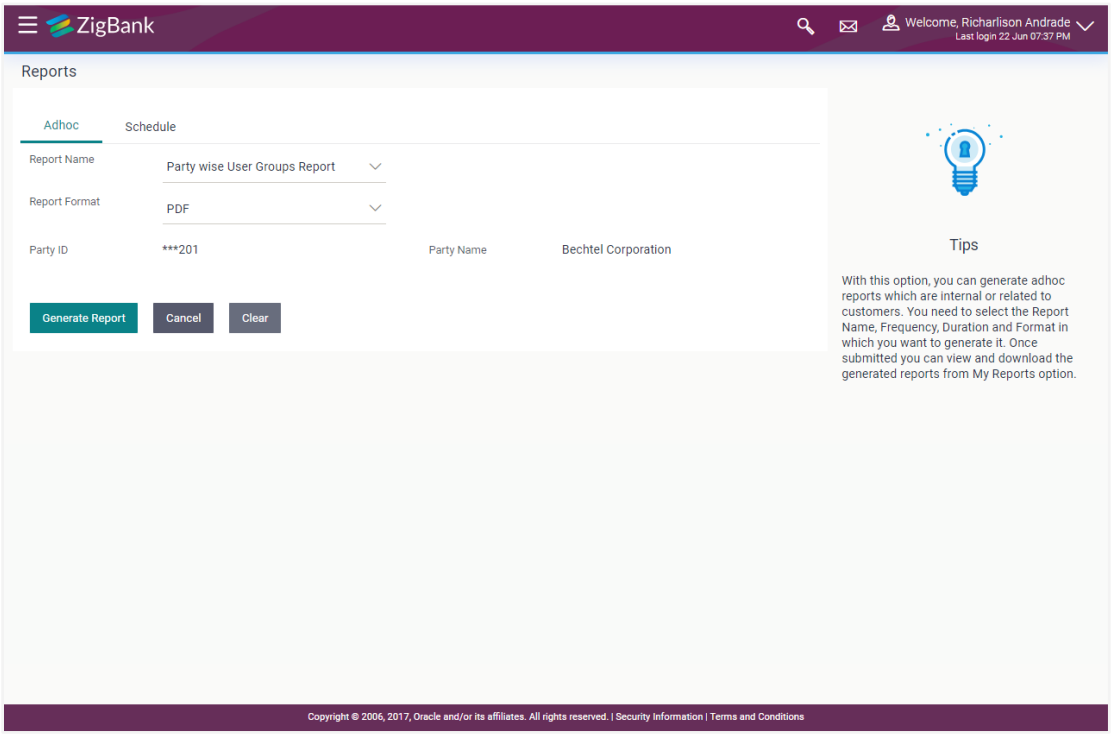
15.8.1 Party wise User Groups - Adhoc Report

Party wise User Groups Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

To generate the Party wise User Groups adhoc report:

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

Party wise User Groups - Adhoc Reports



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the 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
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.

3. From the **Report Format** list, select the format in which the report is to be generated.
4. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear to** reset the search parameters.
5. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another Report** to generate another report.
6. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports.***

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

Party wise User Group

Party Id : **001164** | Party Name : **Exxon Mobil**

ZigBank
Digital Banking

Group Code: **rkcorpuser1**	Group Description:	Number of Users: **1**
Sr No	User Name	User Id
1	Corp User1	rkcorpuser1

Group Code: **rkcorpadmin1**	Group Description:	Number of Users: **1**
Sr No	User Name	User Id
1	Rahul Kamble	rkcorpadmin1

Group Code: **rkcorpadmin**	Group Description:	Number of Users: **1**
Sr No	User Name	User Id
1	Rahul Kamble	rkcorpadmin

Group Code: **rkautocorp**	Group Description:	Number of Users: **1**
Sr No	User Name	User Id
1	Auto Auth	rkautocorp

Group Code: **corpinit1**	Group Description:	Number of Users: **1**
Sr No	User Name	User Id
1	Corp Init1	corpinit1

1 Report generated by **Mustufa Gari** | 27 Oct 2017, 07:00

Field Description

Field Name	**Description**
Report Parameters	
Party ID	Party ID of the corporate.

Field Name	Description
Party Name	Party name of the corporate.
Group Code	The group code of the user groups available under a party.
Group Description	The group description of the user groups available under a party.
Number of Users	Count of the users available in a group.
Sr. No	Serial number of the records.
User Name	Name of the users available in a user group.
User ID	User ID of the users available in a group.

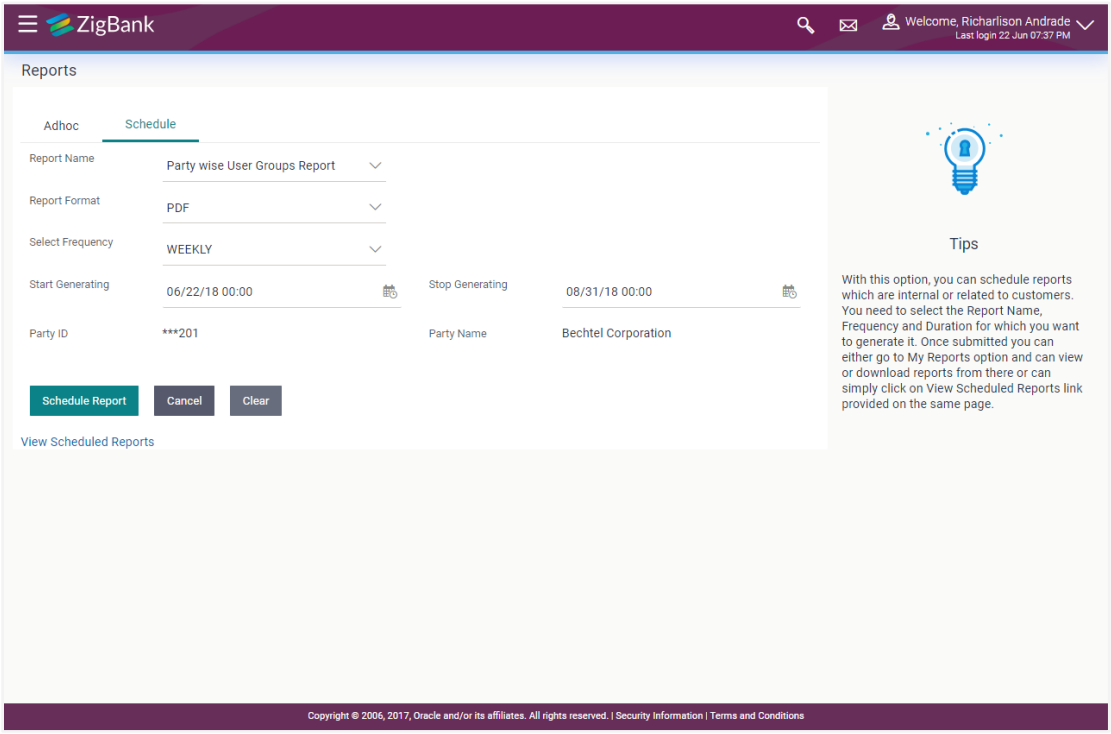
15.8.2 Party wise User Groups - Schedule Reports

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

To generate the Party wise User Groups schedule report:

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

Party wise User Groups - Scheduled Report



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the 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
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly

Field Name	Description
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
View Scheduled Report	Link to view all the reports that are scheduled.

3. From the **Report Format** list, select the format in which the report is to be generated.
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 **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.
7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

15.9 Party wise Workflows Report

Party wise workflows Report provides a summary of approval workflows created under a specific party ID.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

How to reach here:

Toggle menu > Reports > Report Generation

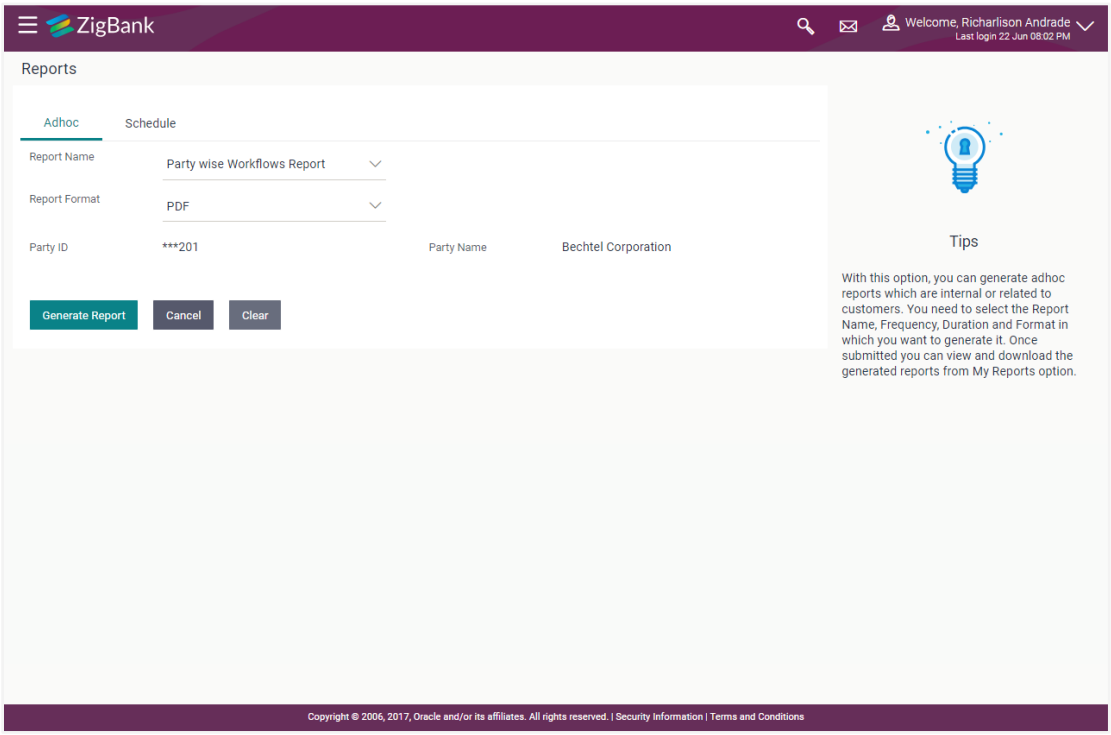
15.9.1 Party wise Workflows - Adhoc Report

Party wise Workflows Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

To generate the Party wise Workflows adhoc report:

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

Party wise Workflows - Adhoc Reports



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the 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
Party ID	Party ID of which the report is to be generated.
Party Name	Party name of the party of whom the report is to be generated.

3. From the **Report Format** list, select the format in which the report is to be generated.
4. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear to** reset the search parameters.
5. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another Report** to generate another report.
6. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports.***

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

Party wise Workflows

Party Id : **001164** | Party Name : **Exxon Mobil**

ZigBank
Digital Banking

Workflow Code: **rkcorpadmin1**	Workflow Description: **rkcorpadmin1**
Approval Levels	User Group/User Name
1	rkcorpadmin1

Workflow Code: **SingleLevelAppWF**	Workflow Description: **Single Level approval WF**
Approval Levels	User Group/User Name
1	rkcorpuser1

1 Report generated by Mustufa Gari | 27 Oct 2017, 09:39

Field Description

Field Name	Description
Report Parameters	
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
Workflow Code	Code of the approval workflows maintained under specified party.

Field Name	Description
Workflow Description	Description of the already maintained approval workflow.
Approval levels	Number of approval levels in each workflow.
User Group/Name	User name /group name of the user maintained under a group.

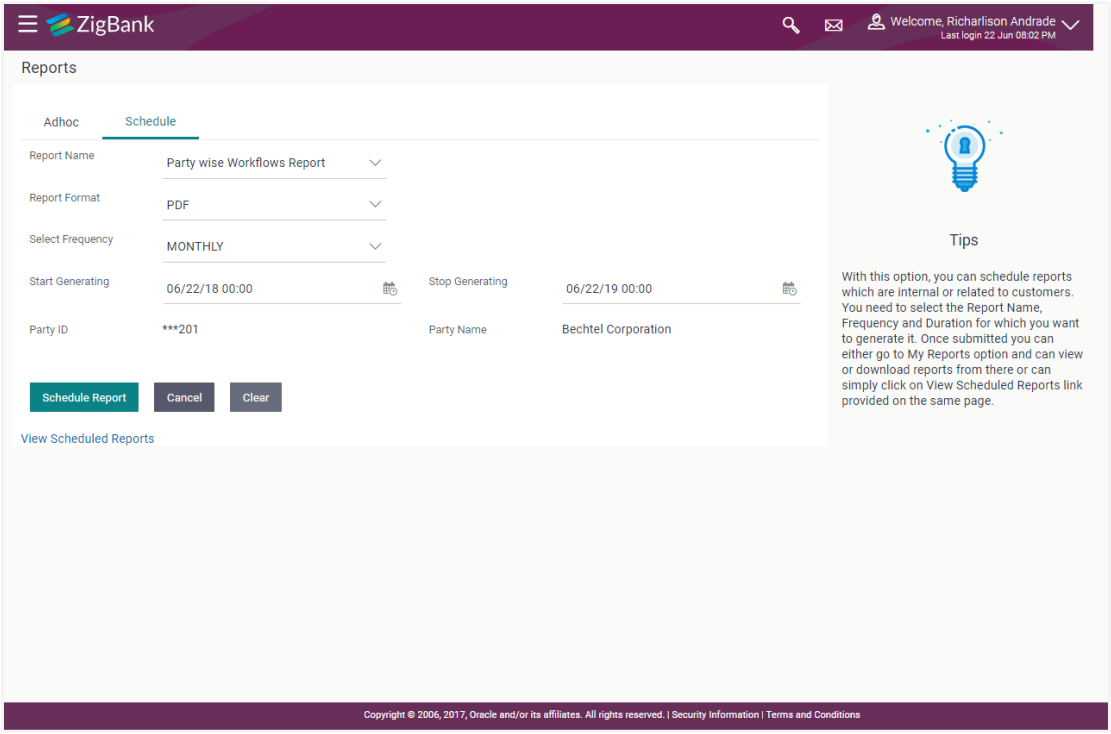
15.9.2 Party wise Workflows – Schedule Report

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

To generate the Party wise Workflows schedule report:

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

Party wise Workflows - Scheduled Report



Field Description

Field Name	Description
Report Name	Select the type of report to be generated.

Field Name	Description
Report Format	Select the format in which the 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
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
View Scheduled Report	Link to view all the reports that are scheduled.

3. From the **Report Format** list, select the format in which the report is to be generated.
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 **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My**

Reports screen. The list of reports appears.
OR
Click **Schedule another Report** to generate another report.

8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports.***

Home

16. My Reports

This option enables the Corporate Administrator to download the generated reports.

Corporate Administrator logs into the system and navigates to My Reports screen. On accessing 'My Reports' menu, last 10 reports which generated for 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:

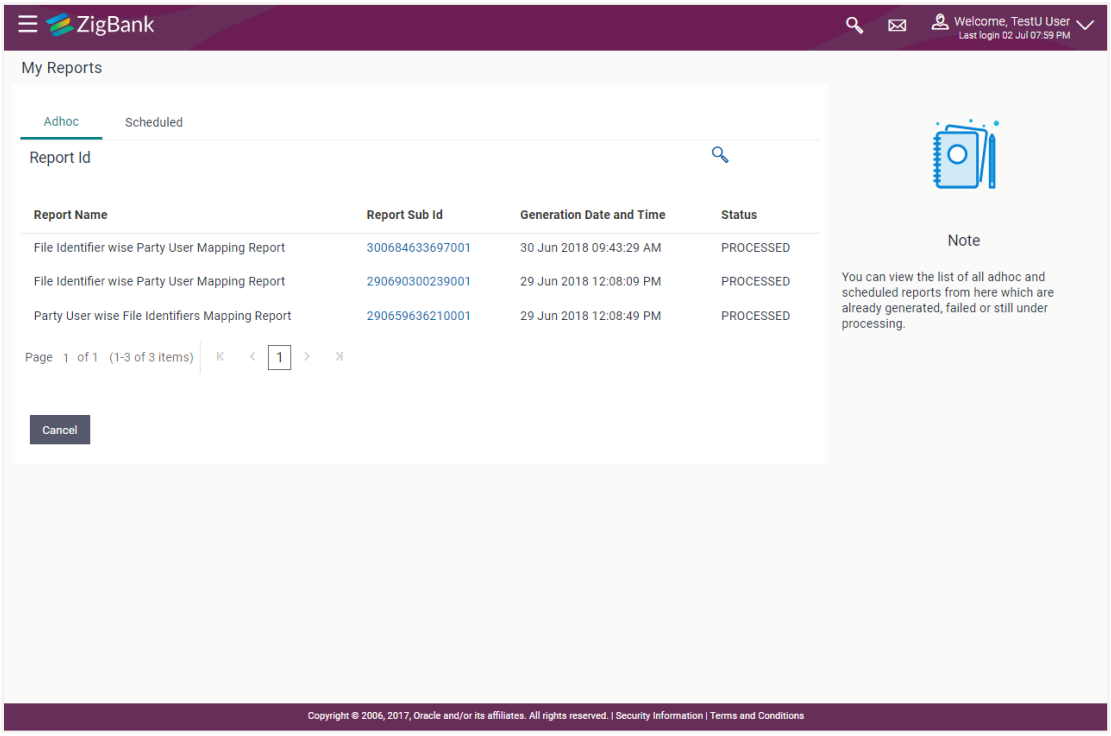
Toggle menu > Reports > My Reports

16.1 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 - Adhoc



Field Description

Field Name	Description
Search	
Report ID	Report ID to search specific report. All the report IDs will be listed.
Report Name	Report name to search specific report. All the reports with the names will be listed.
Generation Date	To search generated reports between specific date ranges. • From date – to specify the date from which the generated reports to be searched. • To date – to specify the date till which the generated reports to be searched.
Report List	
Report Name	Report name to search specific report. All the reports with the names will be listed.
Report Sub ID	Links of view the specific report.
Generation Date and Time	Report generation time and date.
Status	Status of generated reported. The status can be: • 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 the **Report Sub ID** hyperlink to view the detailed report. (Refer specimen provided for each report)

16.2 My Reports - Scheduled

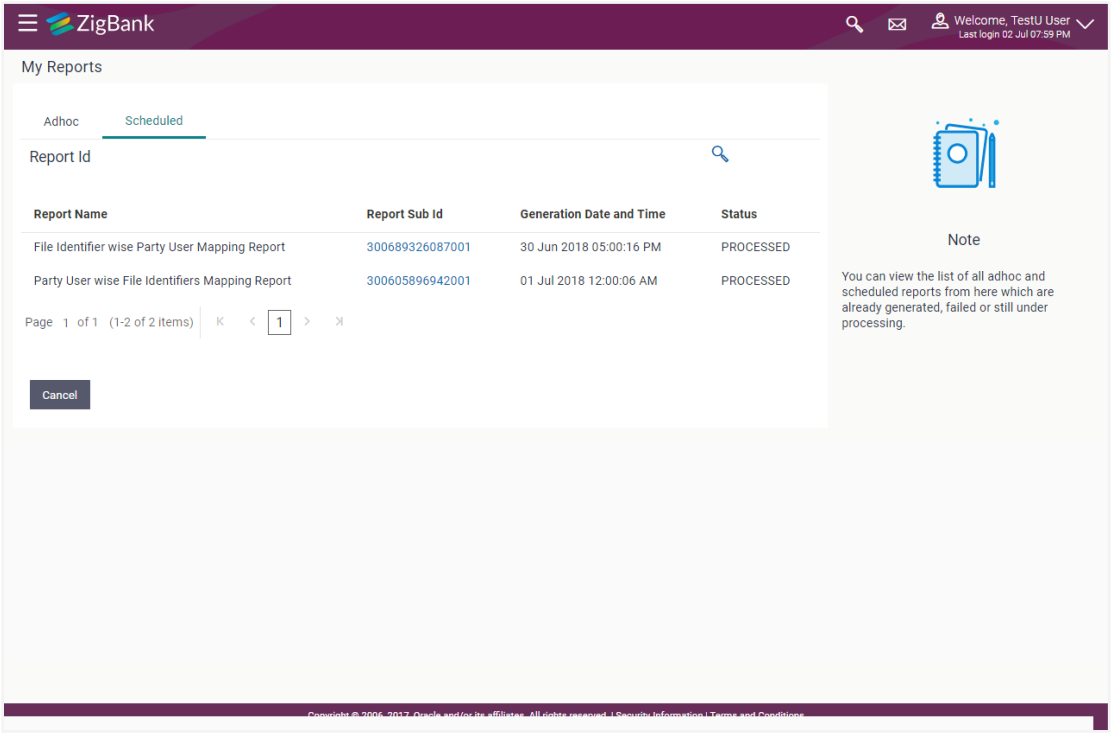
The reports that gets generated on a specific frequency such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

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

Field Name	Description
Search	
Report ID	Report ID to search specific report. All the report IDs will be listed.
Report Name	Report name to search specific report. All the reports with the names will be listed.

Field Name	Description
Generation Date	To search generated reports between specific date ranges. • From date – to specify the date from which the generated reports to be searched. • To date – to specify the date till which the generated reports to be searched.
Report List	
Report Name	Report name to search specific report. All the reports with the names will be listed.
Report ID	Links of view the specific report.
Generation Date and Time	Report generation time and date.
Status	Status of generated reported. The status can be: • Processed • Pending • Error

2. Click the **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.

Home

17. User Report Mapping

The user report mapping maintenance allows the Corporate Administrators to map the report or set of reports to a specific corporate user. The corporate users can generate and view the reports of which they have an access to.

Corporate Administrator can view the reports mapped to him, he can also un-map the reports from specific corporate user so that access of the specific report/ s can be removed to that corporate user.

The Corporate Administrator can also map the accounts of primary and linked parties for which the reports can be generated by a corporate user, so that corporate user can generate the report only for the accounts mapped to him.

Features Supported In Application

This option allows the corporate administrator to:

- View User Report Mapping
- Create User Report Mapping
- Edit User Report Mapping

How to reach here:

Toggle menu > Reports > User Report Mapping

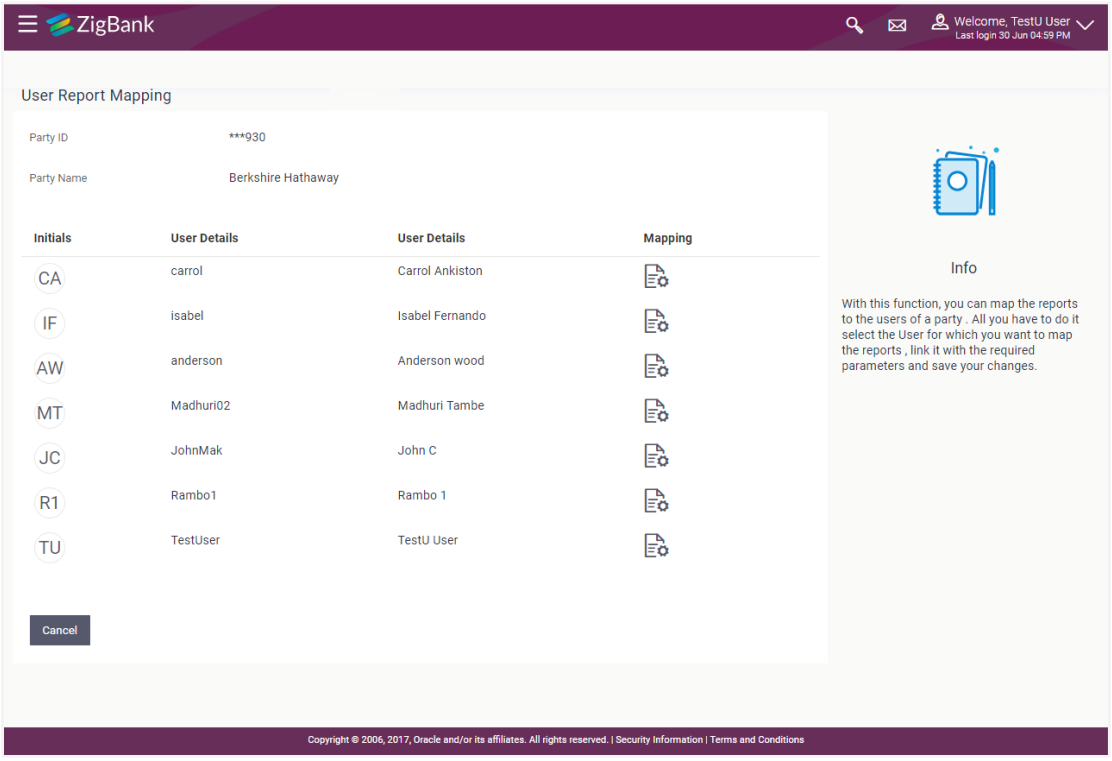
17.1 User Report Mapping - View

Using this option Corporate Administrator can view the reports mapped to the user.

To view the reports mapping:

1. Navigate to the **User Report Mapping** screen.

User Report Mapping - View

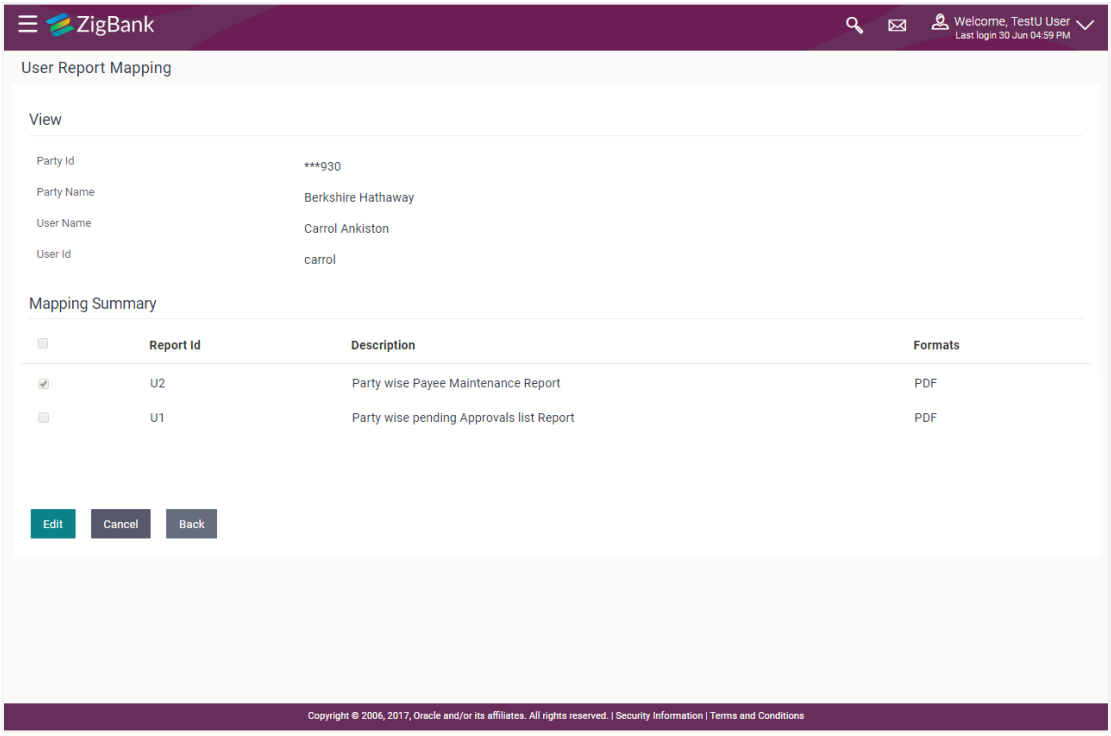


Field Description

Field Name	Description
Party ID	Party Id of the corporate.
Party Name	Party name of the corporate.
Users List	
Initials	The initials of the user.
User Details	The details of the user like user name or user Id.
Contact Details	Contact number or Email Id of the user.
Mapping	Displays whether the file identifier is mapped to the user. • - denotes that the report is mapped to the user • - denotes that the report is not mapped to the user.

2. Click against the user record for which you want to view the details. The **User Report Mapping - View** screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

User Report Mapping - View



Field Description

Field Name	Description
Party ID	Party Id of the corporate user.
Party Name	Party name of the corporate user.
User Name	Name of the corporate user.
User ID	User Id of the corporate user.
Mapping Summary	
Report ID	Unique Id assigned to the mapped report.
Description	Description of the report.
Formats	Formats in which a reports can be generated.

3. Click **Edit** to modify the user report mapping.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.

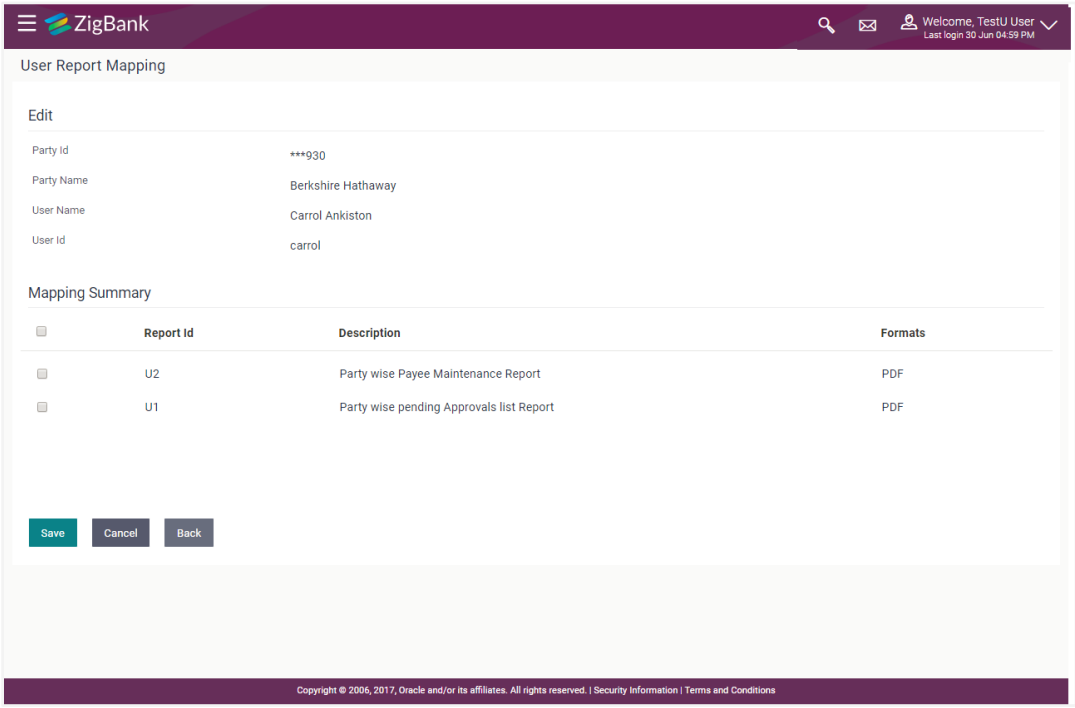
17.2 User Report Mapping - Create

Using this option Corporate Administrator can map the reports to a specific corporate user.

To map the reports to a user:

1. Click of user record, for which you want to map the report/ s. The **User Report Mapping** screen to create the report mapping appears.

User Report Mapping - Create



Field Description

Field Name	Description
Party ID	Party Id of the user.
Party Name	Party name of the corporate user.
User Name	Name of the corporate user.
User Id	User Id of the corporate user.

Field Name	Description
Mapping Summary	
Report ID	Unique Id assigned to a report.
Description	Description of the report.
Formats	The format in which the report is to be generated. The format could be PDF, XLSX.

2. In the **Mapping Summary** section, select the report id of the report which you want to map to the user.
3. Click **Save** to save the mapping.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
4. The **User Report Mapping - Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.
5. The success message appears along with the transaction reference number and status of the transaction.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

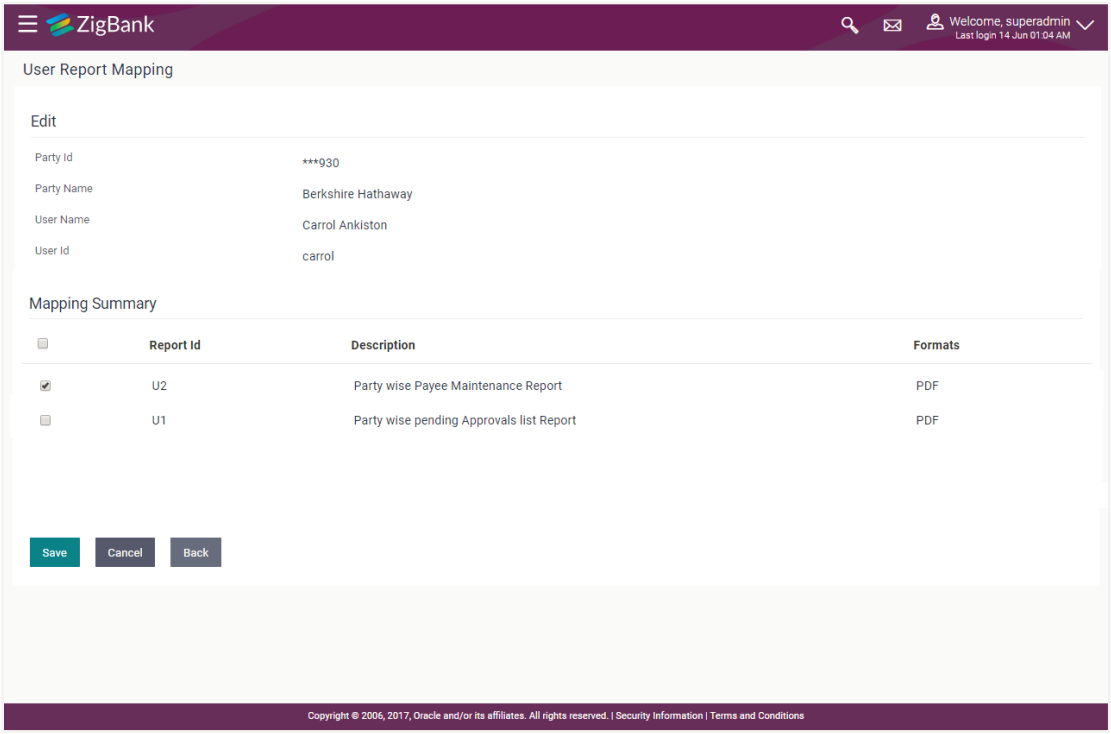
17.3 User Report Mapping - Edit

Using this option Corporate Administrator can edit the mapping or un-map the reports from specific corporate user.

To edit a User Report Mapping:

1. Click against the file identifier record for which you want to view the details. The **User Report Mapping - View** screen appears.
2. Click **Edit**. The **User Report Mapping - Edit** screen appears.

User Report Mapping - Edit



3. View the details of report mapping already saved. Select or de-select the report id record to map / un-map a report to a user.
4. Click **Save** to save the modified details.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to previous screen.
5. The **User Report Mapping - Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to previous screen.

   The success message appears along with the transaction reference number and status of the transaction.
   Click **OK** to complete the transaction and navigate back to ‘Dashboard’

Home

18. User Groups Management

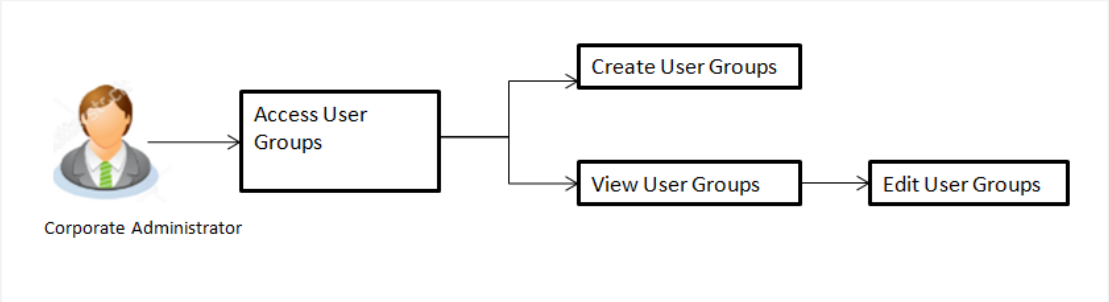
User group is a set created with multiple users to perform certain tasks/actions.

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

Prerequisites:

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

Workflow



Features supported in application

User Group Management allows Corporate Administrator to:

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

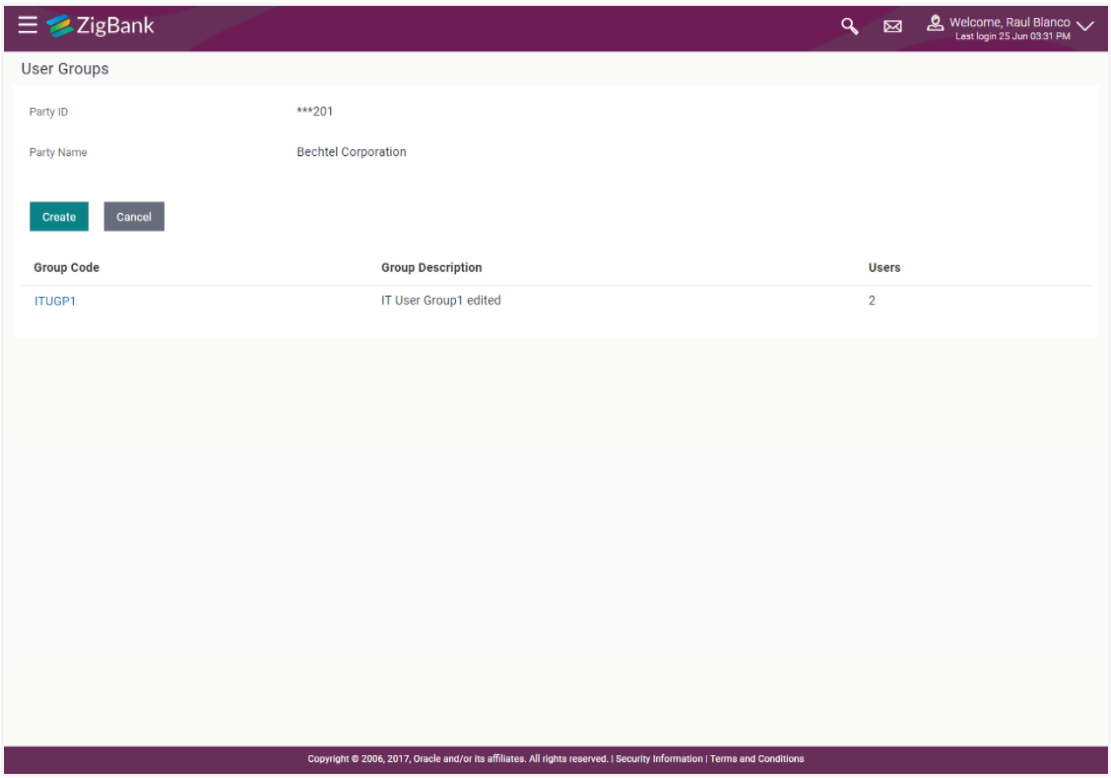
How to reach here:

Toggle menu > Others > User Groups Management

18.1 User Groups – Summary

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

User Groups



Field Description

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

Field Name	Description
Users	Number of users available in each user group. (This field will be displayed only if there are existing user groups available under a party).

1. Click **Create** to create new User Group.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click the **Group Code** link to view details of the selected User Group.

18.2 User Group - Create

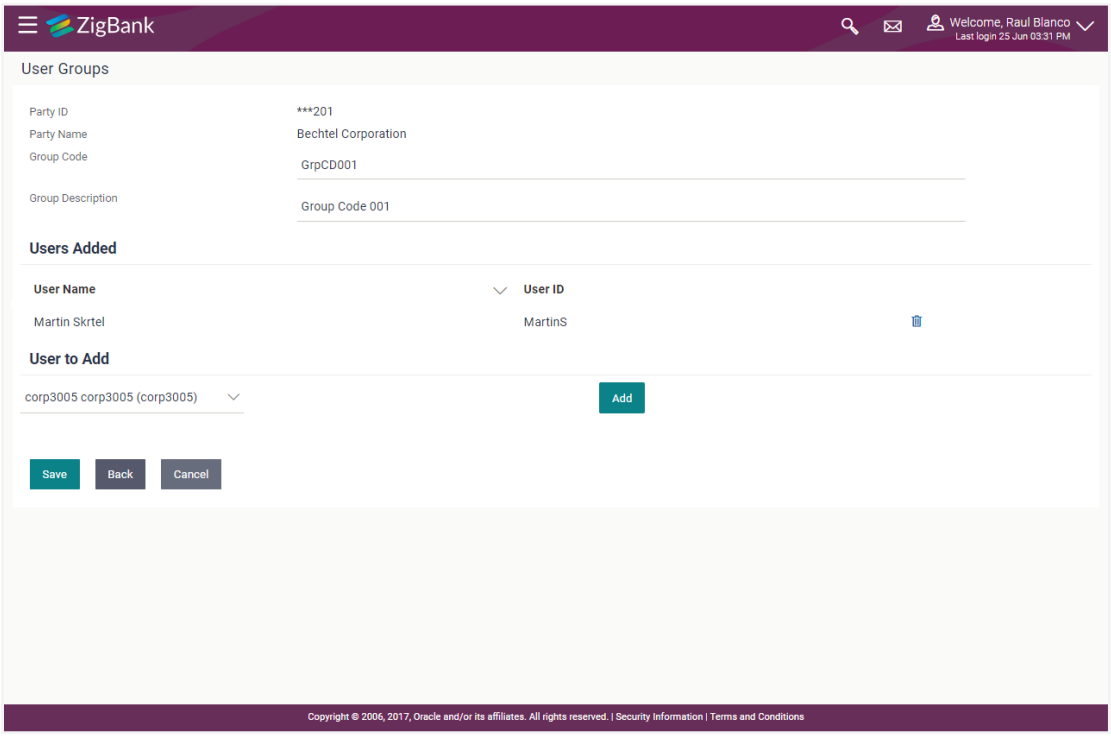
Corporate administrator can create a new User Group for the mapped Party ID by using this option. Only the users of party ID mapped to a Corporate Administrator can be clubbed together in a User Group.

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

To create the user groups:

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

User Group - Create



Field Description

Field Name	Description
Party ID	Party ID mapped to the logged in Corporate Administrator is displayed.
Party Name	Party name of Party ID mapped to the logged in Corporate Administrator is displayed.
Group Code	Specify User Group code.
Group Description	Specify User Group description.
User Name	User name list to select and add a user to the user group. Only the users belongs to the party will be listed.
User ID	User IDs of each user selected from user list are displayed.
User to Add	Select the users to add more users to the list.

2. In the **Group Code** field, enter the name of the group that is to be created.
3. In the **Group Description** field, enter the user group description.
4. From the **User to Add** list, select the appropriate user.
5. Click **Add** to add the selected user in the User Group. A row displaying the details of the selected user appears in the **User Name** field.
   Once added, the user name will be removed from the user drop-down to avoid duplication of users.
   Click to remove a user from the User Group.
6. Click **Save** to save the User Group. The **User Group-Create - Review** screen post necessary validations appear.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
7. Verify the details, and click **Confirm**. The User Group-Create – Confirmation screen appears.
   OR
   Click **Edit** to modify the changes if any.
   The **User Group-Create** screen with values in editable form appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
8. The success message of user group creation appears along with the transaction reference number. Click **OK** to complete the transaction and navigate back to ‘User Groups’ screen.

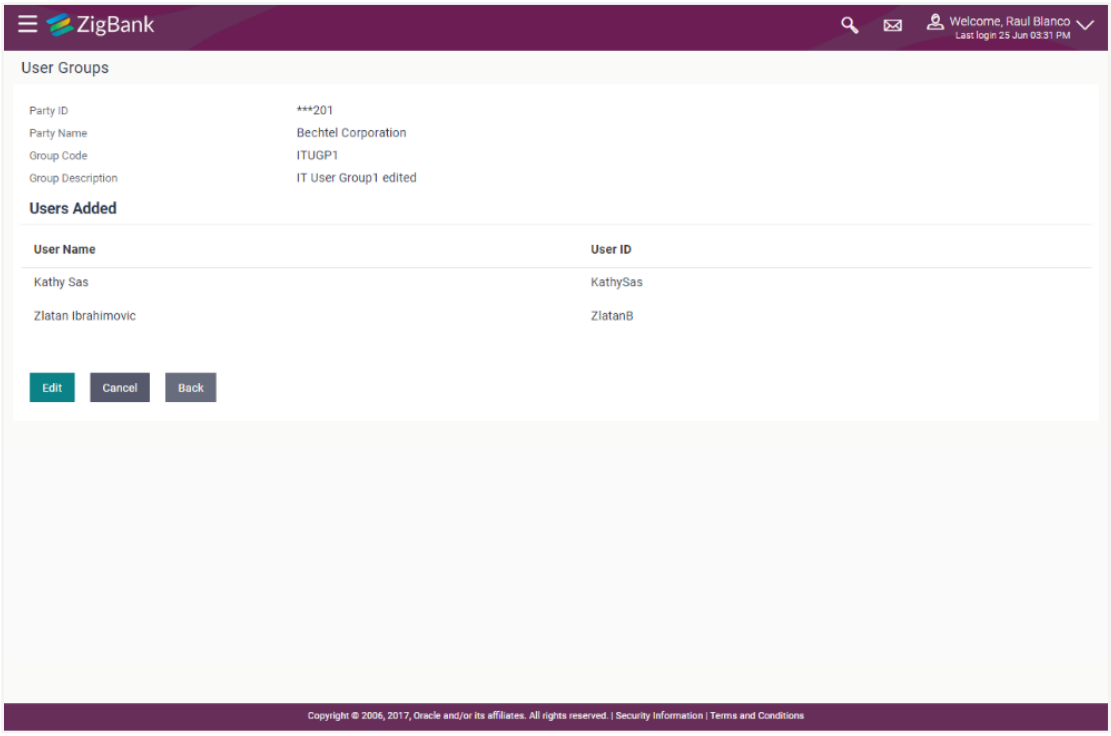
18.3 User Groups - View

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

To view the user groups:

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

User Groups - View



Field Description

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

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

2. Click **Edit** to edit the user group. The **User Groups - Edit** screen with values in editable form appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.

18.4 User Group – Edit

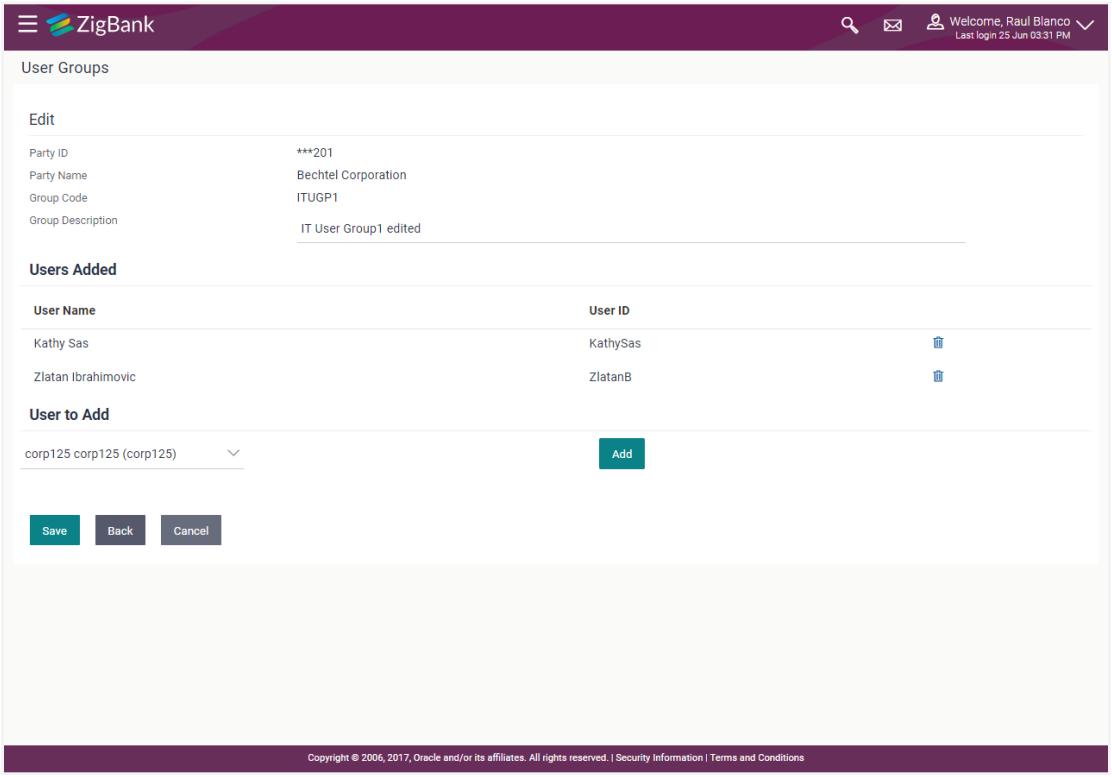
This function enables the Corporate Administrator to edit the description of existing user groups. Corporate Administrator can also add new users and remove existing users of the user group as part of this function.

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

To edit or update a user group:

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

User Groups - Edit



Field Description

Field Name	Description
Party ID	Party Id mapped to the logged in Corporate Administrator is displayed.
Party Name	Party name of Party Id mapped to the logged in Corporate Administrator is displayed.
Group Code	User Group code is displayed.
Group Description	User Group description is displayed.
User Name	User names of the user who is a part of the user group are displayed.
User ID	User IDs of the user who is a part of the user group are displayed.
User to Add	Select the users to add more users to the list.

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

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

Click to remove a user from the User Group.

6. Click **Save** to save the User Group. The **User Group - Create - Review** screen post necessary validations appears.
   OR
   Click **Back** to go back to previous screen.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

   Verify the details, and click **Confirm**.
   OR
   Click **Edit** to modify the details if any.
   The **User Group-Edit** screen with values in editable form appears.

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

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

Home

19. Audit Log

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

Audit logs are useful both for maintaining security and for auditing any disputed transaction.

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

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

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

Prerequisites

- Transaction access is provided to corporate administrator.
- Transactions are available under respective users to check audit log.

How to reach here:

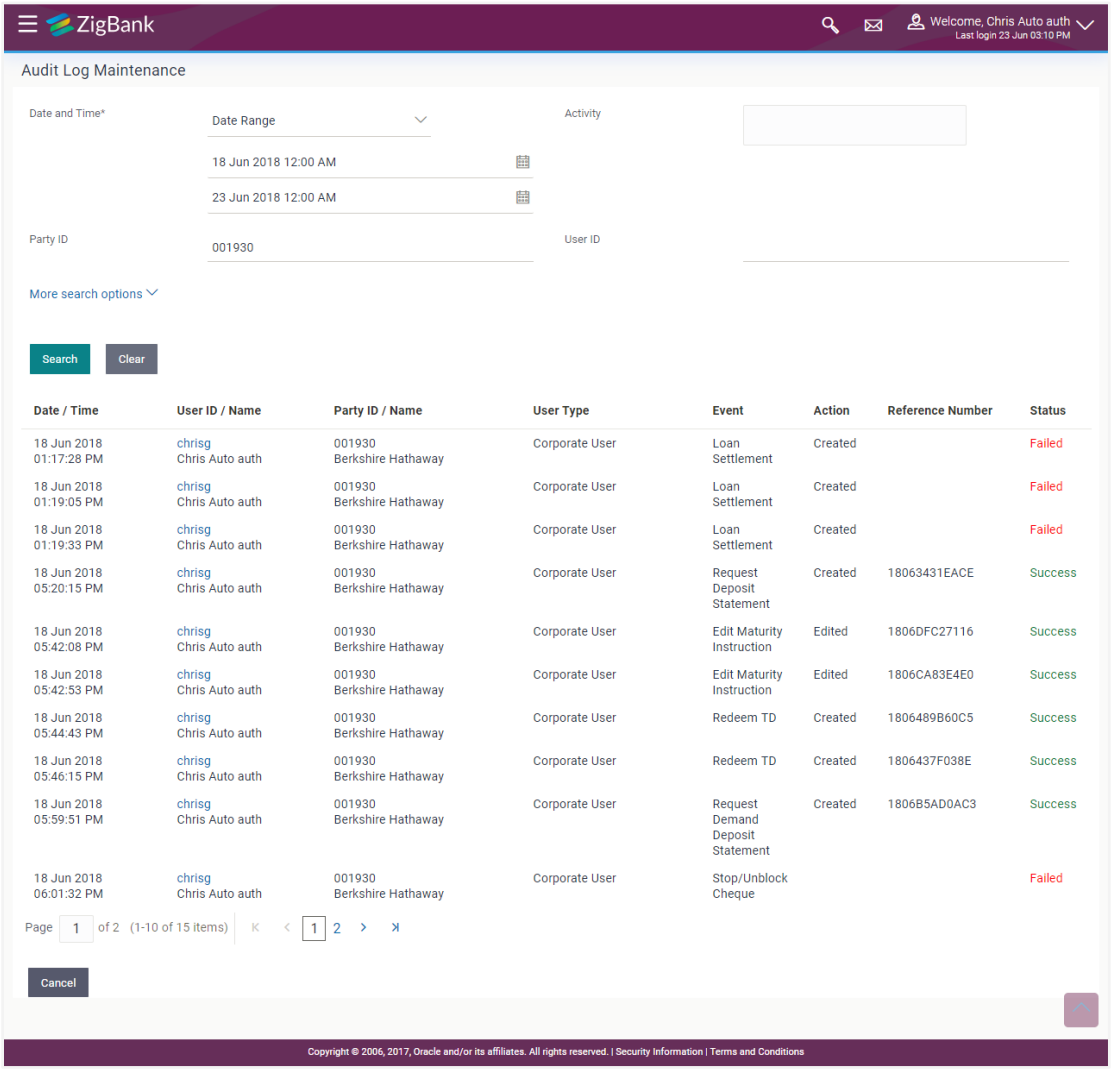
Toggle Menu > Others > Audit Log

19.1 Search Audit Details

To view audit log:

1. From the **Date and Time** list, select the period for which you want to view the audit log.
2. Enter required search criteria. Click **Search**.
   OR
   Click **Cancel** to cancel the transaction and navigate the user back to **Dashboard**.
   OR
   Click **Clear** to reset the details.

Audit Log - Search



Field Description

Field Name	Description
Date and Time	The date and time from which audit log is to be generated. The options are: • Today • Yesterday • Last 3 days • Date Range

Start Time Start time of the request processing.

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

End Time End time of the request processing.

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

Activity Select specific transaction or maintenance from the list.

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

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

More Search Options

Click on the **More Search Options** link to view the following search fields.

User ID User name for which audit details are to be searched.

This field appears if you click on Search User.

Action Type of action.

The options are:

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

Status Status of the transaction.

The options are:

- Successful
- Failed

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

- Retail
- Corporate
- Admin

Reference Number Search based on Reference number of the transaction.

Search Result

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

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

Click the hyperlink available on the User ID to view the Request/response details of the transaction/maintenance in json format.

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

User Type User type for which audit details of transaction are log User type of the user who performed an activity i.e. maintenance/transaction.

Event Name of transaction/ maintenance for which audit details of transaction are logged.

Action Name of transaction action.

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

Reference Number Reference number of the transaction/maintenance.

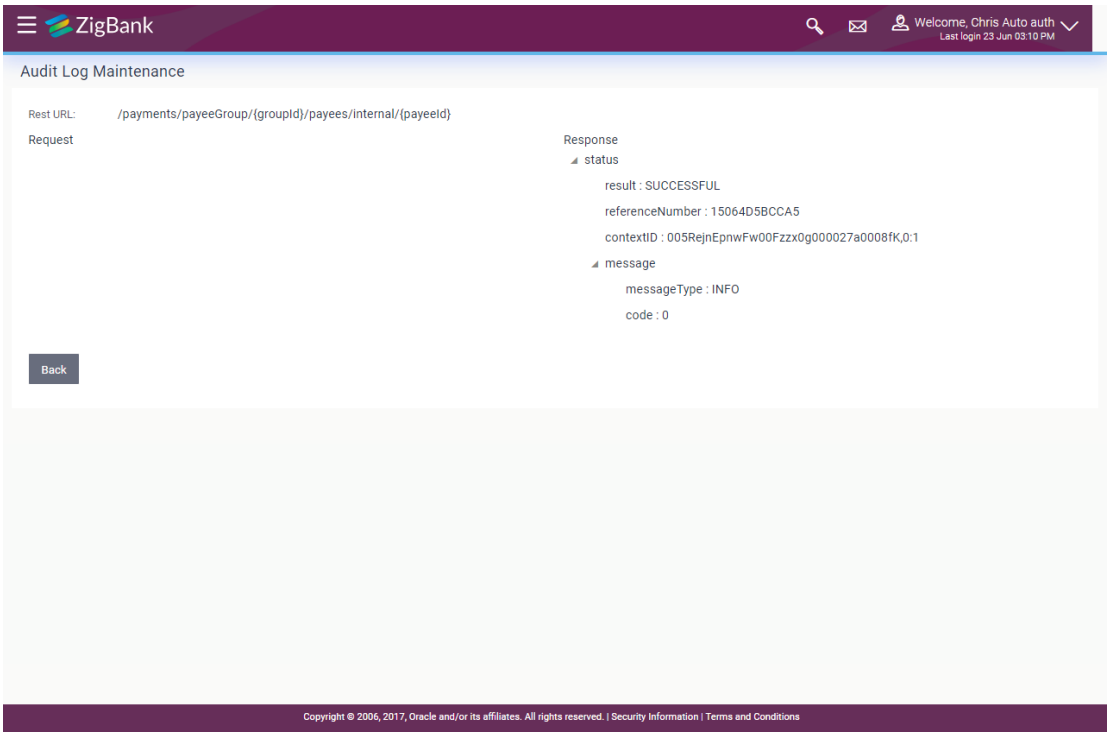
Status Status of the transaction.

The options are:

- Successful
- Failed

3. Click the **User ID/ Name** link to view the Request/ response details of the transaction/maintenance in json format.
   The **Audit Log Maintenance** screen appears.

Audit Log Maintenance



4. Click ▶ to view the status and message details.
   OR
   Click Back to go back to the previous screen.

FAQs

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

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

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

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

Home

20. Alerts Subscription

Using this option Corporate Administrator can subscribe alerts for a user for selected events. Retail and Corporate users of the bank, can contact the bank to subscribe to alerts. The Corporate Administrator subscribes users to alerts, delivered through Email, SMS, through push notification or in their on-screen mailbox.

Note that this functionality is for non-mandatory alerts.

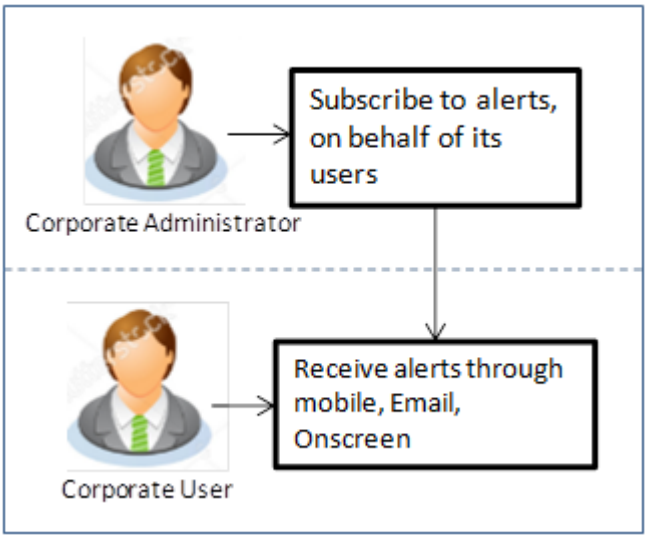
The subscribed alert types are:

- User Level Alerts
- Customer Level Alerts
- Account Level Alerts

Prerequisites

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

Workflow



Features Supported In Application

- Search Subscribe Alerts
- Update Subscription

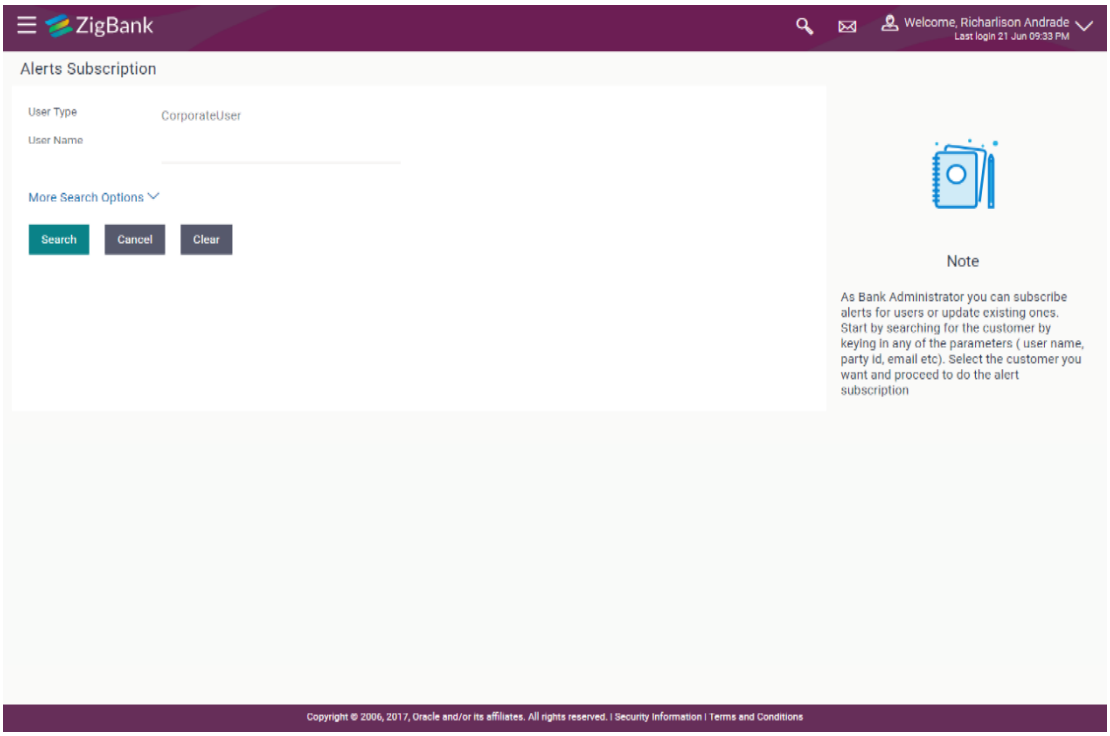
How to reach here:

Toggle menu > Others > Alert Subscription

20.1 Alerts Subscription - Search

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

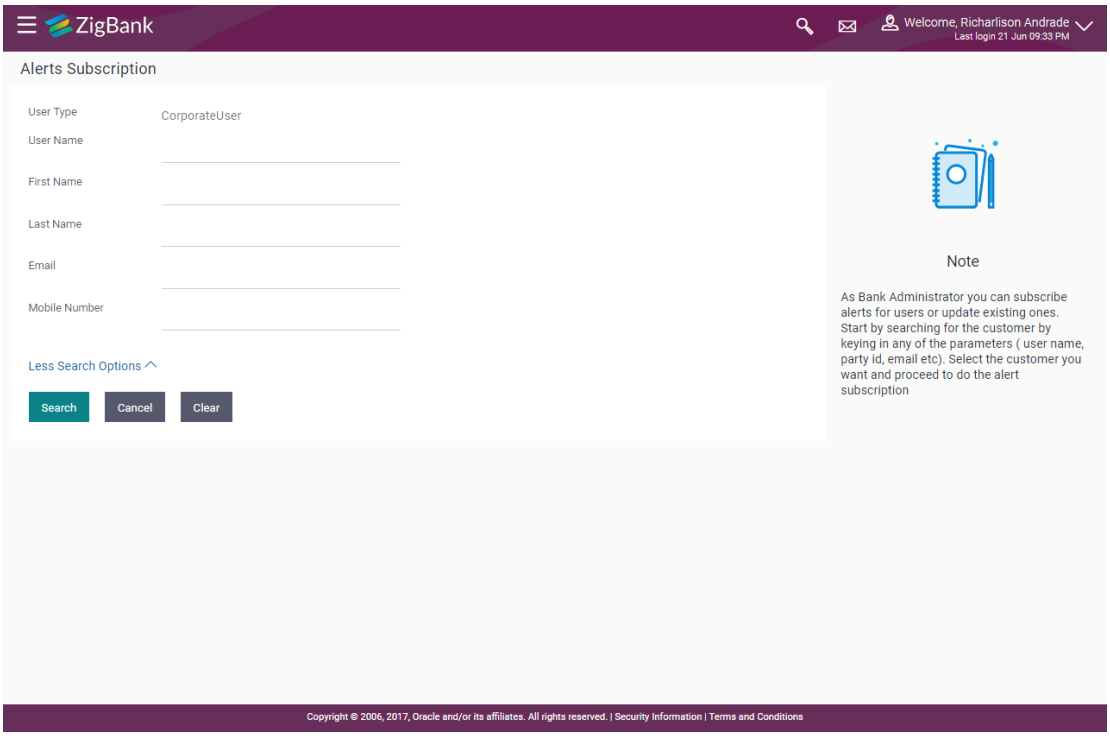
Alert Subscription



To search subscribed alerts:

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

Alerts Subscription - Search



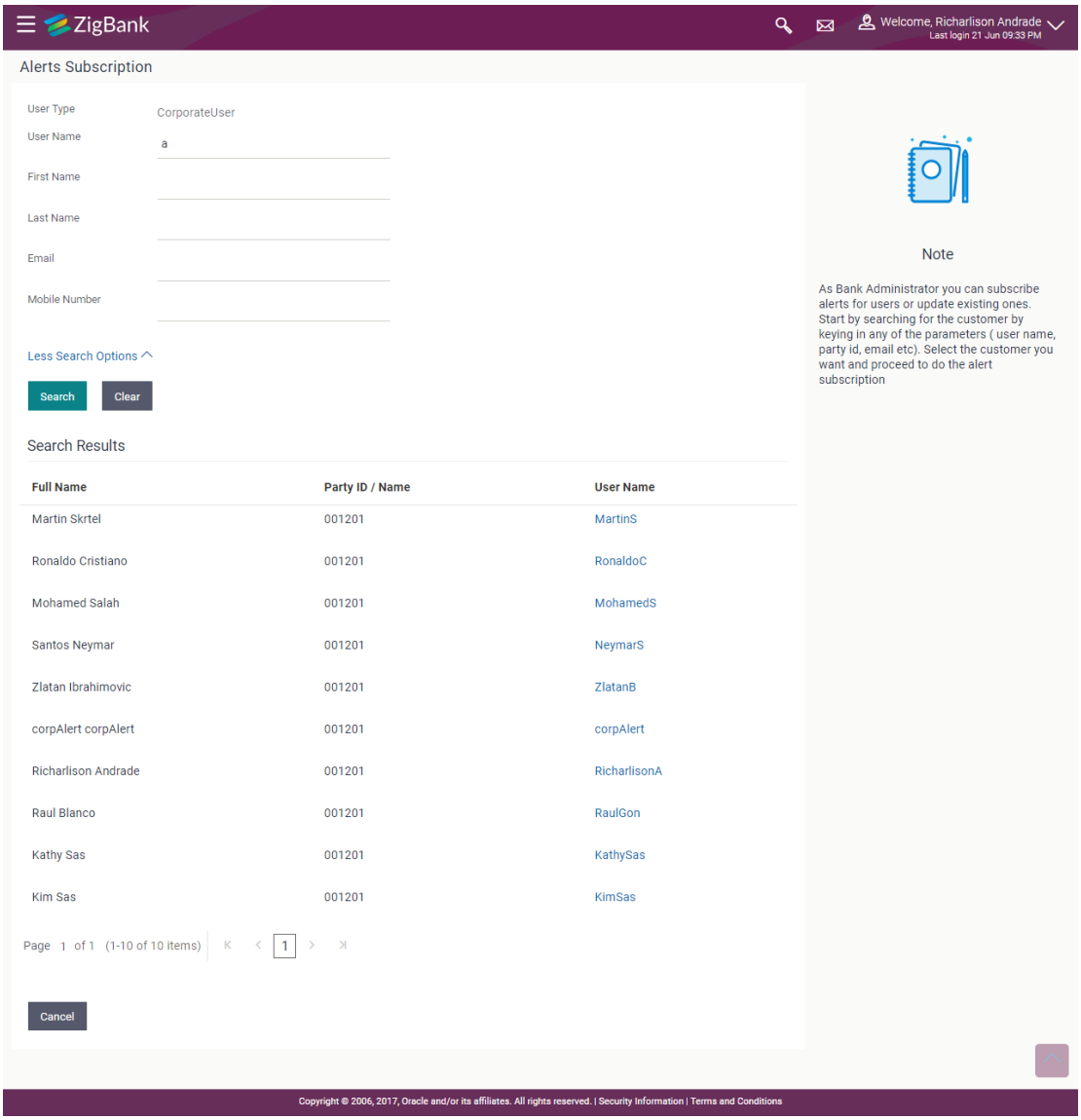
Field Description

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

Field Name	Description
Mobile Number	Users registered mobile number. **Note**: A corporate user's mobile number will be fetched from Users maintained in User Management.

4. Click **Search**.
   The search result appears based on the search criteria.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

Alerts Subscription - Search Results



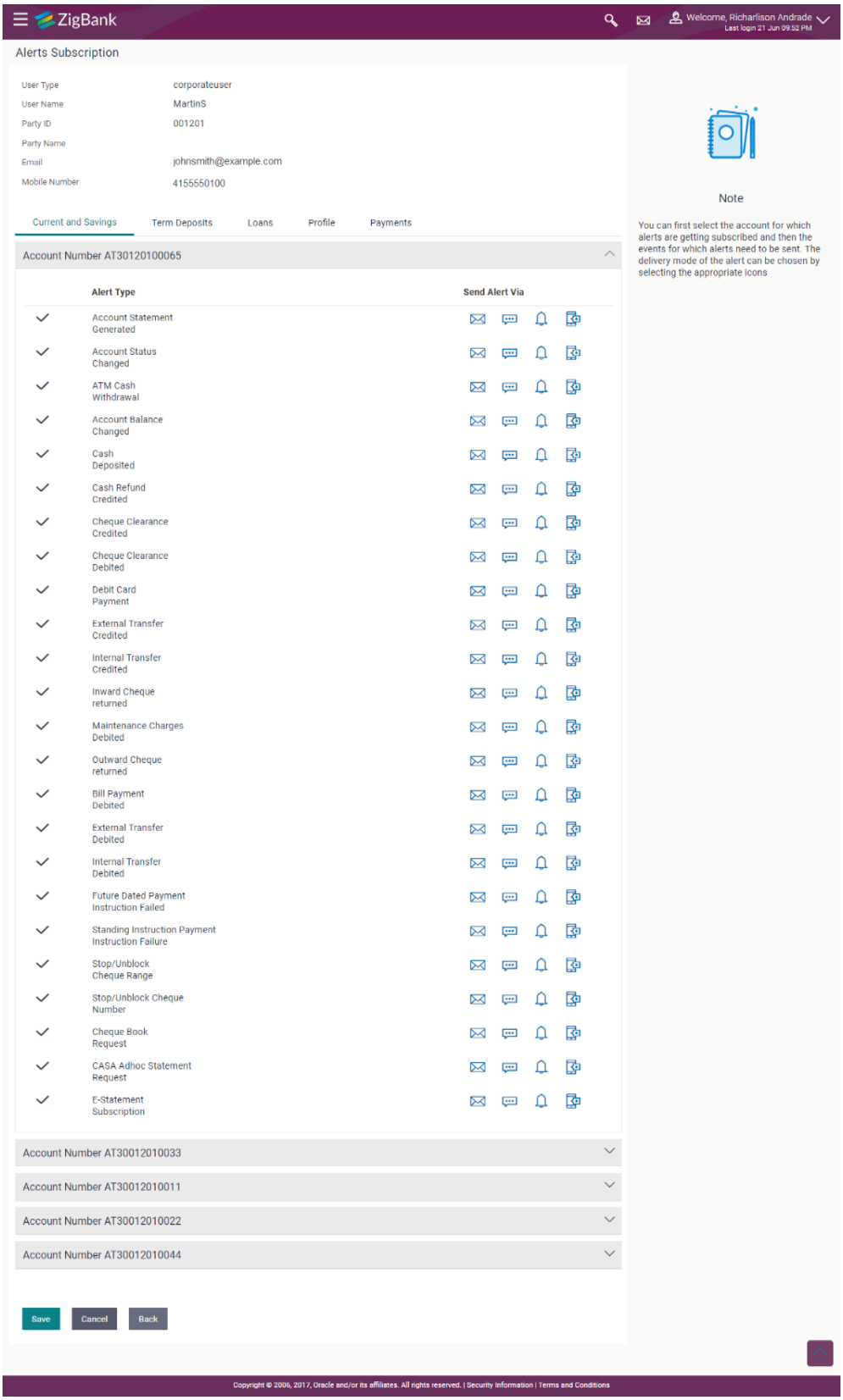
Field Description

Field Name	Description
Search Results	
Full Name	Full name of the user.
Party ID/ Name	Party Id and/ or name that the user belongs to.
User Name	User name of the user.

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

Note: An icon appears against the delivery mode against the alert, if the user has subscribed for that alert.

Alerts Subscription - Update Subscription - Detailed View



8. Click **Edit** to subscribe/ unsubscribe alerts.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.

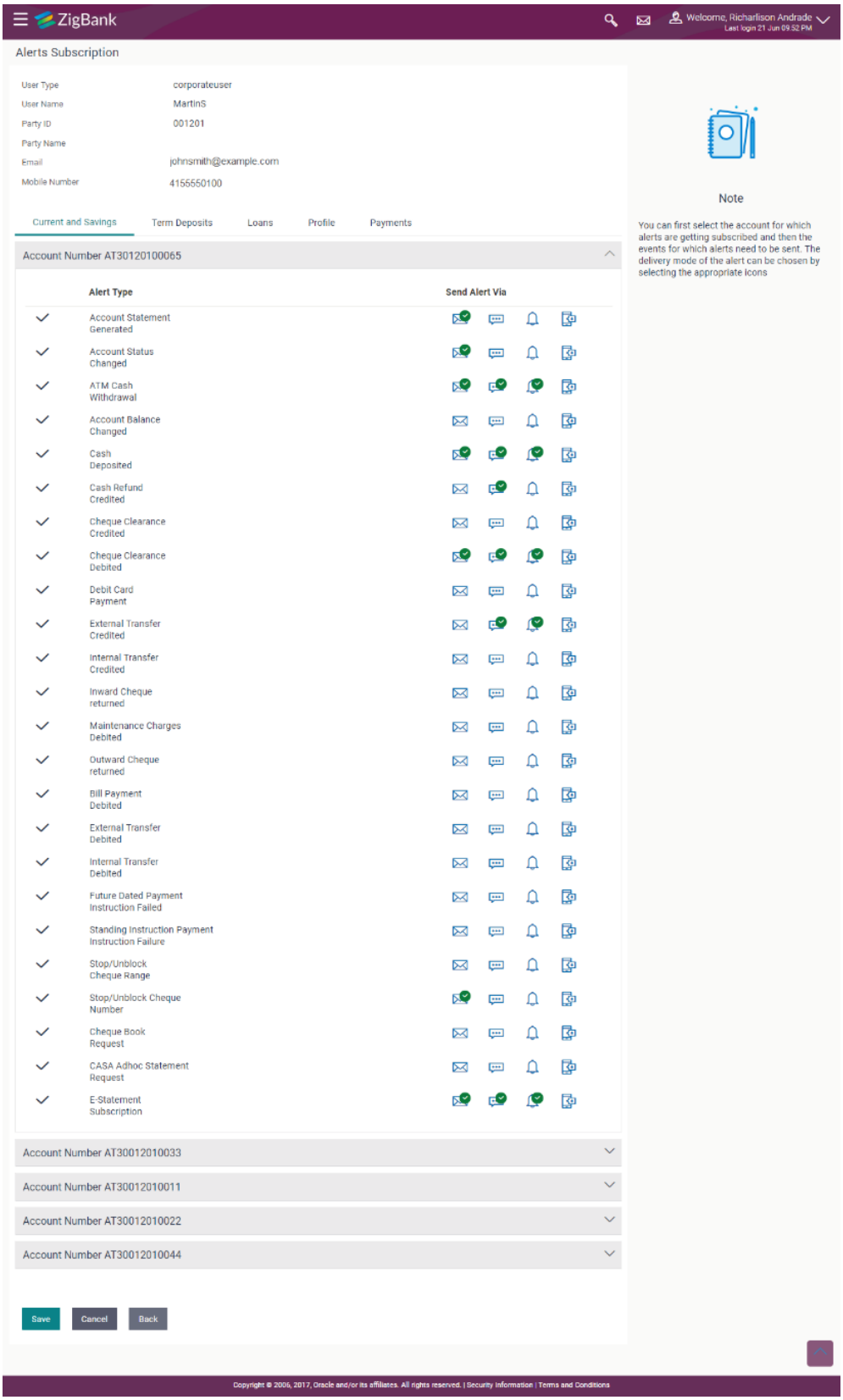
20.2 Alert Subscription – Update Subscription

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

To subscribe / unsubscribe alerts:

1. The **User Type** list has the default option of a 'corporate' user.
2. In the **User Name** field, enter the user name.
3. Click the **More Search Options** link to add more search parameters. The **Alert Subscription** screen with more search parameters appears.
4. Click **Search**.
   The search result appears based on the search criteria.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the transaction.
5. View the list of all alerts subscribed.
6. Click against the particular account number to view the alerts subscribed.

Alerts Subscription - Update Subscription - Subscribe / Unsubscribe



Field Description

Field Name	Description
User Type	The user type. The options are: • Corporate User The **User Type** list has the default option of a 'corporate' user.
User Name	User name maintained for corporate users.
Party ID	Party Id of the user for whom alerts to be subscribed.
Party Name	Party name of the user.
Email	Registered email id of the user. **Note**: The corporate user's email ID will be fetched from Users maintained in **User Management**.
Mobile Number	Users registered mobile number.
Module Name	Name of the module for which alerts are maintained. The options can be: • CASA • Loan • TD • Profile • Payments
Account Number	Account number for which the user is viewing/ updating the alert subscription.

CASA /TD/ Loans/Payments

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

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

Field Name	Description
Send Alert Via	The delivery mode through which the alert is to be sent. The options are: • Email: alert is to be sent as an email • SMS : alert is to be sent as an SMS on the user's mobile number • On screen Mailbox: on screen, alert sent to users' mailbox • Push Notification: notifications are sent as a banner or pop-up message on the user's mobile number **Note**: The selected mode has icon against it.
Profile	

7. Click against the particular account number to update the details.

   a. Click to send alert as an email.
   OR
   Click to send alert as a mail to secure mailbox.
   OR
   Click to send alert as SMS on the user's mobile number.
   OR
   Click to send alert via push notifications. Push notification appears as a banner or pop-up message on the user's mobile number.

Note: The selected mode has icon against it.

8. Click **Save** to save the Alert Subscription.
9. The **Alert Subscription - Edit -Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to cancel the operation and to go back to the previous screen.
10. The success message of Alert Subscription appears along with the transaction reference number. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

FAQs

3. **Which alerts customer can subscribe or unsubscribe, for the retail or corporate user?**

   The alerts which are not mandatory can be subscribed or unsubscribed, by the Corporate Administrator for the retail/corporate user.

Home

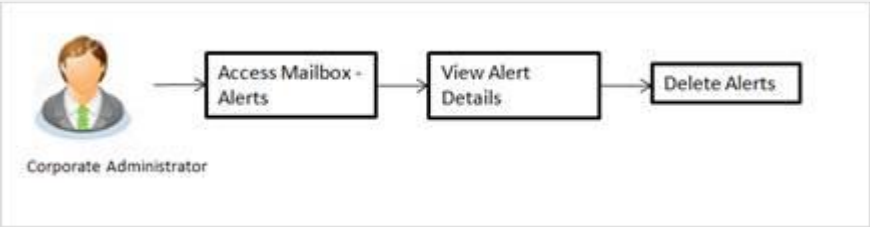
21. Mailbox-Alerts

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

Pre-Requisites

- Alerts and the message to be sent are configured by the bank on various events.

Workflow



Features supported in Application:

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

How to reach here:

Corporate Administrator Dashboard > Click > View All
OR
Toggle Menu > Mailbox

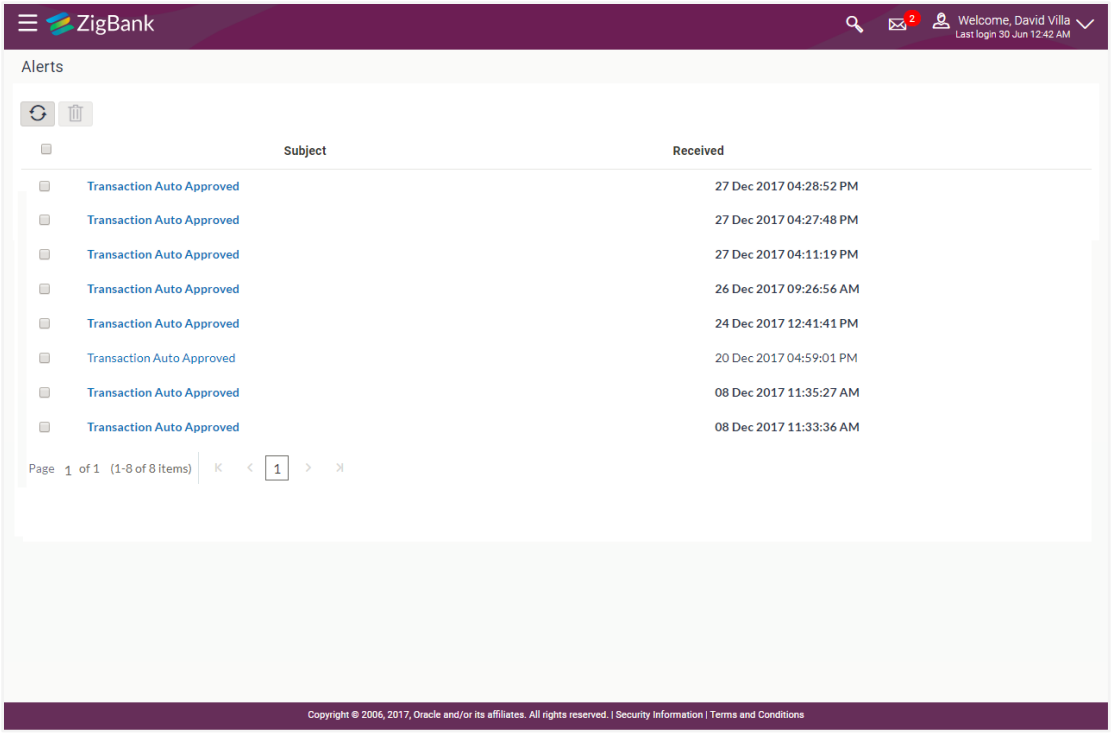
21.1 Mailbox – Alerts (Summary and Details)

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

To view the alerts:

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

Alerts



Field Description

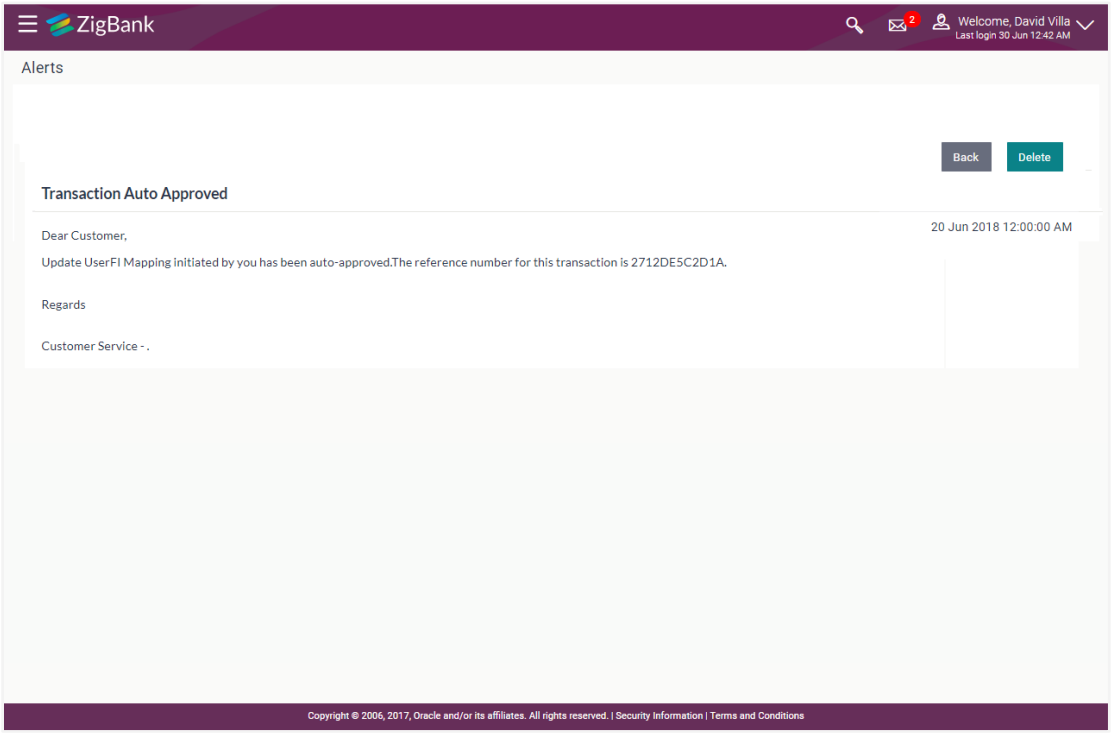
Field Name	Description
Subject	Subject of the alert.
Received	Date and time on which the alert was received.

2. Click individual alert to view the details. The details appear depending upon the type of alert being generated.

3. Click to refresh the alert inbox.
   OR

   Select message and click to delete the message.

Alerts Details



Field Description

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

4. Click **Back** to navigate to the previous page.
   OR
   Click **Delete** to delete the alert. The delete warning message appears.

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

21.2 Notifications

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

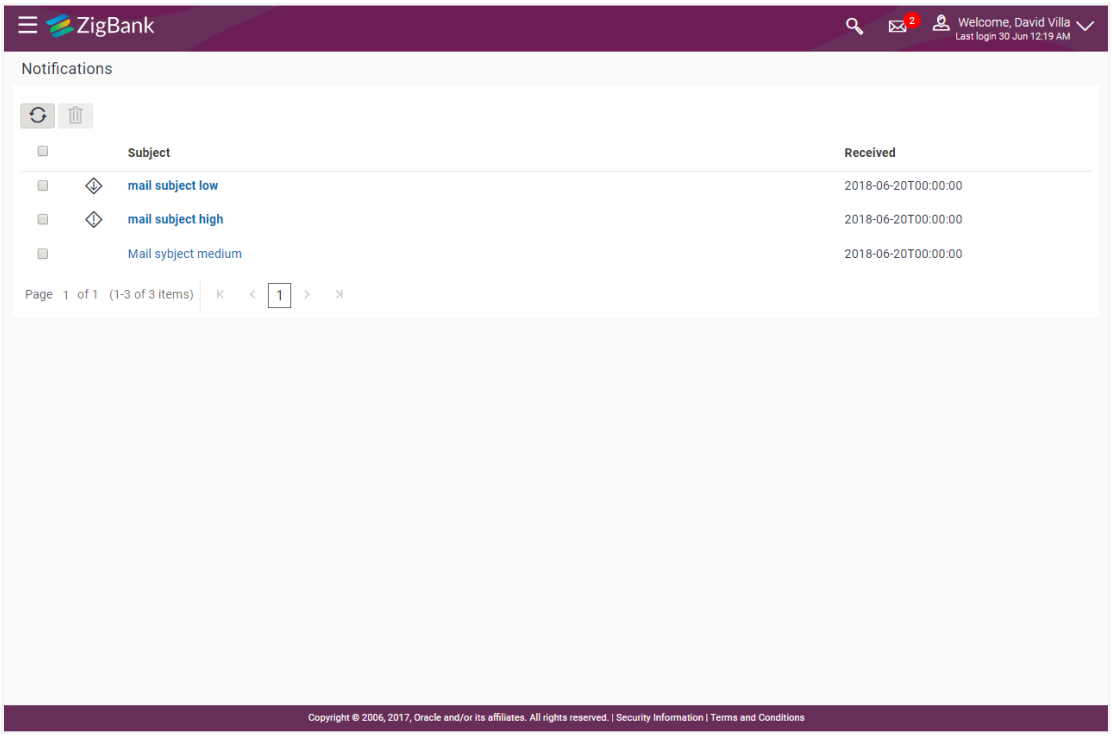
How to reach here:

Corporate Administrator Dashboard > Click *> Notifications > View All*
OR
Toggle Menu **>** *Mailbox > Notifications*

To view the notifications:

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

Notifications



Field Description

Field Name	Description
Subject	Subject of the notification. The icon against the record denotes that the notification is sent at high priority.

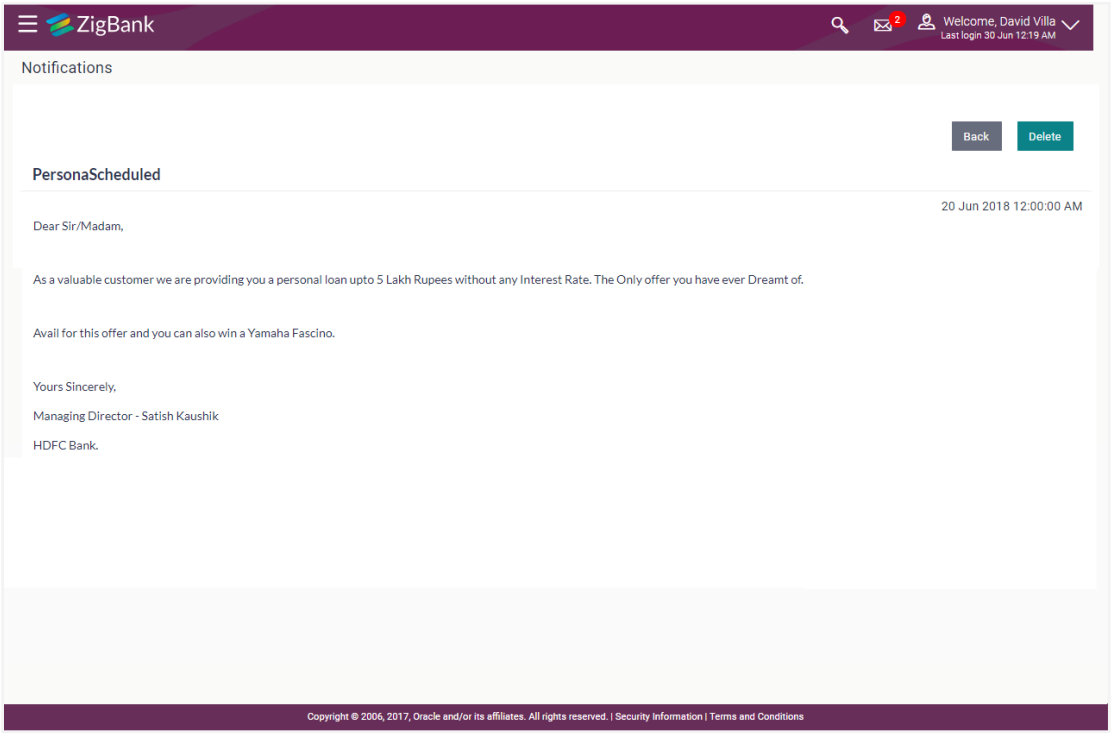
Field Name	Description
Received	Date and time on which the notification was received.

2. Click to refresh the notifications.
   OR
   Click to delete the notification.

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

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

Notifications Details



Field Description

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

Field Name	Description
Message	Message body of the notification.

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

FAQs

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

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

2. **Can corporate administrator initiate a fresh mail?**

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

Home

22. My Profile

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

Pre-requisites

User must have a valid Login credentials

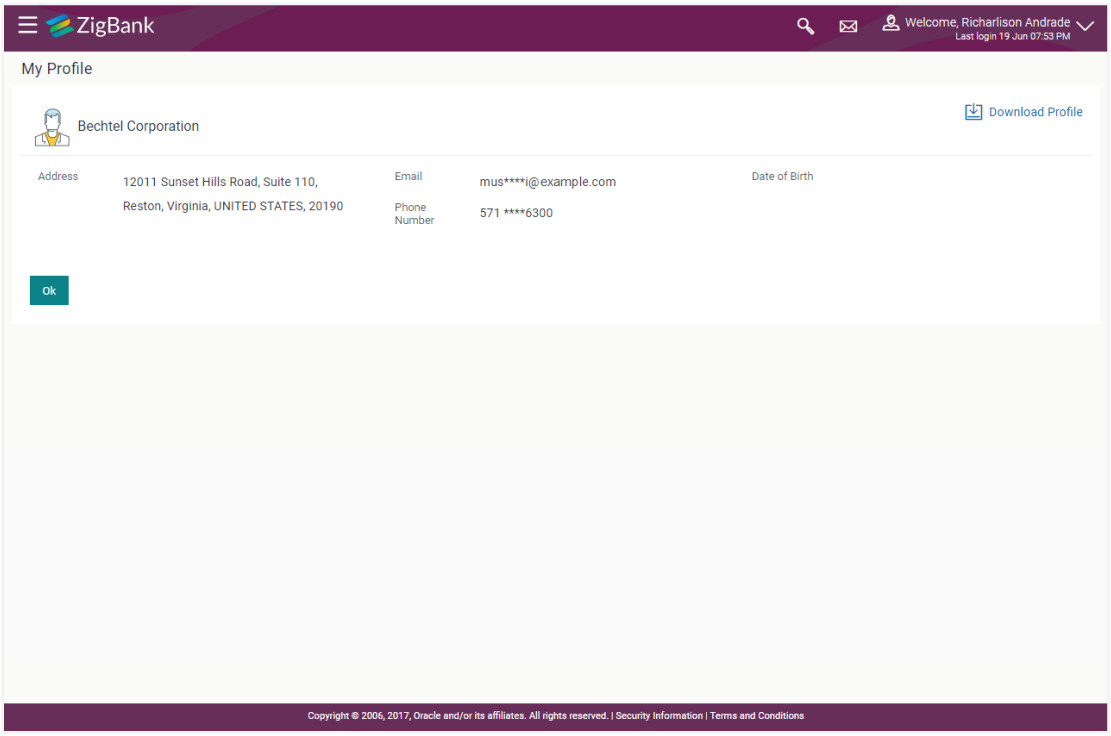
Features Supported In Application

- View the profile details of Corporate Administrator user

How to reach here:

Toggle Menu > My Profile
OR
User Name icon (top right corner of the screen) > My Profile

My Profile



Field Description

Field Name	Description
User Name	First name and last name of the logged in user
Address	Address of the user.
Email	Email id of the user, in masked format.
Phone Number	The mobile number of the user, in masked format.
Date of Birth	Date of birth of the user.

1. Click **OK** to navigate to the previous screen.
   OR
   Click Download Profile to download the user details.

FAQs

1. **Can the Corporate Administrator user edit his profile information?**

   No, the Corporate Administrator user cannot edit his profile information; he / she can only view the profile details.

Home

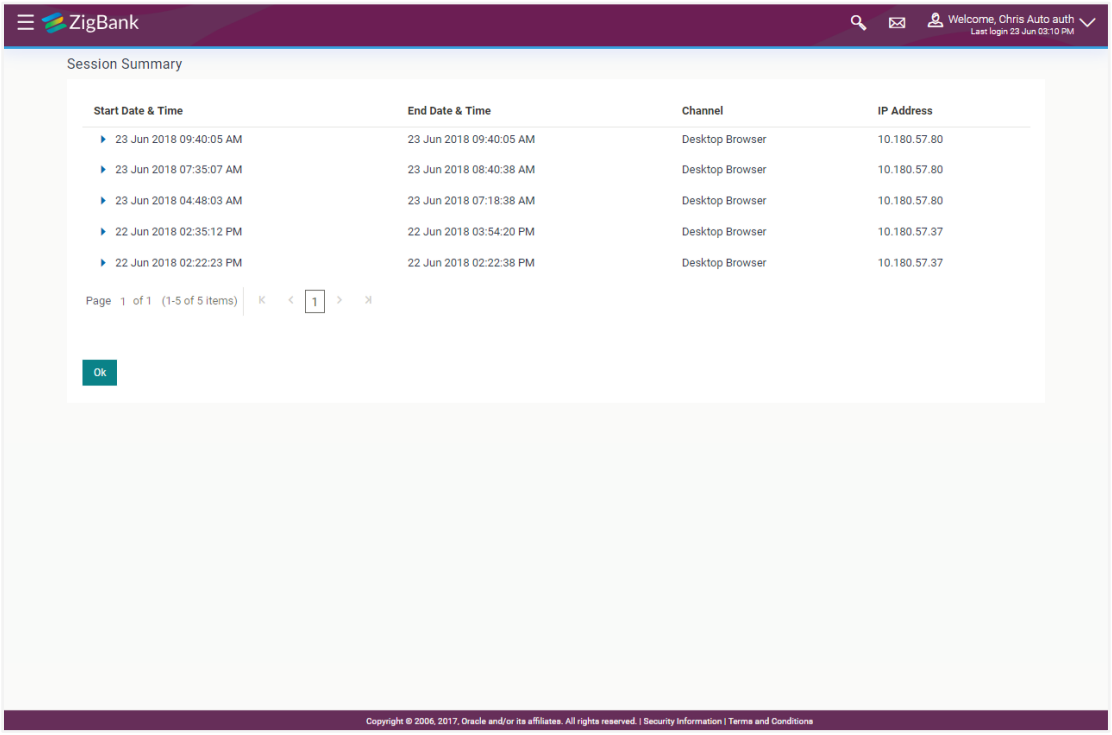
23. Session Summary

The option used by the user to check the log of transactions and login details for the previous five logins. The Corporate Administrator 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:

Toggle Menu > Session Summary

Session Summary

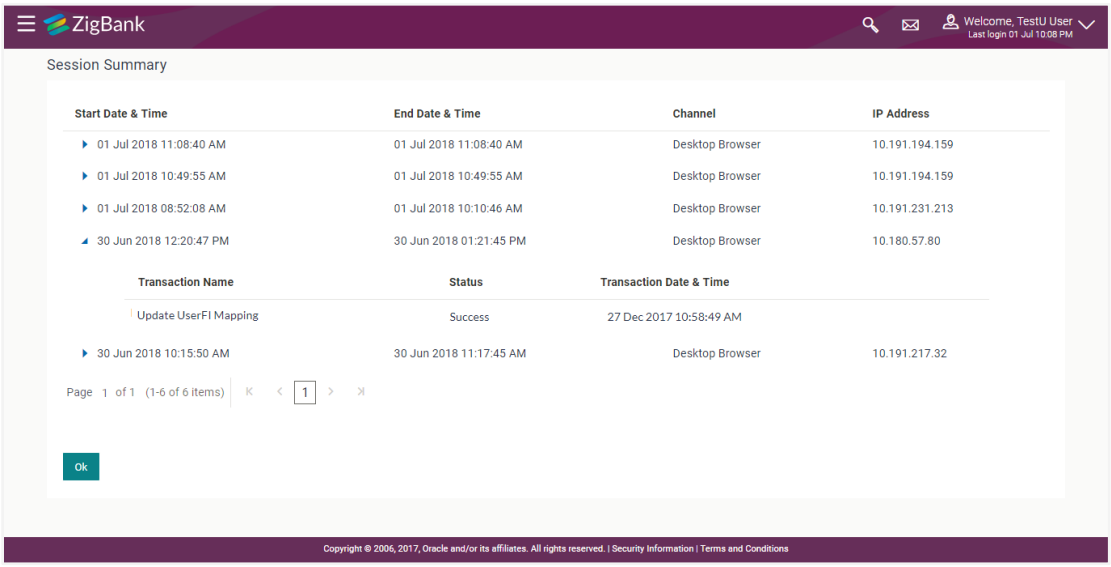


Field Description

Field Name	Description
Start Date & Time	The start date and time of the session.
End Date & Time	The end date and time of the session.
Channel	The channel of access for the session (Desktop Browser / Mobile / Application etc.).
IP Address	IP address of the channel.

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



Field Description

Field Name	Description
Start Date & Time	The start date and time of the session.
End Date & Time	The end date and time of the session.
Channel	The channel of access for the session (Desktop Browser / Mobile / Application etc.).
IP Address	IP address of the channel.
Session Summary - Details	
Transaction Name	Name of the transaction, performed in the session.
Status	Status of the transaction.
Transaction Date & Time	The date and time of the transaction.

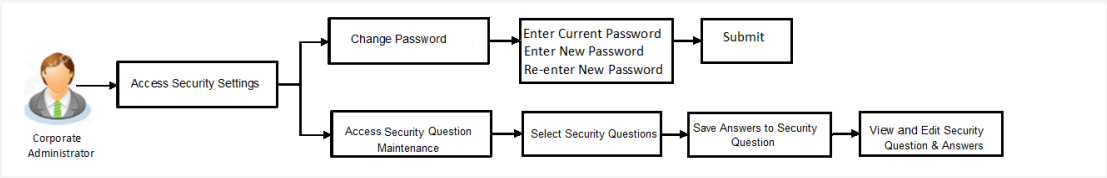
24. Security Settings

Security settings includes changing of password and setting of security questions for the user.

Pre-requisites

- User must have a valid Login credentials
- Transaction access is provided to Corporate Administrator
- Approval rule set up for Corporate Administrator to perform the actions

Workflow



Features supported in application

The Security Settings maintenance allow the Corporate Administrator to:

- Changing of old password to new Password
- Set Security Questions
- View Security Questions
- Edit Security Questions

How to reach here:

Toggle Menu > Security Settings

24.1 Set Security Question

Security Questions are the second layer of authentication mode set by the Bank to complete various transactions.

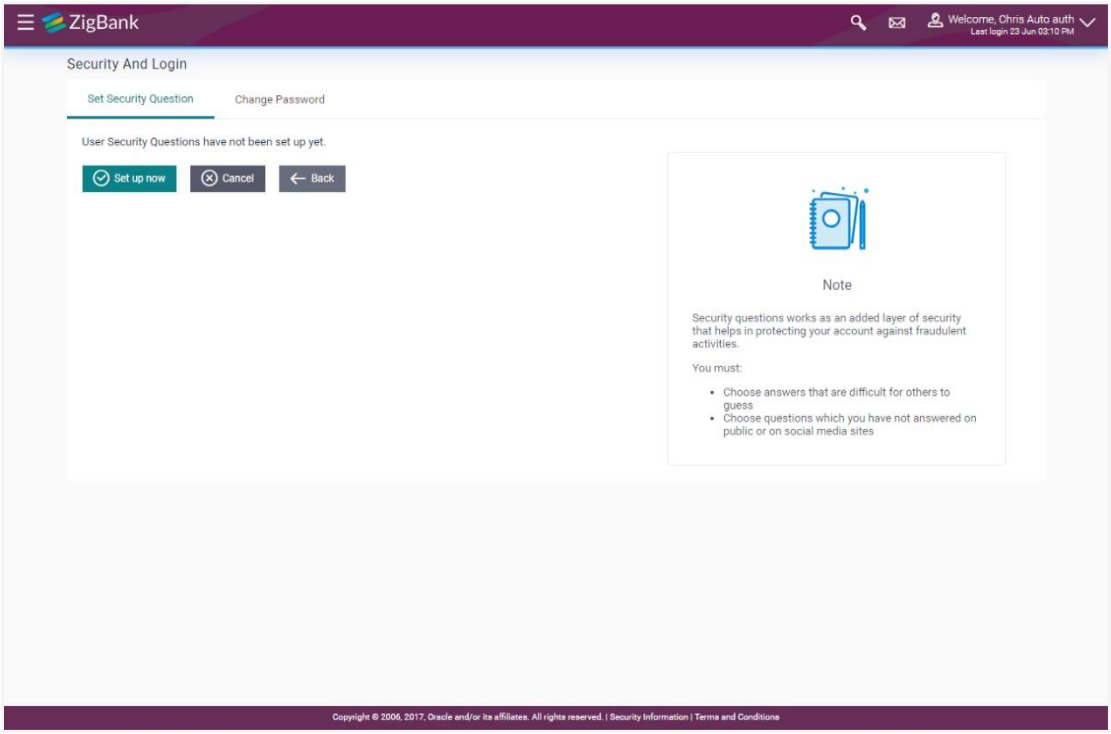
This feature allows the administrator user to set up the answers of the security questions, which will then be used as another layer of security (Over and above the Login credentials).

User will be asked to answer these security questions to complete the transactions for which bank would have set Security Question as the second factor authentication.

How to reach here:

Toggle Menu > Security Settings > Set Security Question

Set Security Question

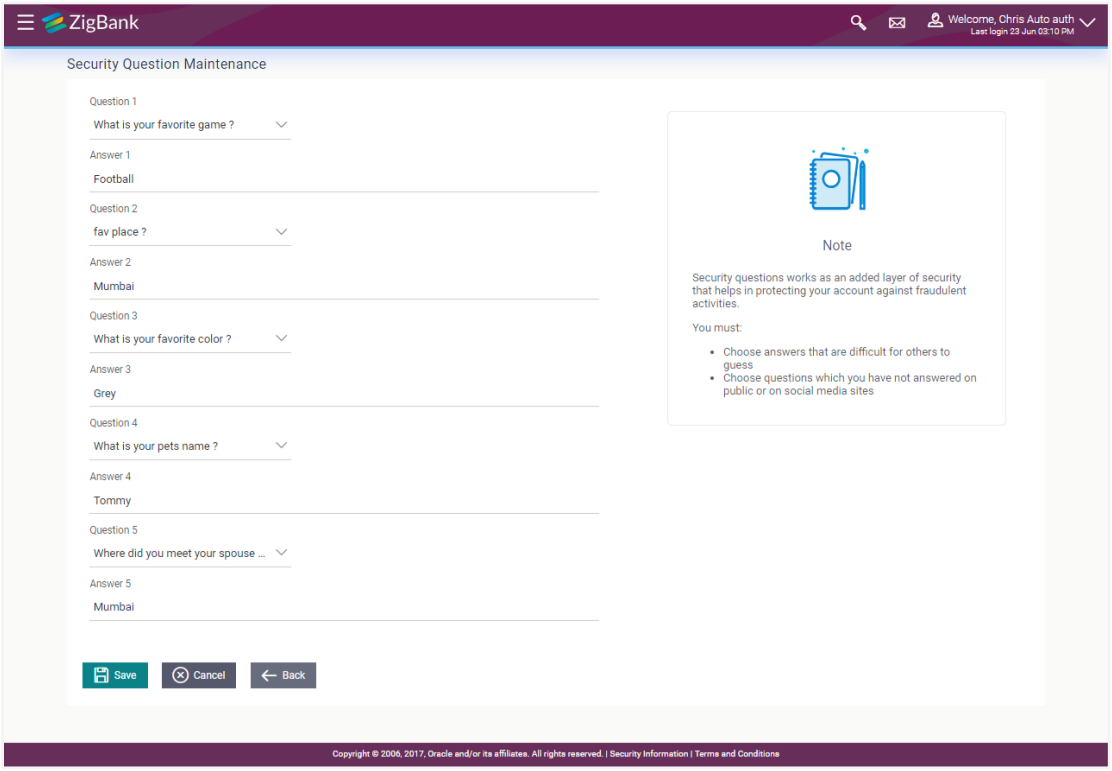


To set up security questions:

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 **Security Question Maintenance** screen appears.

Security Question Maintenance



Field Description

Field Name	Description
Security Question	Questions available for selection to add to the set.
Answer	The answers corresponding to the security question.

2. From the **Security Question** list, select the appropriate security question to be added in set.
3. In the **Answer** 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 tom previous screen.
5. The **Security Question Maintenance – Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to '**Dashboard'**.
   OR
   Click **Back** to make the changes if any.
   The **Security Question Maintenance – Edit** screen with values in editable form screen

appears.

6. The success message appears along with the status of transaction.
   Click **OK** to complete the transaction and navigate back to '**Dashboard'**.

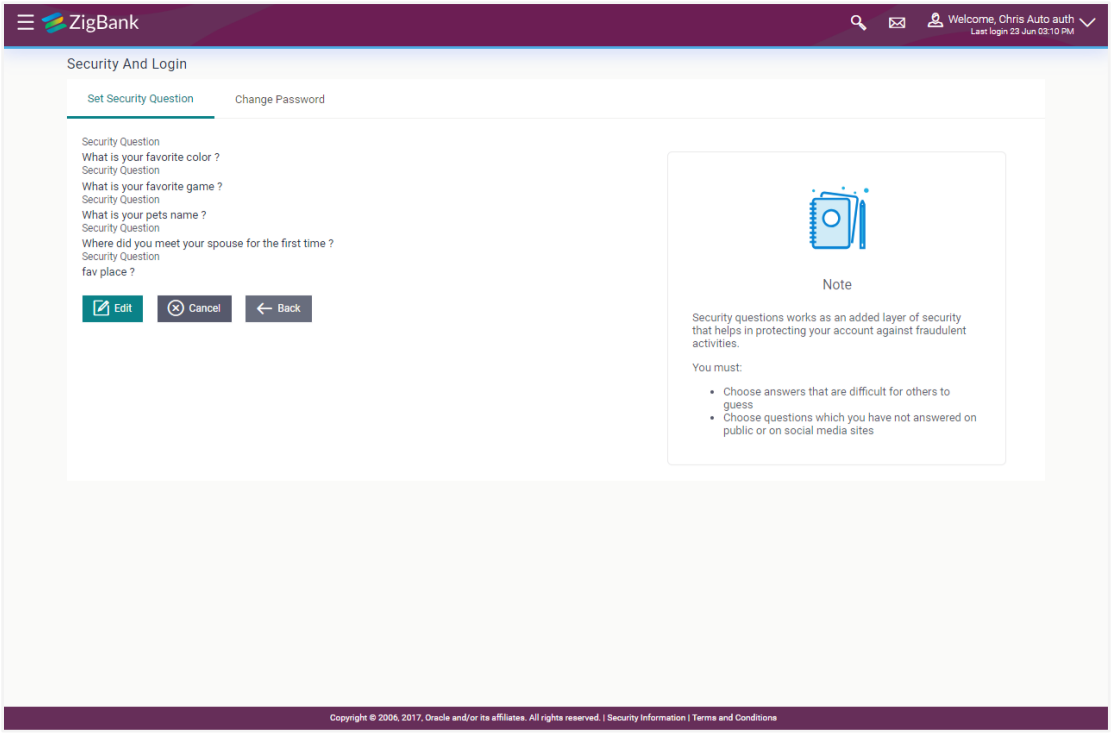
24.1.2 View Security Questions

On accessing 'Manage Security Questions' option, system displays the existing security questions already maintained if any.

To view the existing security questions maintenance:

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

Set Security Question - View



Field Description

Field Name	Description
Security Questions	The list of security question, which is the existing set, for the user.

2. Click **Edit** to make the changes if any. The **Set 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.

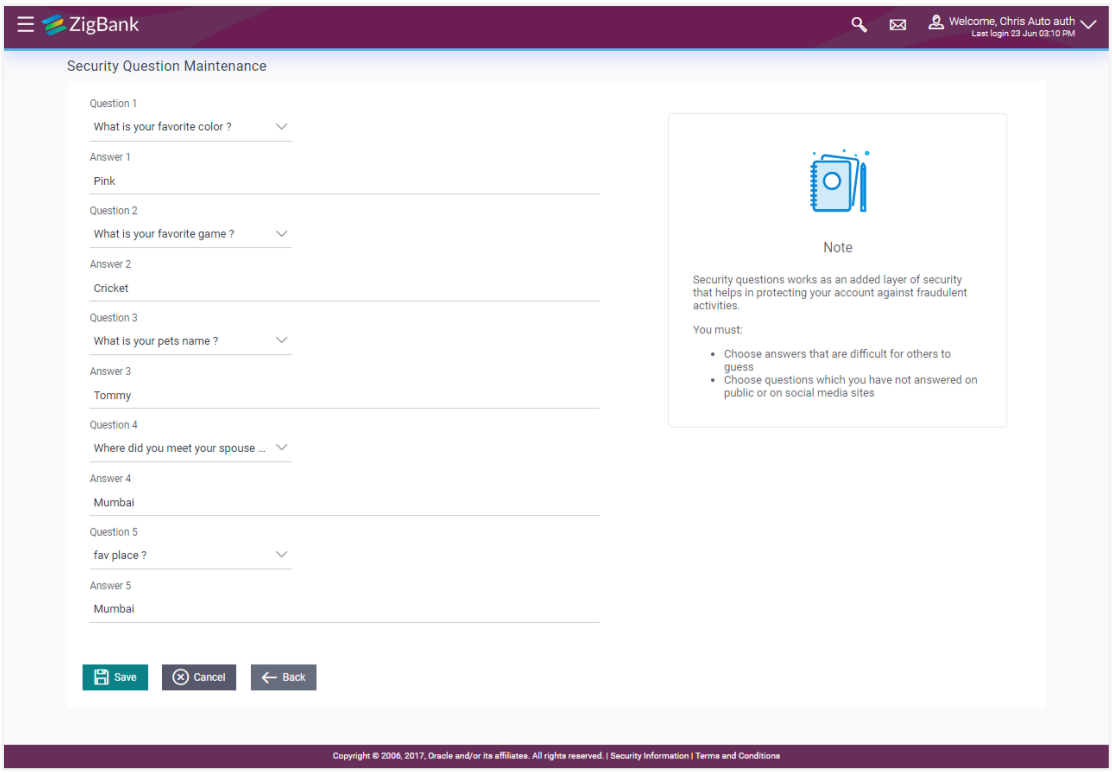
24.1.3 Security Question Maintenance - Edit

Corporate Administrator can modify existing maintenance for security questions. Corporate Administrator is allowed to add security questions but cannot delete the existing questions.

To edit the security questions set:

1. Click **View** to view the security questions already set. The **Set Security Question – View** screen appears.
2. Click **Edit**. The **Security Question Maintenance - Edit** screen with values in editable form screen appears.

User security questions - Edit



Field Description

Field Name	Description
Question	The list of security question, which is the existing set, for the user.
Answer	The answers corresponding to the security question.

3. From the **Security Question** list, view the existing questions. Modify if required.
4. In the **Answer** 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 previous screen.

6. The **Security Question Maintenance – Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Back** to make the changes if any.
   The **Security Question Maintenance – Edit** screen with values in editable form screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.
7. The success message of security question setup appears along with the status of transaction.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

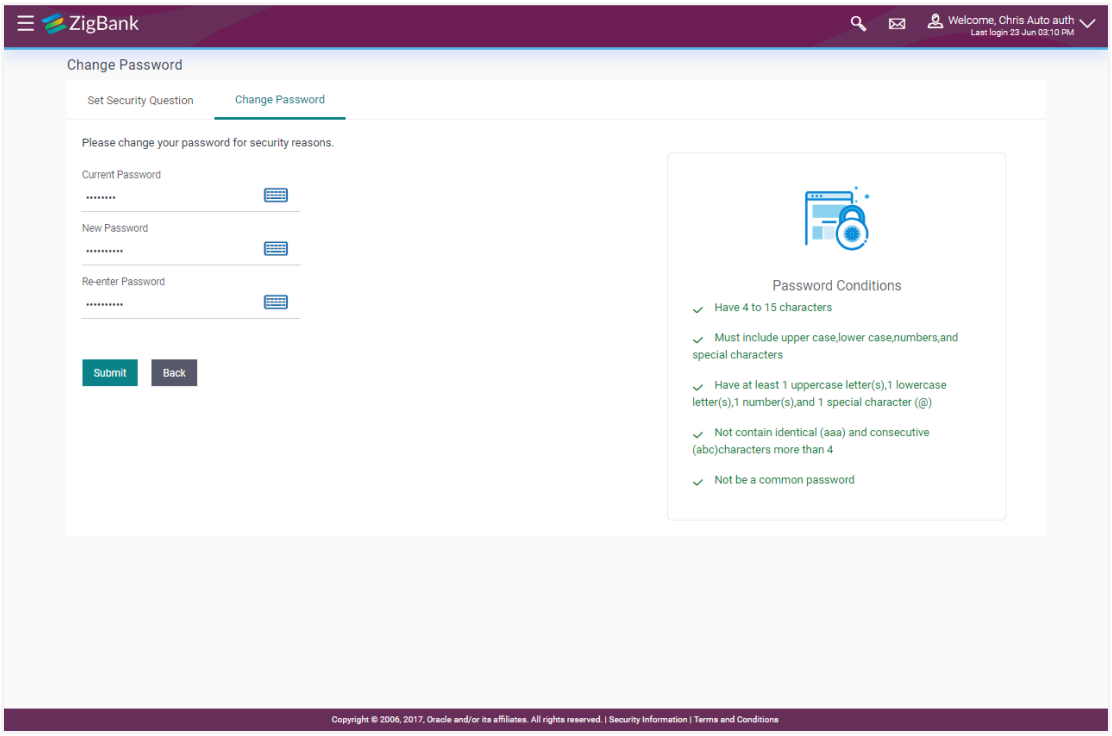
24.2 Change Password

This feature allows the Corporate Administrator to change their password.

How to reach here:

Toggle Menu > Security Settings > Change Password

Change Password



Field Description

Field Name	Description
Current Password	Old password for channel access.
New Password	New password for channel access.
Re-enter Password	Re-enter the new password to confirm.

To reset the password:

1. In the **Current Password** field, enter the password.
   OR
   Click icon to enter the password using the virtual keyboard.
2. In the **New Password** field, enter the password.
   OR
   Click icon to enter the new password using the virtual keyboard.
   (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.
   OR
   Click icon to re-enter the password using the virtual keyboard.
4. Click **Submit**.
   OR
   Click **Back** to go back to previous screen.
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.

FAQs

1. **Can I modify the security questions already set by me?**

   Yes, answer to security questions can be modified

Home