Batch Process User Guide

Oracle FLEXCUBE Investor Servicing

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Batch Process User Guide
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1. About This Manual

1.1 Introduction

Welcome to Oracle FLEXCUBE Investor Servicing ™, a comprehensive mutual funds automation software from Oracle Financial Servicing Software Ltd. ©.

This Oracle FLEXCUBE Investor Servicing User Manual helps you use the system to achieve optimum automation of all your mutual fund investor servicing processes. It contains guidelines for specific tasks, descriptions of various features and processes in the system and general information.

1.2 Related Documents

The User Manual is organized in to various parts, each discussing a component of the Oracle FLEXCUBE Investor Servicing system.

1.3 Audience

This Fund Manager User Manual is intended for the Fund Administrator users and system operators in the AMC.

1.4 Organization

This volume of the Fund Manager User manual is organized under the following chapter sequence:

Chapter	Description
Chapter 1	*About This Manual* explains the structure, audience, organization, and related documents of this manual.
Chapter 2	*Batch Process FMG – End of Day Activities* explains various activities that need to be carried out at the end of the day for a FMG module, so that the system is ready for the next business day.
Chapter 3	*Batch Process AGY – End of Day Activities* explains various activities that need to be carried out at the end of the day for an AGY module, so that the system is ready for the next business day.

1.5 Conventions Used in this Manual

Before you begin using this User Manual, it is important to understand the typographical conventions used in it.

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1.5.1 General Conventions

Convention	Type of Information
Italic type	Functional /foreign terms Validations for fields on a screen References to related Headings/Users Manuals For emphasis
Numbered Bullet	Step by step procedures

1.5.2 Keyboard Conventions

Convention	Type of Information
Keys	All keys of the keyboard are represented in capital letters. For example, <CTRL>.
Shortcut keys	All short cut keys are contained in brackets. For example, <ALT+SHIFT>.

1.6 Glossary of Icons

This User Manual may refer to all or some of the following icons.

Icons	Function
	Exit
	Add Row
	Delete Row
	Option List

1.7 Abbreviations and Acronyms

The following acronyms and abbreviations are adhered to in this User Manual:

Abbreviation/ Acronym	Meaning
ADMIN	User Administrator
AGY	The Agency Branch component of the system
AMC	Asset Management Company
BOD	Beginning of Day
CDSC	Contingent Deferred Sales Charge
CGT	Capital Gains Tax
CIF	Customer Information File

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Abbreviation/ Acronym	Meaning
EOD	End of Day
EPU	Earnings per unit
FC-IS	Oracle FLEXCUBE Investor Servicing
FMG	The Fund Manager component of the system
FPADMIN	Oracle FLEXCUBE Administrator
ID	Identification
IHPP	Inflation Hedged Pension Plan
IPO	Initial Public Offering
LEP	Life and Endowment Products
LOI	Letter of Intent
NAV	Net Asset Value
REG	The Registrar component of the system
ROA	Rights of Accumulation
ROI	Return on Investment
SI	Standing Instructions
SMS	Security Management System
URL	Uniform Resource Locator
VAT	Value Added Tax
WAUC	Weighted Average Unit Cost

1.8 Getting Help

Online help is available for all tasks. You can get help for any function by clicking the help icon provided or by pressing F1.

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2. End of Day Activities

One of the main tasks carried out by the Fund Manager is performing the End of Day (EOD) and Beginning of Day (BOD) activities. These activities perform important functions in the system, and prepare it for the next business day. The system cannot logically close operations at the end of a working day or begin operations on the next business day if the End of Day and Beginning of Day processes are not performed.

Typically, only the following users or groups that are authorized to perform the End of Day activities in the Fund Manager component:

- The Operator or Operator user group
- The Fund Administrator or the Fund Administrator user group

No other user or group will have access to this function.

This chapter contains the following sections:

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2.1   <u>End of Day Processes – Workflow</u>

Maintaining the Functions to be executed by the End of Day processes

Before you run the End of Day processes at any installation, you must first set up the functions that must be performed by the End of Day processes, through the End of Day Maintenance screen.

The End of Day Processing Sequence

The End of Day processes in the system follow a certain sequence of events, as explained below:

1. Pre-End of Day checks

2. End of Day processing

3. Beginning of Day processing

Pre-End of Day Checks

The Pre-End of Day checks will indicate any activities that are pending, that must be executed and completed by the Fund Manager before the End of Day process can be run. These pending activities can be viewed in the Fund Manager Pre-EOD Processing screen.

The pre-EOD checks could indicate unauthorized transactions, missing fund maintenance or processing information such as fund prices, exchange rates, signing off branches, and so on. The Fund Manager must complete these activities before the End of Day processes can be run.

The End of Day Processing

After all pending activities indicated by the Pre-End of Day processes have been completed, the End of Day processes can be executed, through the Execute End of Day option in the End of Day menu category of the Fund Manager component.

The functions scheduled as part of the End of Day processes are executed according to the sequence defined for them, and the frequency defined for their execution.

If a function whose successful execution is critical for the progress of the EOD process fails to execute, the EOD is aborted.

The End of Day processes perform important processes such as allocation of transactions, updating the unit holder balances, audit trail activities, running of jobs scheduled through the Scheduler Services, execution of interfaces and so on.

Reports scheduled to be generated during the EOD execution are also printed.

The Beginning of Day Process

After successful execution of all the End of Day processes, the Beginning of Day processes can be executed through the Execute BOD screen, that you can access from the End of Day menu category in the Fund Manager main menu.

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The Beginning of Day processes set the application date of the system to the next business day.

Reports scheduled to be generated during the EOD execution are also printed.

After the whole EOD cycle (Pre-EOD, EOD and BOD) has been successfully completed, the system is ready for the next business day.

2.2 Execution of EOD and BOD Processes

The End of Day and Beginning of Day processes can be performed manually, as well as automatically, as scheduled jobs through the Scheduler Services. Depending upon this mode of operation, the sequence of activities would be as follows:

Manual execution

- Manual execution of the Pre-End of Day processes through the Fund Manager Pre-EOD Processing screen. Pre-EOD cannot be scheduled to run automatically, but must be performed manually.

- On successful completion of Pre-EOD, manual execution of EOD, through the Execute EOD option in the Fund Manager Batch menu.

- On successful completion of EOD, manual execution of BOD through the Execute BOD option in the Fund Manager Batch menu.

- Alternatively, the BOD process can be executed immediately after the EOD process is completed, Once the EOD process is completed, then you need to manually change the activity and then click 'Execute BOD' button.

Automatic execution

1. Manual execution of the Pre-End of Day processes through the Fund Manager Pre-EOD Processing screen. Pre-EOD cannot be scheduled to run automatically, but must be performed manually.

2. On successful completion of Pre-EOD, automatic execution of EOD through the mandatory EOD task. The execution of EOD can be scheduled as an event-based job that must be run by the Scheduler, when the successful completion of Pre-EOD raises an event in the system.

3. On successful completion of EOD, automatic execution of BOD as an event-based job scheduled through the Scheduler Services. The execution of BOD can be scheduled as an event-based job that must be run by the Scheduler, when the successful completion of EOD raises an event in the system.

Therefore, for automatic execution of EOD, you must set up the following event-based jobs through the Scheduler:

- Execution of EOD. This is an event-based job, scheduled to run when the successful completion of Pre-EOD raises an event in the system.

- Execution of BOD. This is an event-based job, scheduled to run when the successful completion of EOD raises an event in the system.

Also, the following pre-defined tasks will be maintained at installation time for the automatic execution of EOD:

- Task for the execution of the EOD and BOD event-based jobs. This task will be a mandatory task. If required, the BOD process can be scheduled to run immediately after the EOD, without manual intervention.

- Task for the execution of report printing during EOD. This task can be scheduled, with the printing of each report forming a job to be executed as part of the task. The reports can be scheduled to be run on EOD or BOD events.

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Note

If a report is scheduled to be printed as a job based on the BOD, the job must be manually executed after logging out of the Fund Manager module, so that the data as of the required date is obtained.

During automatic execution of EOD, the progress of the run can be viewed through the Scheduler Monitor. You must refresh the scheduler monitor frequently to view the status of the job.

During EOD, if an event is raised in the system, system extracts a file with the details of the contact person, their phone numbers and the message applicable for the event.

The execution and successful completion of each task and job is logged by the system.

Mini EOD Batch Execution

You can execute the following mini EOD batch for different AMC ID or Agent ID:

- Allot IPO Subscription
- Allot Subscription
- Allot Redemption
- Allot Switch
- Allot Transfer
- Dividend Freeze holdings
- Automatic Instrument Clearing
- Generate Pseudo Switch
- Allot Block
- Allot Unblock
- Allot consolidation
- Allot split
- Allot reissue
- GL Extraction
- Transaction Components Extraction
- Derived Load Processing

Note

For Dividend Freeze holding mini EOD, AMC ID input is considered only for AMC Installation. For Distributor Installation, the Agent Code selected during mini EOD process will be ignored during Dividend Freeze holding mini EOD process. The same applies for GL extract as well.

2.3   EOD Activities associated with Interfaces

The End of Day processes also execute and process any authorized interface that has been defined with an external system, using the Online Execution of Interfaces menu item in the Batch menu category.

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For a fuller description of this menu item, refer the 'Interfaces' User Manual.

2.4 System Status

This section contains the following topics:

2.4.1 Types of System Status

The status of the Oracle FLEXCUBE Investor Servicing system changes during the course of each business day. At any point during the day, the system may be in one of three possible states:

- O – Online. This indicates that both components (Fund Manager and Agency Branch) are open for unit holder transactions as well as inquires and report printing.
- B – Indicates that the Pre-End of Day processes for the Fund Manager have been successfully completed.
- E – Indicates that the End of Day processes for the Fund Manager have been successfully completed.

The normal sequence of operations during a business day would result in changes of state as explained below:

Start of a Business Day

At the start of a business day, the system is online (status 'O'), and both the Fund Manager and the Agency Branch are open for the acceptance of unit holder transactions and other operations.

Course of a Business Day

During the course of a business day, the system is still online (status 'O'), and both the Fund Manager and the Agency Branch are still open for the acceptance of unit holder transactions and other operations.

Agency Branch Pre-EOD

When the Pre-End of Day processes are performed at the Agency Branch, the system is still online (status 'O'), and both the Fund Manager and the Agency Branch are still open for the acceptance of unit holder transactions and other operations. The pre-EOD checks applicable for the branch alone are performed by the system during this phase. This Pre-EOD check mainly comprises of pending activities like authorization of transactions, etc., at an Agency Branch level.

Agency Branch EOD

When the End of Day process for the Agency Branch is performed, the system is still online (status 'O'). The Agency Branch is signed off, and only allows inquiries and report printing activities, whereas the Fund Manager is still open for the acceptance of unit holder transactions and other operations.

Fund Manager Pre-EOD

When the Pre-End of Day process is performed for the Fund Manager component, the system is online (status 'O') till the successful completion of the pre-EOD. During this phase, the Agency Branch is signed off, and only allows inquiries and report printing activities, whereas the Fund Manager is still open for the acceptance of unit holder transactions and other operations. The pre-EOD checks for the Fund Manager are performed at this time.

Upon successful completion of Pre-EOD, the system status changes to 'B' (indicating that Pre-EOD has been successfully completed).

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Fund Manager EOD

When the End of Day process is performed for the Fund Manager component, the system status is 'B' (indicating that Pre-EOD is successfully completed) till the successful completion of the EOD. During this phase, the Agency Branch is signed off, and only allows inquiries and report printing activities. The Fund Manager also allows only report printing during this phase, and it is not open for the acceptance of unit holder transactions and other operations.

Upon successful completion of EOD, the system status changes to 'E' (indicating that EOD has been successfully completed).

Fund Manager BOD

When the Beginning of Day process is started at the Fund Manager component, the system status is 'E' (indicating that EOD is successfully completed). The system date is changed to the next business day during this time.

Upon successful completion of EOD, the system status changes to 'O', indicating that both the Agency Branch and Fund Manager are now online and open for unit holder transactions and other operations.

2.4.2 Menu Items in End of Day Menu

The menu options for the End of Day processes are found in the Batch menu category of the Browser menu

- Allocation
- EOD Maintenance
- Execute Pre-EOD
- Execute EOD
- Execute BOD
- Branch Sign-on/Sign-off
- Send / Receive Messages
- Process Broker Commission Payments
- Extraction Form for Data
- Online Execution of Interfaces

For a fuller description of all the activities with respect to Validation and Allocation, refer the 'Confirmation and Allocation' chapter in this User Manual.

2.5 End of Day Maintenance

This section contains the following topics:

2.5.1 Invoking the EOD Maintenance Detail Screen

You can use this screen to view and schedule the functions that must be executed during the End of Day process run at the Fund Manager. You can assign a frequency and a critical status to each function.

The functions to be executed by the End of Day Process are set up by the implementers at the time of installation. You cannot add any new functions in this screen or edit any of the functions displayed. You can, however, schedule each function to be executed.

You can invoke the 'EOD Maintenance Detail' screen by typing 'UTDEODMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. You

can retrieve the data through F8 function only and make the required changes. Each of the schedules you set up must be authorized to be effective, and can be amended after authorization.

You can perform the following operations can be performed in the EOD Maintenance screen:

- View the existing activities that have been defined
- Edit all unauthorized records
- Amend the Authorized records
- Authorize records

You can specify the following fields in this screen:

EOD/BOD Activity

Optional

Specify the EOD or BOD activity. Choose one of the following options from the drop-down list:

- EOD
- BOD
- Mini EOD

After specifying EOD/ BOD Activity option, click on 'Enter Query' button. The system displays the following values:

- EOD Sequence Number
- EOD Activity Description
- Function Schedule
- Function Status
- EOD/BOD Activity
- Critical?
- System Emergency Process

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The activities mapped against System Emergency Day Process will be restricted only to System level emergency day's End of Day/Beginning of Day execution. For other entity level emergency holiday maintenances, the system will execute all the EOD/BOD activities by considering corresponding Fund/ Currency level holidays during this execution.

The system will mark the following EOD activities as default emergency day activities in EOD.

If any of the batch is not applicable for specific installation types, the same can be un-scheduled from emergency day activities.

Batches scheduled and maintained as Emergency day batch only will be executed during emergency day EOD. The system will skip all other batches during emergency day EOD execution even though they are scheduled in EOD.

Sl.No	Activity Description
1	UH Category change activities for Four Fund Class
2	Misc. Activities for Online/Parallel Allocation
3	Modify Ageing
4	LEP - Update Product Fiscal year
5	Update Transaction Enabled status
6	Reset Unit holder Counter
7	Derived Load Processing
8	External Derived Load Processing
9	Broker Migration
10	Accrual data extraction
11	Cancelled Transactions Settlement Amount Update
12	Trailing Commission Accrual
13	LEP - Update Plan Transaction Allotted Status
14	Entity Commission Tracking Process
15	Trading Box position adjustment process
16	Unit holder account closure
17	LEP - Plan Annuity 5/20 Validation Process
18	Population of Gross Annualized Amount for Annuity Tax
19	Year End Capital Gain Tax Calculation
20	Daily CGT Calculation for Four Fund Class
21	UH Stop Account release date Information Change
22	Mark Unit holders for Dormancy
23	Broker Status Change

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SI.No	Activity Description
24	Process Transaction Components
25	SI Cancellation Re-Activation
26	Post Allocation Minimum holdings check
27	Swift Transaction Allocation Status Updation
28	UH-Automatic Closure of Inactive Accounts
29	GL Extraction
30	Accounting Export Flat File Generation Batch
31	120 Rule Validation
32	FATCA Entity US Indicia Status Updation
33	LEP - Policy PIGS status Updation
34	LEP - PIGS compliance batch check
35	Policy - Reg28 Auto-Switch Generation
36	Broker Commission Processing

The EOD/ BOD activities applicable for Pension Administration module are as follows:

EODSEQUENCE	Activity	EOD/BOD
5100	Migrate Party Role	End of Day
5101	Investment Account Closure	End of Day
5102	Data Merge	End of Day
6001	Set latest rule for instrument	Beginning of Day
6002	Update Instrument Fiscal	Beginning of Day
6015	System date changes	Beginning of Day
6018	Balance update for locked-in accounts	Beginning of Day
6019	Age based rebalancing port-folio amendment	End of Day
6020	Pension age based rebalanc-ing	End of Day
6021	Pension frequency based rebalancing	End of Day
6022	Pension Ongoing With-drawal Batch	End of Day

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2.6 EOD Maintenance Summary

This section contains the following topics:

2.6.1 Retrieving a Record in EOD Maintenance Summary Screen

You can retrieve a previously entered record in the Summary screen, as follows:

Invoke the 'EOD Maintenance Summary' screen by typing 'UTSEODMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.

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- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- EOD Sequence Number
- Function Status
- EOD/BOD Activity
- Function Schedule
- Critical?
- System Emergency Process

Click 'Search' button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

Note

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- – Press F7
- – Input the Function Status
- – Press F8

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value.

Note

TA to PAS module handoff can be scheduled using EOD Batch 2200 to hand off the allocated transaction to PA system.

2.6.2 Editing EOD Maintenance Record

You can modify the details of EOD Maintenance record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the EOD Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The EOD Maintenance Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The EOD Maintenance Detail screen is closed and the changes made are reflected in the EOD Maintenance Summary screen.

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2.6.3 Viewing EOD Maintenance Record

To view a record that you have previously input, you must retrieve the same in the EOD Maintenance Summary screen as follows:

- Invoke the EOD Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the unauthorized / Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The EOD Maintenance Detail screen is displayed in View mode.

2.6.4 Deleting EOD Maintenance Record

You can delete only unauthorized records in the system. To delete a record that you have previously entered:

- Invoke the EOD Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete in the list of displayed records. The EOD Maintenance Detail screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

2.6.5 Authorizing EOD Maintenance Record

An unauthorized EOD Maintenance record must be authorized in the system for it to be processed. To authorize a record:

- Invoke the EOD Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The EOD Maintenance Detail screen is displayed. Select Authorize operation from the Action List.

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.6.6 Amending EOD Maintenance Record

After a EOD Maintenance record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

- Invoke the EOD Maintenance Summary screen from the Browser.

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- Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The EOD Maintenance Detail screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click on Save to save the changes

2.6.7 Authorizing Amended EOD Maintenance Record

An amended EOD Maintenance record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

The subsequent process of authorization is the same as that for normal transactions.

2.7 Mini EOD Execution Screen

This section contains the following topics:

- Section 2.7.1, "Invoking Mini EOD Execution Screen"

2.7.1 Invoking Mini EOD Execution Screen

You can invoke the 'Mini EOD Execution' screen by typing 'UTDEODMI' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following details:

AMC / Agent Code

Alphanumeric; 12 Characters; Optional

Specify the AMC or the agent code. Alternatively, you can select the AMC or the agent code from the option list. The list displays all valid AMC or agent codes maintained in the system.

AMC / Agent Name

Display

The system displays the AMC or the agent name of the selected AMC or agent code.

Fund ID

Alphanumeric; 6 Characters; Optional

Specify the fund ID. Alternatively, you can select the fund ID from the option list. The list displays all valid fund ID maintained in the system.

Fund Name

Display
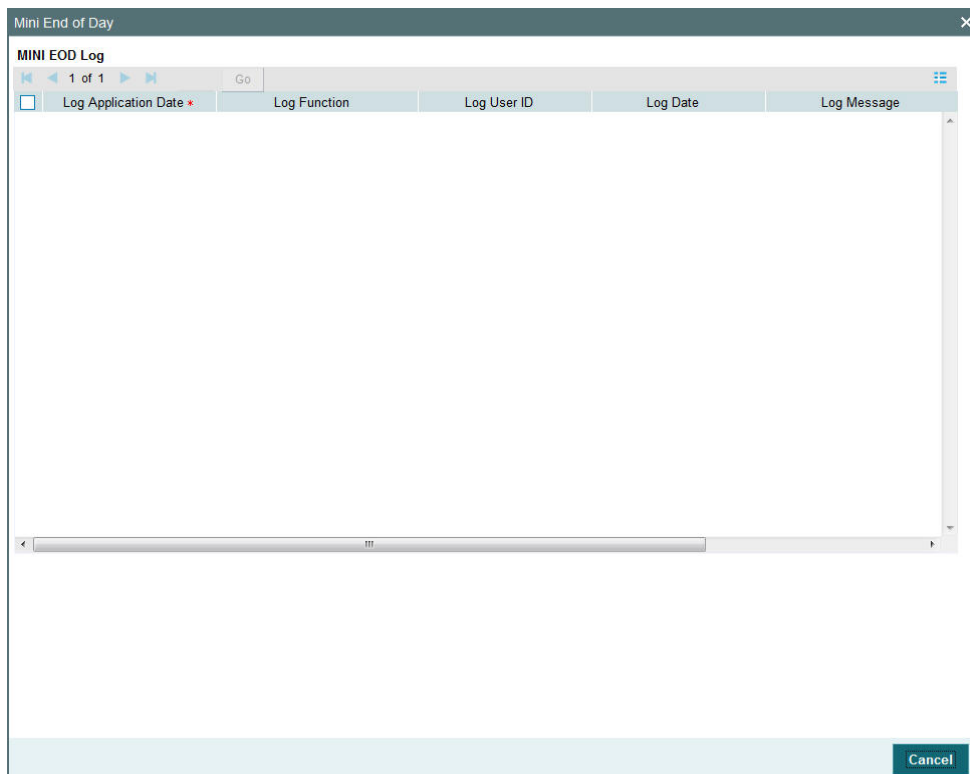
The system displays the name of the selected fund ID.

Click 'Execute' button to execute mini EOD transactions.

Click 'View Activity Status' button to view the following details:

- Activity Description
- Scheduled?
- Status
- Critical?
- Dynamic Procedure Name
- EOD/BOD Activity

Click 'View Log' button to view the following details:
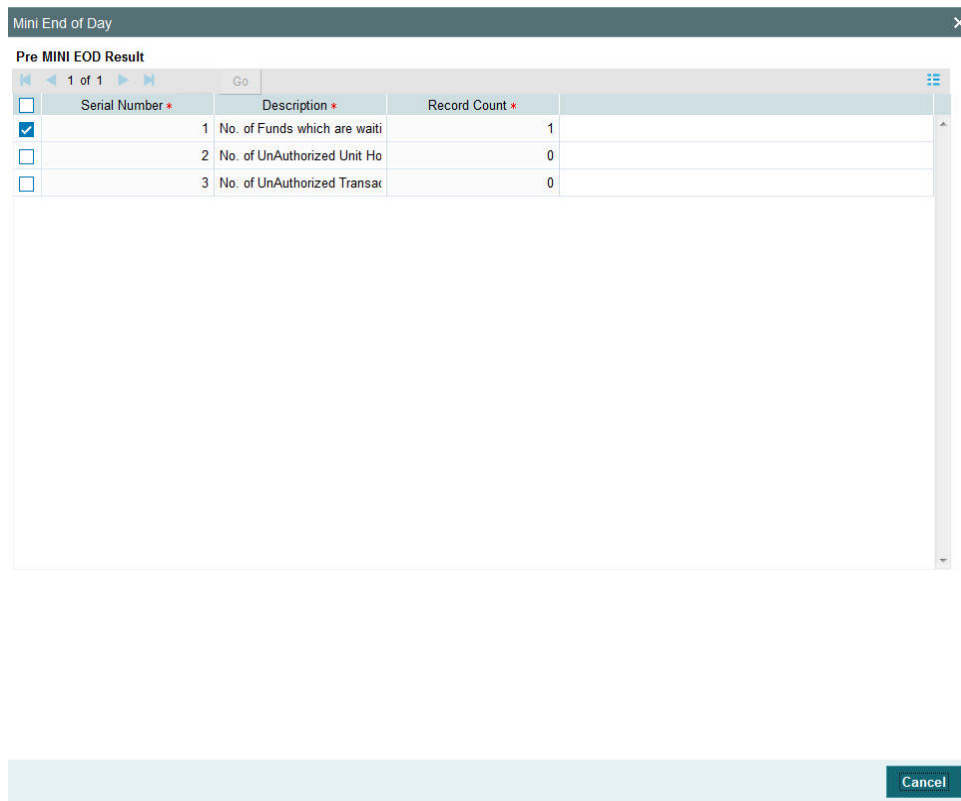
The system displays the following details:

- Log Application Date
- Log Function
- Log User ID
- Log Date
- Log Message
- Error Log Message

Click 'View Pre Mini EOD Results' button to view the following details:

Mini End of Day			×
Pre MINI EOD Result			

	Serial Number *	Description *	Record Count *
☑	1	No. of Funds which are waiti	1
☐	2	No. of UnAuthorized Unit Ho	0
☐	3	No. of UnAuthorized Transac	0

Cancel

The system displays the following values:

- Serial Number
- Description
- Record Count

On Emergency day, in mini-EOD the Emergency Day Processing activity should be scheduled and executed. This activity will be do the following:

Processing Emergency Holiday

The system runs mini-EOD to identify transactions which are impacted due to emergency holiday and other pending activities.

After declaring emergency holiday and subsequent system holiday, if any, the system executes mini EOD to log the transactions which are impacted. All system generated

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transactions (like Standing Instruction, Reinvestments etc.) will also be considered for emergency holiday processing.

The system will re-compute and log new transaction date, settlement due date, dealing date, payment date and price date. For unsettled allotted transactions, the system will re-compute settlement due date and payment date.

Activities involved in Emergency Day Processing

The activities involved in emergency day processing are as follows:

- LEP transaction date changes
- Dividend Date changes
- Entity Commission Payment due date changes
- Broker commission payment date changes
- GO Cancellation

LEP Transaction Date Changes

The LEP transaction date changes are as follows:

- All LEP transactions date will be moved to next business day
- Policy Start Date of policy will be moved to next business day

Example

Policy Number	Rule Effective Date	Policy Start Date
HSPOLICY01	10-Oct-16	10-Oct-16

If emergency holiday declared on 10-Oct-2016 then policy start date will be moved to next business day as follows:

Policy Number	Rule Effective Date	Policy Start Date
HSPOLICY01	10-Oct-16	11-Oct-16

Dividend Date Changes

If freeze holding is completed, then the system will not move freeze holding date to next business date. The system will move the unprocessed dividends declared for the date to next business day.

Payment Date and Reinvestment Date will be moved to next business day. Dividend Declare Date and Freeze Holdings Date will be moved for non MMF funds.

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Example 1: Non MMF Fund

Fund ID	Dividend No	Dividend Declare Date	Freeze Holding Date	Payment Date	Reinvestment Date
AFUND1	5	31-Oct-16	31-Oct-16	31-Oct-16	31-Oct-16

If emergency holiday declared on 31-Oct-2016, then the system will move dividend attributes to next business day as follows:

Fund ID	Dividend No	Dividend Declare Date	Freeze Holding Date	Payment Date	Reinvestment Date
AFUND1	5	1-Nov-16	1-Nov-16	1-Nov-16	1-Nov-16

Example 2:

Fund ID	Dividend No	Dividend Declare Date	Freeze Holding Date	Payment Date	Reinvestment Date
MMFFND	575	31-Oct-16	31-Oct-16	31-Oct-16	31-Oct-16

If emergency holiday declared on 31-Oct-2016 then reinvestment date will be moved to next business day as follows:

Fund ID	Dividend No	Dividend Declare Date	Freeze Holding Date	Payment Date	Reinvestment Date
MMFFND	575	31-Oct-16	31-Oct-16	1-Nov-16	1-Nov-16

Entity Commission Payment due date changes

If entity commission payment is due today, the same will be processed in next business day.

Broker commission payment date changes

Broker commission payment date will be moved to next business day

GO Cancellation

If Global Order is already generated on emergency day and if the same is not confirmed, then the system will reverse that global order.

You cannot execute 'Dilution Levy Load Population' process for a particular selected AMC/ Agent Code or Fund ID. If you have selected any specific AMC/Agent Code or Fund ID for mini-EOD execution when 'Dilution Levy Load Population' process is scheduled, then the system displays an error message as 'Dilution Levy Load Population process cannot be scheduled for execution for a specific AMC or Fund'.

Display

The system will display the status of the Function. The Function can be Running, Not Started, Aborted or Completed.

If the status is displayed as Aborted, you can change the status to Skip to allow the EOD to proceed with the rest of the functions.

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2.8 Executing Pre-End of Day Operations

This section contains the following topics:

- Section 2.8.1, "Invoking Pre-End of Day Check – Execute Pre EOD Screen"

2.8.1 Invoking Pre-End of Day Check – Execute Pre EOD Screen

To recall, the Pre-End of Day checks will indicate any activities that are pending, that must be executed and completed by the Fund Manager before the End of Day process can be run. These pending activities can be viewed in the Fund Manager Pre-EOD Processing screen.

The pre-EOD checks could indicate unauthorized transactions, missing fund maintenance or processing information such as fund prices, exchange rates, signing off branches, and so on. The Fund Manager must complete these activities before the End of Day processes can be run.

The list of Pre-EOD checks applicable for Pension Administration are as follows:

Serial Number	Pre-EOD checks
4000	Number of Unauthorised Maintenance Record
4001	Number of Unauthorised Investment orders
4002	Number of unauthorised withdrawal orders
4003	Number of unauthorised Switch orders
4004	Number of unauthorised payment clearing
4005	Number of Currency Pairs for which Exchange Rates have not been maintained
4006	Number of Users Logged In.
4007	Number of orders due for hand off
4008	Number of Future Dated Orders falling on holiday
4009	Number of unauthorized Currency Records
4010	Number of Unauthorized Holiday Records
4011	Number of accounts with holdings beyond preservation age
4012	Number of private investment accounts without bank details
4013	List of parties with all address details expired
4014	List of parties with no valid ID details
4015	Parties with no role attached

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Serial Number	Pre-EOD checks
4016	Number of investors with no active investment accounts
4017	Number of employees with no pension accounts attached
4018	Number of uncleared payment instructions
4019	Number of Uncleared Employer Payments
4020	List of employees without relieving date for previous employer

You can use the 'Pre-End of Day Check – Execute Pre EOD' screen to perform the pre-EOD checks. You can invoke this screen by typing 'UTDPREOD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

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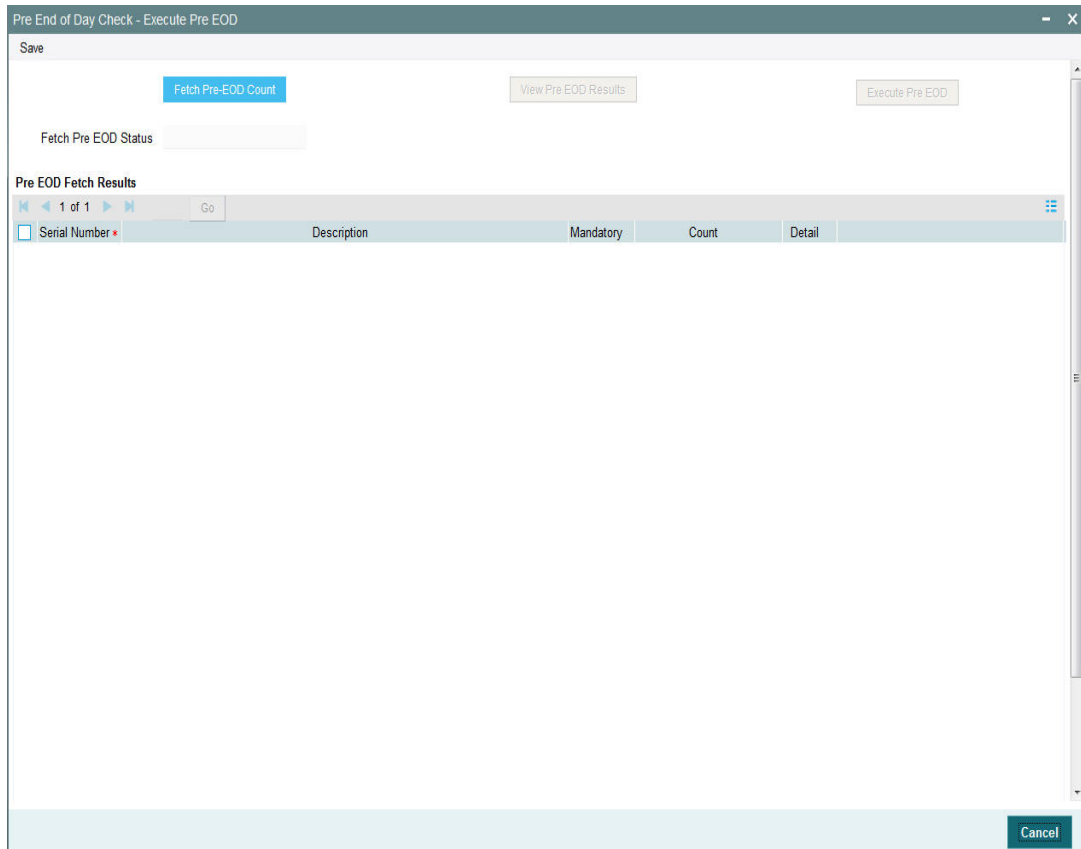
In this screen click 'Fetch Pre-EOD Count' button and an information message will be displayed.

Click OK to return to the following screen in which the 'View Pre-EOD Results' and 'Execute Pre-EOD' button will be enabled..

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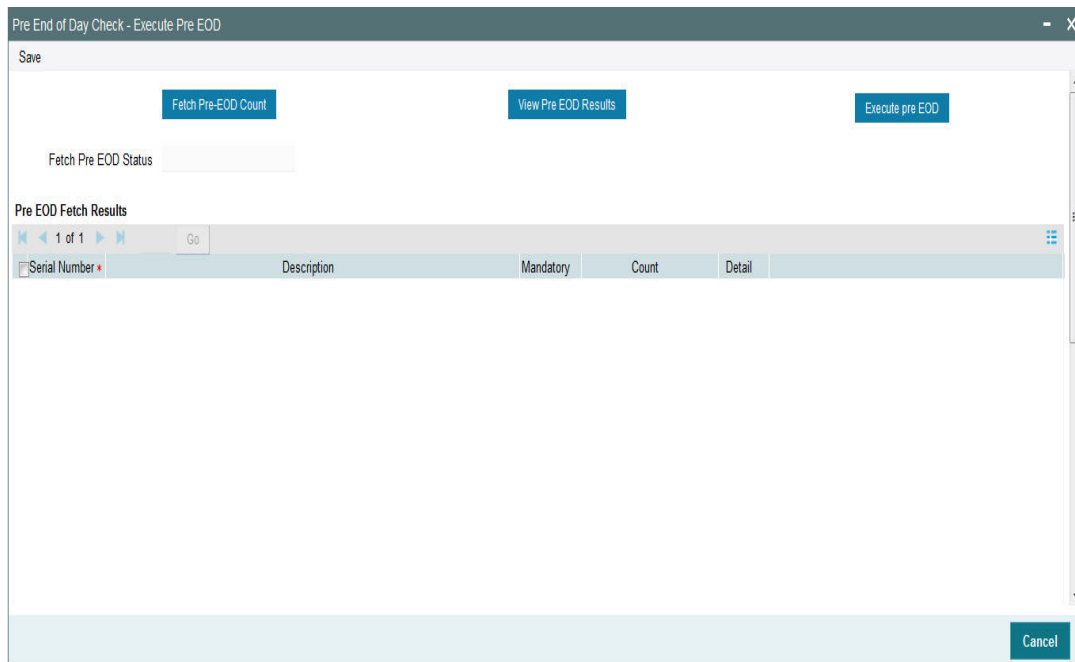
In this screen, click 'View Pre EOD Results' button to display the activities that are pending completion before the end of day operations can be executed.

Information Message

Information Message

Request Successfully Processed

Ok
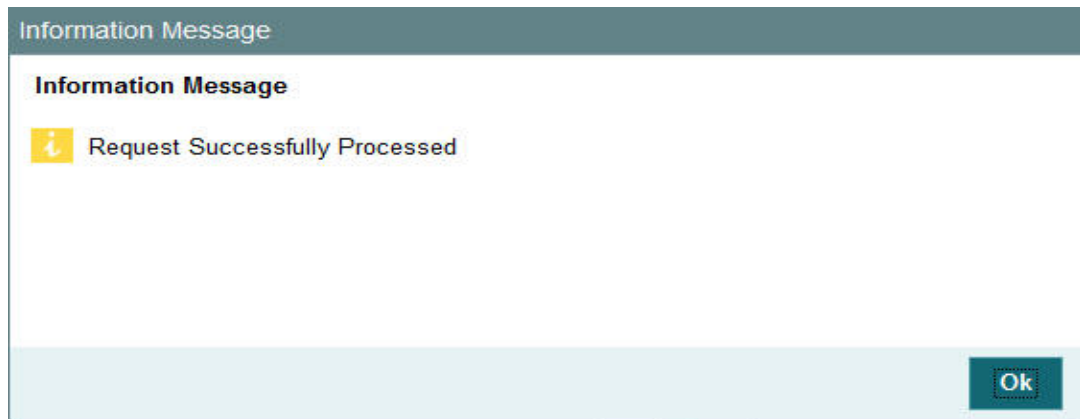
Click Ok to view the results in the Pre-End of Day Check – Execute Pre EOD screen:.

Pre End of Day Check - Execute Pre EOD

Save

| Fetch Pre-EOD Count | View Pre EOD Results | Execute Pre EOD |

Fetch Pre EOD Status

Pre EOD Fetch Results

1 of 1   Go

Serial Number *	Description	Mandatory	Count	Detail

Cancel
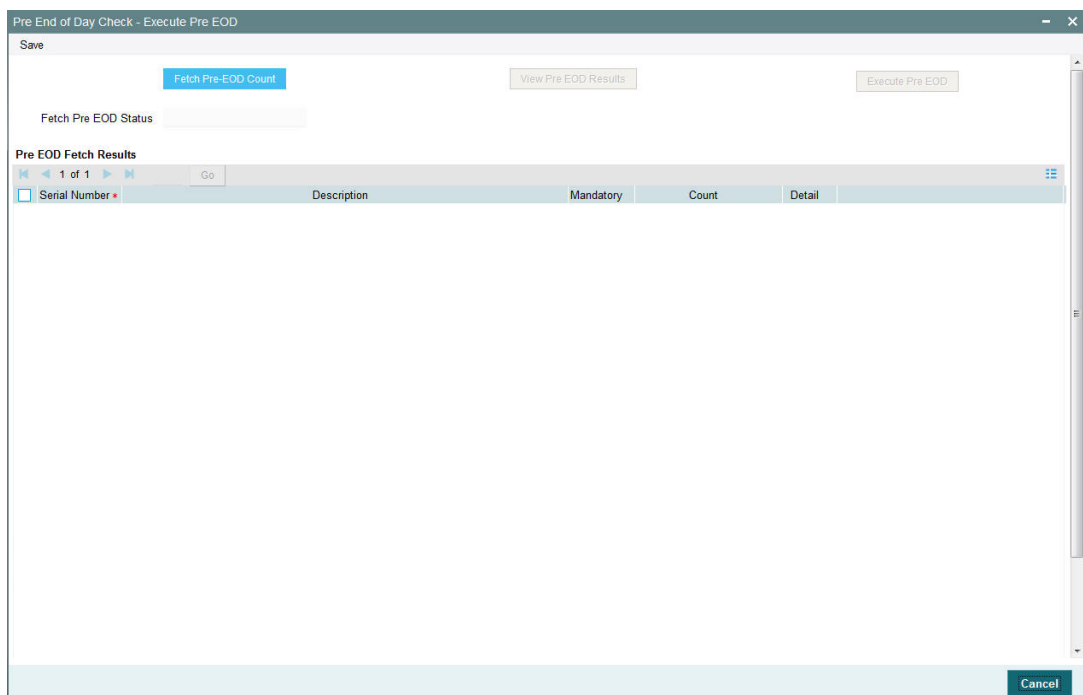
The system displays the following activities in this screen, which must be competed prior to the End of Day Operations:

- The Branches not signed-off for the day
- The number of Fund Rules not authorized
- The number of Fund Prices not entered authorized
- The number of unauthorized Loads
- The number of unit holder related changes that have not been authorized.
- The number of IPO/ Subscriptions that have not been allotted after check clearing.
- The Redemption transactions not confirmed
- The number of checks that have not been cleared
- The number of SI related details
- The number of backdated transactions that have not been allotted

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To sign-off branches, use the Branch Sign Off option.

To authorize fund rules, use the Fund Rule Summary option.

To enter fund prices, use the Fund Price Maintenance option to enter the fund price, and use the Fund Price Summary option to authorize the same.

To authorize loads, use the Load Maintenance (Summary) option.

To authorize unit holder related Information, use the UH New Account (Summary) option.

To confirm redemption transactions, use the Confirm Redemption Transactions option.

To check unit holder related information, use the UH New Account (Summary) option.

To allocate IPO / subscription transactions, use the Allocation option.

To authorize/verify SI related details, use the SI related verify/authorization (Summary) option. For authorization/allocation use the corresponding transaction allocation for which the SI has been generated.

The system can proceed with End of Day Operations even if the redemption transactions are not confirmed.

The Branch Sign-Off and Fund Prices must be completed.

To execute the Pre-End of Day processes, click 'Execute Pre EOD' button. The system prompts you to back up the database before the process can run.

Note

If, for a broker, you have specified that payment should be held back, by checking the box 'Hold Back Payment' in the Broker Maintenance screen, a count of such brokers will be displayed in the Execute Pre-EOD screen.

If the emergency holiday details are maintained, system executes the mini-EOD batch 'Emergency Day Processing' before running the EOD.

However, EOD run is performed only after verifying that mini-EOD is executed and after all the entity level emergency holiday maintenances are done for a particular day.

You can view the following fields in this screen:

Serial Number

This is a number that indicates the particular activity. No two Activities can have the same Serial Number.

Description

Describes the various activities scheduled for EOD.

Mandatory

Indicates whether the activity is mandatory or can be skipped.

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Note

The count of the mandatory activity shall be brought to zero before executing Pre-EOD or else system will throw up an error message at the time of EOD execution.

Count

Indicates the number of records for which the activity is pending completion. For instance, if Number of Unauthorized Fund Rules has the Count '1', it indicates that there is one fund rule that needs to be authorized.

You can check against one of the programs in Pre-EOD check results grid and then click on the 'Detail' button to view the Pre-EOD details of the selected activity in the PRE-EOD Details screen:
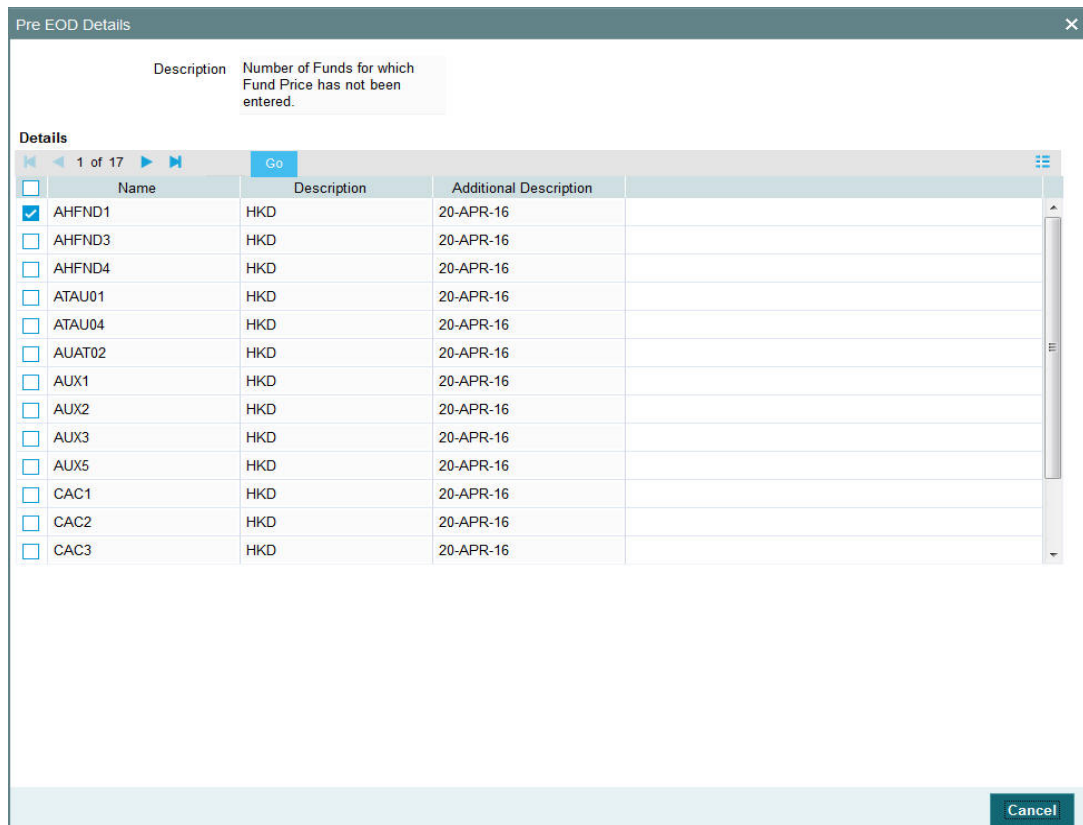
The system displays the following details of the chosen activity in this screen:

- Description of the selected activity
- Name of the selected activity.
- Code of the selected activity
- Additional Description of the selected activity

2.9 End of Day Operations

This section contains the following topics:

- Section 2.9.1, "Executing End of Day Operations"
- Section 2.9.2, "EOD Functions "

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2.9.1 Executing End of Day Operations

You can use the End of Day Process screen to monitor the End of Day Activities (EOD) at Fund Manager.

Note

The End of Day process can be executed only if the Pre-End of Day processes at the Fund Manager have been successfully completed.

You can configure the BOD process to be executed immediately after the EOD process is completed, without manual intervention, by selecting the Include BOD Activities Also option, in this screen.

Use the End of Day Process menu option to monitor the EOD activities at the Fund Manager Branch. You can access this option by clicking the End of Day Process option under the End of Day Process menu item in the Batch Tab in Fund Manager.

The list of EOD checks applicable for Pension Administration for investment details are as follows:

Serial Number	EOD Checks
6016	Auto clearing online orders
6017	Auto clearing Bulk orders

To Run / Monitor EOD, follow the steps given below:

- Click the New record button and then the Execute button to execute the EOD functions defined for the FMG in EOD Maintenance.
- The system will initiate all the EOD activities in the sequence set up for Fund Manager.
- The system will display the status of the Function as Not Started, Running, Aborted or Completed.
- If a critical function fails to complete successfully, the EOD process will abort.
- If a non-critical function fails to complete successfully, the EOD process will continue.

If EOD aborts, you can use the EOD Maintenance screen to change the status to Skip or Aborted and then continue with the EOD process.

2.9.2 EOD Functions

Transaction Allocations

All the transactions that have been authorized and not yet allocated will be done by these functions.

For a fuller description of all the activities with respect to validation and allocation, refer the "Confirmation and Allocation" chapter in the Fund Manager User Manual.

Summary Reports

All the summary reports that have been scheduled for the day are printed.

For further details on summary reports, refer to respective summary report generation in the "Reports" chapter in this User Manual.

Contract Notes

The End of Day processes on a given business day execute an EOD job that prints contract notes in respect of transactions allocated on a given business day. The job checks to see if

the contract notes have already been printed from the menu. If so, duplicates will be printed only if the 'Duplicates Required' option in the task parameters static information for the job has been enabled and set to 'Yes'. If the Duplicates Required option has been set to 'No', duplicate contract notes are not printed by the EOD job. The Duplicates Required option is configured by the implementers at your installation, according to your requirement in respect of printing of duplicate contract notes.

If the contract notes have not been printed through the Confirmation Reports menu, the EOD job prints the contract notes.

Also, if allowed, as explained above, the EOD job prints transaction contract notes for transactions involving only those unit holders for whom the 'File' option has not been set as the preferred mailing mode in the unit holder account details. For transactions involving any unit holders for which the 'File' option has been set in the account details, the EOD job suppresses the printing of contract notes.

Fiscal Year Updating

The system checks for the Fiscal year period according the Fund Rules and resets the Fiscal year as the previous year is completed.

Transaction Enabled Status Updating

Check for the Transaction start and end period as per the Fund rule set up and enables or disables a given transaction for a given fund as and when required.

Unit Holder Counter Updating

Updates the unit holder Free Counter and Limit Counter for the given transaction of the fund. The unit holder is further allowed the same transaction for the fund as per the latest available Free Counter and Limit Counter details.

Audit Trail Report

Prints the Audit trail report for the day. The report is printed for the entire Audit trail Ids that are maintained through the Audit Trail Format Maintenance.

Generation of SI Reminders

Generates reminders for all the standing instructions that have been generated and not yet processed. The reminders are generated if the option is set in the SI setup. They are generated both before and after the SI. The period is as per the SI set up.

Purge Activities

The data that is to be purged is checked up with Purge Frequency and once the period is reached, the corresponding data is purged. The purge check is done for the following frequencies - Daily, Monthly and Yearly. Once the data is purged, the last purged date for the given detail is set to the Application date.

Auto Redemption Intimation

This will print intimation to all such unit holders whose unit holder balance is below the minimum balance specified for the fund. The unit holders will be given some time to increase their balance failing which their Units will be automatically redeemed.

2.10 Beginning of Day Operations

This section contains the following topics:

- Section 2.10.1, "Executing Beginning of Day Operations"

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2.10.1 Executing Beginning of Day Operations

You can use the Execute BOD screen to set up the system for the next day. The BOD functions can be executed along with the EOD functions, or separately, from the EOD / BOD Execute screen.

- Check the Setup Box to continue with the Beginning of Day operations for the Dates displayed.
- The system will initialize the System Parameters (setting the application date and resetting the transaction serial number)
- Click the Branch Sign-On Check Box to allow all the Agency Branches to Login to the system for the next working day.

To configure the BOD process to be executed immediately after the EOD process is completed, without manual intervention, from the EOD /BOD Execution screen, by selecting the Include BOD Activities Also option in the Execute BOD screen.

2.11 Branch Sign On/Sign Off

This section contains the following topics:

- Section 2.11.1, "Invoking Branch Sign Off/On Summary Screen"

2.11.1 Invoking Branch Sign Off/On Summary Screen

You can use this screen for Branch Sign-On/Sign-Off. The system will display a list of Branches that have not signed-off for the day. Invoke the 'Branch Sign Off/On Summary' screen by typing 'UTDBSNOF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The buttons indicates the sign-on / off status of a Branch.

Click on respective button to sign-on / off the branch. For an online branch, the system will display the list of unauthorized transactions as follows:

- Branch Sign Off/On
  - Agent Code
  - Agent Name
  - Branch
  - Branch Name
  - Sign Off / On
  - Signed Off
- Pending Transactions
  - Transaction Name
  - UnAuth Count

To proceed further with the End of Day activities, the following has to be done:

- Sign Off the branches. This has to be done regularly for the offline branches and for online branches that haven't yet signed off for the day.
- Use the Authorization screens for the individual transaction authorization
- Use the Authorization screens for the individual unit holder transaction authorization.

2.12 End of Day Log Report

This section contains the following topics:

2.12.1 End of Day Log Report Description

The End of Day Log Report will print a Log of the EOD functions' status.

Refer the 'Reports' user manual for information about generating and printing a report.

2.12.2 Tax on Commissions

When you initiate commissions processing in the Broker Comm Payment screen, the commission that is due to each broker is computed as on the current date. For each individual broker, any applicable tax (as defined for the broker category in the WHT Details or the overridden tax percentage specified in the Broker Maintenance) is deducted from the accrued commissions, to arrive at the actual commissions that would be paid out.

Tax is computed based on the commissions earned in the current tax year, which you have defined in the Defaults Maintenance. It is also deducted individually for each broker, independent of the broker hierarchy.

For brokers for whom payments are to be held back (as designated in the Broker Maintenance), commissions earned are paid out only if the commission amounts exceed the tax liability for that period, and the 'hold back' option has been revoked.

2.12.3 Clearing of Payment Instruments

The payment of the commission accruing from a specific transaction is deferred till the payment instrument for the transaction is cleared. In the event of non-clearance of the

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payment instrument before the next commission payment date, the commission is processed and accrued, but the payment is deferred till the instrument is cleared. The accrued commission is paid out on the next commission payment date, provided the instrument is cleared.

2.13 Commission Payments for Various Entities

This section contains the following topics:

2.13.1 Processing Commission Payments for Various Entities

The Entity Commission Payment process consolidates the accrued commission for each entity at a fund-level and the payment is processed based on the IDS options defined for each entity in the Entity IDS, with payment being made in the base currency of the fund. If no IDS options have been maintained, the default mode of payment for the entity is used for processing.

The Entity Commission Payment process can be executed either as a batch process as part of EOD. Invoke the 'Entity Commission' screen by typing 'UTDECPYP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Select the type of entity for which commission payment needs to be processed, and then select the ID of the entity.

Enter the details of the entity for which you wish to process the commission payments. Entity commission payments are processed only for those entities for which the Entity Payment Details have been maintained, even if entity commission has been accrued.

Entity Type

Alphanumeric; 1 Character; Mandatory

Specify the entity type.

Description

Display

The system displays the description for the selected entity type.

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Entity ID

Alphanumeric; 12 Characters; Mandatory

Specify the entity ID.

Entity Name

Display

The system displays the entity name for the selected entity ID.

2.14 Extraction Form for Data

This section contains the following topics:

- Section 2.14.1, "Invoking the FIC Extraction Screen"

2.14.1 Invoking the FIC Extraction Screen

FC-IS provides a facility that enables you to extract data to FLEXCUBE Information Centre or FIC.

In order to extract data, you must set up the parameters that will govern the extraction of this data in the system. Use the FIC Setup screen in the Authorization Menu of the Fund Manager component to perform this task.

Once you have set up the parameters, you can use the Extraction Form to execute the extraction. To invoke the Extraction screen, click FIC Extraction under the FIC Extraction menu item in the Maintenance menu of the Browser.

You can specify the following fields in this screen:

Segment Name

Alphanumeric, Mandatory

Select the segment to which the source table belongs, from the options in the drop-down list. The source table is the table in which the data to be extracted must reside.

MIS Date

Date Format, Mandatory

The application date is displayed here by default, and all the tables that are pending extraction as on this date according to their frequency of extraction, are displayed in the Extraction Details section.

If you chose another date here, click the Show button to view all the tables that are pending extraction as on this date according to their frequency of extraction.

The MIS date can be changed to a value prior to the system application date. The date cannot be changed to a future date.

Extraction Details

When the MIS Date is specified, all the destination tables that are pending extraction are displayed in this section along with the following details:

- The Extraction Routine that is to be executed
- The Loading Type where 'I' represents incremental loading and 'T' represents total loading.
- The Output Area where the extracted data is to reside
- The most previous date on which data was extracted from this table (the Last Extract Date)

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- If the loading type of the extract is Incremental, the From and To dates are displayed

This information is picked up by the system from the Destination Table Details Maintenance record for each of the destination tables, and displayed here.

If the extraction is to proceed, you must click the Extract button, and the data will be extracted to the output area. As and when a destination table is fully extracted, the table row will disappear from the list in the Extraction Details section. The system displays a confirmation message upon successful completion of the extraction.

2.15 Executing EOD Operations

Use the End of Day Process menu option to monitor the EOD activities at the Fund Manager Branch. You can access this option by clicking the End of Day Process option under the End of Day Process menu item in the Batch Tab in Fund Manager.

To run/ monitor EOD, follow the steps given below:

- Click the New record button and then the Execute button to execute the EOD functions defined for the FMG in EOD Maintenance.
- The system will initiate all the EOD activities in the sequence set up for Fund Manager.
- The system will display the status of the function as Not Started, Running, Aborted or Completed.
- If a critical function fails to complete successfully, the EOD process will abort.
- If a non-critical function fails to complete successfully, the EOD process will continue.

If EOD aborts, you can use the EOD Maintenance screen to change the status to Skip or Aborted and then continue with the EOD process.

In EOD Execution screen, on emergency day EOD/ BOD, the system will display the activities which are scheduled on emergency day process as 'Yes'.

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You can invoke this screen by typing 'UTDEODEX' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.
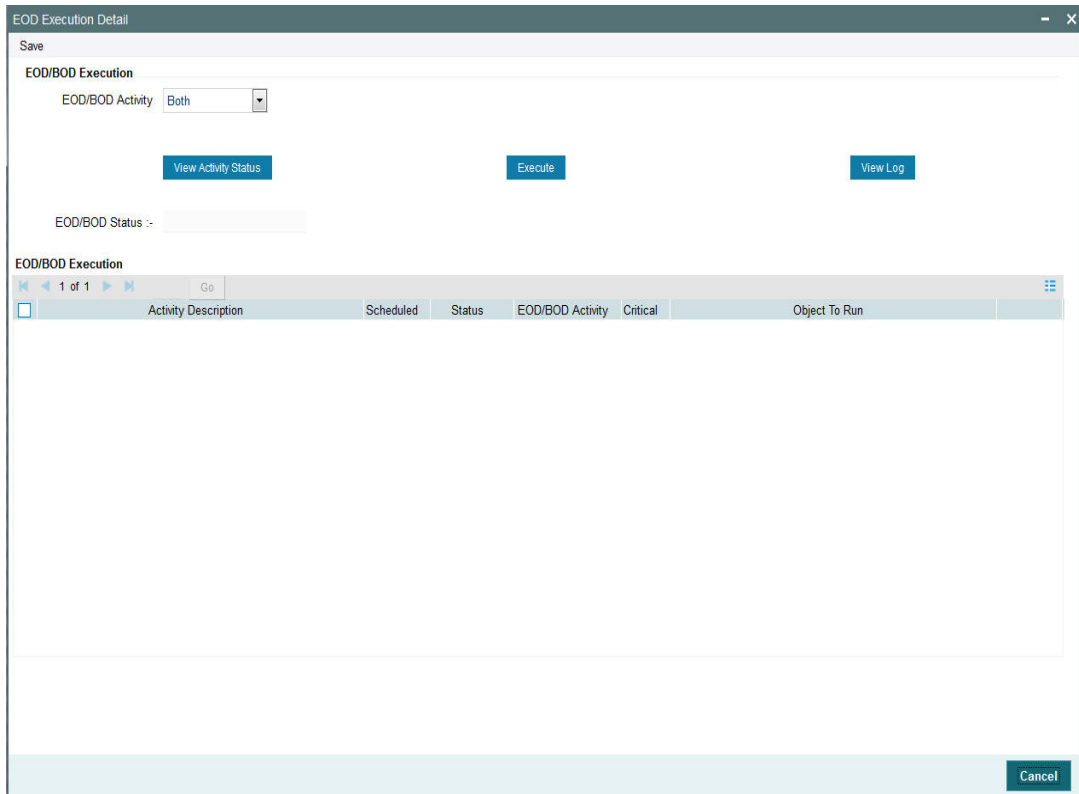
You can specify the following details:

EOD/BOD Execution

EOD/BOD Activity

Optional

Select the EOD/ BOD activity from the drop-down list. The list displays the following values:

- End of Day
- Beginning of Day
- Both

Click 'View Activity Status' button to view the following details:

- EOD/ BOD Status
- Activity Description
- Scheduled
- Status
- EOD/ BOD Activity
- Critical
- Object to Run

Click 'View Log' button to view the following details:

- Log Application Date
- Log Function

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- Log User ID
- Log Date
- Log Message
- Error Log Message

Click 'Execute' button to execute EOD execution details.

Note

During the EOD execution, if emergency holiday has been declared on that day then the processes which are marked as Function Status as 'Scheduled' and Emergency Day Process as 'Yes' the system will execute only those processes on Emergency Day EOD execution.

On non-Emergency day, the system will execute all the processes which are marked as Function Status as 'Scheduled'.

2.15.1 Campaign BOD Batch

You can close the campaign code after expiry using 'Campaign Closure' BOD batch. During BOD, the system checks if any of the campaign whose campaign end date is greater than or equal to application date, then system will mark the campaign as closed.

Campaign Batch will archive campaign data as well for the campaign code.

2.16 Asynchronous Processing

This section contains the following topics:

- Section 2.16.1, "Monitoring Asynchronous Processing"

2.16.1 Monitoring Asynchronous Processing

The system provides a facility to monitor processes that are being run in the background during a current session. Such processes could typically be scheduled jobs or tasks, being run by the Scheduler Services. They are called asynchronous processes.

A typical example of an asynchronous process is the processing of dividend payment for many funds during one session.

To monitor the progress of asynchronous processes, the batch operator user can use the 'Process Status' screen.

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You can invoke this screen by typing 'UTDPROST' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following details:

Module ID

Alphanumeric; 50 Characters; Optional

Specify the module ID in which the job was submitted.

User ID

Alphanumeric; 25 Characters; Optional

Specify the ID of the user that submitted the job.

From Date

Date Format; Optional

Specify the date range when the job was submitted.

To Date

Date Format; Optional

Specify the date range when the job was submitted.

Job Type

Alphanumeric; 50 Characters; Optional

Specify the ID of the job for which you want to view the progress status.

All jobs retrieved by the search operation are displayed in the lower grid portion, with their type, status, description and the name of the procedure being run.

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The system displays the following details:

- Job Type
- Error Code
- Description
- Dynamic Procedure Name
- View

To view the details of the job, such as descriptions of errors, click the View button. The job details are displayed in the Asynchronous Processing Details screen.

To clear all asynchronous processing jobs, click the Clear All link in the Asynchronous Processing main screen.

2.17 Batch Processing for Guaranteed Funds

This section contains the following topics:

- Section 2.17.1, "Invoking the Guaranteed Funds Screen"

2.17.1 Invoking the Guaranteed Funds Screen

You need to update the revised fund prices to process adjustments. The Guaranteed Funds batch process will process the adjustments due to price revisions for a period. This is done in the 'Guaranteed Funds' screen. You can invoke this screen by typing 'UTDUFUND' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following fields in this screen:

Processing Type

Mandatory

Select whether the batch processing is Interim or Year End Processing from the drop-down list. The list displays the following values:

- Interim

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- Final

Processing Date

Date Format; Mandatory

Select the processing date from the adjoining calendar.

From Date and To Dates

Date Format, Mandatory

Enter the period for which the price revision is applicable.

Mock Processing

Optional

Check this box if you require the system to carry out a Simulation (Mock GF correction) run. The Simulation run is possible on an Interim as well as Year End basis.

The system uses the Mock GF Fund Price for its calculations during these runs. After the successful completion of a Simulation run, the system generates a 16- digit Batch number that you can use for reporting purposes. If you leave the box unchecked, the system treats the run as an Actual run and uses the Actual GF Fund Price.

Note

- The system does not generate the policy related transaction for a policy holder, if you have checked the 'Mock Processing' option.

- In the case of investors who have left before the final run occurs, the system does not create any adjustment entries during the Mock GF final run. It indicates the number of units that is to be shared proportionately among existing investors only at the time of the actual final run.

- The bulk fund price upload for Mock (simulation) run and actual run has to be done separately and two separate interfaces should be maintained for the same.

Click 'Process' button to execute the batch process. Consequently, the system will consider all transactions recorded during the mentioned period for Unit Holder – Policy- Fund combination. The system will store the following information from the impacted transactions:

- Batch Processing Type
- Processing Date
- From Date
- To Date
- UnitholderID
- Policy Number
- Transaction Number
- Transaction Type
- Transaction Mode
- Amount Applied
- Units Applied
- Unit Price
- Units Allotted
- Settlement Amount
- Revised Unit Price
- Revised Units Allotted

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- Revised Settlement Amount

- Difference Units

- Adjusted Units

- Action (Subscribe or Redeem)

- Status

- Remarks

The system then re-calculates and stores the units allotted, settlement account and unit price for all the relevant transactions.

Note

The system ignores adjustment subscriptions and adjustment redemptions done in the current fiscal year and balance transfer in transactions.

The formula used to compute difference in units for Subscriptions with transaction mode as amount is as follows:

- Difference Units = Revised Units Allotted – Actual Units Allotted

- Adjusted Units = Difference Units – Adjusted Units (Units adjusted in previous interim run if any)

- If sign of "Adjusted Units" is negative (-) then "Action" for this record needs to be updated as R – Redeem else "Action" would be S – Subscribe.

The formula used to compute difference in units for Redemptions with transaction mode as amount is as follows:

- Difference Units = Actual Units Allotted - Revised Units Allotted

- Adjusted Units = Difference Units – Adjusted Units (Units adjusted in previous interim run if any)

- If sign of "Adjusted Units" is negative (-) then "Action" for this record needs to be updated as R – Redeem else "Action" would be S – Subscribe.

The formula used to compute difference in units for Redemptions with transaction mode as Unit is as follows:

- 'Difference in Settlement Amount' = Revised Settlement Amount – Actual Settlement Amount

- Difference Units = 'Difference in Settlement Amount' / Revised Unit Price

- Adjusted Units = Difference Units – Adjusted Units (Units adjusted in previous interim run if any)

- If sign of 'Adjusted Units' is negative (-) then 'Action' for this record needs to be updated as R – Redeem else "Action" would be S – Subscribe.

Depending on whether the batch processing is Interim/Year End, the system will generate the allotted subscriptions/redemptions as follows:

- If the type of Batch processing is Interim, the system will generate allotted subscriptions/ redemptions for UnitholderID – Policy – Fund combinations wherever fund balance already exists and mark the status as P – Processed. This interim processing can be more than once per period in such a case we need to eliminate these adjustment trade while correction and readjust the trade accordingly.

- If "Type of Batch Processing" is Year End, system would generate subscriptions/ redemptions for UnitholderID – Policy – Fund combinations wherever fund balance already exists and mark the status as P – Processed. Also system would sum up "Diff

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Units" (Net of +ve and –ve values) for UnitholderID – Policy – Fund combinations having no balances and distribute these units proportionately to existing policies having balances in this fund.

Example:

22nd Jan 2007 - S1- UH1 - F1 - 1000 ZAR – 100 Units @ 10ZAR

First Interim: On 30th Mar 2007 the price is revised to 10.10 ZAR the transaction would be 1000/10.10 = 99.01 units. Now, the difference is 0.99 units.

Second Interim: On 29th Jun 2007 the price is revised to 10.15 ZAR the transaction would be 1000/10.15 = 98.52 units. Now, the difference 1.48 units but we have already subscribed for 0.99 units hence redeem only for 1.48 -.99 ➜ 0.49 units.

2.18 Fund of Funds Processing

The EOD batch process 'Process fund of funds investments' is used to generate transactions from the main fund to the underlying funds. Reftype 'FF' identifies the Fund of Fund transactions generated by the system. The transactions are generated for the unit holder maintained in 'fund linkage details' section and the transaction currency will be the fund base currency of the main fund. This is applicable only for Hedge funds module.

For 'Non-net' transactions, during EOD, the system finds the sum of inflow amounts and sum of outflow amounts for all transactions allotted on that day, and generates a subscription and redemption transaction in the underlying funds accordingly.

For 'net' transactions, the system finds the (sum of inflow amount – sum of outflow amount) and generates either subscription or redemption transaction in the underlying funds.

Inflow amount considers subscriptions, switch ins, reversed redemptions and reversed switch outs that are allotted on the application date for the main fund.

Inflow amount = units allotted across all transactions * NAV as of the application date

Outflow amount considers reversed subscriptions, reversed switch ins, redemptions and switch outs that are allotted on the application date for the main fund.

Outflow amount = units allotted across all transactions * NAV as of the application date

If the transaction generation basis is 'Non Net/Transaction Mode', then during EOD the system find the sum of all amount based subscription and sum of amount based redemption transactions allotted on that day, and generates amount based subscription and redemption transaction in the underlying funds.

Units and percentage based transactions will be generated as amount based subscription and redemption transaction in underlying funds, in maintained ratio. The amount of the allotted transactions will be 'Units allotted * NAV as of application date'.

Example:

Assume that JPMORG is a Fund of Hedge Fund. JFCHNF and JFHKDF are underlying hedge funds having percentages 50 and 40 respectively. Also, assume that 000000000272 and 000000000277 are the unit holder IDs for JFCHNF and JFHKDF respectively.

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Transactions allotted on JPMORG as on 01/09/2009 (Assuming TBC is FBC, NAV is 10 and fund has no load)

Transaction Number	Transaction Mode	Transaction Value	Transaction Amount
SUB1	Amount	1000	1000
SUB2	Amount	2000	2000
SUB3	Unit	100	1000
SUB4	Unit	200	2000
RED1	Amount	2500	2500
RED2	Unit	50	500

Transaction Mode	Value
Total Subscription Amount	6000
Total Redemption Amount	3000
Total Unit Subscription	300
Total Unit Redemption	50
Total Amount Subscription	3000
Total Amount Redemption	2500
Net Transaction value	3000

Transaction will be generated as given below

Transaction Generation Basis is 'NET'

Fund ID	Unit holder ID	Txn Type	Txn Mode	Txn Value
JFCHNF	000000000272	SUB	Amount	1500
JFHKDF	000000000277	SUB	Amount	1200

Transaction Generation Basis is 'NON NET'

Fund ID	Unit holder ID	Txn Type	Txn Mode	Txn Value
JFCHNF	000000000272	SUB	Amount	3000
JFCHNF	000000000272	RED	Amount	1500
JFHKDF	000000000277	SUB	Amount	2400
JFHKDF	000000000277	RED	Amount	1200

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Transaction Generation Basis is 'NON NET/TXN MODE'

Fund ID	Unit holder ID	Txn Type	Txn Mode	Txn Value
JFCHNF	000000000272	SUB	Amount	1500
JFCHNF	000000000272	RED	Amount	1250
JFHKDF	000000000277	SUB	Amount	1200
JFHKDF	000000000277	RED	Amount	1000
JFCHNF	000000000272	SUB	Amount	1500
JFCHNF	000000000272	RED	Amount	250
JFHKDF	000000000277	SUB	Amount	1200
JFHKDF	000000000277	RED	Amount	200

2.19 Master Feeder Funds Processing

The transactions that happen in a feeder fund are fed to the master fund based on the value of 'Transaction Generation Basis' (N-Net, O- Non Net) maintained at fund level for the percentage specified in 'Fund linkage details' section in 'Hedge Fund Processing Rules' screen.

The transactions from the feeder funds to the master fund are generated using the 'Process master feeder investments' batch process. Reftype 'MF' identifies the master feeder transactions generated in this batch.

If 'Transaction Generation Basis' is 'N-Net' basis then system posts the transactions as follows:

- Net amount = (Total inflow amount – Total outflow amount)
- If Net Amount is positive, the batch procedure posts a subscription into the master fund
- If Net Amount is negative, the batch procedure posts redemption transaction into the master fund

If 'Transaction Generation Basis' is 'O-Non Net' basis then system posts the following two transactions during EOD batch:

- Subscription transaction for the total inflow amount
- Redemption transaction for the total outflow amount

Total inflow amount considers subscriptions, switch ins, revered redemptions and reversed switch outs that are allotted on the application date for all the feeder funds.

Inflow amount = units allotted across all transactions * NAV as of the application date converted to master fund FBC using the default exchange rate, if the currency is different

Total outflow amount considers reversed subscriptions, reversed switch ins, redemptions and switch outs that are allotted on the application date for all the feeder funds.

Outflow amount = units allotted across all transactions * NAV as of the application date converted to master fund FBC using the default exchange rate if the currency is different.

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A percentage of the inflow and outflow amounts, as maintained in the 'fund linkage details', is fed to the master fund.

Example

Assume that JPMorgan Fund (JPMORG) is a master fund. JF Greater China Fund (JFCHNF) is a feeder fund, which invests 89% of its net assets in a unit of JPMorgan Fund (Master fund). JF Hong Kong Fund (JFHKGF) is another feeder fund, which invests 90% of its net assets in a unit of JPMorgan Fund (Master fund).

In the fund rules setup of JPMORG you can capture the split percentage details as follows, in 'Fund linkage details' section.

Feeder fund ID	Fund Name	Percentage
JFCHNF	JF China Fund	89
JFHKGF	JF Hong Kong Fund	90

If an investment happens in JFCHN fund for 100 units, then an amount 890 (89% of the inflow amount) gets invested in JPMORG fund.

If an investment happen in JFHKGF fund for 100 units, then an amount 900 (90% of the inflow amount) gets invested in JPMORG fund.

Note

The above example assumes that both the master and feeder fund FBCs are same and without any loads at the master and feeder level. It also assumes an NAV of 10 for the funds.

If the feeder and master fund FBCs are different, then the feeder fund investment is converted into master fund FBC.

2.20 Refresh Rules Maintenance

This section contains the following topics:

- Section 2.20.1, "Invoking the Refresh Rules Screen"

2.20.1 Invoking the Refresh Rules Screen

In service provider installations, if a new rule is maintained or an existing rule is modified at any of the Line of Business (LOB) schemas available, the same needs to be replicated to all available LOB schemas for that particular installation.

You can replicate the rules maintained in one LOB schema to all available schemas in 'Refresh Rules' batch screen.

You can invoke this screen by typing 'UTDREFRU' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

You can specify the following details in this screen:

Refresh Option

Mandatory

Select any of the following refresh options:

- **All -** the system will replicate all new/modified rules in Service Provider (SP) schema to LOB schema
- **Specific -** the system will replicate the Rule mentioned in Rule ID field from SP schema to LOB schema

Rule ID

Alphanumeric; 5 Characters; Optional

Specify the rule Id to be replicated to LOB schemas or select the rule Id from the option list provided.

Note

This is applicable only if you have selected 'Specific' as the refresh option.

Rule Description

Display

The description associated with the Rule Id selected gets displayed here.

Action

Optional

Select the option to indicate whether the rules should be refreshed during EOD or immediately. The following options are available in the drop-down list:

- Immediate
- EOD

Click 'Execute' button to refresh the rules as per the options specified.

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You can also use the EOD batch 'Refresh PF Rules across LOB' to refresh all available LOB schemas of a given service provider, whenever a new rule is created or existing rule is modified.

For more details on maintaining rules for performance fee calculation, refer the section titled *Maintaining Rules for Performance Fee Calculation* in this user manual.
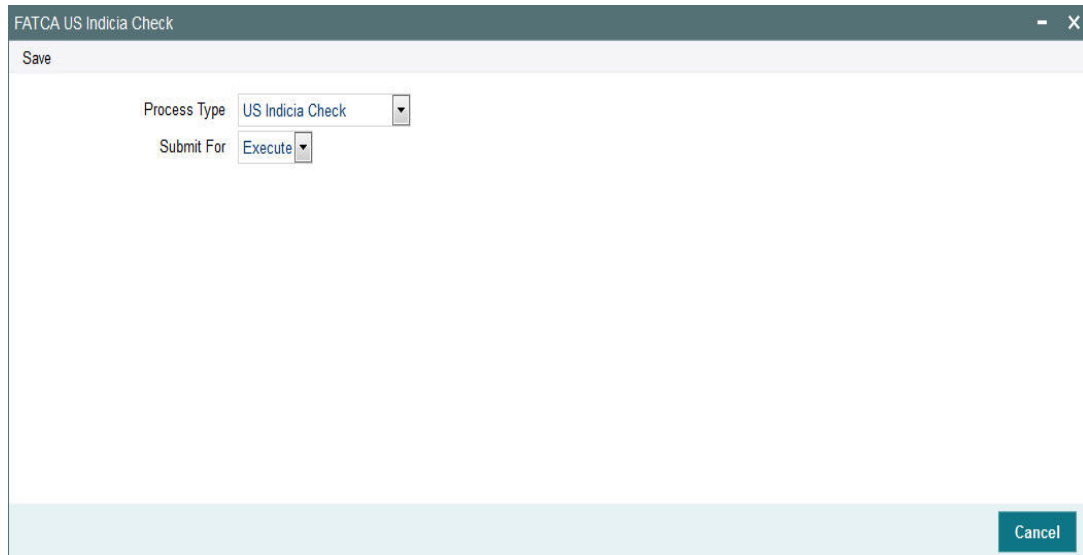
2.21 US Indicia Check Batch

This section contains the following topics:

- Section 2.21.1, "Processing US Indicia Check Batch"

2.21.1 Processing US Indicia Check Batch

The US Indicia Check batch verifies the existing unit holder or entity records to check whether the UH or entity is 'US Indicia Available' or not. The batch classifies the UH and entity records based on this check. You can trigger the batch using 'FATCA US Indicia Check' screen. You can invoke this screen by typing 'STDFATCL' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

Specify the following details:

Process Type

Optional

Specify the process type from the drop-down list. The list displays the following values:

- US Indicia Check
- De Minimis Check
- De Minimis Yearly Check

Submit For

Optional

Select the submit option from the drop-down list. The list displays the following values:

- Process
- Execute

This batch checks the following records:

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- Customer (CIF)
- Unit Holder (UH)
- Auth Rep
- Related Party (Auth Rep, Nominee and Joint Holder)
- Broker
- Agent
- Agency Branch
- Account Officer
- Individual Financial Advisor (IFA)

If one of the following US Indicia is available for an entity, then the record will be marked as "US Indicia Available".

- Nationality is US
- Dual Nationality is US
- Country of Birth is US
- Country of Domicile is US
- Country of Incorporation is US
- Country of Correspondence or Alternate Address is US
- Substantial stay in US is True
- Country code of Telephone number is 01
- Bank Branch address Country code is US
- Director percentage of holding is more than 10%
- US Indicia available for any of the linked Entities

2.22 FATCA Status Check Batch

FATCA status check batch is a mandatory BOD batch. It checks the existing unit holders, broker, customer, single entity and auth rep and marks them as 'Recalcitrant' or 'Compliant' based on the expiry status of proof documents.

If a standard document for any of the above entities has expired, the system changes the status of such entity from 'Compliant' to 'Recalcitrant'.

If there are more than one documents maintained, the system checks the expiry status of each document. If any one document is expiring as of that day, the batch marks the entity as recalcitrant.US Indicia entity with status 'Pending Classification' may have 90 days lag maintained as part of system parameter. In case any such entity has not given the required set of document within the 90 days period, then this batch will change the status of the entity as 'Recalcitrant'.

Note

The 90 days lag is calculated based on the US Indicia status 'Yes'.

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2.23 Due Diligence Batch Process

The Due diligence process for pre existing account will be through batch process and the criteria for executing the process will be based on the Tax Compliance type, for instance, Common Reporting Standard, Source Entity ID, Tax Jurisdiction (if any country code is mentioned then the selected country code else all the country code maintained) and date. Following is the sequence batch processes to be followed for pre existing individual and entity accounts:

- Due Diligence Batch
- Diminimis Batch
- Diminimis Yearly Batch

This section contains the following topics:

2.23.1 Due Diligence Batch Process

The due diligence process will scan all accounts opened on/before the effective date for the jurisdiction selected based on the tax compliance type. Once the system identifies indicia for the respective reportable jurisdiction, UH with Indicia is updated as 'Yes' and compliance status as Reportable.

For instance, the due diligence batch process will identify accounts opened on/before the execution date and identify indicia for the jurisdiction selected else 'All' jurisdiction maintained as part of Tax compliance setup will be applicable. If indicia is found for the jurisdiction/s, then the system updates the UH with indicia as Yes and compliance status as Reportable.

Due Diligence is a one-time process for a jurisdiction and this is operationally controlled process (there will be no system check if the process is executed multiple times in the system for the same input criteria).

If the batch is re- executed for a jurisdiction, then system will display an override message as 'The batch is already executed for the jurisdiction selected, do you wish to continue'.

The system will identify the accounts with indicia status as Yes for the jurisdiction scanned and the compliance status will be set to Reportable. For instance, if indicia is found for Germany then the Tax jurisdiction will be Germany, with Indicia status as Yes and Compliance status as Reportable.

Before due diligence process if the UH is amended, then the system will trigger indicia check for such accounts while saving the amendment. Such account will be picked by due diligence batch but the batch will not make any change to such accounts as indicia are already identified for the account. If there are new indicia (single or multiple) identified for a new jurisdiction/s then a new record/s will be inserted.

If you classify such accounts through the Tax Compliance classification maintenance for a jurisdiction or set of jurisdiction before the batch execution then there will be no changes made to such accounts. If there are new indicia (single or multiple) identified for a new jurisdiction/s then a new record/s will be inserted.

If a new reportable country is added, then due diligence process will identify indicia for the new jurisdiction and insert a new row for the jurisdiction for which the indicia is identified.

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2.23.2 Diminimis Batch Process

The Diminimis batch process scan all accounts with Indicia status set to 'Yes' and Batch execution date (application date) should be greater than or equal to Diligence Date. The system will check the individual and corporate account limit will be checked maintained at Tax compliance setup.

For high value accounts, the system will mark Account value as High and Compliance status as Reportable. For low value accounts, the system will mark Account value as Low, and compliance status as Non Reportable. The Diminimis Yearly Check will be set to 'Yes'.

Note

This is applicable only for low value accounts.

The system will scan all accounts with indicia status as 'Yes' for the reportable jurisdiction/s. Based on the due diligence date at Tax rule maintenance, this process checks for the account value with indicia set to Yes based on the date input. The date input parameter is operationally controlled.

The batch process will fetch output based on due diligence date, Indicia set to Yes and the individual and entity account value.

If the process date ≠ or < Due diligence date then the system will display an error message as 'Batch process date to be = or > due diligence date'.

This process to be executed post the due diligence process which is again operationally controlled and there will be no system check on the sequence of execution.

If the batch is re-executed, then the system will display an override message as 'The batch is already executed for the jurisdiction selected, do you wish to continue'.

The system will mark the accounts as high value if no limits are maintained. The account with indicia as yes and value greater than the defined value for the individual/corporate will continue to remain reportable until you make any changes at tax compliance classification maintenance or if there is any change in circumstance that trigger change in indicia, for instance, change in address etc before classification.

The input criteria to execute the 'DIMINIMIS' batch when a new reportable country is added (no change on batch sequence) and this process will not make any change to the account value which is already identified as part of the earlier 'DIMINIMIS' process. This will only change the compliance status.

2.23.3 Diminimis Yearly Batch

The Diminimis Yearly batch scans for account with diminimus yearly status set to Yes. For the accounts identified with high value, the system will set Indicia to Yes, Compliancde Status to Reportable, Account value as High and diminimis yearly field will be unchecked.

The systme will re-scan the accounts marked with Di minimis yearly check for any change in account value (high /low) and accordingly will be marked reportable with value as high else the diminimis yearly check will continue with no change on account value. If the account becomes high value then the yearly check is removed.

This process should be executed post the 'Diminimis batch' which is operationally controlled and there will be no system check on the sequence of execution.

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For the accounts where the value is less than the value for Individual and corporate, then Diminimis Yearly check will continue and next time the diminimis yearly batch is processed, the system will pick these accounts for processing.

The business logic sequence to run the process is as follows:

1. Execute Due diligence process

2. Diminimis Check

3. Diminimis Yearly

If you post the account marked with 'Diminimis Yearly' as Yes and post that the account is classified and if you re-execute the 'Diminimis Yearly' batch, the batch will remove the 'Diminimis Yearly' check and make changes to the account value. Any user classified values will be overridden by the batch.

There will be no change if a new reportable country is added for 'DIMINIMIS Yearly' process.

Validations

The system classifies the Unit holder as Indicia and is marked as reportable and the account value is' High' as identified by system. The Tax Compliance sub screen in UTDUH screen is updated with the indicia details and Tax jurisdiction details.

If you classify the account as non reportable at Tax Compliance Document Classification maintenance, then the over ridden details are updated back at UH level in the Tax Compliance sub screen in UTDUH screen.

The accounts which are identified with no indicia details through the Due Diligence batch undergoes modification then amendment of such Unit holder will trigger indicia. If indicia is found, then while saving, the details are updated for the UH, provided the UH is not classified through UTDCOMCL.

Batch process will always take precedence over user classified compliance status and not indicia status.
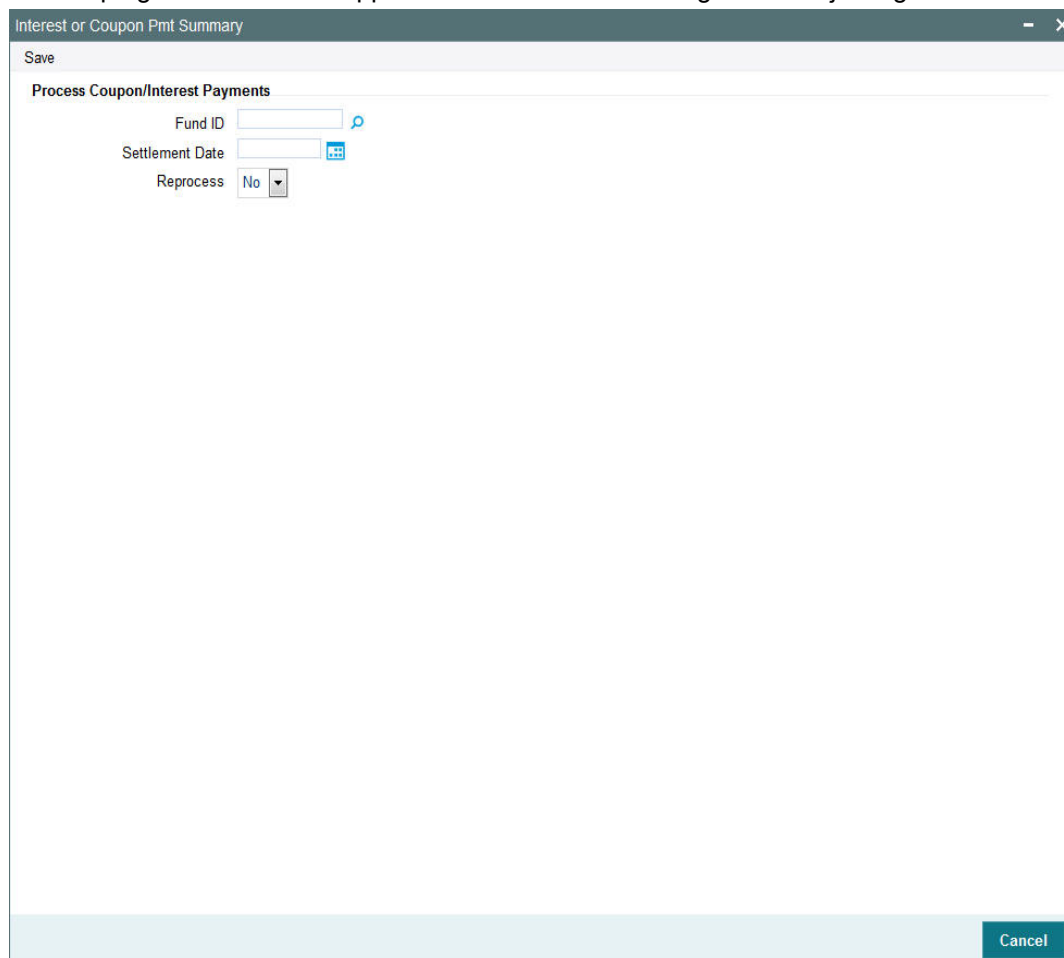
2.24 Interest or Coupon Payment Summary

This section contains the following topics:

- Section 2.24.1, "Invoking Interest or Coupon Payment Screen"

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2.24.1 Invoking Interest or Coupon Payment Screen

You can invoke Interest or Coupon Payment screen option by typing 'UTDINPYM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following details:

Process Coupon/Interest Payments

Fund ID

Alphanumeric; 6 Characters; Optional

Specify the fund ID. Alternatively, you can select fund ID from the option list. The list displays all valid fund ID maintained in the system.

Settlement Date

Date Format; Optional

Select the date of settlement from the adjoining calendar.

Reprocess

Optional

Select if the coupon or interest payment has to be reprocessed or not from the drop-down list. The list displays the following values:

- Yes
- No

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2.25 Integration Batch Process Screen

This section contains the following topics:

-

2.25.1 Invoking Integration Batch Process Screen

You can process integration batch using 'Integration Batch Process Screen'. You can invoke this screen option by typing 'UTDINTBT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.
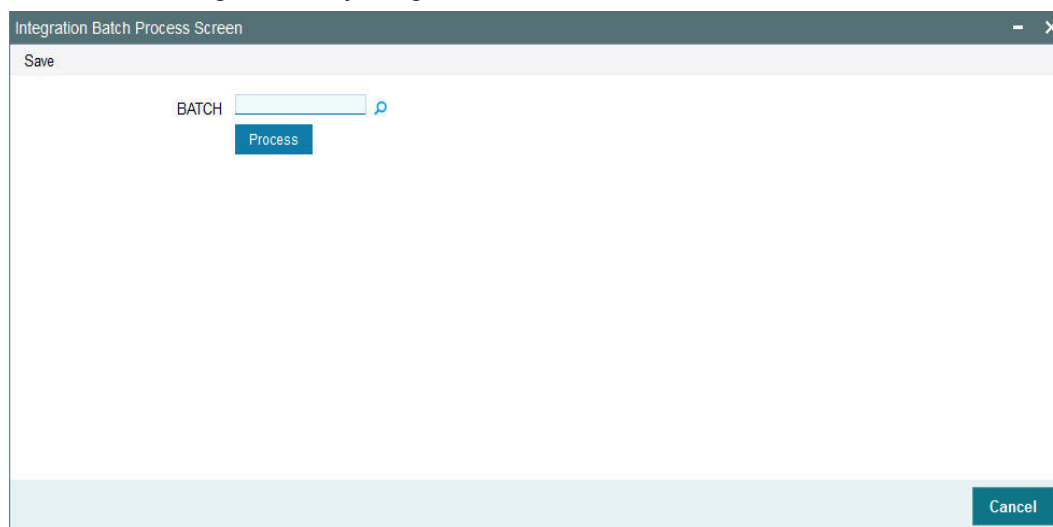
You can specify the following details:

BATCH

Alphanumeric; 8 Characters; Optional

Specify the batch process. Alternatively, you can select batch process from the option list. The list displays all valid batch process maintained in the system.

After specifying the batch details, click 'Process' button to process the integration batch.
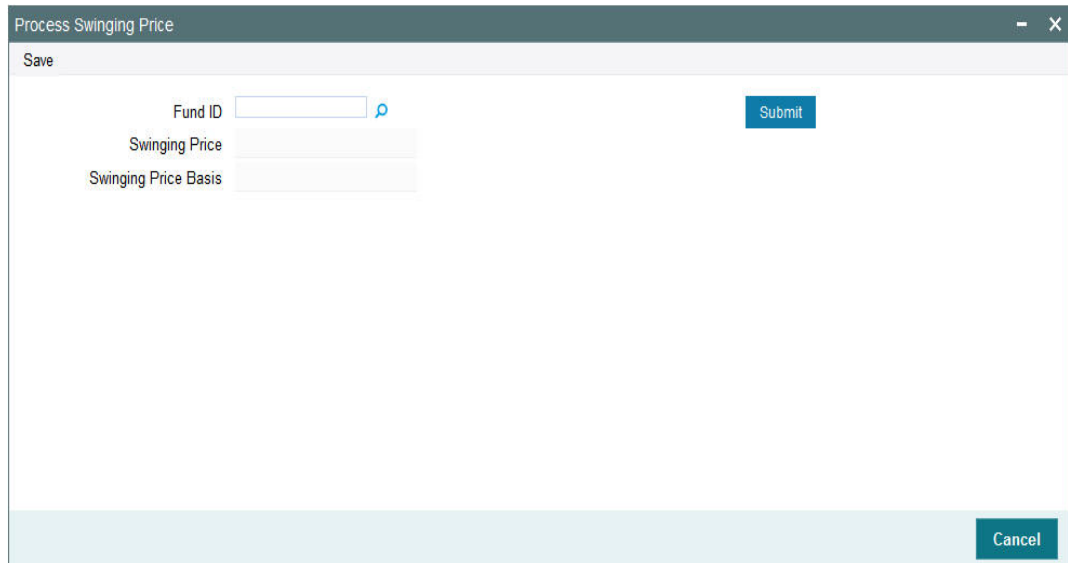
2.26 Process Swinging Price

This section contains the following topic:

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2.26.1 Invoking Process Swinging Price Screen

You can process the swinging price for a fund using 'Process Swinging Price' screen. You can invoke this screen by typing 'UTDSWGPR' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following details:

Fund ID

Alphanumeric; 6 Characters; Optional

Specify the fund ID. Alternatively, you can select fund ID from the option list. The list displays all valid fund ID maintained in the system.

After specifying the fund ID, click 'Submit' button. The system displays the following values:

- Swinging Price
- Swinging Price Basis

2.27 Unit Holder Balance Handling for US Accounts

This section contains the following topics:

- Section 2.27.1, "Invoking Unitholder Balance Handling for US Accounts Screen"

2.27.1 Invoking Unitholder Balance Handling for US Accounts Screen

You can use 'Unitholder Balance Handling for US Accounts' screen to process to report the UH balance for FATCA reporting. You can invoke this screen by typing 'UTDUSBAL' in the

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field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can specify the following details:

Date

Date Format; Optional

Select the processing date from the adjoining calendar.

Investor Type

Optional

Select the type of investor from the drop-down list. The list displays the following values:

- Individual
- Corporate

FATCA Classification

Alphanumeric; 25 Characters; Optional

Specify the classification for which you want to process the batch. Alternatively, you can select FATCA classification from the option list. The list displays all valid FATCA classifications maintained in the system.

FATCA Fund Id

Optional

Select FATCA fund ID option from the drop-down list. The list displays the following values:

- Both
- Yes
- No

FATCA Status

Optional

Select one of the FATCA statuses from the drop-down list. The list displays the following values:

- Recalcitrant
- Pending Classification

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- Compliant

Submit For

Select if the batch needs to be submitted as online process or execute from the drop-down list. The list displays the following values:

- Process
- Execute

2.28   Dilution Levy Load Calculation Batch

2.28.0.1   Dilution Levy for Fund Family

You can compute net of sales consideration at Fund family level by netting all the Inflows and outflows for a day for the fund family and unitholder combination.

For calculation of Net of sales consideration system will compute gross amount in fund base currency for all transactions. If Fund Base Currency and Reference currency at fund family level are different then you need to convert gross amount in fund base currency into equivalent reference currency amount by using mid rate.

The system will consider pseudo switch across AMCs and within AMCs for net sales consideration. However, switch within fund family and transfers will not be considered for net sales consideration.

The system will perform EOD process which will be scheduled before allocation to identify the applicability of Dilution Levy.

During EOD process, the system will figure out if the net of sales consideration is breaching either inflow or outflow breach value.

Post the computation of Net of sales consideration value for the day, system will apply Dilution Levy to all the transactions for the funds within fund family if Net of sales consideration value is greater than inflow or outflow breach factor value.

Inflow Breach factor Value = (summation of BOD fund corpus values for all the funds in the fund family in reference currency) * Inflow Breach Factor / 100

Outflow Breach factor Value = (summation of BOD fund corpus values for all the funds in the fund family in reference currency) * Outflow Breach Factor / 100

If the net of sales value is a positive number (which means subscriptions are more than redemptions) then the system should apply the Inflow breach value to decide if Dilution Levy is applicable or not. If breached then, Dilution Levy load will be applied to all the applicable inflow and outflow transactions.

If net of sales value is a negative number (which means redemptions are more than subscriptions) then the system should apply the Outflow breach factor to decide if Dilution Levy is applicable or not. If breached then, Dilution Levy load will be applied to all the applicable inflow and outflow transactions.

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The following table details the various scenarios for net sales consideration:

Transaction Types	System Behavior for Net Sales consideration Calculation
Future Dated Transactions	Will not be considered for current day's net of sales consideration.
Reversal Transaction	Both original transaction and reversed transaction will not be considered for current day's net of sales consideration
Cancellation transaction	Both original transaction and cancelled transaction will not be considered for current day's net of sales consideration If both in and out are cancelled on same day – before allocation.
Dividend Reinvest Transactions	To be considered as an IN transaction only if the ref type is maintained as to be considered for net sales applicable computation
Non Daily Priced Fund Transactions	The unalloted transactions will be considered for the net sales computation on Price Date. The from price date or to price date which got derived on transaction save will be considered for the dilution levy breach value calculation.

2.28.0.2 Dilution Levy Batch for Fund Level

If Dilution Levy is selected, then the system applies the load only if the sum of transactions for the combination of unit holder, fund, and transaction type exceeds the breach factor (inflow/outflow) for the corpus, even though all other criteria are satisfied. An EOD batch computes the aggregated net transaction amount at unit holder, fund, and transaction type level for dilution levy enabled fund. If dilution levy limit of a fund is breached, then the system applies the dilution levy load is applied for specific or all transactions for that unit holder, fund and transaction type combination based on the Dilution Levy Applicable At.

2.29 Pension Ongoing Charge Withdrawal Batch

A pension ongoing charge withdrawal batch with an EOD sequence computes the Pension charge and generates the withdrawal order.

The system uses Portfolio AUM to decide the return value from the charge details maintained.

The system calculates annual maintenance charge as follows to decide the return value in case the charge has multiple slab.

Portfolio AUM = Sum of all fund AUM

Sum of Fund AUM = Sum of each fund (latest available Units * NAV of current date)

Note

NAV import should be done prior to EOD in Pension module. In case NAV is not available on the processing day, the system will consider the latest NAV available for processing.

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The system will derive Portfolio AUM and take return value at portfolio Level AUM and applied at fund level.

Withdrawal order equal to sum total charge amount will be generated at the portfolio level.

In case any party does a 100% withdrawal, if the IA want to recover Ongoing fee, system will compute the same and the same will be shown in 'Recovery Amount' field which is being introduced now in settlement details of Withdrawal Details screen (PADWITHD).

The system will thereafter update the settlement amount of the withdrawal screen after deducting recover amount.

Default bank account from PADINVAC screen for the party will be defaulted in settlement section or in IA Account

Recovery amount is computed during allocation handoff, by applying sum (order amount at asset level) and computing return value on the sum. Order amount at asset level in PENSION order, is the Net settlement amount of respective redemption transaction in TA for the asset

In case ongoing fee process date happens to be a holiday, then by default next working day will be the processing date.

Example 1

Annual Charge Maintenance

Charge Maintenance -PADCMDET

Charge ID	From Amount	To Amount	Return Value
ANNCHG	0	10000	2%
	10000	35000	1.50%
	35000	50000	1%
	50000	999999999	0.125%

Next Process Date	Last Process Date	Fee Txn Generation Date
1-Jan-16	1-Jan-15	1-Jan-16

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Annual charge calculations

Party ID	Portfolio ID	Account ID	Instrument ID	Asset ID	Unit Balalnce	NAV	Asset wise Balance Amount	Portfolio balance amount	Charge Amount
GREY42	EMPRMND	IN20150020000341	MSTRST	NORMF1	100	8.126	812.6		
			BSTRST	NORMF2	200	9.127	1825.4	2638	52.76
	EMPYMND	IN20150020000342	MSTRST	NORMF1	550	8.126	4469.3		
			BSTRST	NORMF2	487	9.127	4444.849	8914.149	178.28298
	EMPYVOL	IN20150020000343	MSTRST	NORMF1	113	8.126	918.238		
			BSTRST	NORMF2	1045.5	9.127	9542.2785		
			GOOG-LEINS	NORMF3	189.9	11	2088.9	12549.4165	188.2412475

Charge amount derived from the party ID, portfolio ID, account ID, Instrument ID, Asset ID, based on the market ratio.

Example 2

FUND ID	UNITS	NAV	MV
NORMF1	100	10	1000
NORMF2	200	20	4000
NORMF3	3000	30	9000

Total AUM = 14000

Assuming load slab is 2%, system will apply 2% for each of the fund and generate withdrawal transactions.

Amount so derived will be the charge payable by the Party.

Charge amount derived from the party ID, portfolio ID, account ID, Instrument ID, Asset ID, based on the market ratio, i.e. 1:4:9

Instrument	Fund ID	Market Value	Asset Level Split value
INSTR1	NORMF1	1000	20

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Instrument	Fund ID	Market Value	Asset Level Split value
INSTR1	NORMF2	4000	80
INSTR1	NORMF3	9000	180
			280

The system will generate withdrawal orders for the amount computed with the below mentioned order subtype.

Order Type	Order sub type Value	Order sub type	PARAMCODE
WD	4	Pension Charge Withdrawal	PASWDTXNSUBTYPE

Ongoing charge computation will take the latest charge mapped during the process date.

Example 3

In case 100% withdrawal is done before Annual charge is computed, the system will recover the same and deduct from the settlement amount payable to the party

FUND ID	UNITS	NAV	MV
NORMF1	100	10	1000
NORMF2	200	20	4000
NORMF3	3000	30	9000

Total AUM = 14000

Assuming load slab is 2%, system will apply 2% on Net order amount (Amount excluding TA loads)

Assume, TA load - 100

Net Order amount will now become = 14000-100 =13900

System will apply 2% load on above net order value 13900,i.e. – 13900*2% = 278

For this 278 system will not generate any withdrawal transactions in PAS, but the same will be deducted from the amount payable to the party i.e 14000-278=13722 will be paid.

Recovery Amount - 278

Settlement Amount - 13722

2.30   UH Rebalancing Batch

After rebalancing is processed, the system populates rebalancing data in **PATB_REBALANCELOG** process log table, which will track the status of the rebalance reference number.

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Following are the different status of the rebalancing process:

Status code	Status Description	Event
1	Rebalance Processing Skipped in PAS	
3	Rebalance Processing Failed in PAS	Rebalancing Process batch failed
6	Rebalance hand-off pending	Rebalancing hand-off to TA is pending
9	Rebalance hand-off completed	Rebalancing hand-off to TA completed
12	Rebalance allocation hand-off completed	Rebalancing Allocation hand-off from TA is completed
15	Rebalance in TA Failed	Rebalancing process in TA failed
18	Rebalance Completed	Rebalancing process completed

Rebalance export from Pension can be done using 'IF20192130003101' interface ID

Rebalance import into TA can be done using 'IF20192130003102' interface ID. This creates auto-maintenance in TA in UTDUHPR (UH Portfolio Readjustment Detail) screen.

You can generate the transactions in TA for the UH portfolio readjustments by scheduling 'UH Portfolio Read - Generate Transactions' batch with the EOD sequence number '55'.

2.31 Rebalance Batch Processing

Following are the different statuses of the rebalancing process:

EOD Sequence	Description	Purpose
6019	Age based rebalancing Portfolio Amendment	This EOD batch would verify the applicable portfolios based on age/frequency and do dynamic amendment of portfolios and map the resultant model portfolios
6020	Pension Age Based Rebalancing	This EOD batch would process age based rebalancing for the portfolios mapped to age based rebalancing rules. System will use the DOB of the parties to derive the age slab for processing.
6021	Pension Frequency Based Rebalancing	EOD batch to process re-balancing based on the pre-defined frequency. System will do rebalancing for the portfolios with difference above the variance percentage

As part of 'Pension Frequency Based Rebalancing' batch process, if the computed actual variance for a portfolio breaches the maintained variance % then eligible portfolios will undergo rebalancing as per half-yearly/Annual frequency maintained.

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Actual variance = (Portfolio asset balance in market value / Portfolio asset balance in unit cost) * 100,

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Note

Unit cost is the average of unit cost derived for a party, portfolio, account and asset combination.

On successful rebalancing process in Pension, the rebalance process log table 'PATB_REBALANCELOG' will be updated with the status 6 as 'Rebalance handoff pending'.

On failure of rebalancing process in Pension, the rebalance process log table PATB_REBALANCELOG will be updated with the status 3 as 'Rebalance processing failed in PAS'.

2.32 Pension Rebalancing Process

This section contains the following topics:

2.32.1 Process Flow of Rebalance Batch

The flow diagram of rebalance batch is as follows:

Step 1: Evaluate the party, portfolio combination to check if an age slab change and portfolio amendment is required

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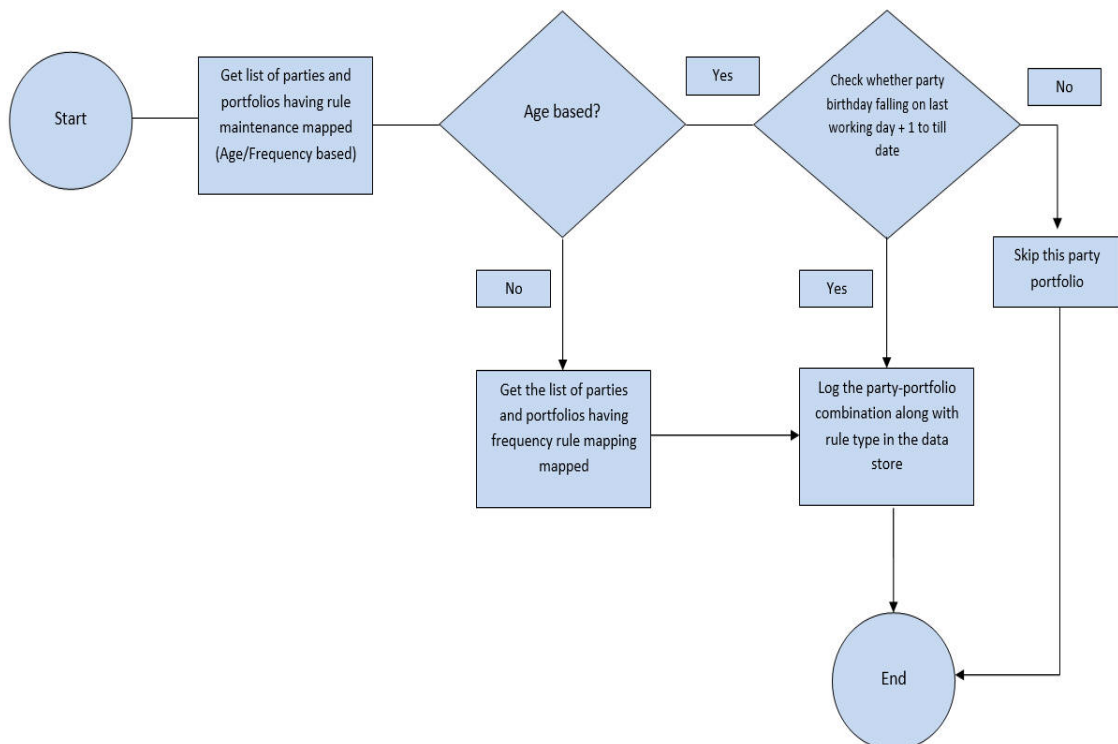
Step 2: Process rebalance, amendment of portfolio mapping for age based and logging of variance in case of frequency based
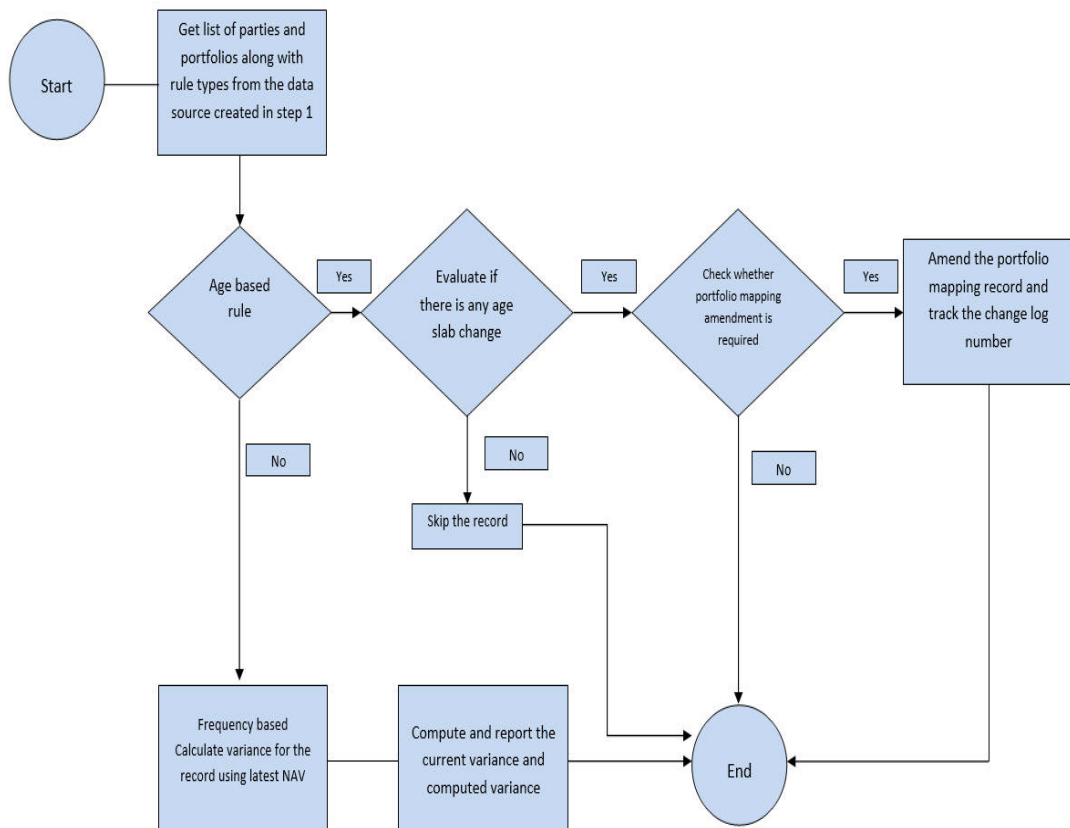
Step 3: Adjustment order generation for outflow and inflow for age based rules
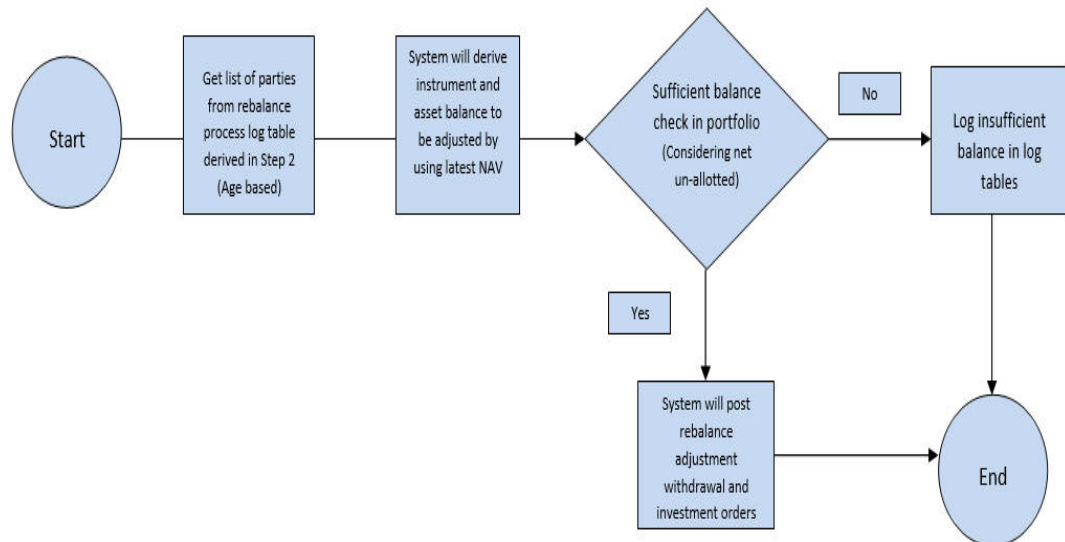
You can process rebalancing of portfolios based on rule type and criteria defined using 6020 - Pension Rebalancing Process. The system uses the latest NAV for computation.

2.32.2 Age-based Rebalancing

The system will pick all parties, whose portfolios are mapped to age based rule. it will then compare the date of birth of individual parties with the age slab defined in the rule maintenance.

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If party age matches the slab defined at the rule, then system will amend the party portfolio and map the Model portfolio (defined at rule maintenance) in portfolio mapping. Portfolio mapping amendment will be done ONLY for age based rules and not applicable for frequency based rules.

The system will trigger the rebalance process so that the current asset balance of the party will be rebalanced to the newly mapped Model portfolios instrument and assets.

Example for Age Based Rebalancing

Scenario:

Mrs.Grey (Party ID: INDPA00) in an individual investor opened her investment account on 01-Jan-2010 with portfolio LIFE_ANNUITY

Mrs. Grey selected model portfolio based on age, current model portfolio is 'MOD_20_39' and opted for age based rebalance rule 'AGE_PRU' (**rule details given below**)

Age Rebalance rule is defined and the same is mapped to INDPA001

Any investments into LIFE_ANNUITY portfolio will be invested according to the asset allocation of model portfolio MOD_20_39 (**Asset allocation details given below**)

On Mrs.Grey birthday, system will check whether there her age is still in the same slab or there is change in applicable age slab.

System date in current scenario is 27-Mar-2019, where Mrs. Grey age will be 40, which falls on second slab according to age rule 'AGE_PRU', the system will amend the portfolio mapping of Mrs. Grey and map the Model portfolio as '**MOD_40_49**'

Post successful amendment, system will do rebalancing of portfolio matching the resultant portfolio for the new age slab '**MOD_40_49**'

The system will compute and pass the required 'Rebalance adjustment outflow' and 'Rebalance adjustment inflow' orders in the system

Every rebalance for a portfolio will have a unique rebalance reference number which will be auto generated by the system

Party details

System Date: 27-Mar-2019

Party ID	Party name	DOB	Party Role	Employee ID	Account ID
INDPA001	Mrs.Grey	27-Mar-79	Investor	NA	IN20150210000001

MOD_20_39 asset allocation: (Portfolio Definition)

This portfolio created in portfolio definition screen (PADPFDFN)

Portfolio ID	MOD_20_39
Model portfolio	Yes

Instrument	Instrument Ratio	Asset	Asset Ratio
INS_1	22.59%	ASSET1	38%
		ASSET2	62%

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Instrument	Instrument Ratio	Asset	Asset Ratio
INS_2	39.56%	ASSET1	50%
		ASSET2	50%
INS_3	37.85%	ASSET4	100%

MOD_40_49 asset allocation: (Portfolio Definition)

This portfolio in portfolio definition screen (PADPFDFN)

Portfolio ID	MOD_40_49
Model portfolio	Yes

Instrument	Instrument Ratio	Asset	Asset Ratio
INS_1	23.00%	ASSET1	50%
		ASSET2	50%
INS_2	27.00%	ASSET3	50%
		ASSET4	50%
INS_3	38.00%	ASSET4	100%
INS_4	12.00%	ASSET5	100%

Portfolio Mapping (before rebalancing**)**

Portfolio Mapping for Mrs. Grey for the portfolio '**LIFE_ANNUITY'** where model portfolio '**MOD_20_39'** is mapped in portfolio mapping screen (**PADPFMAP**)

Party Role	Investor
Party ID	INDPA001
Account ID	IN20150210000001
Portfolio ID	LIFE_ANNUITY
Model Portfolio ID	MOD_20_39

Instrument	Instrument Ratio	Asset	Asset Ratio
INS_1	22.59%	ASSET1	38%
		ASSET2	62%

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Instrument	Instrument Ratio	Asset	Asset Ratio
INS_2	39.56%	ASSET1	50%
		ASSET2	50%
INS_3	37.85%	ASSET4	100%

Rule definition

Following age based rule 'AGE_PRU' is defined in Portfolio Rebalance Rule Detail (PADREBRL)

Rebalance Rule ID	AGE_PRU
Rule Type	Age

Slab sequence No	From Age	To Age	Model Portfolio ID
1	20	39	MOD_20_39
2	40	49	MOD_40_49
3	50	60	MOD_50_60
4	61	69	MOD_61_69
5	70	80	MOD_70_80

Rebalance Rule mapping

Following age based rule 'AGE_PRU' is mapped to Party Mrs.Grey in Rebalance Rule Mapping Detail (

PADREBMP)

Rebalance Rule ID	AGE_PRU

Portfolio ID	Party ID	Party Name	Account ID
LIFE_ANNUITY	INDPA001	Mrs.Grey	IN20150210000001
PER_PENSION	INDPA002	Mr. John	IN20150210000002

Let's assume Mrs.Grey's current portfolio balance is as follows:

Instrument	Instrument Ratio	Asset	Asset Ratio	Units	Asset NAV	Amount
INS_1	22.59%	ASSET1	38%	100	10	1000
		ASSET2	62%	150	11	1650

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Instrument	Instrument Ratio	Asset	Asset Ratio	Units	Asset NAV	Amount
INS_2	39.56%	ASSET1	50%	232	10	2320
		ASSET2	50%	211	11	2321
INS_3	37.85%	ASSET4	100%	444	10	4440
					Portfolio balance	11731

As part of rebalancing, system will amend the portfolio mapping for Mrs.Grey and map the new portfolio, portfolio mapping screen post amendment will be as follows:

Party Role	Investor
Party ID	INDPA001
Account ID	IN20150210000001
Portfolio ID	LIFE_ANNUITY
Model Portfolio ID	MOD_40_49

Instrument	Instrument Ratio	Asset	Asset Ratio
INS_1	23.00%	ASSET1	50%
		ASSET2	50%
INS_2	27.00%	ASSET3	50%
		ASSET4	50%
INS_3	38.00%	ASSET4	100%
INS_4	12.00%	ASSET5	100%

Post rebalance process, system will compute the inflow and outflow units based on new model portfolio 'MOD_40_49' as follows:

Instrument	Instrument Ratio	Asset	Asset Ratio	Fund Amount	Outflow	Inflow
INS_1	23.00%	ASSET1	50%	1349.065	0	349.065
		ASSET2	50%	1349.065	300.935	0

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Instrument	Instrument Ratio	Asset	Asset Ratio	Fund Amount	Outflow	Inflow
INS_2	27.00%	ASSET1	0%		2320	
		ASSET2	0%		2321	
		ASSET3	50%	1583.685		1583.685
		ASSET4	50%	1583.685		1583.685
INS_3	38.00%	ASSET4	100%	4457.78	0	17.78
INS_4	12.00%	ASSET5	100%	1407.72	0	1407.72
				11731	4941.935	4941.935

For the above computation, its required to generate one outflow order for 4941.935 and an inflow of 4941.935 under LIFE_ANNUITY portfolio for Mrs.Grey

The system will generate the orders and the same can be viewed in 'Pension Adjustment Order (PADAJORD) screen as shown below

Post generation, user will not be allowed to modify/reverse the rebalance adjustment orders WD20150020001702 and IV20150020083605

Reference number of both inflow and outflow orders will be rebalance reference number (RB20150020083313)

Outflow - order

Adjustment Order Number	WD20150020001702
Order Type	Withdrawal
Party ID	INDPA001
Account ID	IN20150210000001
Portfolio ID	LIFE_ANNUITY
Order sub type	14 - Rebalance adjustment pension withdrawal

Reference number	RB20150020083313
Instruction Date	27-Mar-19
Order Status	Order authorised

Instrument	Asset ID	Order Mode	Order Value
INS_1	ASSET2	Amount	300.935
INS_2	ASSET3	Amount	2320

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Instrument	Asset ID	Order Mode	Order Value
INS_2	ASSET4	Amount	2321
		Total	4941.935

Inflow Order

Adjustment Order Number	IV20150020083605
Order Type	Investment
Party ID	INDPA001
Account ID	IN20150210000001
Portfolio ID	LIFE_ANNUITY
Order sub type	12 - Rebalance adjustment pension investment

Reference number	RB20150020083313
Instruction Date	27-Mar-19
Order Status	Rebalance Out-leg pending handoff/Allocation pending

Instrument	Asset ID	Order mode	Order Value
INS_1	ASSET1	Amount	349.065
INS_2	ASSET3	Amount	1583.685
INS_2	ASSET4	Amount	1583.685
INS_3	ASSET4	Amount	17.78
INS_4	ASSET5	Amount	1407.72
		Total	4941.935

Rebalance Adjustment Order Generation

Based on the difference in the ratio, the system will auto create Inflow and outflow orders for the portfolio in respective instruments and assets. There will be two orders generated for each successful rebalance process

The outflow order will be stamped with order sub-type '14- Rebalance adjustment pension withdrawal' with 'Order status' as '1 - Authorised'

The inflow order will be stamped with order sub-type '12- Rebalance adjustment pension investment' and 'Order status' as '2- Rebalance Out-leg pending handoff/Allocation pending'

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Balance Check - Adjustment Withdrawals

For adjustment withdrawals, the system will include the un-allotted withdrawal order amount as well as un-allotted switch-out orders pending allocation/ handoff

The system will consider the net of un-allotted order as available balance for withdrawals

The system will consider the withdrawal and switch orders with the following order statuses:

- 0 - order unauthorised
- 1- order authorised
- 9 - order handoff pending allocation
- 14- Order generated, Allocation pending

This validation is applicable for the following adjustment orders:

- 13 - Adjustment pension withdrawal
- 14 - Rebalance adjustment pension withdrawal

In case of insufficient balance, system will display an error message as 'E-NOASSETBAL' - Insufficient balance for the asset <Asset ID> under the instrument <Instrument ID>'

These Rebalance adjustment investment and withdrawal orders will not be available in 'Investment Detail (PADINVDE) and 'Withdrawal Order (PADWITHD) screens. You can view these adjustment orders in 'Pension Adjustment Order (PADAJORD) screen. However, you cannot modify or reverse these Rebalance orders from 'Pension Adjustment Order' screen.

Only view operation is supported for Rebalance adjustment orders

Reference number of the inflow and outflow orders will be stamped with Rebalance reference number, you can query the orders using rebalance number from summary screen

While generating withdrawal orders, the system will consider the un-allotted withdrawal and switch out leg orders which are pending allocation in TA.

Rebalance adjustment order handoff

The system will hand-off rebalance adjustment withdrawal orders to TA and get allotted. Once all the assets of the adjustment withdrawal is allotted, the system will mark the status of inflow order as '3-Payment cleared'

Subsequent pension order handoff interface (PAS Order Export – Interface ID: IF20192130001003) will handoff the inflow order to TA and get allotted.

Rebalance Investment adjustment orders will not appear for clearing process (PADPYCLR - Payment Clearing)

You can verify the asset level allocation details in 'Allocation details' sub-screen in adjustment order screen. If a party's age is not matching with any slab, the system will log the following message in log table:

'E-AGENOTELIGIBLE' - Parties age is not eligible for rebalancing

For an age slab, the system maps the new portfolio and auto rebalance ONLY once and same will be repeated only in case of age slab change for the party, if picked up subsequently on next birthday of the party, the system will log the following error message and skip the party:

'E-REBPROCESSED' - Rebalancing already done for this party

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The system will log the rebalancing status in PATB_REBALANCELOG in 'Status' field.

In case of failures, error details will be logged into the PATB_REBALANCELOG log table with error code and description.

The system will not re-process failed or skipped rebalance records.

2.32.3 Frequency based Rebalancing

The system will pick all active portfolios based on processing date. If the next process date falls on a holiday, the same will be processed on next business day.

For frequency based rebalancing, the system will compute the variance and if the computed actual variance for a portfolio breaches the maintained variance then these portfolios will be marked for periodic reporting.

These portfolios will not be rebalanced and no amendment of portfolio mapping will be done for frequency based rules. The system will compute and log the computed variance and maintained variance in the system in patb_rebalancelog data store under 'RULEVARIANCE' and 'COMPUTEDVARIANCE' fields.

Formula: to calculate variance is as follows:

Current Variance = 100 - [(Units * NAV)/(Units * Average cost) * 100]

Where,

NAV is the latest price of the asset from TA

Units is the current portfolio balance units (**excluding blocked units**)

Average cost is WAUC from TA as part of allocation handoff

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Example

Scenario 1

Maintained Variance (in %)	20
Units	150
NAV	12
Average cost	13.5
Market value with NAV	1800
Market value with WAUC	2025
Current Variance (in %)	11.11111
	< 20
	No Change

Scenario 2

Maintained Variance (in %)	20
Units	150
NAV	11
Average cost	14
Market value with NAV	1650
Market value with WAUC	2100
Current Variance (in %)	21.42857
	> 20
	Report

Scenario 3

Maintained Variance (in %)	20
Units	150
NAV	8
Average cost	8
Market value with NAV	1200
Market value with WAUC	1200
Current Variance (in %)	0
	<20
	No Change

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Scenario 4

Maintained Variance (in %)	**20**
Units	150
NAV	13
Average cost	12
Market value with NAV	1950
Market value with WAUC	1800
Current Variance (in %)	-8.33333
	< -20
	No Change

Scenario 5

Maintained Variance (in %)	**20**
Units	150
NAV	12
Average cost	9.8
Market value with NAV	1800
Market value with WAUC	1470
Current Variance (in %)	-22.449
	> -20
	Report

Following are the possible rebalance statuses for both age and frequency based rebalancing rules:

Status Value	Status Description	Stage (Interim stages of rebalance process)
1	Rebalance Processing Started	When rebalance process is triggered as part of BOD
3	Amendment Completed, Rebalance Processing Pending	Post amendment of Portfolio mapping for the party meeting age based criteria
6	Amendment Skipped, Rebalancing Processing Pending	Portfolio mapping skipped for some reason, rebalance pending
7	Amendment Failed	Portfolio mapping amendment failed

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Status Value	Status Description	Stage (Interim stages of rebalance process)
8	Rebalance Processing Skipped	Rebalance process skipped due to various reason
10	Rebalance Processing Failed	Rebalance process failed – failure reason logged
20	Rebalance Order generation pending	Rebalance process completed, order generation pending
21	Adjustment Orders generated, handoff Pending	Rebalance adjustment withdrawal and investment generated, handoff pending to TA
22	Adjustment Orders generation failed	Rebalance adjustment withdrawal and investment generation failed

Status Value	Status Description	Stage (Post rebalance adjustment orders generation)
24	Adjustment Withdrawal hand-off completed, allocation Pending	Rebalance adjustment withdrawal hand-off to TA completed, pending allocation
26	Adjustment Withdrawal Orders allocated	Rebalance adjustment withdrawal allocated
28	Adjustment Investment hand-off completed, allocation Pending	Rebalance adjustment investment hand-off to TA completed, pending allocation
30	Adjustment Investment Orders allocated	Rebalance adjustment investment allocated
32	Rebalance Order allocation Failed	If rebalance order allocation of either inflow or outflow failed

The system will track the Rebalance Adjustment order status of inflow and outflow in PATB_REBALANCE log data store. Following are the possible statuses at each order level.

Status Value	Status Description	Stage (Order generation)
1	Adjustment Orders generated, handoff Pending	Inflow/Outflow adjustment order generated and order number will be stamped
5	Adjustment Orders generation failed	Inflow/Outflow adjustment order generation failed, reason will be logged in error code and description

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Post allocation of rebalance inflow adjustment order, system will mark the status as 'Rebalance process completed' in PATB_REBALANCELOG table.

Status Value	Status Description	Stage (PAS Allocation import from TA)
40	Rebalance Processing Completed	Upon upload of allocation details of adjustment INFLOW from TA into PENSION module
		Interface - IF20192130001307 (PAS Allocation import from TA)

Rebalance Export from Pension- IF20192130003101

An interface for rebalance export from Pension with the interface ID 'IF20192130003101' will pickup the 'Rebalance handoff pending' records from the 'PATB_REBALANCELOG' table and its respective data from the rebalance maintenance. On successful export, the status of the rebalancing record will be updated with the status 9 - Rebalance hand-off completed.

Rebalance Import into TA - IF20192130003102

On successful import into TA, the rebalancing details from Pension will be used to create maintenance for readjustment of portfolio in TA, i.e. UTDUHPR - UH Portfolio Readjustment Detail.

The maintenance will be created for a Unitholder, i.e. for a party, portfolio, account, instrument.

As the rebalancing in Pension can be done only within the instruments, for a rebalancing maintenance in Pension, there will be a readjustment maintenance in TA, i.e. One to one maintenance.

The system generates the maintenance with the readjustment status – 'Not processed' (N)

The 'PHREBALANCEPROCESSTBL' process table will log the rebalance reference number from Pension and its relative readjustment ID in TA with the process status 'U'.

2.33 UH Portfolio Readj - Generate Transactions

The 'UH Portfolio Readj - Generate Transactions' EOD batch with the EOD sequence number '55' will be scheduled to generate the transactions in TA for the UH portfolio readjustments.

You cannot amend or reverse these re-adjustment transactions in TA system

If any error occurs in the process of transaction generation, the system updates 'UH Portfolio Readjustment Detail' (UTDUHPR) with the status as 'Transaction Generation Failed' (E).

On successful generation of transaction, the same will be updated with the status as 'Transaction Generated' (C).

The UHPORTFOLIOREADJTXNTBL table will be updated with UT transaction generated for the re-adjustment ID.

The generated UT transaction will be the redemption transaction and the same will be stamped with the transaction type '03' and the ref type 'RP'.

The subsequent EOD processes will execute the following processes to complete the readjustment in TA:

● Allocation of out-leg transaction (03 – RP)

- Generation of in-leg transaction (02 – RP)
- Allocation of in-leg transaction (02 – RP)

2.34 PAS Allocation Hand-off - IF20192130001601

The allocation hand-off interface (IF20192130001601) will pick the successfully generated re-adjustment transactions for hand-off. Error details will also be handed-off.
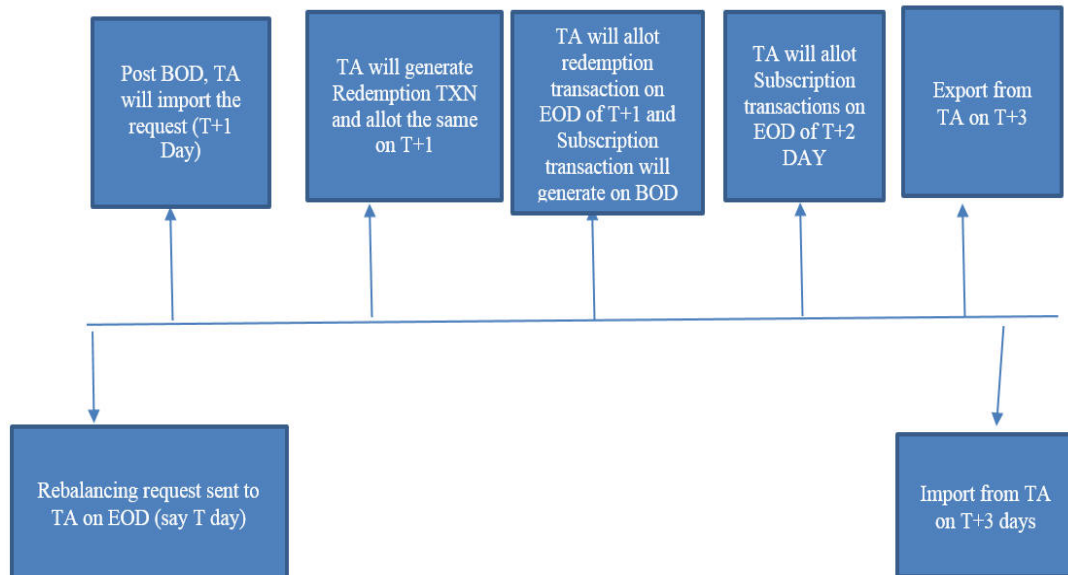
The interface PAS allocation import from TA (IF20192130001601) will invoke order generation for rebalancing with different order sub types.

PARAMCODE	Order sub type	Order sub type description	Order Type
PASWDTXNSUBTYPE	5	Rebalancing Withdrawal	WD
PASIVTXNSUBTYPE	3	Rebalancing Investment	IV

The system picks up the failed readjustments with the status 'E' in UH Readjustment Portfolio Detail (UTDUHPR) and stamps the respective rebalance reference number as error (E-Rebalance transaction generation failed) in PHREBALANCEPROCESSTBL and the same will not be picked for subsequent re-adjustments.

The system stamps the failed adjustments with the status – 'BF' (Rebalance Failed) and will hand-off to Pension.

The system considers readjustments with successful UT transaction generation and unitization for hand-off.

The handoff will happen only if the respective in-leg transaction is generated and unitized. Else the same will be stamped with status 'reject' (R- Inflow transaction not unitized) in PHREBALANCEPROCESSTBL. The system will pick this transactions for the subsequent hand-off process.

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Rebalance reference number will be stamped as the reference number.

For other transactions, UT transaction reference number will be stamped for the reference number.

Unit cost on allocation will be considered.

2.35 PAS Allocation Import from TA - IF20192130001307

The system updates failed rebalancing records in PATB_REBALANCELOG with the status 15 - Rebalance in TA Failed.

For the successfully rebalanced records, the system generates investment orders with the order sub type 3 and withdrawal orders with order sub type 5 in Pension.

These orders will be stamped with the status – 15 (order allotted) and this will be not be considered for the subsequent order export to TA.

Rebalance reference number will be stamped as the order reference number. For other orders, UT transaction number will be stamped as the order reference number.

On successful order generation of a rebalance reference number, the system updates status in PATB_REBALANCELOG as 18 - Rebalance Completed.

Pension allocation details and the asset balances will be updated accordingly.

Sample Transaction

	TA		Pension			
	Transaction Number	Reference Number	Transaction Number	Reference Number	Order Sub Type	Description
Out leg transaction	0320150020000319	RP20150020000006	WD20150020000101	RB2015002008270 05	5	Rebalancing Withdrawal
In leg transaction	0220150020000701	0320150020000319	IV20150020081509	RB2015002008270 05	3	Rebalancing Investment

2.36 Investment Account Churn

Analytical engine will predict the Investment Account Churn by categorising the investor into segments and classify them as High, Medium, Low, Transition and Safe based on their investment pattern.

This section contains the following topics:

- Section 2.36.1, "Model Administration Screen"
- Section 2.36.2, "Model Analysis Screen"
- Section 2.36.3, "Customer Attrition Summary"

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2.36.1 Model Administration Screen

Invoke the 'Model Administration Detail' screen by typing 'MLDINCHP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. This screen supports New and Query operations.

Invoke the 'Model Administration Summary' screen by typing 'MLSINCHP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The following are the fields in this screen.

FMG module ID

Mandatory, Display Only

Entity Id for which the batch has to be processed.

Reference number

Mandatory, Display Only

System generated Reference Number for the batch process.

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Period Start Date

Date Format, Mandatory

Enter the start date of the period.

Period End Date

Date Format, Mandatory

Enter the end date of the period.

Attrition Date

Date Format

Enter the end date of the period, if not provided default date will be considered.

Silent Period to be considered for Attrition (Days)

Numeric

Enter the Silent Period, if not provided it will be defaulted.

Action (Model Build/Model Execute)

Mandatory

Select to indicate model to build or model to be executed from drop-down list. Following are the options available in the drop-down list:

- Model Build

- Model Execute

Status

Display Only

Processing of batch will have the status Extraction Started, Extraction Completed, Completed, Extraction Error and Model Build/Execute Error.

Model Build Last Run

Display Only

Date on which Model was build successfully.

Model Execute Last Run

Display Only

Date on which Model was build successfully.

2.36.2 Model Analysis Screen

Invoke the 'Model Analysis' screen by typing 'MLDINCHB' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. This screen supports Query operations.

Business Entity Id

Mandatory, Display Only

Entity Id for which the batch has to be processed.

Reference number

Display Only

System generated Reference Number for the batch process.

Currency

Display Only

Entity base currency.

On query of a 'Completed' task, the system displays the result in Risk Category and Investor Segmentation section in MLDINCHB screen as follows:

Investor Risk Category

- – Risk Category

- – Percentage

- – Number of Investment Account

Investor Segmentation

- – Segment

- – Percentage Distribution

- – Relationship Period

- – Total Invested

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– Minimum Investment Gap

– Silence Days

To view the details of an investor account, set criteria by selecting one 'Investor Risk Category' and one 'Investor Segment' and then click 'Analyse' button. 'Customer Attrition Summary' screen is displayed.

2.36.3 Customer Attrition Summary

Invoke the 'Customer Attrition Summary' screen by typing 'MLSINCHS' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The system displays the following values for the selected business entity id:

• Age

• Business Entity Id

• Country

• Investment Account

• Investment Category

• Investment Type

• Segment

• Investor Risk Category

• Reference Number

• Relationship Period

2.37 ISA Limit Utilisation Check

The batch process ISA Limit Utilisation Check is a mandatory batch which should be scheduled in EOD/BOD to validate the ISA limits for the system generated transactions. If the ISA limits are breached, the transaction numbers will be logged in LIMITERRORLOGTBL.
User can check these transactions logged in table and take necessary actions. The same batch can be scheduled in Mini-EOD as well.

3. Agency Branch Pre-EOD Operations

One of the main tasks carried out by the batch operator users at an Agency Branch is performing the Pre End of Day Pre (EOD) and Beginning of Day (BOD) activities. These activities perform important functions in the system, and prepare it for the next business day. The system cannot logically close operations at the end of a working day or begin operations on the next business day if the End of Day and Beginning of Day processes are not performed.

Typically, only the batch operator users or groups that are authorized to perform the End of Day activities in the Agency Branch component. No other user or group will have access to this function. The agency branch only performs the Pre EOD component of the EOD activities. The actual EOD operations are pursued at the Fund Manager level.

This chapter contains the following sections:

- Section 3.1, "System Status"
- Section 3.2, "Checks before EOD Execution"
- Section 3.3, "Upload Summary"

3.1   System Status

The status of the Oracle FLEXCUBE Investor Servicing system changes during the course of each business day. At any point during the day, the system may be in one of three possible states:

- O – Online. This indicates that both components (Fund Manager and Agency Branch) are open for unit holder transactions as well as inquires and report printing.
- B – Indicates that the Pre-End of Day processes for the Fund Manager have been successfully completed.
- E – Indicates that the End of Day processes for the Fund Manager have been successfully completed.

The normal sequence of operations during a business day would result in changes of state as explained below:

Start of a business day

At the start of a business day, the system is online (status 'O'), and both the Fund Manager and the Agency Branch are open for the acceptance of unit holder transactions and other operations.

Course of a business day

During the course of a business day, the system is still online (status 'O'), and both the Fund Manager and the Agency Branch are still open for the acceptance of unit holder transactions and other operations.

Agency Branch Pre-EOD

When the Pre-End of Day processes are performed at the Agency Branch, the system is still online (status 'O'), and both the Fund Manager and the Agency Branch are still open for the acceptance of unit holder transactions and other operations. The pre-EOD checks applicable for the branch alone are performed by the system during this phase.

Fund Manager Pre-EOD

When the Pre-End of Day process is performed for the Fund Manager component, the system is online (status 'O') till the successful completion of the pre-EOD. During this phase, the

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Agency Branch is signed off, and only allows inquiries and report printing activities, whereas the Fund Manager is still open for the acceptance of unit holder transactions and other operations. The pre-EOD checks for the Fund Manager are performed at this time.

Upon successful completion of Pre-EOD, the system status changes to 'B' (indicating that Pre-EOD is successfully completed).

Fund Manager EOD

When the End of Day process is performed for the Fund Manager component, the system status is 'B' (indicating that Pre-EOD is successfully completed) till the successful completion of the EOD. During this phase, the Agency Branch is signed off, and only allows inquiries and report printing activities. The Fund Manager also allows only report printing during this phase, and it is not open for the acceptance of unit holder transactions and other operations.

Upon successful completion of EOD, the system status changes to 'E' (indicating that EOD is successfully completed).

Fund Manager BOD

When the Beginning of Day process is started at the Fund Manager component, the system status is 'E' (indicating that EOD is successfully completed). The system date is changed to the next business day during this time.

Upon successful completion of EOD, the system status changes to 'O' (indicating that both the Agency Branch and Fund Manager are now online and open for unit holder transactions and other operations).

3.2   Checks before EOD Execution

This section contains the following topics:

- Section 3.2.1, "Invoking the Pre End of Day Check – Pre EOD – AGY Screen"

3.2.1   Invoking the Pre End of Day Check – Pre EOD – AGY Screen

To view the pending operations that you must perform before you execute the End of Day process at the Agency Branch, use the 'Pre End of Day Check – Pre EOD – AGY' screen.

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You can invoke this screen option by typing 'UTDPRECH' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.
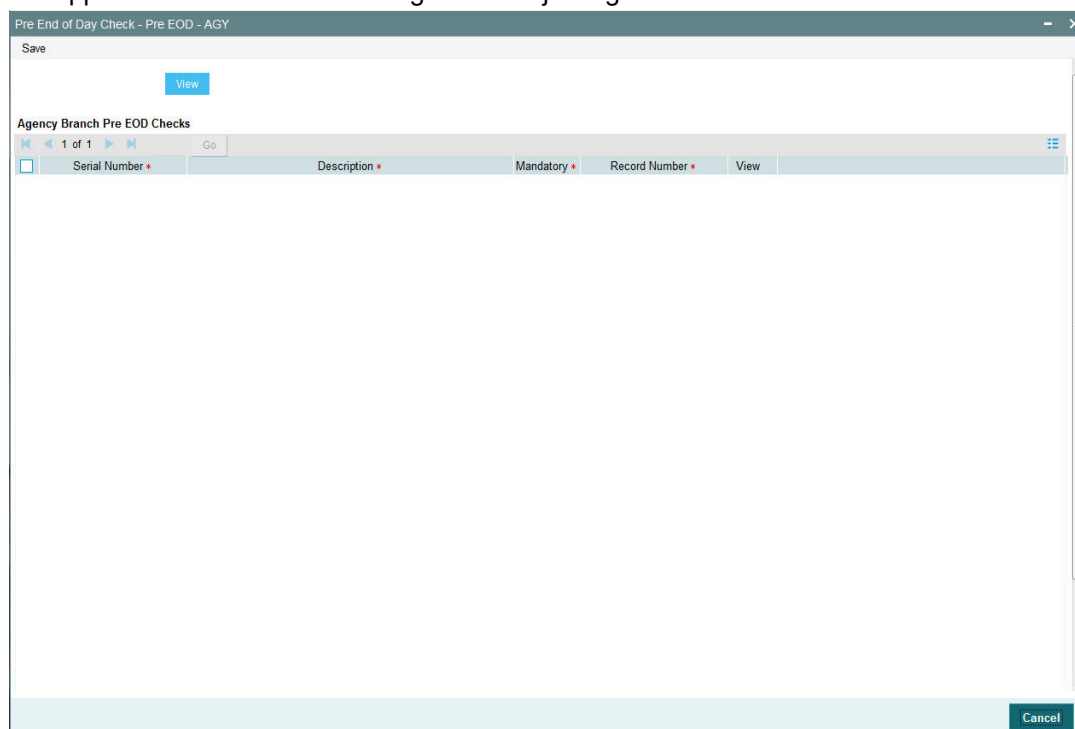
You must complete all the pending operations that are displayed here before you execute the End of Day process at the Fund Manager module. Click 'View' button to view the following details:

Serial No

Display

This number indicates a particular activity. No two activities can have the same serial numbers.

Description

Display

This is a description of the activity.

Mandatory

Display

Indicates whether the activity is Mandatory or optional

Record Count

Display

Indicates whether any activity is pending.

If all the Mandatory activities are completed and the record counts are zero, the branch can be signed off.

Note

There would be a PRE-EOD check to look into Unit Holders having default bank accounts whose status is 'Failed'. This would be an Optional check.

Click 'View' button to view pre-EOD check AGY details.

3.3 Upload Summary

This section contains the following topics:

- Section 3.3.1, "Invoking the Upload Status Summary Screen"
- Section 3.3.2, "Viewing Upload Status Transaction"

3.3.1 Invoking the Upload Status Summary Screen

You can view upload summary details using 'Upload Status Summary' screen. You can invoke this screen by typing 'UTSUPSTA' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. The 'Upload Status Summary' screen is displayed.

You can perform the following operations in the Upload Status Summary screen:

- Viewing a Upload Status Record

3.3.2 Viewing Upload Status Transaction

To upload a transaction that you have previously entered, you must retrieve the same in the Upload Status Summary screen, as follows:

From the main menu, invoke the Batch menu. Select Upload Status option. The Upload Status Summary screen is opened. You can invoke this screen by typing 'UTSUPSTA' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button

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Specify any of the following details:

- Reference Number
- Process ID
- Import Option
- User ID
- In the Status field, select the status of the transaction that you want to retrieve for viewing. You can view records of transactions that are:
  - Processed
  - Failed
  - Unprocessed
- Date of Import

To retrieve the uploaded transaction that is to be viewed, specify any or all of the details of the transaction in the corresponding fields on the screen, and click 'Search' button. All transactions with the specified details are retrieved and displayed in the lower portion of the screen.

Select the transaction that you want to view in the list of displayed transactions, in the lower portion of the screen.

The Upload Status screen is opened by double clicking the selected transaction, with the selected transaction displayed in view mode.

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4. Function ID Glossary

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