

# **Oracle Banking Digital Experience**

**Core – Corporate Admin User Manual  
Release 19.1.0.0.0**

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Core – Corporate Admin User Manual  
May 2019

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 Documentation Accessibility

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

## 1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

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

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

## 1.4 Structure

This manual is organized into the following categories:

*Preface* gives information on the intended audience. It also describes the overall structure of the User Manual.

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

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

Each transaction is explained in the following manner:

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

## 1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 19.1.0.0.0, refer to the following documents:

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

## 2. Transaction Host Integration Matrix

### Legends

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

Sr. No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 14.2.0.0.0	Oracle FLEXCUBE Universal Banking 14.3.0.0.0
1	Corporate Administrator Dashboards	NH	NH	NH
2	<b>Limits Definition</b>			
	Limits Definition – View	NH	NH	NH
	Limits Definition – Create	NH	NH	NH
	Limits Definition - Delete Limit	NH	NH	NH
3	<b>Limits Package Management</b>			
	Limit Package Management – View	NH	NH	NH
	Limit Package Management – Create	NH	NH	NH
	Limit Package Management - Edit	NH	NH	NH
	Limit Package Management – Delete	NH	NH	NH
4	<b>Party Preferences</b>			

Sr. No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 14.2.0.0.0	Oracle FLEXCUBE Universal Banking 14.3.0.0.0
	Party Preferences-View	✓	✓	✓
5	<b>User Management</b>			
	User Management-Create	✓	✓	✓
	User Management-View	✓	✓	✓
	User Management-Edit	✓	✓	✓
6	<b>Party Account Access</b>			
	Party Account Access - Create	✓	✓	✓
	Party Account Access-View	✓	✓	✓
	Party Account Access - Edit	NH	NH	NH
	Party Account Access - Delete	NH	NH	NH
7	<b>User Account Access</b>			
	User Account Access - Create	✓	✓	✓
	User Account Access-View	✓	✓	✓
	User Account Access - Edit	NH	NH	NH
	User Account Access - Delete	NH	NH	NH
8	<b>Party Resource Access</b>			
	Party Resource Access - Mapping (Create)	✓	✓	✓

Sr. No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 14.2.0.0.0	Oracle FLEXCUBE Universal Banking 14.3.0.0.0
	Party Resource Access- View	✓	✓	✓
	Party Resource Access- Edit	NH	NH	NH
	Party Resource Access- Delete	NH	NH	NH
9	<b>User Resource Access</b>			
	User Resource Access - Mapping (Create)	✓	✓	✓
	User Resource Access - Search	✓	✓	✓
	User Resource Access – Edit	NH	NH	NH
	User Resource Access - Delete	NH	NH	NH
10	<b>Party to Party Linkage</b>			
	Party to Party Linkage-View	✓	✓	✓
11	<b>User Group Management</b>			
	User Groups - Summary	✓	✓	✓
	User Groups – Create	✓	✓	✓
	User Groups - View	✓	✓	✓
	User Groups - Edit Group	NH	NH	NH
12	<b>Approvals</b>			
12.1	<b>Workflow Management</b>			

Sr. No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 14.2.0.0.0	Oracle FLEXCUBE Universal Banking 14.3.0.0.0
	Workflow Management – Summary	✓	✓	✓
	Workflow Management - Create	✓	✓	✓
	Workflow Management - View	✓	✓	✓
	Workflow Management - Edit	NH	NH	NH
12.2	<b>Approval Rules</b>			
	Approval Rules – Summary	✓	✓	✓
	Approval Rules – Create	✓	✓	✓
	Approval Rules – View	✓	✓	✓
	Approval Rules - Edit	NH	NH	NH
	Approval Rules - Delete	NH	NH	NH
13	<b>Alerts Subscription</b>	✓	✓	✓
14	<b>File Upload Maintenance</b>			
	File Identifier Maintenance – Summary	✓	✓	✓
	File Identifier Maintenance - Create	✓	✓	✓
	File Identifier Maintenance - View	✓	✓	✓
	File Identifier Maintenance - Edit	NH	NH	NH
15	<b>User File Identifier Mapping</b>			

Sr. No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 14.2.0.0.0	Oracle FLEXCUBE Universal Banking 14.3.0.0.0
	User File Identifier Mapping - User Interface Details	✓	✓	✓
	User File Identifier Mapping - Summary	✓	✓	✓
	User File Identifier Mapping - Create	✓	✓	✓
	User File Identifier Mapping – Edit	NH	NH	NH
16	<b>Mailbox – Alerts (Summary and Details)</b>	NH	NH	NH
16.1	<b>Notifications</b>	NH	NH	NH
17	<b>Reports</b>			
17.1	<b>Report Generation</b>			
	View Scheduled Reports	✓	✓	✓
	Edit Schedule Reports	NH	NH	NH
17.2	<b>My Reports</b>			
	My Reports - Adhoc	✓	✓	✓
	My Reports - Schedule	✓	✓	✓
18	<b>User Report Mapping</b>			
	User Report Mapping - Create	✓	✓	✓
	User Report Mapping - Summary	✓	✓	✓
	User Report Mapping – View	✓	✓	✓
	User Report Mapping – Edit	NH	NH	NH
19	<b>Session Summary</b>	NH	NH	NH



Sr. No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 14.2.0.0.0	Oracle FLEXCUBE Universal Banking 14.3.0.0.0
20	<b>Audit Log</b>	✓	✓	✓
21	<b>My Profile</b>	NH	NH	NH
22	<b>Security Settings</b>			
	Change Password	NH	NH	NH
	Set Security Questions	NH	NH	NH
23	<b>Forgot Password</b>	<b>NH</b>	<b>NH</b>	<b>NH</b>
24	<b>Forgot Username</b>	<b>NH</b>	<b>NH</b>	<b>NH</b>

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### 3. Corporate Administrator

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

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

Following administrative functions are extended for Corporate Administrator.

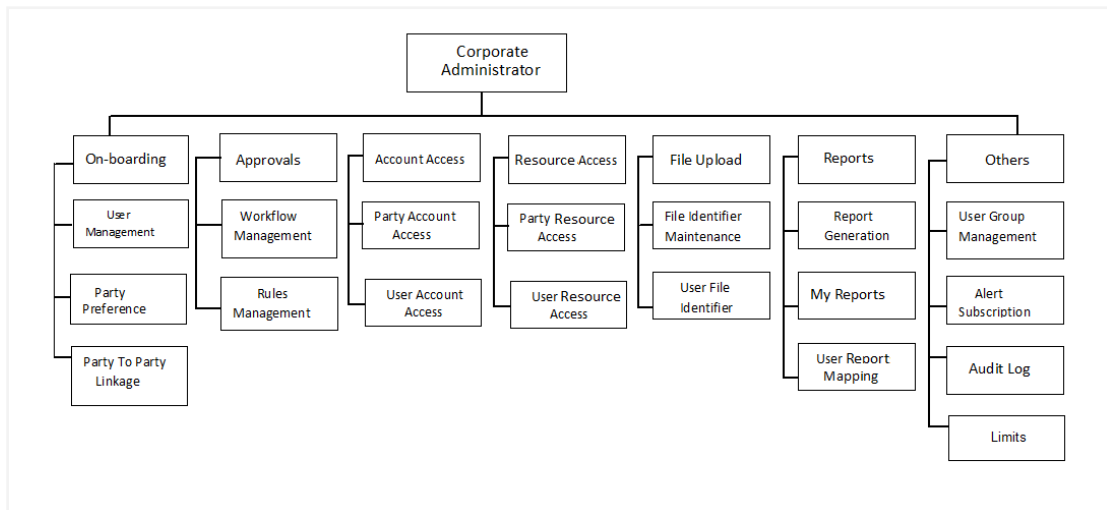
- User Management
- Party Preferences
- Approval Workflow Maintenance
- Approval Rules Maintenance
- Account Access
- Resource Access
- Alerts Subscription
- User Group Management
- File Upload
- Transaction Limit Maintenance
- Reports Generation and Mapping

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## 4. Corporate Administrator Dashboard

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

### Summary



### Corporate Admin Dashboard – Overview

The Corporate Administrator dashboard comprises of

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

**Maker**

**Quick Links**

- Onboarding
  - User Management
  - Party Preferences
- Approvals
  - Workflow Management
  - Rules Management
- Account Access
  - Party Account Access
  - User Account Access
- Resource Access
  - Party Resource Access
  - User Resource Access
- File Upload
  - File Identifier Maintenance
  - User File Identifier Mapping

**Activity Log (3)**

Date	Description	Party Name	Reference No	Status
09 May 6:28 PM	Update Party Resource Access	SK Agro Solutions	090574D72332	Processed
09 May 6:27 PM	Update Party Resource Access	SK Agro Solutions	0905AD2AC9EE	Processed
09 May 6:25 PM	Update Party Resource Access	SK Agro Solutions	0905432D7AF2	Processed

Page 1 of 1 (1-3 of 3 items)




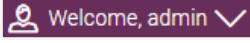

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Hey, I am here to help if you need it!

## Dashboard Overview















### Icons

Following icons are present on the corporate administrator dashboard:

-  : Clicking this icon takes you to the dashboard.
-  : Clicking this icon takes you to the Mailbox screen.
-  : Click this icon to search the transactions.
-  : Click this icon to log out from the application. Displays the welcome note with last login details. Click this icon to view the logged in user's profile or log out from the application.
-  : Click the toggle menu to access the transaction.

## Menus

Following menus are present on the maker's dashboard:

-  **Onboarding** : Click this menu to manage users.
  -  **Approvals** : Click this menu to access Approval related transactions.
  -  **Limits** : Click this menu to manage limits.
  -  **Account Access** : Click this menu to set up account access rules on the transactions.
  -  **File Upload** : Click this menu to create a file identifier and map it to the user.
  -  **Reports** : Click this menu to generate reports and view the generated reports.
  -  **Others** : (User Group Management, Alert Subscription, Audit Log)
  -  **Mail Box** : Click this menu to view the Mails, Alerts and Notifications.
  -  **My Profile** : Click this icon to view the profile of the logged in user.
  -  **Session Summary** : Click to view the login details like start date and time, end date and time, Channel and IP address of the last sessions of the logged in user.
  -  **ATM/Branch Locator** : Click to view the address and location of the ATMs and the branches of the Bank.
  -  **Security Settings** : Click here for security settings.
  -  **Help** : Click this menu to launch the online help.
  -  **About** : Click this menu to view the information about the application like version number, copyright etc.
- 

## Quick Links

### Onboarding

#### (a) User Management

The Corporate Administrator can search and view users, create users, modify and delete

users. He can reset passwords of the users. Administrator can lock / unlock a user, through this option.

### **(b) Party Preferences**

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

## **Approvals**

### **(a) Workflow Management**

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

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

### **(b) Rules Management**

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

## **Account Access**

### **(a) Party Account Access**

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

### **(b) User Account Access**

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

## **Resource Access**

### **(a) Party Resource Access**

As part of Resource Access Management, corporate administrator can define access on resources other than CASA, TD Loan accounts like Remitter List from Virtual Account Management for his Corporate Party.

### **(b) User Resource Access**

---

As part of Resource Access Management, corporate administrator can define access on resources other than CASA, TD Loan accounts like Remitter List from Virtual Account Management for users associated to his party ID.

## **File Upload**

### **(a) File Identifier Maintenance**

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

### **(b) User File Identifier Mapping**

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

---

## **Options accessible only via Toggle Menu**

### **Onboarding**

#### **(b) Party to Party linkage**

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

### **Limits**

#### **(a) Limit Definition**

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

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

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

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

#### **(b) Limits Package**

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

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

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

### **Reports**

#### **(a) Report Generation**

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

#### **(b) My Reports**

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

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### (c) User Report Mapping

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

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

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### Others

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### (a) User Group Management

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

A

### (b) Audit Log

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

### (c) Alert Subscription

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

a

t

### Note:

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



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

n

## Activity Log

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

### Icons


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

### (a) Corporate Activity Log

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

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

## Activity Log

Activity Log (1)				
<div> <div>1</div> <div>Corporate</div> </div>				
Date	Description	Party Name	Reference No	Status
19 Jun 12:05 PM	Update FileIdentifier Registration	Bechtel Corporation	<a href="#">1906B4CC7F45</a>	 In Progress
Page 1 of 1 (1 of 1 Items) <div>             &lt; 1 &gt;           </div>				

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

## Transaction Details

**Update FileIdentifier Registration**

**Review**

Party Id	001201
Party Name	Bechtel Corporation

**Details**

File Identifier	ITF1
Description	IT FileID1edit
File Template	Internal Funds Transfer Delimited SDSC
Maximum No Of Records	11
Partial Processing Tolerance(%)	2
Transaction Type	Internal Funds Transfer
Accounting Type	Single Debit Single Credit
File Type	DELIMITED
Format Type	CSV,XML,XLS,XLSX
Approval Type	<input type="button" value="Record Level"/> <input checked="" type="button" value="File Level"/>

**Transaction Journey**

```

graph LR
    Initiation((Initiation)) --> Approval((Approval))
    Approval --> Completion((Completion))
    Initiation --- User[Richardlison de Andrade  
19 Jun 12:05 PM]
    
```

[Back](#)

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## Transaction Details

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

## Transaction Journey

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

- Initiation
- Approval
- Completion

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

[Home](#)

## 5. User Management

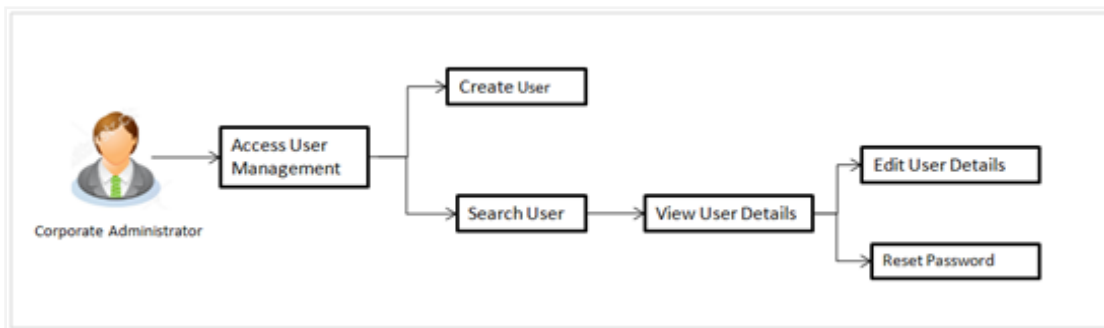
User Management function enables Corporate Administrator to onboard and manages users along with their login credentials for channel banking access. This module facilitates channel banking access to corporate users of a party that the Corporate Administrator belongs to.

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

### Prerequisites:

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

### Workflow:



### Features supported in application

The User Management module allows the Corporate Administrator to:

- Create User
- Search User
- Edit User

### How to reach here:

*Corporate Administrator Dashboard > Quick Links > OnBoarding > User Management*  
OR

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

## 5.1 User Management – Create User

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

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

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

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

**To create a new user:**

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

### User Management – Create New User

The screenshot shows the 'User Management' interface in the ZigBank system. The header bar is purple with the ZigBank logo on the left and a user profile on the right showing 'Welcome, Zlatan Ibrahimovic' and 'Last login 02 Jul 07:32 PM'. Below the header, the 'User Management' section contains a form with the following details:

- User Type: Corporate User
- Party ID: \*\*\*115
- Party Name: BANK OF AMERICA

At the bottom of the form are three buttons: 'Create' (in a teal box), 'Cancel' (in a grey box), and 'Back' (in a grey box). The footer of the page contains copyright information: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

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

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

### User Management – Create New User

**ZigBank** User Management

Welcome, Meg Jones  
Last login: 09 Oct 12:45 PM

**User Management**

User Type: Corporate User

Party ID: \*\*\*115  
Party Name: BANK OF AMERICA

**Personal Information**

User Name: Johnsmith [Check Availability](#)  
Title: Mr  
First Name: john  
Middle Name:   
Last Name: smith  
Date of Birth: 11 Jul 1997

**Contact Details**

Email ID: johnsmith@example.com  
Contact Number (Mobile): 2346781234  
Contact Number (Landline):   
Address Line 1: example inc  
Address Line 2: 401, Island Park  
Address Line 3: redwood shores  
Address Line 4:   
Country: Australia  
City: sydney  
Zip Code: 35566

Limits & Roles

Limit ^

Touch Points / Group	Package		Actions
Internet	FUCORPIBLIMIT	▼	↻
Missed Call Banking	a789	▼	↻
Mobile Application	templPy	▼	↻
Mobile (Responsive)	Please select Limit Packa...	▼	↻
Siri/Chatbot	Please select Limit Packa...	▼	↻
SMS Banking	Please select Limit Packa...	▼	↻
Snapshot	Please select Limit Packa...	▼	↻
Wearables	Please select Limit Packa...	▼	↻
All Internal Touch Points ⓘ	Please select Limit Packa...	▼	↻
Global	Please select Limit Pac...	▼	↻

Roles ☐ Checker ☐ Viewer ☒ CorporateAdminMaker ☐ Maker

Touch Points

Select Touch Points ☒ Mobile Application ☐ Mobile (Responsive) ☒ Internet

☐ Missed Call Banking ☐ SMS Banking ☐ Wearables ☐ Snapshot

☐ Siri/Chatbot

Save Cancel Back

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## Field Description

### Field Name      Description

**User Type**      User type is always defaulted to 'Corporate User'.

**Party ID**      Party ID mapped to the logged in Corporate Administrator.

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

### Personal Information

**User Name**      Define the name of the user (login ID) which is to be created.

Field Name	Description
<b>Title</b>	Title of the user. The options are: <ul style="list-style-type: none"> <li>• Mr</li> <li>• Mrs</li> <li>• Miss</li> <li>• Ms</li> <li>• Dr</li> <li>• Master</li> </ul>
<b>First Name</b>	Specify first name of the user.
<b>Middle Name</b>	Specify middle name of the user.
<b>Last Name</b>	Specify last name/ surname of the user.
<b>Date of Birth</b>	Specify date of birth of the user.
<b>Contact Details</b>	
<b>Email ID</b>	Specify an email ID of the user.
<b>Contact Number (Mobile)</b>	Specify mobile number of the user.
<b>Contact Number (Land Line)</b>	Specify phone number (land line) number of the user.
<b>Address Line 1-4</b>	Address of the user.
<b>Country</b>	Country of the user.
<b>City</b>	Specify city in which the user resides.
<b>Zip Code</b>	The postal code of the city in which the user resides.
<b>Limits &amp; Roles</b>	



Field Name	Description
------------	-------------

### Limits – Touch Point/Group

If limit check is required, assign a limit package for applicable touch points. All the touch points and touch point groups maintained in the system are listed. Packages can be mapped for each touch point and for touch point group. Also an option is provided to map the limit package at Global level (a system created group with all internal and external touch points).

<b>Touch Points/ Group</b>	Name of touch points/ groups under a specific entity to which the limit packages are to be mapped. Also an option is provided to map the limit package at Global level (a group created with all internal and external touch points).
----------------------------	---

<b>Package</b>	List of the packages which can be mapped to touch points/ groups. Only limit packages maintained for the selected touch point/group will get listed here.
----------------	---

<b>Roles</b>	Application roles like maker, checker etc. maintained under respective user type are listed.  Multiple application roles can be mapped to the user.
--------------	---

### Touch Points

<b>Select Touch Points</b>	The touch points (banking channels) allows a user to perform transactions using the touch points.
----------------------------	---


The touch points could be:

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


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

8. Select the touch points to be mapped to the user.
9. Select the roles to be mapped from the **Roles** check box.

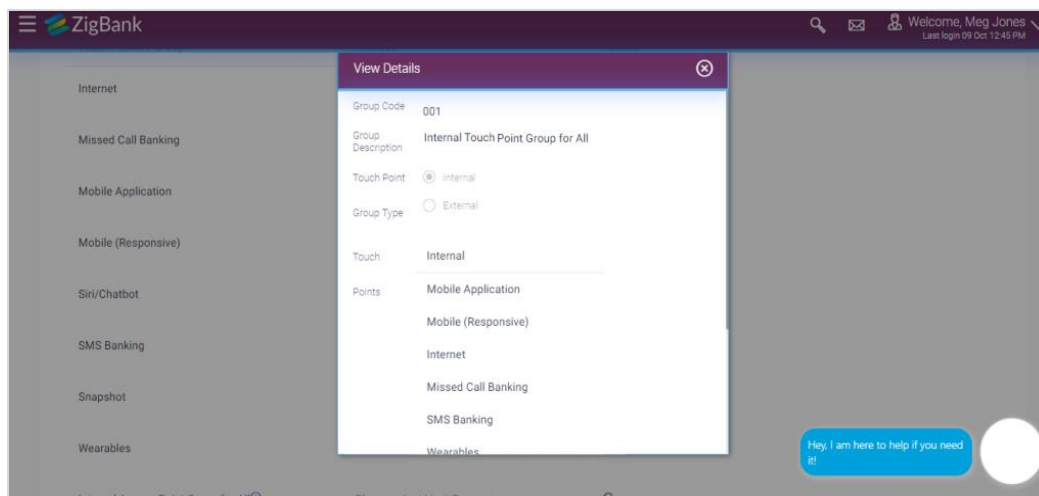
---

Click  to reset the limit package assigned.

---

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

### Touch Point Group - View Details



### Field Description

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

11. To enable the various touch points (banking channels) to a user, select the **Select Touch Points** check box.
12. Click **Save** to save the user details.  
OR  
Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.  
OR  
Click **Back** to go back to previous screen.
13. The **Create New User - Review** screen appears. Verify the details, and click **Confirm**.  
OR

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

OR

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

14. The success message of user creation appears along with the transaction reference number.

Click **OK** to complete the transaction.

## 5.2 User Management – Search/ View User

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

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

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

### User Management - Search User

The screenshot displays the 'User Management' section of the ZigBank application. The header includes the ZigBank logo and a user profile for 'Zlatan Ibrahimovic'. The main area contains a search form with 'User Type' set to 'CorporateUser' and an empty 'User Name' field. Below the form are 'Search', 'Cancel', and 'Clear' buttons. A 'More Search Options' link is also visible. To the right, a 'Note' section provides information about the user management function, including a 'Create' button at the bottom.

### Field Description

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

## To search and view details of the existing users

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

## User Management – Search User - More Search Options

The screenshot shows the 'User Management' interface in the ZigBank system. The header is purple with the ZigBank logo and a user profile for 'Meg Jones'. The main section is titled 'User Management' and contains a search form. The 'User Type' is set to 'Corporate User'. There are input fields for 'User Name', 'First Name', 'Last Name', 'Email', and 'Mobile Number'. Below these fields are three buttons: 'Search' (in green), 'Cancel', and 'Clear'. To the right of the search form is a 'Note' box with a blue icon and text explaining the function. At the bottom right, there is a chatbot bubble that says 'Hey, I am here to help if you need it!'.

## Field Description

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

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

## User Management - Search Results

**ZigBank** Welcome, Meg Jones  
Last login 09 Oct 12:45 PM

**User Management**

User Type: Corporate User

User Name: m

More Search Options ▾

**Search** **Clear**

**Search Results**

Full Name	User Name	Status	Channel Access
Meg Jones	Megcorp	Unlocked	Granted
Meg Jones	Megadmincorp	Unlocked	Granted

Page 1 of 1 (1-2 of 2 items) | < 1 > X

**Cancel**

**Note**

This function enables you to onboard and manage users, their personal information and their login credentials for channel banking access.

You can also define the various Touch Points from which the user can access the application and limit package applicable for the same.

User Status change (lock/unlock) and whether the channel access has to be given to the user can be simply be managed and updated from the search results.

**Create**

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## Field Description

### Field Name Description

#### Search Results

**Full Name** First name and last name of the user.

**User Name** User Name of the user.

**Status** Status of the user, Locked or Unlocked.

**Channel Access** Indicates whether channel access is granted. Click to grant / revoke access rights.

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

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

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

#### To view the user details:

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

## User Management – View

Search
Mail
Welcome, Meg Jones  
Last login: 09 Oct 12:45 PM

### User Management

[Download profile](#)

User Type: Corporate User  
 Party ID: 000115  
 Party Name: BANK OF AMERICA

#### Personal Information

User Name: Megadmincorp  
 Title: Mrs  
 First Name: Meg  
 Middle Name:  
 Last Name: Jones  
 Date of Birth: 01/01/1985

#### Contact Details

Email ID: johnsmith@company.example.com  
 Contact Number (Mobile): 555 0123  
 Contact Number (Landline): 555 0124  
 Address Line 1: 401 Island Parkway  
 Address Line 2: Redwood Shores  
 Address Line 3: CA  
 Address Line 4:  
 Country: US  
 City:  
 Zip Code: 94065

#### Limits & Roles

Internal Touch Point Group for All: LMPALLTXNSALLINTACC

Roles:
 ☐ Checker
 ☐ Viewer
 ☒ CorporateAdminMaker
 ☐ Maker

#### Touch Points

Selected Touch Points:
 ☒ Internet
 ☐ Missed Call Banking
 ☒ Mobile Application
 ☐ Mobile (Responsive)
 ☐ Siri/Chatbot
 ☐ SMS Banking
 ☐ Snapshot
 ☐ Wearables

#### Device Registration

Android Devices: ☐
  
 iOS Devices: ☐

#### Push Notification

Android Devices: ☐
  
 iOS Devices: ☐

[Edit](#)
[Reset Password](#)
[Cancel](#)
[Back](#)

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>User Type</b>	User type is always defaulted to 'Corporate User'.
<b>Party ID</b>	Party ID mapped to the user. Party ID is defaulted to the mapped Party ID of the Corporate Administrator.
<b>Party Name</b>	Party name of Party ID mapped to the user. Party name of Party ID mapped to the logged in Corporate Administrator.

**Personal Information**

<b>User Name</b>	Name (login ID) of the user.
<b>Title</b>	Title of the user. <ul style="list-style-type: none"> <li>• Mr</li> <li>• Mrs</li> <li>• Miss</li> <li>• Ms</li> <li>• Dr</li> <li>• Master</li> </ul>
<b>First Name</b>	First name of the user.
<b>Middle Name</b>	Middle name of the user.
<b>Last Name</b>	Last name/ surname of the user.
<b>Date of Birth</b>	Date of birth of the user.
<b>Contact Details</b>	
<b>Email</b>	Email id of the user.
<b>Contact Number (Mobile)</b>	Mobile number of the user.
<b>Contact Number (Land Line)</b>	Phone number (land line) number of the user.
<b>Address Line 1-4</b>	Address of the user.
<b>Country</b>	Country of the user.

Field Name	Description
------------	-------------

<b>City</b>	City in which the user resides.
-------------	---------------------------------

<b>Zip Code</b>	The postal code of the city in which the user resides.
-----------------	--

### Limits & Roles

#### Limits – Touch Point/Group

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

<b>Touch Points/ Group</b>	Name of touch points/ groups maintained for which the limit packages are mapped.
----------------------------	--

<b>Package</b>	Name of the limit package mapped against specific touch points /touch point groups
----------------	--

<b>Roles</b>	Application roles mapped to the user.
--------------	---------------------------------------

### Touch Points

<b>Select Touch Points</b>	The touch points (banking channels) allows a user to perform transactions using the touch points.
----------------------------	---

The touch points could be:

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

### Device Registration

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

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



Field Name	Description
------------	-------------

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


### Push Notifications

<b>Android Devices</b>	<p>This option lets the administrator disable push notifications for android devices. Enabling of the push notification is done by user himself and administrator cannot do the same.</p> <p>If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.</p>
<b>iOS Devices</b>	<p>This option lets the administrator disable push notifications for iOS devices. Enabling of the push notification is done by user himself and administrator cannot do the same.</p> <p>If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.</p>

---

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

---

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

## User Management - Change user status

This section allows you to lock and unlock a user.

### To lock or unlock a user:


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

### Lock / Unlock User

The screenshot shows the ZigBank User Management interface. At the top, there's a header with the ZigBank logo and a user profile for 'Meg Jones'. Below the header, the 'User Management' section has search filters for 'User Type' (Corporate User) and 'User Name' (m). A 'Search' button is visible. Below the search filters, a table displays search results:

Full Name	User Name	Status	Channel Access
Meg Jones	Megcorp	Unlocked	Granted
Meg Jones	Megadminecorp	Unlocked	Granted

Below the table, there's a pagination bar showing 'Page 1 of 1 (1-2 of 2 items)' and a 'Cancel' button. On the right side, there's a 'Note' section with text about user management and a 'Create' button. At the bottom right, there's a chat bubble that says 'Hey, I am here to help if you need it!'.

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

### User Status Maintenance

The screenshot shows the 'User Status Maintenance' dialog box overlaid on the User Management screen. The dialog box has a title bar with a close button. Inside, there's a 'Lock Status' section with a toggle switch currently set to 'Locked'. Below this is a 'Reason' text field containing the text 'unlocked user'. At the bottom of the dialog box, there are 'Submit' and 'Cancel' buttons. The background of the User Management screen is dimmed.

3. In the **Lock Status** field move the slider to lock / unlock a user.
4. In the **Reason** field enter the appropriate description.

5. Click **Submit** to save.  
OR  
Click **Cancel** to close.

### User Management - Channel Access Permission

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

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


#### To grant or revoke channel access:

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

### Channel Access

The screenshot shows the ZigBank User Management interface. At the top, there's a header with the ZigBank logo and a user profile for Meg Jones. Below the header, the 'User Management' section is active. It includes search filters for 'User Type' (Corporate User) and 'User Name' (m). There are 'Search' and 'Clear' buttons. Below the search filters, a table displays search results. The table has columns for Full Name, User Name, Status, and Channel Access. Two results are shown: Meg Jones (Megcorp) and Meg Jones (Megadmincorp), both with 'Unlocked' status and 'Granted' channel access. A 'Cancel' button is at the bottom left. On the right, a 'Note' box explains the channel access feature. At the bottom right, there's a chatbot icon with the text 'Hey, I am here to help if you need it!'.

Full Name	User Name	Status	Channel Access
Meg Jones	Megcorp	Unlocked	Granted
Meg Jones	Megadmincorp	Unlocked	Granted

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

## User Channel Access

The screenshot displays the ZigBank User Management interface. A modal window titled "User Channel Access" is open, showing a toggle for "Channel Access" set to "Granted" (with "Revoked" as an option) and a text box for "Reason" containing "Invalid User". Below the modal, a table lists search results for users. The table has columns for Full Name, User Name, Status, and Channel Access. Two users are listed: Meg Jones (Megcorp) and Meg Jones (Megadminecorp), both with "Unlocked" status and "Granted" channel access. The interface also includes search filters, a "Search" button, and a "Note" section on the right.

Full Name	User Name	Status	Channel Access
Meg Jones	Megcorp	Unlocked	Granted
Meg Jones	Megadminecorp	Unlocked	Granted

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

## 5.3 User Management – Edit User

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

### To edit or update user details:

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

## User Management - Edit User

ZigBank

Search

Email

Welcome, Meg Jones  
Last login 09 Oct 12:45 PM

User Management

User TypeCorporate UserParty ID000115Party NameBANK OF AMERICA

Personal InformationUser NameMegadmincorpTitleMrsFirst NameMegMiddle NameLast NameJonesDate of Birth09 Oct 1995

Contact DetailsEmail IDjohnsmith@company.example.comContact Number (Mobile)555 0123Contact Number (Landline)555 0124Address Line 1401 Island ParkwayAddress Line 2Redwood ShoresAddress Line 3Address Line 4CountryAustraliaCitySydneyZip Code444001

Limits & Roles

Limit			
Touch Points / Group	Package		Actions
Internet	FUCORPIBLIMIT		
Missed Call Banking	a789		
Mobile Application	tempLPy		
Mobile (Responsive)	Please select Limit Packa...		
Siri/Chatbot	Please select Limit Packa...		
SMS Banking	Please select Limit Packa...		
Snapshot	Please select Limit Packa...		
Wearables	Please select Limit Packa...		
All Internal Touch Points ⓘ	Please select Limit Packa...		
Global	Please select Limit Pac...		

Roles☐ Checker☐ Viewer☒ CorporateAdminMaker☐ Maker

Device RegistrationAndroid DevicesiOS Devices

Push NotificationAndroid DevicesiOS Devices

Touch PointsSelect Touch Points☒ Mobile Application☐ Mobile (Responsive)☒ Internet☐ Missed Call Banking☐ SMS Banking☐ Wearables☐ Snapshot☐ Siri/Chatbot

Accessible Entity Details

SaveCancelBack

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>User Type</b>	User type is always defaulted to 'Corporate User'. This field is non-editable.
<b>Party ID</b>	Party ID mapped to the user. Party ID is defaulted to the logged in Corporate Administrator. This field is non-editable.
<b>Party Name</b>	Party name of Party ID mapped to the user. Party name of Party ID mapped to the logged in Corporate Administrator. This field is non-editable.

**Personal Information**

<b>User Name</b>	Name (login ID) of the user. This field is non-editable.
<b>Title</b>	Title of the user. <ul style="list-style-type: none"> <li>• Mr</li> <li>• Mrs</li> <li>• Miss</li> <li>• Ms</li> <li>• Dr</li> <li>• Master</li> </ul>
<b>First Name</b>	First name of the user.
<b>Middle Name</b>	Middle name of the user.
<b>Last Name</b>	Last name/ surname of the user.
<b>Date of Birth</b>	Date of birth of the user.
<b>Contact Details</b>	
<b>Email ID</b>	Email id of the user.
<b>Contact Number (Mobile)</b>	Mobile number of the user.

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

### Limit & Roles

If limit check is required, update a limit package for applicable touch points. All the touch points and touch point groups maintained in the system are listed. Packages can be mapped for each touch point and for touch point group. Also an option is provided to map the limit package at Global level (a system created group with all internal and external touch points).

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

### Touch Points

<b>Select Touch Points</b>	<p>The touch points (banking channels) allows a user to perform transactions using the touch points.</p> <p>The touch points could be:</p> <ul style="list-style-type: none"> <li>• Mobile Application</li> <li>• Mobile (Responsive)</li> <li>• Internet</li> <li>• Mobile Banking</li> <li>• Missed Call Banking</li> <li>• SMS Banking</li> <li>• Wearables</li> <li>• Snapshot</li> <li>• Siri / Chatbot</li> </ul>
----------------------------	---

Field Name	Description
------------	-------------

### Device Registration

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

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

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

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

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

### Push Notifications

**Android Devices** This option lets the administrator disable push notifications for android devices. Enabling of the push notification is done by user himself and administrator cannot do the same.

If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.

**iOS Devices** This option lets the administrator disable push notifications for iOS devices. Enabling of the push notification is done by user himself and administrator cannot do the same.

If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.


**Note:** To receive push notification user will have to allow the same on the device settings

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




8. Select the roles to be mapped from the **Roles** check box.

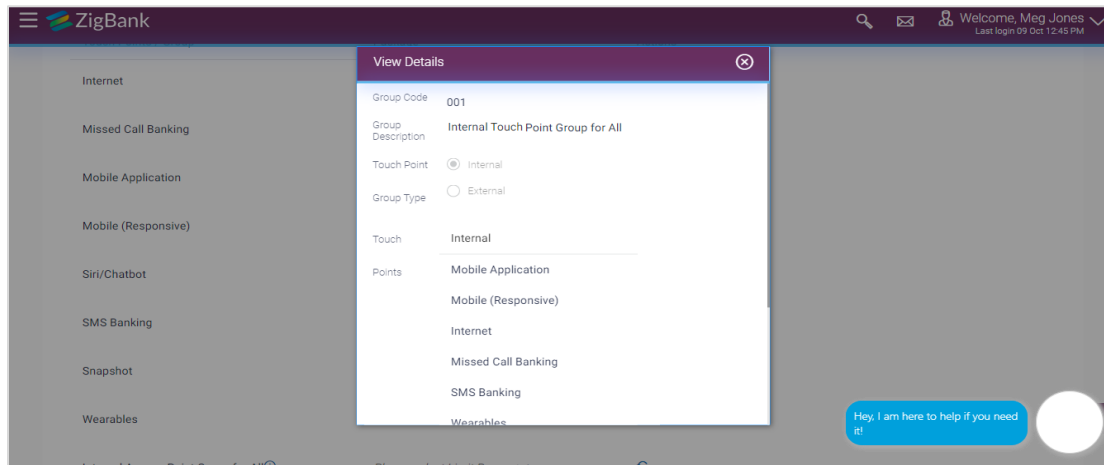
---

**Note:** Click  to reset the limit package assigned.

---

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

### Touch Point Group - View Details



### Field Description

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

- 
10. Click **Save** to update the changes.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Back** to navigate to previous screen.
11. The **Review User Details** screen appears. Verify the details, and click **Confirm**.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Back** to navigate to the previous screen.

12. The success message of updates appears.  
Click **OK** to complete the transaction.

## **FAQs**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## 6. Party Preferences

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

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

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

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

### Prerequisites

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

### Features Supported In Application

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

- View Party Preferences

### How to reach here:

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

*Corporate Administrator Dashboard > Quick Links > OnBoarding > Party Preferences*

## 6.1 Party Preferences - View

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

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

## Party Preferences

**Party Preferences**

**Details**

Party ID: 000115

Party Name: BANK OF AMERICA

Approval Flow: ☐ Sequential ☐ Parallel ☒ No Approval

Channel Access:  Enable  Disable

Forex Deal Creation:  Enable  Disable

Corporate Administrator Facility:  Enable  Disable

Accessible Roles: CorporateAdminMaker, Maker, Checker, Viewer

**Cumulative Limits**

Touch Points / Group: Package, AdhocLP

**User Limits**

Touch Points / Group: Package, Must\_Mob

**Note**

User can search a party for which user preferences are to be viewed or edited. Parties can have different accesses, daily and cumulative limits and approval patterns. The limit packages mapped can also be accessed.

**Cancel**

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Hey, I am here to help if you need it!

## Field Description

Field Name	Description
<b>Party ID</b>	Party ID mapped to the logged in Corporate Administrator.
<b>Party Name</b>	Party name of Party ID mapped to the logged in Corporate Administrator.
<b>Details</b>	
<b>Grace Period</b>	Provision of certain period of time is made to allow user to approve the transaction after the actual due date.
<b>Approval Flow</b>	<p>The approval type for the party.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Sequential</li> <li>• Parallel</li> <li>• No Approval</li> </ul>

Field Name	Description
<b>Channel Access</b>	<p>Whether the corporate user can transact through channel banking.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Enable : Allows corporate administrator to enable the party for channel access</li> <li>• Disable: Allows corporate administrator to disable the party for channel access</li> </ul>
<b>Forex Deal Creation</b>	<p>Whether users associated with a party can create forex deals.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Enable: If this option is enabled, corporate user associated with this party can create forex deals.</li> <li>• Disable: If this option is disabled, corporate user associated with this party cannot create forex deals.</li> </ul>
<b>Enable for Corporate Administrator</b>	<p>Whether the corporate has Corporate Administrator rights and can one of the user perform the administrator functionalities on behalf of Party.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Enable</li> <li>• Disable</li> </ul>
<b>Accessible Roles</b>	<p>This field lists the type of roles that will be available to the Corporate Administrator while on-boarding a user for the corporate party. Out of the box Application roles available for a corporate are:</p> <ul style="list-style-type: none"> <li>• Corporate Admin Maker – If this is selected, Corporate Administrator will be able to onboard a user in corporate admin maker role.</li> <li>• Corporate Admin Checker – If this is selected, Corporate Administrator will be able to onboard a user in corporate admin checker role.</li> <li>• Maker – If this is selected, Corporate Administrator will be able to onboard a user in corporate maker role.</li> <li>• Checker – If this is selected, Corporate Administrator will be able to onboard a user in corporate maker role.</li> <li>• Viewer – If this is selected, Corporate Administrator will be able to onboard a user in corporate viewer role.</li> </ul>
<b>Cumulative Limit</b>	<p>This displays the cumulative daily limits (CCL) package associated to the party. All the touch points and touch point groups for which the limit package is associated are displayed here.</p>

Field Name	Description
<b>Touch Points/ Group</b>	Name of touch points/ groups maintained, for which the limit package is to be mapped. Also an option is provided to map the limit package at Global level (a system created group with all internal and external touch points).
<b>Package</b>	Limit packages maintained for the selected touch point will get listed here.
<b>User Limits</b>	
This field displays customer user level limits (CUL) mapped to the party. All the touch points and touch point groups for which the limit package is associated are displayed here. Also an option is provided to map the limit package at Global level (a system created group with all internal and external touch points).	
<b>Touch Points/ Group</b>	Name of touch points/group maintained, for which the limit packages are to be mapped.
<b>Package</b>	List of the packages available for mapping to touch points/ group are listed here.

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

## **FAQs**

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

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

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

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

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

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





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

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

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

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

[Home](#)

## 7. Party To Party Linkage

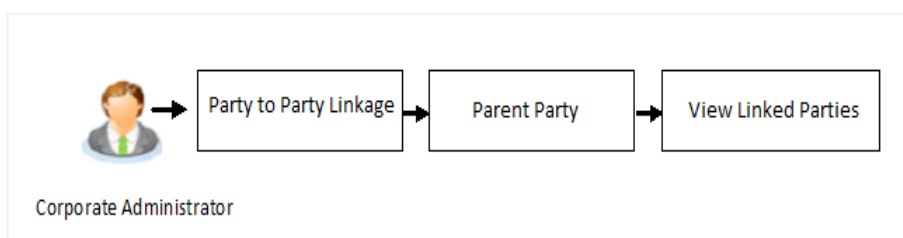
Party to Party linkage is required by medium and large corporates if the user(s) of the parent company needs to access accounts of the subsidiary companies. For e.g. consider a case wherein say 'ABC Industries' is the parent company with a subsidiary company 'PQR Enterprises' and the users of ABC Industries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

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

### Pre-Requisites

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

### Workflow



### Features Supported In Application

The following options are available as part of P2P linkage maintenance

- View an existing Party to Party Linkage

### How to reach here:

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

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

## 7.1 Party to Party Linkage- View

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

**To view the party to party linkage:**

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

### Party to Party Linkage

### Field Description

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

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

[Home](#)

## 8. Limits Definition

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

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

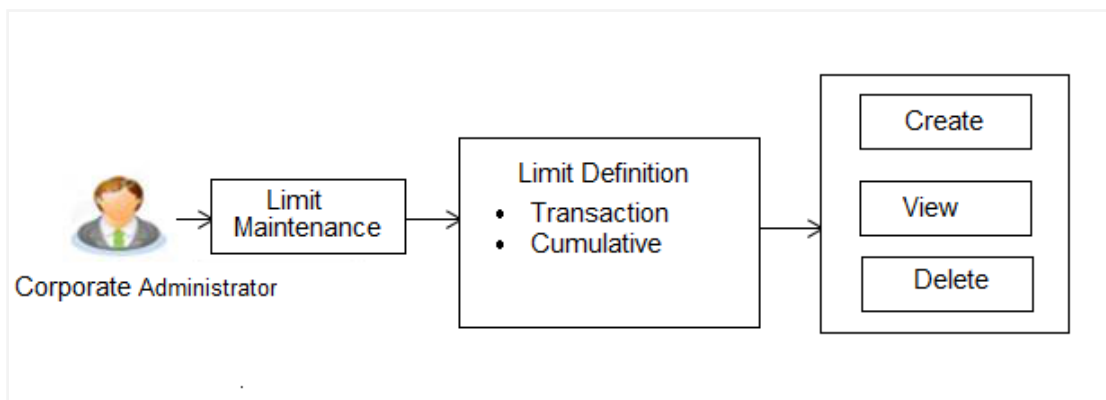
- Transaction: It is the initiation limit with minimum and maximum amount defined typically for a user with role 'Maker'
- Cumulative: It is the collective transaction amount limit for all the transactions that can be performed during a day and maximum number of transaction in a day

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

### Pre-Requisites

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

### Workflow



### Features supported in application

Using this option Corporate Administrator can perform the following actions:

- Search/ View Limits
- Create Limit
- Delete Limits

### How to reach here:

*Corporate Administrator Dashboard > Toggle menu > Limits > Limits Definition*

## 8.1 Limits Definition - View

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

### To search and view limits:

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

### Limits Definition - Search

**ZigBank** Welcome, Zlatan Ibrahimovic  
Last login 29 Jun 08:05 PM

**Limit Definition**

Limit Code:

Limit Description:

Limit Type: ☒ Transaction ☐ Cumulative

**Search** **Clear**

Limit Code	Limit Description	Limit Type
MustuCATL01	Min Amt 1 Max Amt 25000	Transaction
TL01	Min Amt 1 Max Amt 20000	Transaction

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**Cancel**

**Limit Definition**

Transaction limits can be defined to set up amount and duration based restrictions on transactions that can be carried out by the customers. This maintenance allows you to search and view limit definitions. Also you can create new and delete existing limit definitions. Search limit definitions based on different search parameters and the matching result will be listed.

**Create**

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### Field Description

Field Name	Description
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<b>Limit Code</b>	Name/unique identifier of the limit.
-------------------	--------------------------------------

<b>Limit Description</b>	Description of the limit.
--------------------------	---------------------------

Field Name	Description
<b>Limit Type</b>	Types of limits are: <ul style="list-style-type: none"> <li>Transaction – It is the initiation limit with minimum and maximum amount</li> <li>Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month</li> </ul>

### Search Results

<b>Limit Code</b>	Name/unique identifier of the limit.
<b>Limit Description</b>	Description of the limit.
<b>Limit Type</b>	The limit type are: <ul style="list-style-type: none"> <li>Transaction – It is the initiation limit with minimum and maximum amount</li> <li>Cumulative – It is a duration based limit with max amount and number of transactions for a day / month</li> </ul>

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

### Limits Definition - View

The screenshot displays the 'Limits Definition - View' interface for ZigBank. The top navigation bar includes the ZigBank logo, search, mail, and user profile icons, along with the text 'Welcome, Zlatan Ibrahimovic' and 'Last login 23 Jun 08:05 PM'. The main content area is titled 'Limit Definition' and contains a table with the following details:

Limit Code	MustuCATL01
Limit Type	Transaction
Limit Description	Min Amt 1 Max Amt 25000
Currency	GBP
Minimum Amount	£1.00
Maximum Amount	£25,000.00

Below the table are three buttons: 'Delete' (green), 'Cancel' (grey), and 'Back' (grey). To the right of the table is a 'Limit Details' section featuring a blue icon of a notepad and a warning message: 'You may delete the definitions, by clicking on Delete button. Ensure this definition is not in user before you proceed. You can choose to go back to the previous screen or cancel the operations.'

The footer of the screen contains the copyright notice: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

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

## 8.2 Limits Definition - Create

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

### To create a transaction limit:

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

### Limits Definition - Transaction - Create

**Limit Type** Transaction Cumulative

**Limit Code** Limit110

**Limit Description** Limit110

**Currency** GBP

**Minimum Amount** £100.00

**Maximum Amount** £100,000.00

**Save** **Cancel** **Back**

**Create Limit Definition**

You can define following types of limits on the transactions

- Transaction – Minimum and maximum transaction initiation limit.
- Cumulative - Collective amount of a transaction and total number of transaction limit.
- Cooling Period – Limits for newly added payees.

Map these limit definitions to a transaction as a part of limit package.

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### Field Description

Field Name	Description
<b>Limit Type</b>	<p>The limit type for selection are:</p> <ul style="list-style-type: none"> <li>• Transaction – It is the initiation limit with minimum and maximum amount</li> <li>• Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month</li> </ul>

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

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



## Limits Definition - Cumulative - Create

**Limit Definition**

Limit Type: ☐ Transaction ☒ Cumulative

Limit Code: LimCum0902

Limit Description: LimCum0902

Frequency: ☒ Daily ☐ Monthly

Currency: GBP

Cumulative Transaction Amount: £10,000,000.00

Maximum Transactions: 1000

Per Day

**Create Limit Definition**

You can define following types of limits on the transactions

- Transaction – Minimum and maximum transaction initiation limit.
- Cumulative - Collective amount of a transaction and total number of transaction limit.
- Cooling Period – Limits for newly added payees.

Map these limit definitions to a transaction as a part of limit package.

**Save** **Cancel** **Back**

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## Field Description

Field Name	Description
<b>Limit Type</b>	Limit type for selection are: <ul style="list-style-type: none"> <li>• Transaction – It is the initiation limit with minimum and maximum amount</li> <li>• Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month</li> </ul>
<b>Limit Code</b>	Name/unique identifier of the limit.
<b>Limit Description</b>	Description of the limit.
<b>Frequency</b>	The specific duration for which the limits can be utilized and available. The options are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Monthly</li> </ul>
<b>Currency</b>	The currency to be set for the limit.

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

**To create a cumulative limit:**

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

## 8.3 Limits Definition - Delete Limit

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

To delete a limit:

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

### Limits Definition - Search

**ZigBank** Welcome, Zlatan Ibrahimovic  
Last login 29 Jun 08:05 PM

**Limit Definition**

Limit Code:

Limit Description:

Limit Type: ☒ Transaction ☐ Cumulative

**Search** **Clear**

Limit Code	Limit Description	Limit Type
MustuCATL01	Min Amt 1 Max Amt 25000	Transaction
TL01	Min Amt 1 Max Amt 20000	Transaction

Page 1 of 1 (1-2 of 2 Items) **K** < 1 > >X

**Cancel**

**Limit Definition**

Transaction limits can be defined to set up amount and duration based restrictions on transactions that can be carried out by the customers. This maintenance allows you to search and view limit definitions. Also you can create new and delete existing limit definitions. Search limit definitions based on different search parameters and the matching result will be listed.

**Create**

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

## Limits Definition - View

The screenshot displays the 'Limits Definition - View' interface for ZigBank. The header includes the ZigBank logo, a search icon, an email icon, and a user profile section for 'Zlatan Ibrahimovic' with a last login timestamp of '29 Jun 08:05 PM'. The main content area is titled 'Limit Definition' and contains a table with the following details:

Limit Code	MustuCATL01
Limit Type	Transaction
Limit Description	Min Amt 1 Max Amt 25000
Currency	GBP
Minimum Amount	£1.00
Maximum Amount	£25,000.00

Below the table are three buttons: 'Delete' (green), 'Cancel' (grey), and 'Back' (grey). To the right of the table is a 'Limit Details' section with an icon of a notepad and a warning message: 'You may delete the definitions, by clicking on Delete button. Ensure this definition is not in user before you proceed. You can choose to go back to the previous screen or cancel the operations.'

At the bottom of the page, a footer contains the copyright notice: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

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

## Delete Limit

The screenshot shows the 'Limit Definition' page in the ZigBank system. The page has a purple header with the ZigBank logo and user information: 'Welcome, Zlatan Ibrahimovic' and 'Last login 29 Jun 08:05 PM'. The main content area is titled 'Limit Definition' and displays details for a limit with code 'MustuCATL01'. The details include: Limit Type: Transaction, Limit Description: Min Amt 1 Max Amt 25000, Currency: GBP, Minimum Amount: £1.00, and Maximum Amount: £25,000.00. At the bottom of this section are three buttons: 'Delete' (highlighted in green), 'Cancel', and 'Back'. A 'Limit Deletion' modal dialog is open in the center, asking 'Are you sure you want to delete this Limit?' with 'Yes' and 'No' buttons. To the right, there is a 'Limit Details' section with an icon of a notepad and a message: 'You may delete the definitions, by clicking on Delete button. Ensure this definition is not in user before you proceed. You can choose to go back to the previous screen or cancel the operations.'

Limit Definition	
Limit Code	MustuCATL01
Limit Type	Transaction
Limit Description	Min Amt 1 Max Amt 25000
Currency	GBP
Minimum Amount	£1.00
Maximum Amount	£25,000.00

**Limit Deletion**

Are you sure you want to delete this Limit?

**Yes** **No**

**Limit Details**

You may delete the definitions, by clicking on Delete button. Ensure this definition is not in user before you proceed. You can choose to go back to the previous screen or cancel the operations.

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

[Home](#)

## 9. Limits Package Management

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

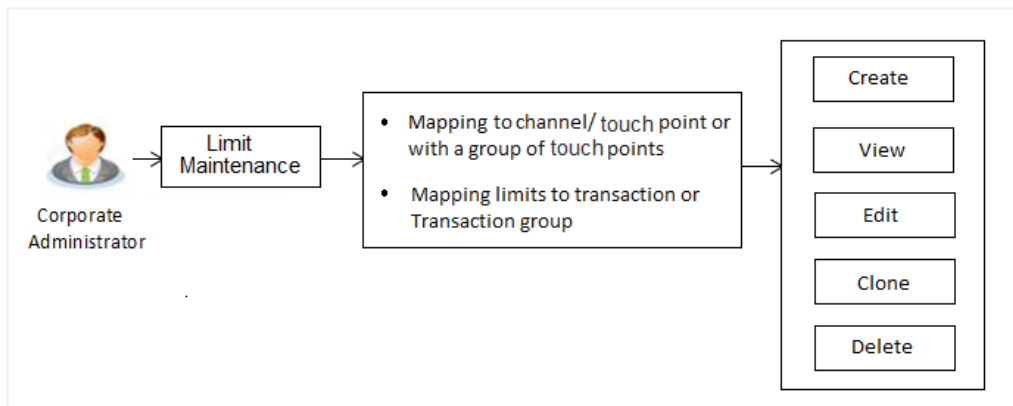
The limits packages once created can be mapped to

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

### Prerequisites:

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

### Workflow



### Features supported in application

The administrator can perform the following actions:

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

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Limit > Limit Package Management*

## 9.1 Limit Package Management - View

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

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

### To search and view limit package:

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

### Limit Package Management - Search

**Limit Package Management**

Package Code

Package Description

More Search Options

Package Code	Package Description	Touch Point	Currency	Updated On	Roles
LimitPackage6	Package 6 for all txns	APINTERNET	GBP	13 Jul 2018	corporateuser
LimitPackage1	Package 1 for all txns	APINTERNET	GBP	13 Jul 2018	corporateuser
LimitPackageNew9	LimitPackageNew9	APINTERNET	GBP	19 Jul 2018	corporateuser
LimitPackage8	Package 8 for all txns	APINTERNET	GBP	13 Jul 2018	corporateuser
LPTTest003	LPTTest003	001	GBP	18 Jul 2018	corporateuser
test_Lp10	test_Lp10	APINTERNET	GBP	24 Sep 2018	retailuser
STLPGroup26Sep141004	STLPGroup	001	GBP	26 Sep 2018	corporateuser
STLPGroup26Sep141349	STLPGroup	001	GBP	26 Sep 2018	corporateuser
STLPGroup26Sep141718	STLPGroup	001	GBP	26 Sep 2018	corporateuser
STLPGroup26Sep141843	STLPGroup	001	GBP	26 Sep 2018	corporateuser

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**Limit Package**

You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package. If you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.

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### Field Description

Field Name	Description
------------	-------------

<b>Package Code</b>	The unique code /name of the limit package.
---------------------	---

Field Name	Description
<b>Package Description</b>	Description of the limit package.
<b>Role</b>	The limit is applicable to specific party or role (s).
<b>Touch Point / Touch Point Group</b>	Touch Point and the group of Touch Points mapped with the limit package. The options are: <ul style="list-style-type: none"> <li>• Touch Point</li> <li>• Touch Point Group</li> </ul>
<b>Currency</b>	Currency in which the limit package is created.
<b>Updated On</b>	Date range in which limit package were updated.
<b>Search Results</b>	
<b>Package Code</b>	The unique code of the limit package.
<b>Package Description</b>	Description of the limit package.
<b>Touch Point</b>	Name of the touch point mapped to the limit package.
<b>Currency</b>	Currency in which the limit package is created.
<b>Updated On</b>	Date on which limit package was updated.
<b>Roles</b>	The limit is applicable to specific party or role (s).

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



## Limit Package Management - View

**ZigBank** Welcome, Macs Thomas  
Last login 30 Aug 04:15 PM

Limit Package Code	LMP009
Limit Package Description	Limit Package 009
Touch Point Group	Internal Access Point Group for All
Currency	GBP

Transaction Name	Create Facility
Effective Date	03 Sep 2019
Cumulative Limit Daily	SRKCUMLIMLYAUTO - SRK Cumulative Limit Daily Auto Appr
Cumulative Limit Monthly	MonthlyCL01 - Max Trans 200 Cum Trans Amt 150000
Transaction Limit	TL01 - Min Amt 5 Max Amt 10000
Cooling Limit	CoolP - Cooling Period Limit

Transaction Group Name	TXNGROUP
Effective Date	03 Sep 2019
Cumulative Limit Daily	nehcumlimit - nehcumlimit
Cumulative Limit Monthly	Cum Limit Mon - Cum Limit Mon
Transaction Limit	NewTranLim191 - NewTranLim191
Cooling Limit	CoolP - Cooling Period Limit

[Clone](#)

[Edit](#) [Delete](#) [Cancel](#) [Back](#)

**Limit Package Details**

You can edit the parameters set for each transaction available in a package or can delete the package by clicking on Delete button. Ensure this package is not in user before you proceed to delete. To speed up the process you can clone an existing limit package. You may also choose to go back to the previous screen or cancel the operation.

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### Field Description

Field Name	Description
<b>Limit Package Code</b>	The unique code /name of the limit package.
<b>Limit Package Description</b>	Description of the limit package.
<b>Touch Point Group</b>	Name of the Touch Point or Touch Point group mapped to the limit package.
<b>Currency</b>	The currency to be set for the limit package.
<b>Transaction Name / Transaction Group Name</b>	Name of the transaction/transaction group that is mapped to the limit package.
<b>Effective Date</b>	The date from which the limit package is effective for the transaction.
<b>Cumulative Limit Daily</b>	Daily Cumulative Limit Definition set for the specific transaction. It displays the limit name and description.

Field Name	Description
<b>Cumulative Limit Monthly</b>	Monthly Cumulative Limit Definition set for the specific transaction. It displays the limit name and description.
<b>Transaction Limit</b>	Transaction Limit Definition set for the specific transaction. It displays the limit name and description.
<b>Cooling Limit</b>	The cooling limit set for the specific transaction.

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

## 9.2 Limit Package Management - Create

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

**To create a limit package:**

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

## Limit Package Management - Create

**Limit Package Management**

Limit Package Code: LMP009

Limit Package Description: Limit Package 009

Touch Point: ☐ Touch Point ☒ Touch Point Group ☐ Global

Touch Point Group: Internal Acces...

Currency: GBP

Transaction Name: Create Facility

Effective Date: 03 Sep 2019

Cumulative Limit Daily: SRKCUMLIMDLAUTO - SRK Cum...

Cumulative Limit Monthly: MonthlyCL01 - Max Trans 200 Cu...

Transaction Limit: TL01 - Min Amt 5 Max Amt 10000

Cooling Limit: CoolP - Cooling Period Limit

[Add Transaction](#) | [Add Transaction Group](#)

[Save](#) [Cancel](#) [Back](#)

[Delete Transaction](#)

**Create Limit Package**

You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package. If you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.

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### Field Description

Field Name	Description
<b>Limit Package Code</b>	The unique code /name of the limit package.
<b>Limit Package Description</b>	Description of the limit package.
<b>Touch Point</b>	<p>Touch points and the group of touch points mapped with the limit package.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Touch Point</li> <li>• Touch Point Group</li> <li>• Global: This a group of touch points created automatically (default touch point group has all internal and external touch points).</li> </ul>
<b>Touch Point</b>	<p>Touch points mapped to the limit package.</p> <p>This field is displayed and enabled if you select <b>Touch Point</b> option in the <b>Touch Point</b> field.</p>

Field Name	Description
<b>Touch Point Group</b>	Touch point group mapped to the limit package. This field is displayed and enabled if you select <b>Touch Point Group</b> option in the <b>Touch Point</b> field.
<b>Currency</b>	The currency to be set for the limit package.
<b>Transaction Name/ Transaction Group Name</b>	Transaction or Transaction Group name, to which the limit has to be assigned.
<b>Effective Date</b>	The effective date of the limit package, for the selected transaction.
<b>Cumulative Limit Daily</b>	Select the Cumulative Limit Definition for the selected transaction/transaction group for daily limits.
<b>Cumulative Limit Monthly</b>	Select the Cumulative Limit Definition for the selected transaction/transaction group for monthly limits.
<b>Transaction Limit</b>	Select the Transaction Limit Definition for the selected transaction/transaction group for daily limits.
<b>Cooling Limit</b>	All the limit definitions maintained with cooling period – limit type and with the same currency as defined at package level are listed for selection.

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

---

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

---

## View Details -Transaction Group Details

The screenshot displays the ZigBank Limit Package Management interface. A modal window titled 'View Details' is open, showing the following information:

- Group Code: TXNGROUP
- Group Description: TXN GROUP
- Sr No. Transactions:
 

1	Domestic Payment - IMPS
2	Self Transfer
3	International Transfer
4	Internal Transfer
5	External Transfer
6	Create Internal Transfer

The modal has an 'Ok' button at the bottom. The background interface shows the 'Limit Package Management' section with fields for Limit Package Code (LMP009), Limit Package Description (Limit Package 009), Touch Point (Internal Access...), Currency (GBP), Transaction Name (Create Facility), Effective Date (03 Sep 2019), Cumulative Limit Daily (SRKCUMLIMDLAUTC), Cumulative Limit Monthly (MonthlyCL01 - Max Trans 200 Cu...), Transaction Limit (TL01 - Min Amt 5 Max Amt 10000), and Cooling Limit (CoolIP - Cooling Period Limit). There is also a 'Delete Transaction' button and a 'View Details' link for the Transaction Group Name (TXNGROUP).


## Field Description

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

- Select the **Effective Date** from the calendar for the limit package in the **Transactions / Transaction Group - Limits** section.

9. From the **Cumulative Limit Daily**, **Cumulative Limit Monthly**, **Transaction Limit** and **Cooling Limit** lists, select the appropriate limits.
10. Click **Add Transaction** and repeat the steps 4 to 6, if you want to assign limits for more transactions.  
OR  
Click **Add Transaction Group** and repeat the steps 4 to 6, if you want to assign limits for more transactions groups.
11. Click **Save** to save the limit package.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
12. The **Review** screen appears. Verify the details, and click Confirm.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
13. The success message of transaction submission appears. Click **OK** to complete the transaction.

---

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

---

## 9.3 Limit Package Management - Edit

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

### To edit a limit package:

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

## Limit Package Management - Search

**Limit Package Management**

Package Code

Package Description

[More Search Options](#) ▼

[Search](#) [Clear](#)

Package Code	Package Description	Touch Point	Currency	Updated On	Roles
<a href="#">LimitPackage6</a>	Package 6 for all txns	APIINTERNET	GBP	13 Jul 2018	corporateuser
<a href="#">LimitPackage1</a>	Package 1 for all txns	APIINTERNET	GBP	13 Jul 2018	corporateuser
<a href="#">LimitPackageNew9</a>	LimitPackageNew9	APIINTERNET	GBP	19 Jul 2018	corporateuser
<a href="#">LimitPackage8</a>	Package 8 for all txns	APIINTERNET	GBP	13 Jul 2018	corporateuser
<a href="#">LPTest003</a>	LPTest003	001	GBP	18 Jul 2018	corporateuser
<a href="#">test_lp10</a>	test_lp10	APIINTERNET	GBP	24 Sep 2018	retailuser
<a href="#">STLPGGroup26Sep141004</a>	STLPGGroup	001	GBP	26 Sep 2018	corporateuser
<a href="#">STLPGGroup26Sep141349</a>	STLPGGroup	001	GBP	26 Sep 2018	corporateuser
<a href="#">STLPGGroup26Sep141718</a>	STLPGGroup	001	GBP	26 Sep 2018	corporateuser
<a href="#">STLPGGroup26Sep141843</a>	STLPGGroup	001	GBP	26 Sep 2018	corporateuser

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[Cancel](#)

**Limit Package**

You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package. If you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.

[Create](#)

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

## Limit Package Management - View

**ZigBank** Welcome, Macs Thomas  
Last login 30 Aug 04:15 PM

Limit Package Code	LMP009
Limit Package Description	Limit Package 009
Touch Point Group	Internal Access Point Group for All
Currency	GBP

Transaction Name	Create Facility
Effective Date	03 Sep 2019
Cumulative Limit Daily	SRKCUMLIMDLAUTO - SRK Cumulative Limit Daily Auto Appr
Cumulative Limit Monthly	MonthlyCL01 - Max Trans 200 Cum Trans Amt 150000
Transaction Limit	TL01 - Min Amt 5 Max Amt 10000
Cooling Limit	CoolIP - Cooling Period Limit

[Clone](#)

Transaction Group Name	TXNGROUP
Effective Date	03 Sep 2019
Cumulative Limit Daily	nehcumlimit - nehcumlimit
Cumulative Limit Monthly	Cum Limit Mon - Cum Limit Mon
Transaction Limit	NewTranLim191 - NewTranLim191
Cooling Limit	CoolIP - Cooling Period Limit

[Edit](#) [Delete](#) [Cancel](#) [Back](#)

**Limit Package Details**

You can edit the parameters set for each transaction available in a package or can delete the package by clicking on Delete button. Ensure this package is not in user before you proceed to delete. To speed up the process you can clone an existing limit package. You may also choose to go back to the previous screen or cancel the operation.

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



## Limit Package Management - Edit

**ZigBank** Welcome, Macs Thomas  
Last login 30 Aug 04:15 PM

Limit Package Code: LMP009

Limit Package Description: Limit Package 009

Touch Point Group: 001

Currency: GBP

Transaction Name: Create Facility

Effective Date: 03 Sep 2019

Expiry Date:

Cumulative Limit Daily: SRKCUMLIMDLAUTO - SRK Cum...

Cumulative Limit Monthly: MonthlyCL01 - Max Trans 200 Cu...

Transaction Limit: TL01 - Min Amt 5 Max Amt 10000

Cooling Limit: CoolP - Cooling Period Limit

Transaction Group Name: TXNGROUP

Effective Date: 03 Sep 2019

Expiry Date:

Cumulative Limit Daily: nehcumlimit - nehcumlimit

Cumulative Limit Monthly: Cum Limit Mon - Cum Limit Mon

Transaction Limit: NewTranLim191 - NewTranLim191

Cooling Limit: CoolP - Cooling Period Limit

[Add Transaction](#) | [Add Transaction Group](#)

[Save](#) [Cancel](#) [Back](#)

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### Field Description

Field Name	Description
<b>Limit Package Code</b>	The unique code /name of the limit package.
<b>Limit Package Description</b>	Description of the limit package.
<b>Touch Point / Group</b>	<p>Touch points and the group of touch points mapped with the limit package.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Touch Point</li> <li>• Touch Point Group</li> </ul>

Field Name	Description
<b>Touch Point</b>	Touch points mapped with the limit package. This field is displayed and enabled if you select Touch Point option in the <b>Touch Point</b> field.
<b>Touch Point Group</b>	Touch point group mapped with the limit package. This field is displayed and enabled if you select Touch Point Group option in the <b>Touch Point</b> field.
<b>Currency</b>	Currency in which the limit package is created.
<b>Transaction Name/ Transaction Group Name</b>	Name of the Transaction/ transaction group that is mapped to the limit package.
<b>Effective Date</b>	The date from which the limit package is effective for the transaction.
<b>Expiry Date</b>	Expiry date of a specific limit linked to a transaction. This field will be displayed only if expiry date is maintained for each transaction.
<b>Cumulative Limit Daily</b>	Daily Cumulative Limit definition set for the specific transaction. It displays the limit name and description.
<b>Cumulative Limit Monthly</b>	Monthly Cumulative Limit definition set for the specific transaction
<b>Transaction Limit</b>	Transaction Limit definition set for the specific transaction. It displays the limit name and description.
<b>Cooling Limit</b>	Already assigned definition if any is shown in an editable form. All the limit definitions maintained with cooling period – limit type and with the same currency as defined at package level are listed for selection.

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

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

---

## View Details -Transaction Group Details

The screenshot displays the ZigBank Limit Package Management interface. A modal window titled 'View Details' is open, showing the following information:

- Group Code: TXNGROUP
- Group Description: TXN GROUP
- Sr No. | Transactions
 

1	Domestic Payment - IMPS
2	Self Transfer
3	International Transfer
4	Internal Transfer
5	External Transfer
6	Create Internal Transfer


The modal has an 'Ok' button at the bottom. The background interface shows the 'Limit Package Management' section with fields for Limit Package Code (LMP009), Limit Package Description (Limit Package 009), Touch Point (Internal Access...), Currency (GBP), Transaction Name (Create Facility), Effective Date (03 Sep 2019), Cumulative Limit Daily (SRKCUMLIMDLAUTC), Cumulative Limit Monthly (MonthlyCLO1 - Max Trans 200 Cu...), Transaction Limit (TL01 - Min Amt 5 Max Amt 10000), and Cooling Limit (CoolIP - Cooling Period Limit). There is also a 'Delete Transaction' button and a 'View Details' link for the Transaction Group Name (TXNGROUP).

## Field Description

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

- Click **Add Transaction**, if you want to add a new transaction.  
OR  
Click **Add Transaction Group**, if you want to add a new transaction group.

OR

Click  to delete an existing transaction.

6. Click **Save** to save the changes made to the limit package.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
8. The success message of transaction submission appears. Click **OK** to complete the transaction.

## 9.4 Limit Package Management - Clone

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

**To clone a limit package:**

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

## Limit Package Management - Search

**Limit Package Management**

Package Code

Package Description

More Search Options

Package Code	Package Description	Touch Point	Currency	Updated On	Roles
<a href="#">LimitPackage6</a>	Package 6 for all txns	APINTERNET	GBP	13 Jul 2018	corporateuser
<a href="#">LimitPackage1</a>	Package 1 for all txns	APINTERNET	GBP	13 Jul 2018	corporateuser
<a href="#">LimitPackageNew9</a>	LimitPackageNew9	APINTERNET	GBP	19 Jul 2018	corporateuser
<a href="#">LimitPackage8</a>	Package 8 for all txns	APINTERNET	GBP	13 Jul 2018	corporateuser
<a href="#">LPTest003</a>	LPTest003	001	GBP	18 Jul 2018	corporateuser
<a href="#">test_Jp10</a>	test_Jp10	APINTERNET	GBP	24 Sep 2018	retailuser
<a href="#">STLPGroup26Sep141004</a>	STLPGroup	001	GBP	26 Sep 2018	corporateuser
<a href="#">STLPGroup26Sep141349</a>	STLPGroup	001	GBP	26 Sep 2018	corporateuser
<a href="#">STLPGroup26Sep141718</a>	STLPGroup	001	GBP	26 Sep 2018	corporateuser
<a href="#">STLPGroup26Sep141843</a>	STLPGroup	001	GBP	26 Sep 2018	corporateuser

Page  of 41 (1-10 of 410 items)

**Limit Package**

You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package. If you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.

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

## Limit Package Management - View

**ZigBank** Welcome, Macs Thomas  
Last login 30 Aug 04:15 PM

Limit Package Code	LMP009
Limit Package Description	Limit Package 009
Touch Point Group	Internal Access Point Group for All
Currency	GBP

Transaction Name	Create Facility
Effective Date	03 Sep 2019
Cumulative Limit Daily	SRKCUMLIMDLAUTO - SRK Cumulative Limit Daily Auto Appr
Cumulative Limit Monthly	MonthlyCL01 - Max Trans 200 Cum Trans Amt 150000
Transaction Limit	TL01 - Min Amt 5 Max Amt 10000
Cooling Limit	CoolIP - Cooling Period Limit

[Clone](#)

[Edit](#) [Delete](#) [Cancel](#) [Back](#)

Transaction Group Name	TXNGROUP
Effective Date	03 Sep 2019
Cumulative Limit Daily	nehcumlimit - nehcumlimit
Cumulative Limit Monthly	Cum Limit Mon - Cum Limit Mon
Transaction Limit	NewTranLim191 - NewTranLim191
Cooling Limit	CoolIP - Cooling Period Limit

**Limit Package Details**

You can edit the parameters set for each transaction available in a package or can delete the package by clicking on Delete button. Ensure this package is not in user before you proceed to delete. To speed up the process you can clone an existing limit package. You may also choose to go back to the previous screen or cancel the operation.

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

## Limits Package Management - Create

**ZigBank** Welcome, Macs Thomas  
Last login 30 Aug 04:15 PM

Limit Package Code: LimitPackage0091

Limit Package Description: Limit Package 0091

Touch Point: ☐ Touch Point ☒ Touch Point Group ☐ Global

Touch Point Group: Internal Acces...

Currency: GBP

Transaction Name: Request Finance

Effective Date: 03 Sep 2019

Cumulative Limit Daily: SRKCUMLIMDLAUTO - SRK Cum...

Cumulative Limit Monthly: MonthlyCL01 - Max Trans 200 Cu...

Transaction Limit: TL01 - Min Amt 5 Max Amt 10000

Cooling Limit: CoolIP - Cooling Period Limit

Transaction Group Name: TXNGROUP [View Details](#)

Effective Date: 03 Sep 2019

Cumulative Limit Daily: SWECUMDaily - SWECUMDaily

Cumulative Limit Monthly: Cum Limit Mon - Cum Limit Mon

Transaction Limit: NewTranLim191 - NewTranLim191

Cooling Limit: CoolIP - Cooling Period Limit

[Add Transaction](#) | [Add Transaction Group](#)

**Create Limit Package**

You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package. If you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.

**Save** **Cancel** **Back**

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

## 9.5 Limit Package Management - Delete

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

**To delete a limit package:**

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

### Limit Package Management - Search

**Limit Package Management**

Package Code

Package Description

More Search Options

Package Code	Package Description	Touch Point	Currency	Updated On	Roles
LimitPackage6	Package 6 for all txns	APINTERNET	GBP	13 Jul 2018	corporateuser
LimitPackage1	Package 1 for all txns	APINTERNET	GBP	13 Jul 2018	corporateuser
LimitPackageNew9	LimitPackageNew9	APINTERNET	GBP	19 Jul 2018	corporateuser
LimitPackage8	Package 8 for all txns	APINTERNET	GBP	13 Jul 2018	corporateuser
LPTest003	LPTest003	001	GBP	18 Jul 2018	corporateuser
test_Lp10	test_Lp10	APINTERNET	GBP	24 Sep 2018	retailuser
STLPGROUP26Sep141004	STLPGROUP	001	GBP	26 Sep 2018	corporateuser
STLPGROUP26Sep141349	STLPGROUP	001	GBP	26 Sep 2018	corporateuser
STLPGROUP26Sep141718	STLPGROUP	001	GBP	26 Sep 2018	corporateuser
STLPGROUP26Sep141843	STLPGROUP	001	GBP	26 Sep 2018	corporateuser

Page 1 of 41 (1-10 of 410 items)

**Limit Package**

You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package. If you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.

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



## Limit Package Management - View

Welcome, Macs Thomas
Last login 30 Aug 04:15 PM

Limit Package Code	LMP009
Limit Package Description	Limit Package 009
Touch Point Group	Internal Access Point Group for All
Currency	GBP

**Limit Package Details**

You can edit the parameters set for each transaction available in a package or can delete the package by clicking on Delete button. Ensure this package is not in user before you proceed to delete. To speed up the process you can clone an existing limit package. You may also choose to go back to the previous screen or cancel the operation.

Transaction Name	Create Facility
Effective Date	03 Sep 2019
Cumulative Limit Daily	SRKCUMLIMDLAUTO - SRK Cumulative Limit Daily Auto Appr
Cumulative Limit Monthly	MonthlyCL01 - Max Trans 200 Cum Trans Amt 150000
Transaction Limit	TL01 - Min Amt 5 Max Amt 10000
Cooling Limit	CoolP - Cooling Period Limit

Transaction Group Name	TXNGROUP
Effective Date	03 Sep 2019
Cumulative Limit Daily	nehcumlimit - nehcumlimit
Cumulative Limit Monthly	Cum Limit Mon - Cum Limit Mon
Transaction Limit	NewTranLim191 - NewTranLim191
Cooling Limit	CoolP - Cooling Period Limit

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

## Delete Limit Package

The screenshot displays the ZigBank 'Limit Package Management' interface. A modal dialog titled 'Limit Package Deletion' is open, asking 'Are you sure you want to delete?' with 'Confirm' and 'Cancel' buttons. The background interface shows details for a limit package with code 'LMP009' and a description 'Limit Package 009'. It lists various parameters like 'Transaction Name', 'Effective Date', and 'Transaction Limit'. A 'Clone' button is visible at the bottom left, and a 'Delete' button is at the bottom center. The right sidebar contains 'Limit Package Details' and a 'Clone' button. The footer includes copyright information and links to 'Security Information' and 'Terms and Conditions'.

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

## FAQs

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

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

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

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

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

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

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

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

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

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

[Home](#)

## 10. Approvals

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

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

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

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

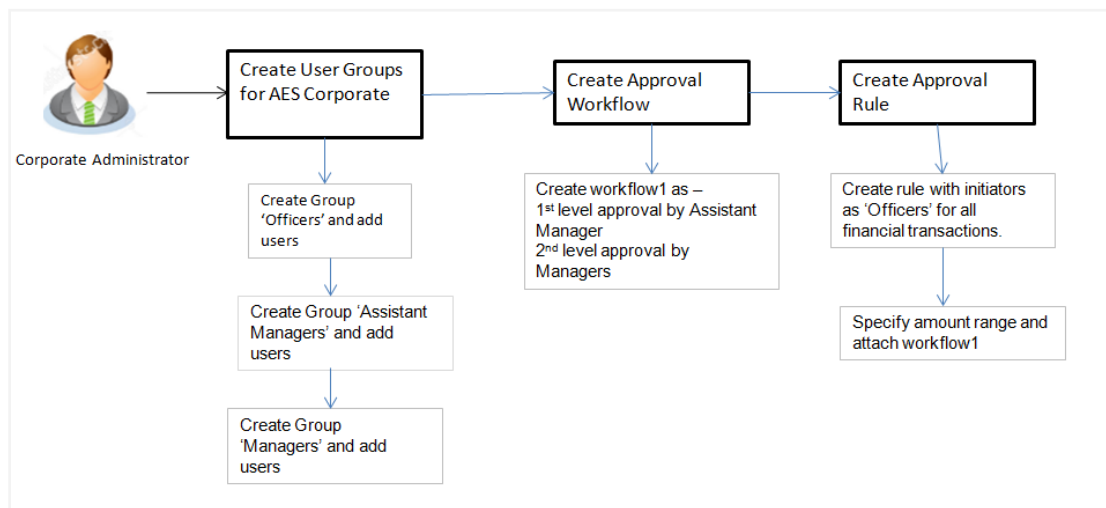
### Features supported in application

Approval management supported for Corporate Administrator users in OBDX includes;

- Workflow Management
- Rule Management

### Business scenario

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



## 10.1 Workflow Management

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

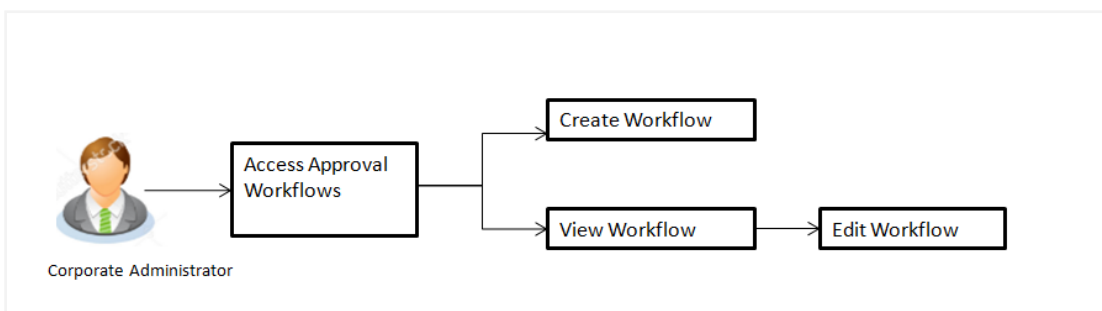
The Workflow Management allows Corporate Administrator to:

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

### Prerequisites:

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

### Workflow



### How to reach here:

*Corporate Administrator Dashboard > Quick Links > Approvals > Workflow Management*  
OR

*Corporate Administrator Dashboard > Toggle Menu > Approvals > Workflow Management*

### 10.1.1 Workflow Management – Summary

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

## Workflow Management

**ZigBank** Welcome, Richarlison Andrade Last login 22 Jun 10:20 PM

**Workflow Management**

Party ID: \*\*\*201  
Party Name: Bechtel Corporation

[Create](#)

Workflow Code	Workflow Description	Approval Levels
<a href="#">CorpAdmApprv</a>	Corporate Administrator Approver	1
<a href="#">CorpAdmWrokFlow</a>	Corp Admin Workflow	1
<a href="#">CorpAdminWF44</a>	Corp admin WF	1
<a href="#">Mustu3lvWF</a>	Three Level Approver Work flow created by Mustafa Gari	3
<a href="#">OBDX-11456</a>	workflow created by current user not visible to the current user edited	1
<a href="#">OBDX-11456_1</a>	workflow created by the current user not visible to the current user_1	1
<a href="#">test1</a>	test1	1
<a href="#">workflowsca</a>	workflowsca	1

[Cancel](#)

**Workflow Management**

You can now create workflows with multiple levels of approvals. Each workflow can be configured to have up to five levels of approval with a specific user or a user group configured at each level.

Workflows can be created independently and can be attached to a specific transaction/maintenance as part of the approval rule configuration. Ensure to maintain necessary users groups before you proceed.

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## Field Description

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

1. Click the **Workflow Code** link to view details of the selected Approval Workflow.  
OR  
Click **Create** to create new Approval Workflow.  
OR

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

### 10.1.2 Workflow Management - View

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

#### To view the approval workflow:

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

#### Workflow Management – View

**ZigBank** | Welcome, Richarlison Andrade | Last login 22 Jun 10:20 PM

**Workflow Management**

Party ID: \*\*\*201  
 Party Name: Bechtel Corporation  
 Workflow Code: Mustu3lvIWF  
 Workflow Description: Three Level Approver Work flow created by Mustufa Gari

**Approval Details**

Level 1: Corpadmin User1  
 Level 2: Smith Fischer  
 Level 3: Jones Weber

[Edit](#) [Cancel](#) [Back](#)

**Workflow Management**

You can now create workflows with multiple levels of approvals. Each workflow can be configured to have up to five levels of approval with a specific user or a user group configured at each level.

Workflows can be created independently and can be attached to a specific transaction/maintenance as part of the approval rule configuration. Ensure to maintain necessary users groups before you proceed.

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#### Field Description

Field Name	Description
<b>Party ID</b>	Party ID mapped to the logged in Corporate Administrator is displayed.
<b>Party Name</b>	Party name of Party ID mapped to the logged in Corporate Administrator is displayed.
<b>Workflow Code</b>	Workflow code is displayed.

Field Name	Description
<b>Workflow Description</b>	Workflow description is displayed.
<b>Approval Details</b>	
<b>Approval Level</b>	Approval levels for a user / user group. There can be up to five levels of approval levels.
<b>User / User Group</b>	User or a user group maintained at each level of approval.

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

### 10.1.3 Workflow Management - Create

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

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

#### To create an approval workflow:

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



## Workflow Management – Create

**ZigBank** Welcome, Richardson Andrade  
Last login 22 Jun 10:20 PM

### Workflow Management

Party ID: \*\*\*201  
Party Name: Bechtel Corporation  
Workflow Code: WFLW1  
Workflow Description: File Upload Salary

#### Approval Details

Level 1: User User Group Trash  
 Martin Skrtel (Martins) ▼  
 User

Level 2: User User Group Trash  
 corpAlert corpAlert (corpAlert) ▼  
 User

Add

Save Cancel Back

**Workflow Management**

You can now create workflows with multiple levels of approvals. Each workflow can be configured to have up to five levels of approval with a specific user or a user group configured at each level.


Workflows can be created independently and can be attached to a specific transaction/maintenance as part of the approval rule configuration. Ensure to maintain necessary users groups before you proceed.

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## Field Description

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

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

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

#### 10.1.4 Workflow Management - Edit

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

##### To edit an approval workflow:

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

## Workflow Management - Edit

**ZigBank** Welcome, Richarlison Andrade Last login 22 Jun 10:20 PM

### Workflow Management

Party ID: \*\*\*201

Party Name: Bechtel Corporation

Workflow Code: Mustu3lviWF

Workflow Description: Three Level Approver Work flow created by John Smith

#### Approval Details

Level 1:

Corpadmin User1

User

Level 2:

Smith Fischer

User

Level 3:

Jones Weber

User

#### Workflow Management

You can now create workflows with multiple levels of approvals. Each workflow can be configured to have up to five levels of approval with a specific user or a user group configured at each level.


Workflows can be created independently and can be attached to a specific transaction/maintenance as part of the approval rule configuration. Ensure to maintain necessary users groups before you proceed.

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## Field Description

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

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

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

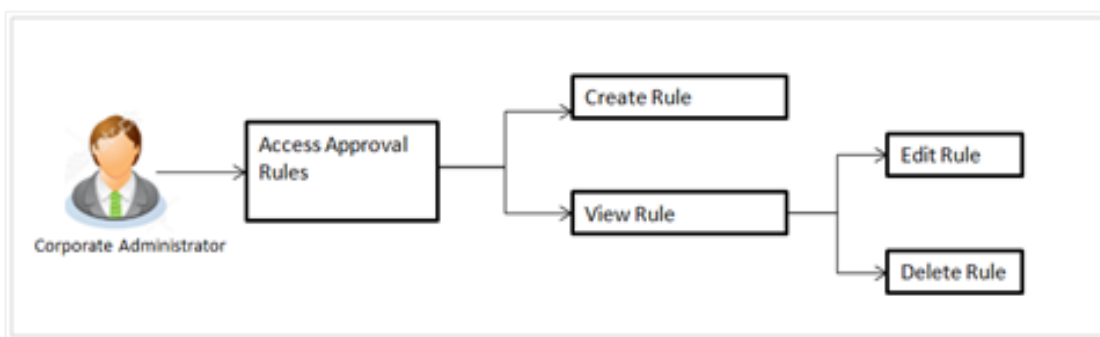
## 10.2 Approval Rules

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

### Prerequisites:

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

### Workflow



### Features supported in application

The Approval Rule maintenances allow the Corporate Administrator to:

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

### How to reach here:

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

OR

*Corporate Administrator Dashboard > Toggle Menu > Approvals > Rule Management > Approval Rules*

## 10.2.1 Approval Rules – Summary

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

### Approval Rules

Rules Management

Party ID: \*\*\*201

Party Name: Bechtel Corporation

Create

Rule Code	Maker	Approval Required
MartinSAutoAuthNonF	MartinS	No
Init-AuthFinRule	RonaldoC	Yes
MartinSAutoAuthMain	MartinS	No
MartinSAutoAuthFin	MartinS	No
RonaldoCAutoAuthMain	RonaldoC	No
Init-AuthNonFinRule	RonaldoC	Yes
CorpAdminNonFin	KathySas	No
CorpAdminFin	KathySas	No
CorpAdminMaint	KathySas	No
testut	KathySas	No
testforissue	KathySas	No
ruletest	KathySas	No

Cancel

Rules Management

Rules Management refers to parameters that drive the enterprise the approvals for financial, non-financial, maintenance and admin transactions. You can search and view all the approval rules maintained for a party. You can edit the rules and update them.

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### Field Description

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

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

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

### 10.2.2 Approval Rules - View

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

#### To view the approval rules:

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

## Approval Rules View

The screenshot displays the 'Rules Management' page in the ZigBank system. The page has a purple header with the ZigBank logo, search, mail, and user icons, and a welcome message for Richarlison Andrade. The main content area is divided into sections for rule configuration. On the right, there is a sidebar with a 'Rules Management' icon and a descriptive paragraph.

**Rules Management**

Party ID: \*\*\*201  
 Party Name: Bechtel Corporation  
 Rule Type: **Non Financial** (selected), Financial, Maintenance, Non Account Financial, Administration  
 Rule Code: Init-AuthNonFinRule  
 Rule Description: 3 Level Approvers Init - Auth Non Financial Rule Created by John Smith

**Initiator**

Initiator Type: **User** (selected), User Group  
 Initiator: Ronaldo Cristiano (RonaldoC)  
 User

**Transactions**

Transactions: All Non Financial Transactions

**Accounts**

Accounts: ALL

**Workflow Details**

Approval Required: **Yes** (selected), No  
 Workflow: Mustu3lviWF  
 Level 1: Corpadmin User1  
 Level 2: Smith Fischer  
 Level 3: Jones Weber

Buttons: Edit, Delete, Cancel, Back

**Rules Management**

Rules Management refers to parameters that drive the enterprise the approvals for financial, non-financial, maintenance and admin transactions. You can search and view all the approval rules maintained for a party. You can edit the rules and update them.

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## Field Description

Field Name	Description
<b>Party ID</b>	Party ID mapped to the logged in Corporate Administrator.
<b>Party Name</b>	Party name of Party ID mapped to the logged in Corporate Administrator.



Field Name	Description
<b>Rule Type</b>	Transaction rule type for which the approval rule is set up. The transaction rule types are: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Non Financial</li> <li>• Maintenance</li> <li>• Non Account Financial</li> </ul>
<b>Rule Code</b>	Approval rule code.
<b>Rule Description</b>	Approval rule description.
<b>Initiator</b>	
<b>Initiator Type</b>	Initiator type specified while creating a rule.
<b>User / User Group</b>	Name of the user or user group defined as initiator for the rule condition.
<b>Transactions</b>	
<b>Transactions</b>	Transaction for which the rule is set up.
<b>Accounts</b>	
<b>Accounts</b>	Field will display the account for which rule being viewed is set up.  This field appears if you select <b>Financial</b> and <b>Non Financial</b> in the <b>Rule Type</b> field.
<b>Currency</b>	
<b>Currency</b>	Currency type in which the financial approval rule for a corporate is defined.  This field appears if you select <b>Financial</b> in the <b>Rule Type</b> field.
<b>Amount Range</b>	
<b>From Amount/ To Amount</b>	Transactions allowed for the user between the amount ranges.  This field appears if you select <b>Financial and Non Account Financial</b> in the <b>Rule Type</b> field.
<b>Workflow Details</b>	
<b>Approval Required</b>	Field displays whether approval is required or not.

Field Name	Description
<b>Workflow Details</b>	Field displays the approval workflow details along with the defined approval levels.  This field appears if you select <b>Yes</b> in the <b>Approval Required</b> field.

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

### 10.2.3 Approval Rules - Create

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

Approval rules can be setup based on the following parameters.

#### Type of Transactions

- Financial Transactions
  - To set the rules for the transactions, which involves exchange of money
  - E.g. Money Transfer, Draft Issuance, Redeem Term Deposit etc.
- Non Financial Transactions
  - To set the rule for the transaction which are for an account, but does not involve exchange of money
  - E.g. Cheque Book Request, Statement Request, Stop Cheque etc.
- Maintenance
  - To set the rule for the transaction which are at the party level and not for a specific account
  - E.g. Payee Maintenance, Biller Maintenance etc.
- Non Account Financial Transactions: This option is used to setup approval rules for the transaction with amount range and no debit account
  - E.g. Initiate LC, Supply Chain Finance related transactions i.e. Create Invoice.
- Initiator
  - Specific User
  - User Group

- Accounts
- Transactions
- Currency
- Amount Range

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

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

**To create an approval rule:**

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

## Approval Rules - Create

Welcome, Richarlison Andrade  
Last login 22 Jun 10:42 PM

### Rules Management

Party ID

\*\*\*201

Party Name

Bechtel Corporation

Rule Type

Financial

Non Financial

Maintenance

Non Account Financial

Administration

Rule Code

Rule001

Rule Description

Rule 001

Initiator

Initiator Type

User

User Group

Martin Skrtel (MartinS)

▼

User

Transactions

Transactions

All Financial Transactions ▼

Accounts

Accounts

All ▼

Currency

Currency

GBP ▼

Amount Range

From Amount

£100.00

To Amount

£100,000.00

Workflow Details

Approval Required

Yes

No

Workflow

CorpAdmApprv

▼

Level 1

Raul Blanco RaulGon

Save

Cancel

Back

#### Rules Management

You create new rules that apply to specific transactions when initiated by a select user or user group need to be approved by the specified user or user groups.

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## Field Description

Field Name	Description
<b>Party ID</b>	Party ID mapped to the logged in Corporate Administrator.
<b>Party Name</b>	Party name of Party ID mapped to the logged in Corporate Administrator.

Field Name	Description
<b>Rule Type</b>	<p>Transaction rule type for which the approval rule needs to be set up.</p> <p>The transaction rule types are:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Non Financial</li> <li>• Maintenance</li> <li>• Non Account Financial</li> </ul>
<b>Rule Code</b>	To specify approval rule code.
<b>Rule Description</b>	To specify approval rule description.
<b>Initiator</b>	
<b>Initiator Type</b>	<p>Initiator type who initiates the transaction.</p> <p>This has options as 'User' and 'User Group'.</p>
<b>User / User Group</b>	<p>Name of the user or user group as initiator.</p> <p>If initiator is selected as User, then all the users belongs to the party will be listed for selection.</p> <p>If initiator is selected as User Group, then all the user groups belongs to the party will be listed for selection.</p>
<b>Transactions</b>	
<b>Transactions</b>	<p>Type of transactions to set the approval rules.</p> <p>Type of transactions depends on the selection of rule type.</p>
<b>Accounts</b>	
<b>Accounts</b>	<p>Type of accounts.</p> <p>This field appears if you select <b>Financial</b> and <b>Non Financial</b> in the <b>Rule Type</b> field.</p>
<b>Currency</b>	
<b>Currency</b>	<p>Currency type in which the financial approval rule for a corporate is defined.</p> <p>This field appears if you select <b>Financial</b> in the <b>Rule Type</b> field.</p>
<b>Amount Range</b>	

Field Name	Description
<b>From Amount/ To Amount</b>	Transactions allowed for the user between the amount range. This field appears if you select <b>Financial and Non Account Financial</b> in the <b>Rule Type</b> field.
<b>Workflow Details</b>	
<b>Approval Required</b>	Option to decide whether approval is required or not for the set condition.
<b>Workflow</b>	Field has description of the approval workflow. All workflows maintained for the party are listed here along with the defined approval level for each of them.  This field appears if you select <b>Yes</b> in the <b>Approval Required</b> field.
<ol style="list-style-type: none"> <li>2. In the <b>Rule Type</b> field, select the appropriate transaction rule type.</li> <li>3. In the <b>Rule Code</b> field, enter the code.</li> <li>4. In the <b>Rule Description</b> field, enter the rule name.</li> <li>5. From the <b>Initiator Type</b> field, click appropriate user / user group and select the user/ user group.</li> <li>6. From the <b>Transaction</b> list, select the transactions to be mapped to the rule.</li> <li>7. From the <b>Accounts</b> list, select the appropriate account, if you have selected <b>Financial</b> option in the <b>Rule Type</b> field.</li> <li>8. From the <b>Currency</b> list, select the appropriate account currency, if you have selected <b>Financial</b> option in the <b>Rule Type</b> field.</li> <li>9. In the <b>Amount Range</b> section, enter the appropriate amount if you have selected <b>Financial and Non Account Financial</b> option in the <b>Rule Type</b> field.</li> <li>10. In the <b>Workflow Details</b> section, select whether approval is required for the mapped transactions. <ol style="list-style-type: none"> <li>a. If you select <b>Yes</b> option, select the appropriate <b>Workflow</b>.</li> </ol> </li> <li>11. Click <b>Save</b> to create the approval rule. OR Click <b>Cancel</b> to cancel the operation and navigate back to 'Dashboard'. OR Click <b>Back</b> to go back to previous screen.</li> <li>12. The <b>Approval Rule - Create - Review</b> screen appears post necessary validations. Verify the details, and click <b>Confirm</b>. OR Click <b>Cancel</b> to cancel the operation and navigate back to 'Dashboard'. OR Click <b>Back</b> to go back to previous screen.</li> <li>13. The success message of saving the approval rule creation appears along with the transaction reference number and status. Click <b>OK</b> to complete the transaction and navigate back to 'Dashboard'.</li> </ol>	

## 10.2.4 Approval Rules - Edit

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

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

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

### To edit an approval rule:

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

### Approval Rules - Edit

**ZigBank** Welcome, Richarlison Andrade  
Last login 22 Jun 10:42 PM

#### Rules Management

Party ID: \*\*\*201  
Party Name: Bechtel Corporation  
Rule Type: Financial, **Non Financial**, Maintenance, Non Account Financial, Administration  
Rule Code: Init-AuthNonFinRule  
Rule Description: 3 Level Approvers Init - Auth Non Financial Rule Created by John Smith

**Initiator**  
Initiator Type: **User**, User Group  
Ronaldo Cristiano (RonaldoC)  
User

**Transactions**  
Transactions: All Non Financial Transactions

**Accounts**  
Accounts: All

**Workflow Details**  
Approval Required: **Yes**, No  
Workflow: Mustu3lviWF  
Level 1: Corpadmin User1  
Level 2: Smith Fischer  
Level 3: Jones Weber

**Save** **Cancel** **Back**

**Rules Management**  
Rules Management refers to parameters that drive the enterprise the approvals for financial, non-financial, maintenance and admin transactions. You can search and view all the approval rules maintained for a party. You can edit the rules and update them.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Party ID</b>	Party ID mapped to the logged in Corporate Administrator will be displayed.
<b>Party Name</b>	Party name of Party ID mapped to the logged in Corporate Administrator will be displayed.
<b>Rule Type</b>	<p>Transaction rule type for which the approval rule is set up will be displayed.</p> <p>The transaction rule types are:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Non Financial</li> <li>• Maintenance</li> <li>• Non Account Financial</li> </ul>
<b>Rule Code</b>	Approval rule code provided by the user.
<b>Rule Description</b>	Approval rule description provided by the user in editable form.
<b>Initiator</b>	
<b>Initiator Type</b>	Initiator type who initiates the transaction will be displayed in editable form.
<b>User / User Group</b>	<p>Name of the user or user group as initiator will be displayed in editable form.</p> <p>If initiator is selected as User, then all the users belonging to the party will be listed for selection.</p> <p>If initiator is selected as User Group, then all the user groups belonging to the party will be listed for selection.</p>
<b>Transactions</b>	
<b>Transactions</b>	<p>Type of transactions to set the approval rules will be displayed in editable form.</p> <p>Type of transactions depends on the selection of rule type.</p>
<b>Accounts</b>	
<b>Accounts</b>	<p>Type of accounts will be displayed in editable form.</p> <p>This field appears if you select <b>Financial</b> and <b>Non Financial</b> in the <b>Rule Type</b> field.</p>
<b>Currency</b>	



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

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

### 10.2.5 Approval Rules - Delete

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

#### To delete an approval rule:

1. In the **Approval Rules** screen, click the **Rule Code** link, for which you want to view the details. The **Approval Rules - View** screen appears.
2. Click **Delete** to delete the approval rules. The application will prompt the Corporate Administrator with a deletion message, Click **Yes** to confirm.  
User is directed to **Approval Rule – Delete** confirmation page.

Approval Rules - Delete

ZigBank

Welcome, Richarlison Andrade  
Last login 22 Jun 10:42 PM

Rules Management

Party ID

\*\*\*201

Party Name

Bechtel Corporation

Rule Type

Financial

Non Financial

Maintenance

Non Account Financial

Administration

Rule Code

Init-AuthFinRule

Rule Description

3 Level Approver Init-Auth Financial Rule created by Mustafa Gari

Initiator

Initiator Type

User

User Group

Ronaldo Cristiano (R)

User

Transactions

Transactions

All Financial Transactions

Accounts

Accounts

ALL

Currency

Currency

GBP

Amount Range

From Amount

£1.00

To Amount

£999,999.00

Workflow Details

Approval Required

Yes

No

Workflow

Mustu3lvWF

Level 1

Messi Lionel MessiL

Level 2

Mohamed Salah MohamedS

Level 3

Santos Neymar NeymarS

Edit

Delete

Cancel

Back

Rules Management

Rules Management refers to parameters that drive the enterprise the approvals for financial, non-financial, maintenance and admin transactions. You can search and view all the approval rules maintained for a party. You can edit the rules and update them.

Are you sure you want to delete this Approval Rule?

Yes

No

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## **FAQs**

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

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

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

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

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

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

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

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

[Home](#)

## Account Access

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

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

- Party Account Access
- User Account Access

## 11. Party Account Access

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

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

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

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

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

---

**Note:** 1) Access Management for Loan Accounts are for accounts fetched from Core Banking System i.e. FCUBS. It is not supported for accounts from Oracle Banking Corporate Loan (OBCL) system.

2) Linked Party Access Management can be provided to parent party or users of the parent party only for Account Types CASA, TD and Loans.

3) Linked party account mapping is not supported for Account Types 'VAM-Real Accounts, Virtual Accounts and Liquidity Management – Real Accounts'.

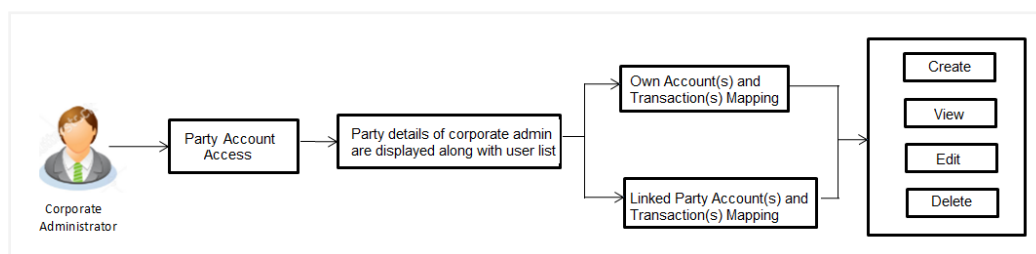
If there is any party to party linkage maintained in the mid-office system 'OBLM', then those accounts will appear in own account linkage itself on the OBDX side for access management.

---

### Pre-Requisites

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

### Workflow



## Features Supported In Application

The following options are available as part of this maintenance:

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

### How to reach here:

*Corporate Administrator Dashboard > Account Access > Party Account Access*  
OR

*Corporate Administrator Dashboard > Toggle menu > Access Management > Account Access > Party Account Access*

## 11.1 Party Account Access - Mapping (Create)

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

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

### To provide the party with account and transaction access:

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

Click on **Map** to map the transactions and account

OR

Click **Cancel** to cancel the transaction.

### Party Account Access

The screenshot displays the ZigBank interface for Party Account Access. It features a purple header with the ZigBank logo and a user welcome message. The main content area is divided into two sections: 'Own Account Mapping Summary' and 'Linked Party Account Mapping Summary'. Both sections contain tables with columns for 'Account Type', 'Total Number of Accounts', and 'Number of Accounts Mapped'. A 'Note' box on the right explains the function's purpose. A 'Cancel' button is located at the bottom left of the mapping summaries.

**Own Account Mapping Summary**

Account Type	Total Number of Accounts	Number of Accounts Mapped
Current & Savings	3	3
Term Deposits	6	6
Loans	0	0
Liquidity Management - Real Account	0	0
Virtual Account Management - Real Account	0	0
Virtual Account	0	0

**Linked Party Account Mapping Summary**

**Sunrise Inc**

Account Type	Total Number of Accounts	Number of Accounts Mapped
Current & Savings	2	2
Term Deposits	0	0
Loans	0	0

**Note**

The function enables you to set up account and transaction access rules for a corporate customer. You can decide the account(s) along with transaction(s) for each of the selected account that needs to be provided access for the corporate customer. Accounts of the parent as well as of the linked party (if any) will be available for access definition.

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## Field Description

Field Name	Description
------------	-------------

<b>Party ID</b>	The party ID of the corporate administrator.
-----------------	--

<b>Party Name</b>	The name of the party.
-------------------	------------------------

### Own Account Mapping Summary

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

<b>Account Type</b>	All account types available under the party. The account type can be:
---------------------	---

- Current & Savings
- Term Deposits
- Loans
- Liquidity Management – Real Account
- Virtual Account Management – Real Account
- Virtual Account

<b>Total Number of Accounts</b>	Total number of accounts available under the party.
---------------------------------	---

<b>Number of Accounts Mapped</b>	Number of accounts mapped to the particular account type.
----------------------------------	---

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

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



ZigBank

Welcome, corp admin

Last login 05 May 10:59 AM

Party ID

\*\*\*421

Party Name

PSD INDUSTRIES

Account Mapping

Current & Savings

Term Deposit

Loans

Liquidity Management - Real Account

Virtual Account Management - Real Account

Virtual Account

New Accounts

Map Accounts ?

Auto

Manual

Existing Accounts

☐ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30042100103	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30042100114	GBP	Islamic account for NSF	ACTIVE
<input checked="" type="checkbox"/>	AT30042100012	GBP	Savings Account - Regular	ACTIVE

Account Mapping for Current & Savings, Term Deposit, Loans, Liquidity Management - Real Account, Virtual Account Management - Real Account and Virtual Account can be viewed by visiting the respective Account Type tabs.

Next

Cancel

Back

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

Party Account Access

Parent Party ID: \*\*\*201  
Parent Party Name: Bechtel Corporation

Linked Party ID: 001214  
Linked Party Name: MAKCorp

**Linked Party Account Mapping**

Current & Savings | Term Deposit | Loans

**New Accounts**

Map Accounts [?](#) Auto Manual

**Existing Accounts**

☒ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30121400064	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30012140028	GBP	Savings Account - Regular	ACTIVE

No items to display.

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

Next Back Cancel

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

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

Welcome, corp admin  
Last login 08 May 10:59 AM

Party ID: \*\*\*421  
Party Name: PSD INDUSTRIES

Current & Savings | Term Deposit | Loans | Liquidity Management - Real Account | Virtual Account Management - Real Account | Virtual Account

☐ Map All Transactions to All Accounts

Account Number	Currency	Product Name	Account Status
AT30042100103	GBP	Savings Account - Regular	ACTIVE

☒ Map All Transactions

- ☒ CASA Inquiries
  - ☒ CASA Interest Certificate
  - ☒ Party CASA Interest Certificate
  - ☒ Inquire Sweep-in Instruction
- ☒ Loans
  - ☒ Loan Settlement
- ☒ Bank Guarantee
  - ☒ Initiate Outward Guarantee
- ☒ Letter Of Credit
  - ☒ Initiate Letter of Credit
- ☒ Payments
  - ☒ Domestic Payment
  - ☒ Domestic Draft
  - ☒ QR Payment
  - ☒ Self Transfer
  - ☒ International Draft
  - ☒ International Transfer
  - ☒ Internal Transfer
  - ☒ Instruction Cancellation
  - ☒ Bill Payment
  - ☒ External Transfer
  - ☒ PeerToPeer Transfer
- ☒ Reports
  - ☒ Request User Report Account
- ☒ File Upload
  - ☒ File Upload - Record Cancellation
  - ☒ Mixed Payment - Upload
  - ☒ International Payment - File Level Approval
  - ☒ Mixed Payment - File Level Approval
  - ☒ Domestic Transfer - Record Level Approval
  - ☒ Internal Transfer - Upload
  - ☒ Internal Transfer - Record Level Approval
  - ☒ International Transfer - File Level Approval
  - ☒ International Payment - Record Level Approval
  - ☒ International Payment - Upload
  - ☒ Domestic Payment - File Level Approval
  - ☒ Mixed Payment - Record Level Approval
  - ☒ Domestic Payment - Upload
  - ☒ File Upload - File Cancellation
- ☒ V2 Fund Transfer
  - ☒ V2 International Demand Draft
  - ☒ V2 Domestic Demand Draft
  - ☒ V2 Self Transfer
  - ☒ V2 Domestic Fund Transfer
  - ☒ V2 Peer To Peer Transfer
  - ☒ V2 International Fund Transfer
  - ☒ V2 Internal Fund Transfer
- ☒ Credit Cards
  - ☒ Register CC AutoRepay
  - ☒ de-register CC AutoRepay
  - ☒ Update CC AutoRepay
- ☒ Biller Maintenance
  - ☒ Delete Biller Registration
  - ☒ Create Biller Registration
  - ☒ Update Biller Registration
- ☒ All Inquiry Transactions
  - ☒ Payments Inquiries
  - ☒ CASA Inquiries
- ☒ Sweep-in Instruction
  - ☒ Create Sweep-in Instruction
  - ☒ Delete Sweep-in Instruction
- ☒ CASA
  - ☒ Replace Debit card
  - ☒ Stop/Unblock Cheque
  - ☒ Validate Card Details
  - ☒ E-Statement Subscription
  - ☒ List Demand Deposit Electronic Statement
  - ☒ Request DC Limit Change
  - ☒ Allow International Transaction on DC
  - ☒ Block Debit Card
  - ☒ Sweep-in Instruction
  - ☒ Apply Debit Card
  - ☒ Reset Debit Card Pin
  - ☒ Request Debit Card Pin
  - ☒ Cheque Book Request
  - ☒ Demand Deposit Electronic Statement Download
  - ☒ Request Demand Deposit Statement
- ☒ Credit Card Financial
  - ☒ Credit Card Payment
- ☒ PFM
  - ☒ Create Standing Instruction Goal Account
  - ☒ Update Goal Account
  - ☒ Cancel Standing Instruction Goal Account
  - ☒ List Goal Account
  - ☒ Fetch Transactions Goal Account
  - ☒ Redeem Goal Account
  - ☒ Pay/in Goal Account
  - ☒ Read Goal Account
  - ☒ Create Goal Account
- ☒ Open Banking
  - ☒ Open Banking Payments
  - ☒ Open Banking Account Inquiries
- ☒ Term Deposits - Financial
  - ☒ Create RD
  - ☒ Deposit Top-Up
  - ☒ New Deposit
- ☒ Electronic Bill Payment
  - ☒ Create Bill Payment

AT30042100114 GBP Islamic account for NSF ACTIVE  
AT30042100012 GBP Savings Account - Regular ACTIVE

No items to display.

Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

Save Cancel Back

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

Welcome, Raul Blanco
Last login 25 Jun 06:11 PM

Party Account Access

Parent Party ID

\*\*\*201

Parent Party Name

Bechtel Corporation

Linked Party ID

001214

Linked Party Name

MAKCorp

Transaction Mapping for Linked Party Accounts

Current & Savings

Term Deposit

Loans

☐ Map All Transactions to All Accounts

Account Number	Currency	Product Name	Account Status
AT30121400064	GBP	Savings Account - Regular	ACTIVE

☐ Map All Transactions
 

CASA Inquiries

CASA Interest Certificate

Loans

Loan Settlement

Bank Guarantee

Initiate Outward Guarantee

Letter Of Credit

Initiate Letter of Credit

Payments

Domestic Payment

Domestic Draft

QR Payment

Instruction Cancellation

Reports

Request User Report Account

File Upload

File Upload - Record Cancellation

Mixed Payment - Upload

International Payment - File Level Approval

Mixed Payment - File Level Approval

Domestic Transfer - Record Level Approval

Credit Cards

Register CC AutoRepay

All Inquiry Transactions

Payments Inquiries

Sweep-in Instruction

Create Sweep-in Instruction

CASA

Replace Debit card

Stop/Unblock Cheque

Validate Card Details

E-Statement Subscription

List Demand Deposit Electronic Statement

Electronic Bill Payment

Create Biller Registration

Update Biller Registration

Term Deposits

Amend RD

Party CASA Interest Certificate

Party CASA Interest Certificate

International Draft

International Payout

Internal Transfer

Self Transfer

Internal Transfer - Upload

Internal Transfer - Record Level Approval

Internal Transfer - File Level Approval

International Payment - Record Level Approval

International Payment - Upload

de-register CC AutoRepay

CASA Inquiries

Delete Sweep-in Instruction

Request DC Limit Change

Allow International Transaction on DC

Block Debit Card

Sweep-in Instruction

Apply Debit Card

Create Bill Payment

Inquire Sweep-in Instruction

Bill Payment

External Transfer

PeerToPeer Transfer

Domestic Payment - File Level Approval

Mixed Payment - Record Level Approval

Domestic Payment - Upload

File Upload - File Cancellation

Update CC AutoRepay

Reset Debit Card Pin

Request Debit Card Pin

Cheque Book Request

Demand Deposit Electronic Statement Download

Request Demand Deposit Statement

Delete Biller Registration

AT30012140028

GBP

Savings Account - Regular

ACTIVE

No items to display.


Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

Save

Cancel

Back

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

## 11.2 Party Account Access- View

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

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

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

### Field Description

Field Name	Description
<b>Party ID</b>	Party Id of the corporate user.
<b>Party Name</b>	Party name of the corporate user.

### To view the party account and transaction access:

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

OR

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

OR

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

## Party Account Access - Summary

Party ID: \*\*\*421

Party Name: PSD INDUSTRIES

Account Mapping

Current & Savings | Term Deposit | Loans | Liquidity Management - Real Account | Virtual Account Management - Real Account | Virtual Account

**New Accounts**

Map Accounts (?) Auto Manual

**Existing Accounts**

☐ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30042100103	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30042100114	GBP	Islamic account for NSF	ACTIVE
<input checked="" type="checkbox"/>	AT30042100012	GBP	Savings Account - Regular	ACTIVE

Account Mapping for Current & Savings, Term Deposit, Loans, Liquidity Management - Real Account, Virtual Account Management - Real Account and Virtual Account can be viewed by visiting the respective Account Type tabs.

Edit Next Delete Cancel Back

## Field Description

### Field Name

### Description

#### Party ID

The party id of the corporate administrator.

#### Party Name

The name of the party.

### Own Account Mapping Summary

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

Field Name	Description
<b>Account Type</b>	<p>All account types available under the party. The account type can be:</p> <ul style="list-style-type: none"> <li>• Current &amp; Savings</li> <li>• Term Deposits</li> <li>• Loans</li> <li>• Liquidity Management – Real Account</li> <li>• Virtual Account Management – Real Account</li> <li>• Virtual Account</li> </ul>
<b>Total Number of Accounts</b>	Total number of accounts available under the party.
<b>Number of Accounts Mapped</b>	Number of accounts mapped to the particular account type.

### Linked Party Account Mapping Summary

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

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

## Party Account Access – View (Own Account Mapping Summary)

Welcome, corp admin  
Last login 08 May 10:59 AM

Party ID: \*\*\*421  
 Party Name: PSD INDUSTRIES

**Account Mapping**

Current & Savings | Term Deposit | Loans | Liquidity Management - Real Account | Virtual Account Management - Real Account | Virtual Account

**New Accounts**  
 Map Accounts ? Auto Manual

**Existing Accounts**  
☐ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30042100103	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30042100114	GBP	Islamic account for NSF	ACTIVE
<input checked="" type="checkbox"/>	AT30042100012	GBP	Savings Account - Regular	ACTIVE

Account Mapping for Current & Savings, Term Deposit, Loans, Liquidity Management - Real Account, Virtual Account Management - Real Account and Virtual Account can be viewed by visiting the respective Account Type tabs.

Edit Next Delete Cancel Back

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

Welcome, Raul Blanco  
Last login 23 Jun 08:11 PM

Party Account Access

Parent Party ID: \*\*\*201  
 Parent Party Name: Bechtel Corporation

Linked Party ID:  
 Linked Party Name:

**Linked Party Account Mapping**

Current & Savings | Term Deposit | Loans

**New Accounts**  
 Map Accounts ? Auto Manual

**Existing Accounts**  
☐ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30012010033	EUR	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30120100065	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30012010011	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30012010022	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30012010044	INR	Savings Account - Regular	ACTIVE

No items to display.

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

Edit Next Delete Cancel Back

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## Field Description

### Field Name    Description

---

#### Current and Savings / Term Deposits/ Loans

#### New Accounts

<b>Map Accounts</b>	<p>Mapping of the accounts.</p> <p>The options can be:</p> <ul style="list-style-type: none"> <li>• Auto: gives default access to the all future newly added accounts and transactions of the party as soon as the account is opened.</li> <li>• Manual: gives specific access to future accounts. This is to explicitly map new accounts and transactions if access needs to be provided</li> </ul>
---------------------	--

#### Existing Accounts

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

---

7. Click **Next**. The **Party Account Access- View** screen for account selected and transactions enabled for the selected account appears.  
OR  
Click **Edit** to modify the account access.  
OR  
Click **Delete** to delete the Party Account Access setup.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

## Party Account Access - Transaction- Own Account Mapping- View

Welcome, corp admin  
Last login 28 May 10:52 AM

Party ID: \*\*\*421  
Party Name: PSD INDUSTRIES

Current & Savings | Term Deposit | Loans | Liquidity Management - Real Account | Virtual Account Management - Real Account | Virtual Account

☐ Map All Transactions to All Accounts

Account Number	Currency	Product Name	Account Status
AT30042100103	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/> Map All Transactions			
<input checked="" type="checkbox"/> CASA Inquiries			
<input checked="" type="checkbox"/> CASA Interest Certificate			
<input checked="" type="checkbox"/> Party CASA Interest Certificate			
<input checked="" type="checkbox"/> Inquire Sweep-in Instruction			
<input checked="" type="checkbox"/> Loans			
<input checked="" type="checkbox"/> Loan Settlement			
<input checked="" type="checkbox"/> Bank Guarantee			
<input checked="" type="checkbox"/> Initiate Outward Guarantee			
<input checked="" type="checkbox"/> Letter Of Credit			
<input checked="" type="checkbox"/> Initiate Letter of Credit			
<input checked="" type="checkbox"/> Payments			
<input checked="" type="checkbox"/> Domestic Payment			
<input checked="" type="checkbox"/> International Draft			
<input checked="" type="checkbox"/> Bill Payment			
<input checked="" type="checkbox"/> Domestic Draft			
<input checked="" type="checkbox"/> International Transfer			
<input checked="" type="checkbox"/> External Transfer			
<input checked="" type="checkbox"/> QR Payment			
<input checked="" type="checkbox"/> Internal Transfer			
<input checked="" type="checkbox"/> PeerToPeer Transfer			
<input checked="" type="checkbox"/> Self Transfer			
<input checked="" type="checkbox"/> Instruction Cancellation			
<input checked="" type="checkbox"/> Reports			
<input checked="" type="checkbox"/> Request User Report Account			
<input checked="" type="checkbox"/> File Upload			
<input checked="" type="checkbox"/> File Upload - Record Cancellation			
<input checked="" type="checkbox"/> Internal Transfer - Upload			
<input checked="" type="checkbox"/> Domestic Payment - File Level Approval			
<input checked="" type="checkbox"/> Mixed Payment - Upload			
<input checked="" type="checkbox"/> Internal Transfer - Record Level Approval			
<input checked="" type="checkbox"/> Mixed Payment - Record Level Approval			
<input checked="" type="checkbox"/> International Payment - File Level Approval			
<input checked="" type="checkbox"/> Internal Transfer - File Level Approval			
<input checked="" type="checkbox"/> Domestic Payment - Upload			
<input checked="" type="checkbox"/> Mixed Payment - File Level Approval			
<input checked="" type="checkbox"/> International Payment - Record Level Approval			
<input checked="" type="checkbox"/> File Upload - File Cancellation			
<input checked="" type="checkbox"/> Domestic Transfer - Record Level Approval			
<input checked="" type="checkbox"/> International Payment - Upload			
<input checked="" type="checkbox"/> V2 Fund Transfer			
<input checked="" type="checkbox"/> V2 International Demand Draft			
<input checked="" type="checkbox"/> V2 Domestic Fund Transfer			
<input checked="" type="checkbox"/> V2 International Fund Transfer			
<input checked="" type="checkbox"/> V2 Domestic Demand Draft			
<input checked="" type="checkbox"/> V2 Peer To Peer Transfer			
<input checked="" type="checkbox"/> V2 Internal Fund Transfer			
<input checked="" type="checkbox"/> V2 Self Transfer			
<input checked="" type="checkbox"/> Credit Cards			
<input checked="" type="checkbox"/> Register CC AutoRepay			
<input checked="" type="checkbox"/> de-register CC AutoRepay			
<input checked="" type="checkbox"/> Update CC AutoRepay			
<input checked="" type="checkbox"/> Biller Maintenance			
<input checked="" type="checkbox"/> Delete Biller Registration			
<input checked="" type="checkbox"/> Create Biller Registration			
<input checked="" type="checkbox"/> Update Biller Registration			
<input checked="" type="checkbox"/> All Inquiry Transactions			
<input checked="" type="checkbox"/> Payments Inquiries			
<input checked="" type="checkbox"/> CASA Inquiries			
<input checked="" type="checkbox"/> Sweep-in Instruction			
<input checked="" type="checkbox"/> Create Sweep-in Instruction			
<input checked="" type="checkbox"/> Delete Sweep-in Instruction			
<input checked="" type="checkbox"/> CASA			
<input checked="" type="checkbox"/> Replace Debit card			
<input checked="" type="checkbox"/> Request DC Limit Change			
<input checked="" type="checkbox"/> Reset Debit Card Pin			
<input checked="" type="checkbox"/> Stop/Unblock Cheque			
<input checked="" type="checkbox"/> Allow International Transaction on DC			
<input checked="" type="checkbox"/> Request Debit Card Pin			
<input checked="" type="checkbox"/> Validate Card Details			
<input checked="" type="checkbox"/> Block Debit Card			
<input checked="" type="checkbox"/> Cheque Book Request			
<input checked="" type="checkbox"/> E-Statement Subscription			
<input checked="" type="checkbox"/> Sweep-in Instruction			
<input checked="" type="checkbox"/> Demand Deposit Electronic Statement Download			
<input checked="" type="checkbox"/> List Demand Deposit Electronic Statement			
<input checked="" type="checkbox"/> Apply Debit Card			
<input checked="" type="checkbox"/> Request Demand Deposit Statement			
<input checked="" type="checkbox"/> Credit Card Financial			
<input checked="" type="checkbox"/> Credit Card Payment			
<input checked="" type="checkbox"/> PFM			
<input checked="" type="checkbox"/> Create Standing Instruction Goal Account			
<input checked="" type="checkbox"/> List Goal Account			
<input checked="" type="checkbox"/> Payin Goal Account			
<input checked="" type="checkbox"/> Update Goal Account			
<input checked="" type="checkbox"/> Fetch Transactions Goal Account			
<input checked="" type="checkbox"/> Read Goal Account			
<input checked="" type="checkbox"/> Cancel Standing Instruction Goal Account			
<input checked="" type="checkbox"/> Redeem Goal Account			
<input checked="" type="checkbox"/> Create Goal Account			
<input checked="" type="checkbox"/> Open Banking			
<input checked="" type="checkbox"/> Open Banking Payments			
<input checked="" type="checkbox"/> Open Banking Account Inquiries			
<input checked="" type="checkbox"/> Term Deposits - Financial			
<input checked="" type="checkbox"/> Create TD			
<input checked="" type="checkbox"/> Deposit Top-Up			
<input checked="" type="checkbox"/> New Deposit			
<input checked="" type="checkbox"/> Electronic Bill Payment			
<input checked="" type="checkbox"/> Create Bill Payment			
AT30042100114	GBP	Islamic account for NSF	ACTIVE
AT30042100012	GBP	Savings Account - Regular	ACTIVE

No items to display.

Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

Edit Cancel Back

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

Welcome, Raul Blanco  
Last login 23 Jun 08:11 PM

Parent Party ID

\*\*\*201

>

Linked Party ID

Parent Party Name

Bechtel Corporation

Linked Party Name

Transaction Mapping for Linked Party Accounts

Current & Savings

Term Deposit

Loans

☐ Map All Transactions to All Accounts

Account Number	Currency	Product Name	Account Status
AT30012010033	EUR	Savings Account - Regular	ACTIVE

☒ Map All Transactions
 

☒ CASA Inquiries
 

☒ CASA Interest Certificate
 ☒ Party CASA Interest Certificate
 ☒ Inquire Sweep-In Instruction

☒ Loans
 

☒ Loan Settlement

☒ Bank Guarantee
 

☒ Initiate Outward Guarantee

☒ Letter Of Credit
 

☒ Initiate Letter of Credit

☒ Payments
 

☒ Domestic Payment
 ☒ International Draft
 ☒ Bill Payment

☒ Domestic Draft
 ☒ International Payout
 ☒ External Transfer

☒ QR Payment
 ☒ Internal Transfer
 ☒ PeerToPeer Transfer

☒ Instruction Cancellation
 ☒ Self Transfer

☒ Reports
 

☒ Request User Report Account

☒ File Upload
 

☒ File Upload - Record Cancellation
 ☒ Internal Transfer - Upload
 ☒ Domestic Payment - File Level Approval

☒ Mixed Payment - Upload
 ☒ Internal Transfer - Record Level Approval
 ☒ Mixed Payment - Record Level Approval

☒ International Payment - File Level Approval
 ☒ Internal Transfer - File Level Approval
 ☒ Domestic Payment - Upload

☒ Mixed Payment - File Level Approval
 ☒ International Payment - Record Level Approval
 ☒ File Upload - File Cancellation

☒ Domestic Transfer - Record Level Approval
 ☒ International Payment - Upload

☒ Credit Cards
 

☒ Register CC AutoRepay
 ☒ de-register CC AutoRepay
 ☒ Update CC AutoRepay

☒ All Inquiry Transactions
 

☒ Payments Inquiries
 ☒ CASA Inquiries

☒ Sweep-In Instruction
 

☒ Create Sweep-in Instruction
 ☒ Delete Sweep-in Instruction

☒ CASA
 

☒ Replace Debit card
 ☒ Request DC Limit Change
 ☒ Reset Debit Card Pin

☒ Stop/Unblock Cheque
 ☒ Allow International Transaction on DC
 ☒ Request Debit Card Pin

☒ Validate Card Details
 ☒ Block Debit Card
 ☒ Cheque Book Request

☒ E-Statement Subscription
 ☒ Sweep-In Instruction
 ☒ Demand Deposit Electronic Statement Download

☒ List Demand Deposit Electronic Statement
 ☒ Apply Debit Card
 ☒ Request Demand Deposit Statement

☒ Credit Card Financial
 

☒ Credit Card Payment

☒ PFM
 

☒ Create Standing Instruction Goal Account
 ☒ List Goal Account
 ☒ Payin Goal Account

☒ Update Goal Account
 ☒ Fetch Transactions Goal Account
 ☒ Read Goal Account

☒ Cancel Standing Instruction Goal Account
 ☒ Redeem Goal Account
 ☒ Create Goal Account

☒ Term Deposits - Financial
 

☒ Create RD
 ☒ Redeem RD
 ☒ New Deposit

☒ TD Top UP

☒ Electronic Bill Payment
 

☒ Create Biller Registration
 ☒ Create Bill Payment
 ☒ Delete Biller Registration

☒ Update Biller Registration

☒ Term Deposits
 

☒ Amend RD

AT30120100065

GBP

Savings Account - Regular

ACTIVE

AT30012010011

GBP

Savings Account - Regular

ACTIVE

AT30012010022

GBP

Savings Account - Regular

ACTIVE

AT30012010044

INR

Savings Account - Regular

ACTIVE

No items to display.


Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

Edit

Cancel

Back

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8. Click  against the particular account number to view the mapped transactions.  
OR

Click **Edit** to update transaction mapping.

OR

Click **Cancel** to cancel the transaction.

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

OR

Click **Cancel** to cancel the transaction.

OR

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

## 11.3 Party Account Access - Edit

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

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

### To edit account and transaction access for the party:

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

8. Click **Edit**. The **Party Account Access - Edit** screen appears.  
This enables the selection and de-selection option against the accounts and also allow changing the map accounts from Auto to Manual and vice-versa.  
OR  
Click **Next** to next tab (Current and Savings/ Term Deposits/ Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account)  
OR  
Click **Delete** to delete the Party Account Access setup.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
9. Click **Account Type** for which you want to edit the mapping of the accounts.
10. The cookie message displayed indicating the administrator that account mapping for other category tabs can be viewed by visiting the respective tabs.

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

Party ID: \*\*\*421  
Party Name: PSD INDUSTRIES

Account Mapping

Current & Savings | Term Deposit | Loans | Liquidity Management - Real Account | Virtual Account Management - Real Account | Virtual Account

**New Accounts**

Map Accounts (?) Auto Manual

**Existing Accounts**

☐ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30042100103	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30042100114	GBP	Islamic account for NSF	ACTIVE
<input checked="" type="checkbox"/>	AT30042100012	GBP	Savings Account - Regular	ACTIVE

Account Mapping for Current & Savings, Term Deposit, Loans, Liquidity Management - Real Account, Virtual Account Management - Real Account and Virtual Account can be viewed by visiting the respective Account Type tabs.

Next Cancel Back

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## Party Account Access (Linked Party Account Mapping) – Edit

Party Account Access

Parent Party ID: \*\*\*201  
Parent Party Name: Bechtel Corporation

Linked Party ID:  
Linked Party Name:

**Linked Party Account Mapping**

Current & Savings | Term Deposit | Loans

**New Accounts**

Map Accounts Auto Manual

**Existing Accounts**

☐ Map All Accounts


	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30012010033	EUR	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30120100065	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30012010011	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30012010022	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30012010044	INR	Savings Account - Regular	ACTIVE

No items to display.

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

Next Cancel Back

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

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

Welcome, corp admin  
Last login 08 May 10:59 AM

Party ID: \*\*\*421  
Party Name: PSD INDUSTRIES

Current & Savings | Term Deposit | Loans | Liquidity Management - Real Account | Virtual Account Management - Real Account | Virtual Account

☐ Map All Transactions to All Accounts

Account Number	Currency	Product Name	Account Status
AT30042100103	GBP	Savings Account - Regular	ACTIVE

☒ Map All Transactions

- ☒ CASA Inquiries
  - ☒ CASA Interest Certificate
  - ☒ Party CASA Interest Certificate
  - ☒ Inquire Sweep-in Instruction
- ☒ Loans
  - ☒ Loan Settlement
- ☒ Bank Guarantee
  - ☒ Initiate Outward Guarantee
- ☒ Letter Of Credit
  - ☒ Initiate Letter of Credit
- ☒ Payments
  - ☒ Domestic Payment
  - ☒ Domestic Draft
  - ☒ QR Payment
  - ☒ Self Transfer
  - ☒ International Draft
  - ☒ International Transfer
  - ☒ Internal Transfer
  - ☒ Instruction Cancellation
  - ☒ Bill Payment
  - ☒ External Transfer
  - ☒ PeerToPeer Transfer
- ☒ Reports
  - ☒ Request User Report Account
- ☒ File Upload
  - ☒ File Upload - Record Cancellation
  - ☒ Mixed Payment - Upload
  - ☒ International Payment - File Level Approval
  - ☒ Mixed Payment - File Level Approval
  - ☒ Domestic Transfer - Record Level Approval
  - ☒ Internal Transfer - Upload
  - ☒ Internal Transfer - Record Level Approval
  - ☒ Internal Transfer - File Level Approval
  - ☒ International Payment - Record Level Approval
  - ☒ International Payment - Upload
  - ☒ Domestic Payment - File Level Approval
  - ☒ Mixed Payment - Record Level Approval
  - ☒ Domestic Payment - Upload
  - ☒ File Upload - File Cancellation
- ☒ V2 Fund Transfer
  - ☒ V2 International Demand Draft
  - ☒ V2 Domestic Demand Draft
  - ☒ V2 Self Transfer
  - ☒ V2 Domestic Fund Transfer
  - ☒ V2 Peer To Peer Transfer
  - ☒ V2 International Fund Transfer
  - ☒ V2 Internal Fund Transfer
- ☒ Credit Cards
  - ☒ Register CC AutoRepay
  - ☒ de-register CC AutoRepay
  - ☒ Update CC AutoRepay
- ☒ Biller Maintenance
  - ☒ Delete Biller Registration
  - ☒ Create Biller Registration
  - ☒ Update Biller Registration
- ☒ All Inquiry Transactions
  - ☒ Payments Inquiries
  - ☒ CASA Inquiries
- ☒ Sweep-in Instruction
  - ☒ Create Sweep-in Instruction
  - ☒ Delete Sweep-in Instruction
- ☒ CASA
  - ☒ Replace Debit card
  - ☒ Stop/Unblock Cheque
  - ☒ Validate Card Details
  - ☒ E-Statement Subscription
  - ☒ List Demand Deposit Electronic Statement
  - ☒ Request DC Limit Change
  - ☒ Allow International Transaction on DC
  - ☒ Block Debit Card
  - ☒ Sweep-in Instruction
  - ☒ Apply Debit Card
  - ☒ Reset Debit Card Pin
  - ☒ Request Debit Card Pin
  - ☒ Cheque Book Request
  - ☒ Demand Deposit Electronic Statement Download
  - ☒ Request Demand Deposit Statement
- ☒ Credit Card Financial
  - ☒ Credit Card Payment
- ☒ PFM
  - ☒ Create Standing Instruction Goal Account
  - ☒ Update Goal Account
  - ☒ Cancel Standing Instruction Goal Account
  - ☒ List Goal Account
  - ☒ Fetch Transactions Goal Account
  - ☒ Redeem Goal Account
  - ☒ Payin Goal Account
  - ☒ Read Goal Account
  - ☒ Create Goal Account
- ☒ Open Banking
  - ☒ Open Banking Payments
  - ☒ Open Banking Account Inquiries
- ☒ Term Deposits - Financial
  - ☒ Create RD
  - ☒ Deposit Top-Up
  - ☒ New Deposit
- ☒ Electronic Bill Payment
  - ☒ Create Bill Payment

AT30042100114	GBP	Islamic account for NSF	ACTIVE
AT30042100012	GBP	Savings Account - Regular	ACTIVE

No items to display.

Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

Save Cancel Back

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

**ZigBank** Party Account Access Welcome, Paul Blanco

Parent Party ID: \*\*\*201  
Parent Party Name: Bechtel Corporation

Linked Party ID:  
Linked Party Name:

### Transaction Mapping for Linked Party Accounts

Current & Savings | Term Deposit | Loans

☐ Map All Transactions to All Accounts

Account Number	Currency	Product Name	Account Status
AT30012010022	EUR	Savings Account - Regular	ACTIVE

☒ Map All Transactions

- ☒ CASA Inquiries
  - ☒ CASA Interest Certificate
- ☒ Loans
  - ☒ Loan Settlement
- ☒ Bank Guarantee
  - ☒ Initiate Outward Guarantee
- ☒ Letter Of Credit
  - ☒ Initiate Letter of Credit
- ☒ Payments
  - ☒ Domestic Payment
  - ☒ Domestic Draft
  - ☒ QR Payment
  - ☒ Instruction Cancellation
- ☒ Reports
  - ☒ Request User Report Account
- ☒ File Upload
  - ☒ File Upload - Record Cancellation
  - ☒ Mixed Payment - Upload
  - ☒ International Payment - File Level Approval
  - ☒ Mixed Payment - File Level Approval
  - ☒ Domestic Transfer - Record Level Approval
- ☒ Credit Cards
  - ☒ Register CC AutoRepay
- ☒ All Inquiry Transactions
  - ☒ Payments Inquiries
- ☒ Sweep-in Instruction
  - ☒ Create Sweep-in Instruction
- ☒ CASA
  - ☒ Replace Debit card
  - ☒ Stop/Unlock Cheque
  - ☒ Validate Card Details
  - ☒ E-Statement Subscription
  - ☒ List Demand Deposit Electronic Statement
- ☒ Credit Card Financial
  - ☒ Credit Card Payment
- ☒ PFM
  - ☒ Create Standing Instruction Goal Account
  - ☒ Update Goal Account
  - ☒ Cancel Standing Instruction Goal Account
- ☒ Term Deposits - Financial
  - ☒ Create RD
  - ☒ TD Top UP
- ☒ Electronic Bill Payment
  - ☒ Create Biller Registration
  - ☒ Update Biller Registration
- ☒ Term Deposits
  - ☒ Amend RD

☒ Party CASA Interest Certificate  
☒ Inquire Sweep-in Instruction  
☒ International Draft  
☒ International Payout  
☒ Internal Transfer  
☒ Self Transfer  
☒ Bill Payment  
☒ External Transfer  
☒ PeerToPeer Transfer  
☒ Internal Transfer - Upload  
☒ Internal Transfer - Record Level Approval  
☒ Internal Transfer - File Level Approval  
☒ International Payment - Record Level Approval  
☒ International Payment - Upload  
☒ Domestic Payment - File Level Approval  
☒ Mixed Payment - Record Level Approval  
☒ Domestic Payment - Upload  
☒ File Upload - File Cancellation  
☒ de-register CC AutoRepay  
☒ Update CC AutoRepay  
☒ CASA Inquiries  
☒ Delete Sweep-in Instruction  
☒ Request CC Limit Change  
☒ Allow International Transaction on CC  
☒ Block Debit Card  
☒ Sweep-in Instruction  
☒ Apply Debit Card  
☒ Reset Debit Card Pin  
☒ Request Debit Card Pin  
☒ Cheque Book Request  
☒ Demand Deposit Electronic Statement Download  
☒ Request Demand Deposit Statement  
☒ List Goal Account  
☒ Fetch Transactions Goal Account  
☒ Redeem Goal Account  
☒ Redeem RD  
☒ Create Bill Payment  
☒ Delete Biller Registration  
☒ Payin Goal Account  
☒ Read Goal Account  
☒ Create Goal Account  
☒ New Deposit

AT30120100065	GBP	Savings Account - Regular	ACTIVE
AT30012010011	GBP	Savings Account - Regular	ACTIVE
AT30012010022	GBP	Savings Account - Regular	ACTIVE
AT30012010044	INR	Savings Account - Regular	ACTIVE

No items to display

Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

**Save** **Cancel** **Back**

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



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

## 11.4 Party Account Access - Delete

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

### To delete account and transaction access for the party:

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

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

## **FAQs**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[Home](#)

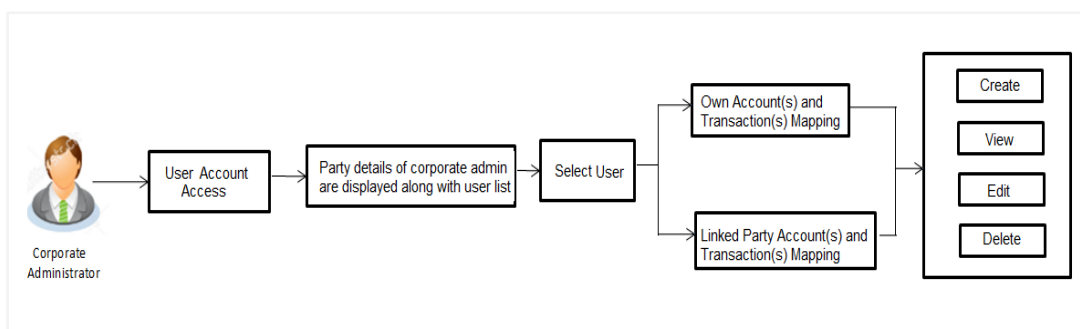
## 12. User Account Access

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

### Pre-Requisites

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

### Workflow



### Features Supported In Application

The following options are available as part of this maintenance:

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

**How to reach here:**

Corporate Administrator Dashboard > Account Access > User Account Access

OR

Administrator Dashboard > Toggle Menu > Access Management > Account Access > User Account Access

## 12.1 User Account Access - Mapping (Create)

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

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

**To provide the user with account and transaction access:**

1. In the **User Account Access** screen, click the **User ID** link, to navigate to **Account Access summary** section with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary**.

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

OR

Click **Cancel** to cancel the transaction.

**User Account Access**

**ZigBank** Welcome, corp.admin Last login 08 May 10:59 AM

**Search Results**

Initials	User Name	Full Name	Mapping
AJ	ajchecker421	AJChecker421 jhhj	✓
AA	ajmaker421	AJMaker421 asd	✓
CC	corp142Checker	corp142Checker corp142Checker	✓
CC	corp142Maker	corp142Maker corp142Maker	✓
PC	Psdchecker	psd Checker	✓
PM	Psdmaker	PSD Maker	✓
PK	pskcorpchecker	Parag Kinikar	✓
PK	pskcorpmaker	ParagM Kinikar	✓
SP	sayalcorp	s p	✓
SC	ShriCorp	Shri Corp	✓
SI	ShriCorpMaker	Shri Ingle	✓
TT	test94	test94 test94	✓
KJ	checker191	Kajal Janghale	✗
CC	corp421Maker	corp421Maker corp421Maker	✗
CA	corpadmin	corp admin	✗
NK	nikitakmaker	nikita k	✗
AZ	subcorpadmin	asd zxc	✗
ZW	subcorpchecker	zxc wer	✗

**Note**

The function enables you to set up account and transaction access rules for a corporate user. You can decide the account(s) along with transaction(s) for each of the selected account that the corporate user needs to be provided access. Accounts of the parent as well as of the linked party (if any) will be available for access definition.

**Cancel**

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## Field Description

### Field Name    Description

---

**Party ID**        The party ID searched by the Corporate Administrator.

**Party Name**    The name of the party.



### Search Result


**Initials**        Initials of the selected user.

**User Name**    User name of the selected user.

**Full Name**    Full name of the selected user.

**Mapping**       Displays the whether mapping of the accounts is done or not.

-  - denotes that the account mapping is done
  -  - denotes that the account mapping is not done
- 

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

## User Account Access – Summary Page

**ZigBank** Welcome, corp admin  
Last login 08 May 10:59 AM

User ID: Psdchecker  
User Name: psd Checker

### Own Account Mapping Summary

Account Type	Total Number of Accounts	Number of Accounts Mapped
Current & Savings	3	3
Term Deposits	6	6
Loans	0	0
Liquidity Management - Real Account	0	0
Virtual Account Management - Real Account	0	0
Virtual Account	0	0

### Linked Party Account Mapping Summary

**Sunrise Inc**

No Accounts mapped to the user for this linked party

[Map](#)

[Cancel](#)

**Note**

The function enables you to set up account and transaction access rules for a corporate user. You can decide the account(s) along with transaction(s) for each of the selected account that the corporate user needs to be provided access. Accounts of the parent as well as of the linked party (if any) will be available for access definition.

Hey, I am here to help if you need it!

## Field Description

Field Name	Description
<b>Party ID</b>	The party ID searched by the Corporate Administrator.
<b>Party Name</b>	The name of the party.
<b>User ID</b>	User ID of the selected user.
<b>User Name</b>	User name of the selected user
<b>Own Account Mapping Summary</b>	
<b>Account Type</b>	<p>All account types available under the party. The account type can be:</p> <ul style="list-style-type: none"> <li>• Current &amp; Savings</li> <li>• Term Deposits</li> <li>• Loans</li> <li>• Liquidity Management – Real Account</li> <li>• Virtual Account Management – Real Account</li> <li>• Virtual Account</li> </ul>

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

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

### Linked Party Account Mapping Summary

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

- 
3. If there is no mapping done for the user for a party (own/ linked), there will be a message **No Accounts mapped for the party with Map**.
  4. If the access for the party to which the user belongs to is not done, then there will be no **Map** button.
  5. Click **Map**. The **User Account Access - Create** screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
  6. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or respective mid office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account..  
In case of mapping of linked party accounts to the user, corporate administrator will select the parent party as part of party search section, select the user of the parent party and click **Map** against the linked party of which account access is to be provided.
  7. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account ., and select a global check box of **Map all accounts** to enable all the existing accounts under the selected category for channel banking (on screen, it will serve as a **Select All** function).  
OR  
If specific accounts are required to be given access to the user, then the corporate administrator needs to select the respective check boxes preceding the account number.
  8. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.  
The cookie message appears indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.

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

Party ID: \*\*\*421  
Party Name: PSD INDUSTRIES  
User ID: Psdchecker  
User Name: psd Checker

Account Mapping

Current & Savings | Term Deposit | Loans | Liquidity Management - Real Account | Virtual Account Management - Real Account | Virtual Account

☒ Apply Party Level Changes Automatically  
☐ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30042100103	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30042100114	GBP	Islamic account for NSF	ACTIVE
<input checked="" type="checkbox"/>	AT30042100012	GBP	Savings Account - Regular	ACTIVE

Account Mapping for Current & Savings, Term Deposit, Loans, Liquidity Management - Real Account, Virtual Account Management - Real Account and Virtual Account can be viewed by visiting the respective Account Type tabs.

Next Cancel Back

Hey, I am here to help if you need it!

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

Party ID: 002047  
Parent Party ID: 000814  
Parent Party Name: Smith Inc.  
User ID: advait\_natraj  
User Name: Advait Dighe

Linked Party ID: 000875  
Linked Party Name: Smith Inc.

Linked Party Account Mapping

Current & Savings | Term Deposit | Loans

☒ Apply Party Level Changes Automatically  
☒ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30204700028	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30204700019	GBP	Savings Account - Regular	ACTIVE

No items to display.

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

Next Back Cancel

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



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

Welcome, corp admin  
Last login 08 May 10:59 AM

Party ID

\*\*\*421

Party Name

PSD INDUSTRIES

User ID

Psdcchecker

User Name

psd Checker

Current & Savings

Term Deposit

Loans

Liquidity Management - Real Account

Virtual Account Management - Real Account

Virtual Account

☐ Map All Transactions to All Accounts

Account Number	Currency	Product Name	Account Status
AT30042100103	GBP	Savings Account - Regular	ACTIVE

☒ Map All Transactions
 

☒ CASA Inquiries
 

☒ CASA Interest Certificate

☒ Loans
 

☒ Loan Settlement

☒ Bank Guarantee
 

☒ Initiate Outward Guarantee

☒ Letter Of Credit
 

☒ Initiate Letter of Credit

☒ Payments
 

☒ Domestic Payment
 

☒ Domestic Draft

☒ QR Payment
 

☒ Self Transfer

☒ International Draft

☒ International Transfer

☒ Internal Transfer

☒ Instruction Cancellation

☒ Bill Payment

☒ External Transfer

☒ PeerToPeer Transfer

☒ Reports
 

☒ Request User Report Account

☒ File Upload
 

☒ File Upload - Record Cancellation
 

☒ Mixed Payment - Upload

☒ International Payment - File Level Approval
 

☒ Mixed Payment - File Level Approval

☒ Domestic Transfer - Record Level Approval
 

☒ Domestic Transfer - Upload

☒ V2 Fund Transfer
 

☒ V2 International Demand Draft
 

☒ V2 Domestic Demand Draft

☒ V2 Self Transfer
 

☒ V2 Domestic Fund Transfer

☒ V2 Peer To Peer Transfer
 

☒ V2 International Fund Transfer

☒ Credit Cards
 

☒ Register CC AutoRepay

☒ Biller Maintenance
 

☒ Delete Biller Registration

☒ All Inquiry Transactions
 

☒ Payments Inquiries

☒ Sweep-in Instruction
 

☒ Create Sweep-in Instruction

☒ CASA
 

☒ Replace Debit card
 

☒ Stop/Unblock Cheque

☒ Validate Card Details
 

☒ E-Statement Subscription

☒ List Demand Deposit Electronic Statement
 

☒ Credit Card Financial

☒ Credit Card Payment
 

☒ Credit Card Payment

☒ Request DC Limit Change

☒ Allow International Transaction on DC

☒ Block Debit Card

☒ Sweep-in Instruction

☒ Apply Debit Card

☒ Reset Debit Card Pin

☒ Request Debit Card Pin

☒ Cheque Book Request

☒ Demand Deposit Electronic Statement Download

☒ Request Demand Deposit Statement

☒ Create Standing Instruction Goal Account
 

☒ Update Goal Account

☒ Cancel Standing Instruction Goal Account
 

☒ Open Banking

☒ Open Banking Payments
 

☒ Term Deposits - Financial

☒ Create RD
 

☒ Electronic Bill Payment

☒ Create Bill Payment
 

☒ List Goal Account

☒ Fetch Transactions Goal Account
 

☒ Redeem Goal Account

☒ Open Banking Account Inquiries
 

☒ Deposit Top-Up

☒ New Deposit
 

☒ Payin Goal Account

☒ Read Goal Account
 

☒ Create Goal Account

AT30042100114

GBP

Islamic account for NSF

ACTIVE

AT30042100012

GBP

Savings Account - Regular

ACTIVE

No items to display.

Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

Save

Cancel

Back

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

Welcome, superadmin  
Last login 18 Jun 07:45 PM

User Account Access

Parent Party ID  
Parent Party Name

000814  
Smith Inc.

Linked Party ID  
Linked Party Name

000875  
Smith Inc.

User ID  
User Name

advait\_natraj  
Advait Dighe

Transaction Mapping for Linked Party Accounts

Current & Savings

Term Deposit

Loans

☐ Map All Transactions to All Accounts

Account Number	Currency	Product Name	Account Status
AT30204700028	GBP	Savings Account - Regular	ACTIVE

☐ Map All Transactions
 

☐ CASA Inquiries
 

☐ CASA Interest Certificate

☐ Loans
 

☐ Loan Settlement

☐ Bank Guarantee
 

☐ Initiate Outward Guarantee

☐ Letter Of Credit
 

☐ Initiate Letter of Credit

☐ Payments
 

☐ Domestic Payment
 ☐ Domestic Draft
 ☐ QR Payment
 ☐ Instruction Cancellation

☐ International Draft
 ☐ International Payout
 ☐ Internal Transfer
 ☐ Self Transfer

☐ Bill Payment
 ☐ External Transfer
 ☐ PeerToPeer Transfer

☐ Reports
 

☐ Request User Report

☐ File Upload
 

☐ File Upload - Record Cancellation
 ☐ Mixed Payment - Upload
 ☐ International Payment - File Level Approval
 ☐ Mixed Payment - File Level Approval
 ☐ Domestic Transfer - Record Level Approval

☐ Internal Transfer - Upload
 ☐ Internal Transfer - Record Level Approval
 ☐ Internal Transfer - File Level Approval
 ☐ International Payment - Record Level Approval
 ☐ International Payment - Upload

☐ Domestic Payment - File Level Approval
 ☐ Mixed Payment - Record Level Approval
 ☐ Domestic Payment - Upload
 ☐ File Upload - File Cancellation

☐ Credit Cards
 

☐ Register CC AutoRepay
 ☐ de-register CC AutoRePay
 ☐ Update CC AutoRepay

☐ All Inquiry Transactions
 

☐ Payments Inquiries

☐ Sweep-In Instruction
 

☐ Create Sweep-in Instruction
 ☐ Delete Sweep-in Instruction

☐ CASA
 

☐ Replace Debit card
 ☐ Stop/Unblock Cheque
 ☐ Validate Card Details
 ☐ E-Statement Subscription
 ☐ List Demand Deposit Electronic Statement

☐ Request DC Limit Change
 ☐ Allow International Transaction on DC
 ☐ Block Debit Card
 ☐ Sweep-In Instruction
 ☐ Apply Debit Card

☐ Reset Debit Card Pin
 ☐ Request Debit Card Pin
 ☐ Cheque Book Request
 ☐ Demand Deposit Electronic Statement Download
 ☐ Request Demand Deposit Statement

☐ Credit Card Financial
 

☐ Credit Card Payment

AT30204700019

GBP

Savings Account - Regular

ACTIVE

No items to display.

Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

Save


Cancel

Back

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**Field Description**

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

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

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

## 12.2 User Account Access- Search

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

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

### To view the account and transaction access:

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

## User Account Access

Party ID: \*\*\*201  
Party Name: Bechtel Corporation

Search Results

Initials	User Name	Full Name	Mapping
CC	corp124	corp124 corp124	✓
CC	corp125	corp125 corp125	✓
CC	corp56	corp56 corp56	✓
CC	corpAlert	corpAlert corpAlert	✓
KS	KathySas	Kathy Sas	✓
KS	KimSas	Kim Sas	✓
MS	MartinS	Martin Skrtel	✓
ML	MessiL	Messi Lionel	✓
MS	MohamedS	Mohamed Salah	✓
SN	NeymarS	Santos Neymar	✓
RB	RaulDon	Raul Blanco	✓
RA	RichardsonA	Richardson Andrade	✓
RC	RonaldoC	Ronaldo Cristiano	✓
ZI	ZlatanB	Zlatan Ibrahimovic	✓
CC	corp3005	corp3005 corp3005	✗

Note: The function enables you to set up account and transaction access rules for a corporate user. You can decide the account(s) along with transaction(s) for each of the selected account that the corporate user needs to be provided access. Accounts of the parent as well as of the linked party (if any) will be available for access definition.

Cancel

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## Field Description

Field Name	Description
------------	-------------

Party ID	The party ID searched by the Corporate Administrator.
----------	---

Party Name	The name of the party.
------------	------------------------

### Search Result

Initials	Initials of the selected user.
----------	--------------------------------

User Name	User name of the selected user.
-----------	---------------------------------

Full Name	Full name of the selected user.
-----------	---------------------------------

Mapping	Displays whether mapping of the accounts is done or not.
---------	--

- Click **Account Type** i.e. Current and Savings/ Term Deposits/ Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account, all the accounts held by the selected party as a relationship with the bank as

available in the core banking system or respective mid-office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account.

In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.

4. The cookie message appears indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.
5. Click **Next**. The **User Account Access – View (Transaction Mapping)** screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

### User Account Access – View (Own Account Mapping Summary)

**ZigBank** Welcome, corp admin  
Last login 08 May 10:59 AM

Party ID: \*\*\*421  
Party Name: PSD INDUSTRIES  
User ID: Psdchecker  
User Name: psd Checker

**Account Mapping**

Current & Savings | Term Deposit | Loans | Liquidity Management - Real Account | Virtual Account Management - Real Account | Virtual Account

☒ Apply Party Level Changes Automatically  
☐ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30042100103	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30042100114	GBP	Islamic account for NSF	ACTIVE
<input checked="" type="checkbox"/>	AT30042100012	GBP	Savings Account - Regular	ACTIVE

Account Mapping for Current & Savings, Term Deposit, Loans, Liquidity Management - Real Account, Virtual Account Management - Real Account and Virtual Account can be viewed by visiting the respective Account Type tabs.

Edit Next Delete Cancel Back

Hey, I am here to help if you need it!

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

The screenshot displays the 'User Account Access' page in the ZigBank system. The header includes the ZigBank logo, a search icon, a notification bell with 11 alerts, and a user profile for 'superadmin' with the last login on 18 Jun 05:51 PM. The main content area is titled 'User Account Access' and shows details for a parent party (ID: 000814, Name: Smith Inc.) and a linked party (ID: 000875, Name: Smith Inc.). The user details are ID: advalt\_natraj and Name: Advait Dighe. The 'Linked Party Account Mapping' section has three tabs: 'Current & Savings' (selected), 'Term Deposit', and 'Loans'. There are two checkboxes: 'Apply Party Level Changes Automatically' and 'Map All Accounts', both of which are unchecked. A table lists six accounts, all with a status of 'ACTIVE'. The table columns are Account Number, Currency, Product Name, and Account Status. Below the table, it states 'No items to display.' and provides a note that account mapping for Current & Savings, Term Deposit, and Loans can be viewed by visiting the respective Account Type tabs. At the bottom, there are buttons for 'Edit', 'Next', 'Delete', 'Cancel', and 'Back'. The footer contains copyright information for 2006, 2017, Oracle and/or its affiliates.

Account Number	Currency	Product Name	Account Status
AT30173400021	GBP	Savings Account - Regular	ACTIVE
AT30173400032	GBP	Savings Account - Regular	ACTIVE
AT30173400043	GBP	Savings Account - Regular	ACTIVE
AT30173400065	USD	Savings Account - Regular	ACTIVE
AT30173400076	USD	Savings Account - Regular	ACTIVE
AT30173400054	USD	Savings Account - Regular	ACTIVE

### Field Description

#### Field Name

#### Description

#### View

#### Party ID

The party ID searched by the Corporate Administrator.

#### Party Name

The name of the party.

#### User ID

User ID of the user of selected party.

#### User Name

User name of the user of the selected party.

#### Account Mapping

#### Current and Savings/ Term Deposits/ Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account

#### Apply Party Level

User will get access to accounts that are allowed/ disallowed at the party level.

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

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



## User Account Access - Transaction- Own Account Mapping- View

Welcome, corp admin  
Last login 08 May 10:59 AM

Party ID

\*\*\*421

Party Name

PSD INDUSTRIES

User ID

psdchecker

User Name

psd Checker

Current & Savings

Term Deposit

Loans

Liquidity Management - Real Account

Virtual Account Management - Real Account

Virtual Account

☐ Map All Transactions to All Accounts

Account Number	Currency	Product Name	Account Status
AT30042100103	GBP	Savings Account - Regular	ACTIVE

☒ Map All Transactions
 

☒ CASA Inquiries
 

☒ CASA Interest Certificate

☒ Loans
 

☒ Loan Settlement

☒ Bank Guarantee
 

☒ Initiate Outward Guarantee

☒ Letter Of Credit
 

☒ Initiate Letter of Credit

☒ Payments
 

Domestic Payment

Domestic Draft

QR Payment

Self Transfer

☒ Reports
 

☒ Request User Report Account

☒ File Upload
 

File Upload - Record Cancellation

Mixed Payment - Upload

International Payment - File Level Approval

Mixed Payment - File Level Approval

Domestic Transfer - Record Level Approval

☒ V2 Fund Transfer
 

V2 International Demand Draft

V2 Domestic Demand Draft

V2 Self Transfer

☒ Credit Cards
 

☒ Register CC AutoRepay

☒ Biller Maintenance
 

Delete Biller Registration

☒ All Inquiry Transactions
 

☒ Payments Inquiries

☒ Sweep-in Instruction
 

☒ Create Sweep-in Instruction

☒ CASA
 

Replace Debit card

Stop/Unblock Cheque

Validate Card Details

E-Statement Subscription

List Demand Deposit Electronic Statement

☒ Credit Card Financial
 

☒ Credit Card Payment

☒ PFU
 

Create Standing Instruction Goal Account

Update Goal Account

Cancel Standing Instruction Goal Account

☒ Open Banking
 

☒ Open Banking Payments

☒ Term Deposits - Financial
 

☒ Create RD

☒ Electronic Bill Payment
 

☒ Create Bill Payment

☒ Party CASA Interest Certificate

☒ Inquire Sweep-in Instr

☒ International Draft

☒ International Transfer

☒ Internal Transfer

☒ Instruction Cancellation

☒ Bill Payment

☒ External Transfer

☒ PeerToPeer Transfer

☒ Internal Transfer - Upload

☒ Internal Transfer - Record Level Approval

☒ Internal Transfer - File Level Approval

☒ International Payment - Record Level Approval

☒ International Payment - Upload

☒ V2 Domestic Fund Transfer

☒ V2 Peer To Peer Transfer

☒ V2 International Fund Transfer

☒ V2 Internal Fund Transfer

☒ de-register CC AutoRepay

☒ Create Biller Registration

☒ Update Biller Registration

☒ CASA Inquiries

☒ Delete Sweep-in Instruction

☒ Request DC Limit Change

☒ Allow International Transaction on DC

☒ Block Debit Card

☒ Sweep-in Instruction

☒ Apply Debit Card

☒ Reset Debit Card Pin

☒ Request Debit Card Pin

☒ Cheque Book Request

☒ Demand Deposit Electronic Statement Download

☒ Request Demand Deposit Statement

☒ List Goal Account

☒ Fetch Transactions Goal Account

☒ Redeem Goal Account

☒ Open Banking Account Inquiries

☒ Deposit Top-Up

☒ New Deposit

AT30042100114

GBP

Islamic account for NSF

ACTIVE

AT30042100012

GBP

Savings Account - Regular

ACTIVE

No items to display.

Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

Edit

Cancel

Back

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

The screenshot displays the 'User Account Access' page in the ZigBank system. At the top, the header shows the ZigBank logo, a search icon, a notification bell with '11', and a user profile for 'superadmin' with the last login time '18 Jun 05:51 PM'.

The main content area is titled 'User Account Access' and contains two sections for account mapping:

- Parent Party Information:**
  - Parent Party ID: 000814
  - Parent Party Name: Smith Inc.
- Linked Party Information:**
  - Linked Party ID: 000875
  - Linked Party Name: Smith Inc.

Below this, the 'Transaction Mapping for Linked Party Accounts' section is active. It has three tabs: 'Current & Savings' (selected), 'Term Deposit', and 'Loans'. There are two checkboxes: 'Apply Party Level Changes Automatically' and 'Map All Accounts', both of which are unchecked.


A table lists the mapped accounts:

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30173400021	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30173400032	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30173400043	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30173400065	USD	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30173400076	USD	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30173400054	USD	Savings Account - Regular	ACTIVE

Below the table, it states 'No items to display.' and provides a note: 'Account Mapping for Current & Saving, Term Deposit and Loans can be viewed by visiting the respective Account Type tabs'.

At the bottom, there are five buttons: 'Edit' (green), 'Next' (green), 'Delete' (grey), 'Cancel' (grey), and 'Back' (grey).

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

## 12.3 User Account Access - Edit

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

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

### To edit account and transaction access for the user:

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

## User Account Access (Own Account Mapping) – Edit

Welcome, corp admin
Last login 08 May 10:59 AM

Party ID: \*\*\*421  
 Party Name: PSD INDUSTRIES  
 User ID: Psdchecker  
 User Name: psd Checker

### Account Mapping

Current & Savings | Term Deposit | Loans | Liquidity Management - Real Account | Virtual Account Management - Real Account | Virtual Account

☒ Apply Party Level Changes Automatically  
☐ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30042100103	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30042100114	GBP	Islamic account for NSF	ACTIVE
<input checked="" type="checkbox"/>	AT30042100012	GBP	Savings Account - Regular	ACTIVE

Account Mapping for Current & Savings, Term Deposit, Loans, Liquidity Management - Real Account, Virtual Account Management - Real Account and Virtual Account can be viewed by visiting the respective Account Type tabs.

Next Cancel Back

Hey, I am here to help if you need it!

## User Account Access (Linked Party Account Mapping) – Edit

Welcome, superadmin
Last login 18 Jun 07:40 PM

### User Account Access

Parent Party ID: 000614  
 Parent Party Name: Smith Inc.  
 User ID: advait\_natraj  
 User Name: Advait Dighe

Linked Party ID: 000675  
 Linked Party Name: Smith Inc.

### Linked Party Account Mapping

Current & Savings | Term Deposit | Loans

☐ Apply Party Level Changes Automatically  
☐ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	AT30173400043	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30173400021	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30173400032	GBP	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30173400065	USD	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30173400076	USD	Savings Account - Regular	ACTIVE
<input checked="" type="checkbox"/>	AT30173400054	USD	Savings Account - Regular	ACTIVE


No items to display.

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

Next Cancel Back

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- Select the respective check boxes preceding the **Account Number** to be mapped.  
 OR  
 Select **Map All Accounts**, if you want to map all the account numbers.  
 Select/Unselect check box '**Apply Party Level Changes Automatically**' to apply/remove the party changes.

8. Click **Next**. The **User Account Access - Edit** screen with mapped account appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
9. To map the transactions to the account, click  against the particular account number to view the transaction mapping.
10. Select the respective check boxes preceding the transaction to be mapped.  
OR  
Select **Map All Transactions**, if you want to map all the transactions to all accounts.

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

Welcome, corp admin  
Last login 08 May 10:59 AM

Party ID: \*\*\*421  
 Party Name: PSD INDUSTRIES  
 User ID: Psdchecker  
 User Name: psd Checker

Current & Savings | Term Deposit | Loans | Liquidity Management - Real Account | Virtual Account Management - Real Account | Virtual Account

☐ Map All Transactions to All Accounts

Account Number	Currency	Product Name	Account Status
AT30042100103	GBP	Savings Account - Regular	ACTIVE

☒ Map All Transactions
 

☒ CASA Inquiries
 

☒ CASA Interest Certificate
 ☒ Party CASA Interest Certificate
 ☒ Inquire Sweep-in Ins

☒ Loans
 

☒ Loan Settlement

☒ Bank Guarantee
 

☒ Initiate Outward Guarantee

☒ Letter Of Credit
 

☒ Initiate Letter of Credit

☒ Payments
 

☒ Domestic Payment
 ☒ Domestic Draft
 ☒ QR Payment
 ☒ Self Transfer
 ☒ International Draft
 ☒ International Transfer
 ☒ Internal Transfer
 ☒ Instruction Cancellation
 ☒ Bill Payment
 ☒ External Transfer
 ☒ PeerToPeer Transfer

☒ Reports
 

☒ Request User Report Account

☒ File Upload
 

☒ File Upload - Record Cancellation
 ☒ Mixed Payment - Upload
 ☒ International Payment - File Level Approval
 ☒ Mixed Payment - File Level Approval
 ☒ Domestic Transfer - Record Level Approval
 ☒ Internal Transfer - Upload
 ☒ Internal Transfer - Record Level Approval
 ☒ Internal Transfer - File Level Approval
 ☒ International Payment - Record Level Approval
 ☒ International Payment - Upload
 ☒ Domestic Payment - File Level Approval
 ☒ Mixed Payment - Record Level Approval
 ☒ Domestic Payment - Upload
 ☒ File Upload - File Cancellation

☒ V2 Fund Transfer
 

☒ V2 International Demand Draft
 ☒ V2 Domestic Demand Draft
 ☒ V2 Self Transfer
 ☒ V2 Domestic Fund Transfer
 ☒ V2 Peer To Peer Transfer
 ☒ V2 International Fund Transfer
 ☒ V2 Internal Fund Transfer

☒ Credit Cards
 

☒ Register CC AutoRepay
 ☒ De-register CC AutoRepay
 ☒ Update CC AutoRepay

☒ Biller Maintenance
 

☒ Delete Biller Registration
 ☒ Create Biller Registration
 ☒ Update Biller Registration

☒ All Inquiry Transactions
 

☒ Payments Inquiries
 ☒ CASA Inquiries

☒ Sweep-in Instruction
 

☒ Create Sweep-in Instruction
 ☒ Delete Sweep-in Instruction

☒ CASA
 

☒ Replace Debit card
 ☒ Stop/Unblock Cheque
 ☒ Validate Card Details
 ☒ E-Statement Subscription
 ☒ List Demand Deposit Electronic Statement
 ☒ Request DC Limit Change
 ☒ Allow International Transaction on DC
 ☒ Block Debit Card
 ☒ Sweep-in Instruction
 ☒ Apply Debit Card
 ☒ Reset Debit Card Pin
 ☒ Request Debit Card Pin
 ☒ Cheque Book Request
 ☒ Demand Deposit Electronic Statement Download
 ☒ Request Demand Deposit Statement

☒ Credit Card Financial
 

☒ Credit Card Payment

☒ PFM
 

☒ Create Standing Instruction Goal Account
 ☒ Update Goal Account
 ☒ Cancel Standing Instruction Goal Account
 ☒ List Goal Account
 ☒ Fetch Transactions Goal Account
 ☒ Redeem Goal Account
 ☒ Payin Goal Account
 ☒ Read Goal Account
 ☒ Create Goal Account

☒ Open Banking
 

☒ Open Banking Payments
 ☒ Open Banking Account Inquiries

☒ Term Deposits - Financial
 

☒ Create RD
 ☒ Deposit Top-Up
 ☒ New Deposit

☒ Electronic Bill Payment
 

☒ Create Bill Payment

AT30042100114 GBP Islamic account for NSF ACTIVE  
 AT30042100012 GBP Savings Account - Regular ACTIVE

No items to display.

Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

Save Cancel Back

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

Welcome, superadmin  
Last login: 18 Jun 2023 PM

User Account Access

Parent Party ID  
Parent Party Name

000814  
Smith Inc.

User ID  
User Name

advait\_natraj  
Advait Dighe

Linked Party ID  
Linked Party Name

000875  
Smith Inc.

Transaction Mapping for Linked Party Accounts

Current & Savings

Term Deposit

Loans

☐ Map All Transactions to All Accounts

Account Number	Currency	Product Name	Account Status
AT30173400043	GBP	Savings Account - Regular	ACTIVE

☐ Map All Transactions

☒ CASA Inquiries

☒ CASA Interest Certificate

☒ Loans

☒ Loan Settlement

☒ Bank Guarantee

☒ Initiate Outward Guarantee

☒ Letter Of Credit

☒ Initiate Letter of Credit

☒ Payments

☒ Domestic Payment

☒ Domestic Draft

☒ QR Payment

☒ Instruction Cancellation

☒ Reports

☒ Request User Report

☒ File Upload

☒ File Upload - Record Cancellation

☒ Mixed Payment - Upload

☒ International Payment - File Level Approval

☒ Mixed Payment - File Level Approval

☒ Domestic Transfer - Record Level Approval

☒ Credit Cards

☒ Register CC AutoRepay

☒ All Inquiry Transactions

☒ Payments Inquiries

☒ Sweep-In Instruction

☒ Create Sweep-in Instruction

☐ CASA

☒ Replace Debit card

☒ Stop/Unblock Cheque

☐ Validate Card Details

☒ E-Statement Subscription

☒ List Demand Deposit Electronic Statement

☒ Credit Card Financial

☒ Credit Card Payment

☒ Electronic Bill Payment

☒ Create Biller Registration

☒ Update Biller Registration

☒ Term Deposits

☒ Amend RD

☒ Party CASA Interest Certificate

☒ Inquire Sweep-in Instruction

☒ International Draft

☒ International Payout

☒ Internal Transfer

☒ Self Transfer

☒ Bill Payment

☒ External Transfer

☒ PeerToPeer Transfer

☒ Internal Transfer - Upload

☒ Internal Transfer - Record Level Approval

☒ Internal Transfer - File Level Approval

☒ International Payment - Record Level Approval

☒ International Payment - Upload

☒ Domestic Payment - File Level Approval

☒ Mixed Payment - Record Level Approval

☒ Domestic Payment - Upload

☒ File Upload - File Cancellation

☒ de-register CC AutoRepay

☒ Update CC AutoRepay

☒ CASA Inquiries

☒ Delete Sweep-in Instruction

☒ Request DC Limit Change

☒ Allow International Transaction on DC

☒ Block Debit Card

☒ Sweep-in Instruction

☒ Apply Debit Card

☒ Reset Debit Card Pin

☒ Request Debit Card Pin

☒ Cheque Book Request

☒ Demand Deposit Electronic Statement Download

☒ Request Demand Deposit Statement

☒ Create Bill Payment

☒ Delete Biller Registration

▶ ☒ AT30173400021

▶ ☒ AT30173400032

▶ ☒ AT30173400065

▶ ☒ AT30173400076

▶ ☒ AT30173400054

GBP

GBP

USD

USD

USD

Savings Account - Regular

Savings Account - Regular

Savings Account - Regular

Savings Account - Regular

Savings Account - Regular

ACTIVE

ACTIVE

ACTIVE

ACTIVE

ACTIVE

No items to display.

Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

Save

Cancel

Back

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

## 12.4 User Account Access - Delete

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

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

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



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

## **FAQs**

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

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

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

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

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

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

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

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

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

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

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

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

[Home](#)

## 13. Party Resource Access

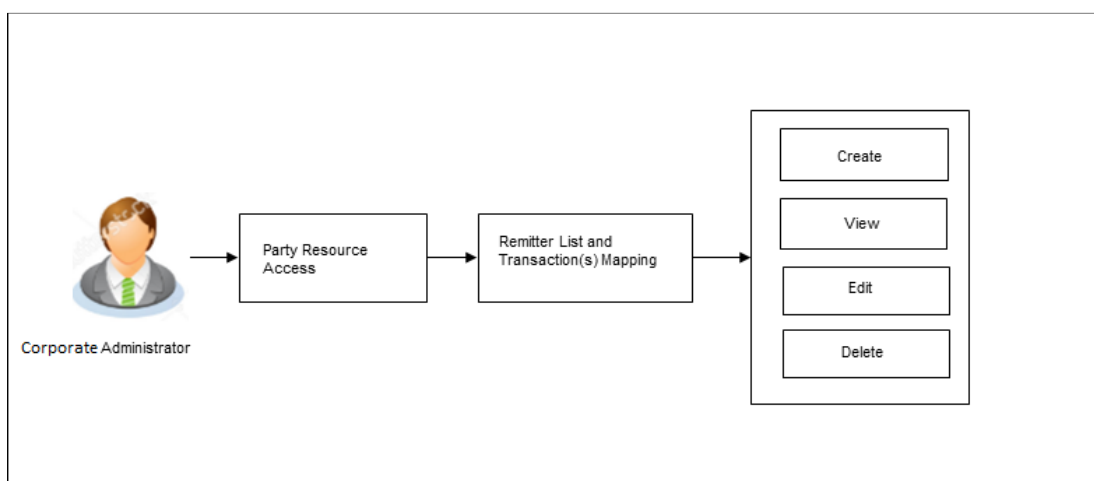
Using this maintenance, the Corporate Administrator can provide access to Virtual Account Management Resource 'Remitter List'.

The Party Resource Access screen lists the remitter IDs for the selected Corporate. The Corporate administrator can select a global check box of 'Map All Remitter List ' to enable all the existing remitter list under the party for channel banking. If specific remitters are required to be given access then the user needs to select the respective check boxes preceding the remitter ID.

### Pre-Requisites

- Party preferences should be created for the party for which access is to be maintained
- Channel Access should be enabled for party for which resource access is to be maintained
- Transaction access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.

### Workflow



### Features Supported In Application

The following options are available as part of this maintenance:

- Party Resource Access - Mapping
- Party Resource Access – View
- Party Resource Access - Edit
- Party Resource Access - Delete

### How to reach here:

*Corporate Administrator Dashboard > Resource Access > Party Resource Access*

*OR*

*Corporate Administrator Dashboard > Toggle menu > Access Management > Resource Access > Party Resource Access*

## 13.1 Party Resource Access - Mapping (Create)

The Corporate Administrator gets a request with the Virtual Account Management Remitter list for which access needs to be provided to the party.

**To provide the party with remitter's access:**

1. If there is no mapping done for a party, there will be a message **No Remitter List mapped** with **Map** button.

### Party Resource Access

### Field Description

Field Name	Description
<b>Party ID</b>	The party id of the user.
<b>Party Name</b>	The name of the party.
<b>Module Name</b>	The name of the module. Only Virtual Account Management (Remitter List) is supported.

### Remitter List Mapping Summary

2. Click **Map**. The **Party Resource Access - Create** screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

## Party Resource Access - Create

**Party Resource Access**

Party ID: \*\*\*396  
 Party Name: SK Agro Solutions  
 Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping      2 Transaction Mapping

**Remitter List Mapping**

☒ Map All Remitter Lists

Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/> SKA001	SKAGS	Active
<input checked="" type="checkbox"/> SKFUND1	FIXED	Active
<input checked="" type="checkbox"/> SAS01	SK PAYMENT	Active
<input checked="" type="checkbox"/> SAS02	SAS GIFT PACK	Active

New Remitter List Mapping ? Auto Manual

Next Cancel Back

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### Field Description

Field Name	Description
<b>Party ID</b>	The party id of the user.
<b>Party Name</b>	The name of the party.
<b>Module Name</b>	The name of the module.

### Remitter List Mapping

**Map All Remitter List** Mapping all the existing remitter list IDs to enable for channel banking.

**Remitter List ID** List of remitter IDs present for the selected party.

**Remitter List Name** Name of the remitter list available under the party.

**Status** Status of the remitter list.

Field Name	Description
<b>New Remitter List Mapping</b>	<p>Mapping of the remitters.</p> <p>The options can be:</p> <ul style="list-style-type: none"> <li>• Auto: gives default access to the all future newly added remitter list IDs and transactions of the party</li> <li>• Manual: gives specific access to future remitter list IDs. This is to explicitly map new remitter lists and transactions if access needs to be provided</li> </ul>
<ol style="list-style-type: none"> <li>3. All the Remitter List IDs of the selected party as a relationship with the bank as available in the VAM mid-office system will be fetched and displayed.</li> <li>4. Select a global check box of <b>Map All Remitter List</b> to enable all the existing remitters for channel banking (on screen, it will serve as a <b>Select All</b> function). OR If specific remitter list IDs are required to be given access then the user needs to select the respective check boxes preceding the remitter ID.</li> <li>5. To map the new remitter list, select appropriate option from <b>New Remitter List Mapping</b> field; Select <b>Auto</b> if you wish to allow access to all future Remitter List. OR Select <b>Manual</b> if you wish to explicitly map new remitter list and transactions.</li> <li>6. Click <b>Next</b>. The <b>Party Resource Access - Create</b> (Transaction Mapping) screen appears. OR Click <b>Cancel</b> to cancel the transaction. OR Click <b>Back</b> to navigate to the previous screen.</li> </ol>	

## Party Resource Access - Transaction Mapping - Create

Party ID: 000396  
 Party Name: SK Agro Solutions  
 Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping → 2 Transaction Mapping

Transaction Mapping


☐ Map All Transactions to All Remitter Lists

Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/> SKFUND1	FIXED	Active
<input checked="" type="checkbox"/> SAS01	SK PAYMENT	Active
<input checked="" type="checkbox"/> SAS02	SAS GIFT PACK	Active

☒ Map All Transaction  
☒ Virtual Identifier Maintenance  
☒ Update Virtual Identifiers  
☒ Virtual Identifier Inquiry  
☒ View Virtual Identifiers List  
☒ File Upload  
☒ Virtual Remitters List - Upload

Save Cancel Back

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7. To map the transactions to the remitter ID, click  against the particular remitter list ID to view the transaction mapping.
8. Select the respective check boxes preceding the transaction to be mapped.  
 OR  
 Select **Map All Transactions to All Remitter List**, if you want to map all the transactions to all remitter lists.
9. Click **Save** to save the changes.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Back** to navigate to the previous screen.
10. The **Party Resource Access - Review** screen appears. Verify the details, and click Confirm.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Back** to navigate to the previous screen.
11. The screen with success message appears along with the reference number and status of the transaction. Click **OK** to complete the transaction.

## 13.2 Party Resource Access- View

The Corporate Administrator can view the remitter lists and transactions under each remitter list ID for which access has been provided to the party.

### Field Description

Field Name	Description
<b>Party ID</b>	Party Id of the corporate user.
<b>Party Name</b>	Party name of the corporate user.

### To view the remitter and transaction access:

1. Navigate to the **Party Resource Access** screen. The **Party Resource Access - Summary** screen with Remitter List Mapping Summary appears that provides details of the Total no. of Remitter List IDs and the number of Remitter List IDs mapped.

### Party Resource Access - Summary

**Party Resource Access**

Party ID: \*\*\*396

Party Name: SK Agro Solutions

Module Name: Virtual Account Management (Remitter List) ▼

**Remitter List Mapping Summary**

Resource Type	Total Number of Remitter Lists	Number of Remitter Lists Mapped
Remitter List	4	4

Cancel

**Note**

The function enables you to set up resource (Program, Facility and Remitter List) and transaction access rules for a corporate customer. You can decide the resources along with transaction(s) for each of the selected resources that needs to be provided access for the corporate customer.

Hey, I am here to help if you need it!

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### Field Description

Field Name	Description
<b>Party ID</b>	The party id of the user.
<b>Party Name</b>	The name of the party.
<b>Module Name</b>	The name of the module.
<b>Remitter List Mapping Summary</b>	
Click on <b>Resource Type</b> to view the respective mapping details.	

Field Name	Description
<b>Resource Type</b>	The resource types available under the party for the selected module. Resource type for Virtual Account Management module is Remitter List.
<b>Total Number of Remitter Lists</b>	Total number of remitter lists available under the party.
<b>Number of Remitter Lists Mapped</b>	Number of remitter lists mapped to the party.

- Click the **Remitter List** link, which will navigate to the view page.  
OR  
Click Cancel to cancel the transaction and navigate back to 'Dashboard'.  
OR  
Click Back to navigate to the previous screen.

### Party Resource Access – View

**ZigBank** Welcome, Chris Gayle  
Last login 09 May 08:46 PM

Party Resource Access

Party ID: \*\*\*396  
Party Name: SK Agro Solutions  
Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping 2 Transaction Mapping

**Remitter List Mapping**

☒ Map All Remitter Lists

	Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/>	SAS02	SAS GIFT PACK	Active
<input checked="" type="checkbox"/>	SAS01	SK PAYMENT	Active
<input checked="" type="checkbox"/>	SKFUND1	FIXED	Active
<input checked="" type="checkbox"/>	SKA001	SKAGS	Active

New Remitter List Mapping ? Auto Manual

Edit Next Delete Cancel Back

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Remitter List Mapping</b>	
<b>Map All Remitter List</b>	Mapping all the remitters of the VAM module to enable for channel banking.
<b>Remitter List ID</b>	List of remitter IDs present in a particular resource type.
<b>Remitter List Name</b>	Name of the remitter list available under the party.
<b>Status</b>	Status of the remitter list.
<b>New Remitter List Mapping</b>	Mapping of the remitters. The options can be: <ul style="list-style-type: none"> <li>• Auto: gives default access to the all future newly added remitter lists and transactions of the party</li> <li>• Manual: gives specific access to future remitter lists. This is to explicitly map new remitter lists and transactions if access needs to be provided</li> </ul>

3. Click **Next**. The **Party Resource Access- View** screen to view the selected remitter lists and transactions enabled for the selected remitter lists appears.  
OR  
Click **Edit** to modify the remitter list mapping.  
OR  
Click **Delete** to delete the Party Resource Access setup.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

## Party Resource Access - Transaction Mapping- View

Party Resource Access

Party ID: \*\*\*396  
 Party Name: SK Agro Solutions  
 Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping → 2 Transaction Mapping

Transaction Mapping

☐ Map All Transactions to All Remitter Lists

Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/> SKA001	SKAGS	Active

☒ Map All Transaction

- ☒ Virtual Identifier Maintenance
- ☒ Update Virtual Identifiers
- ☒ Virtual Identifier Inquiry
- ☒ View Virtual Identifiers List
- ☒ File Upload
- ☒ Virtual Remitters List - Upload

<input checked="" type="checkbox"/> SKFUND1	FIXED	Active
<input checked="" type="checkbox"/> SAS01	SK PAYMENT	Active
<input checked="" type="checkbox"/> SAS02	SAS GIFT PACK	Active

[Edit](#) [Cancel](#) [Back](#)

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- Click against the particular Remitter List to view the mapped transactions.  
 OR  
 Click Edit to update transaction mapping.  
 OR  
 Click Cancel to cancel the transaction.  
 OR  
 Click Back to navigate to the previous screen.

### 13.3 Party Resource Access - Edit

The Corporate Administrator gets a request with the list of remitter lists and transactions under each Remitter List for which access details needs to be edited for the party.

**To edit remitter lists and transaction access for the party:**

- Navigate to the **Party Resource Access - Summary** screen.
- If there is no mapping done for a party, the message **No Resource mapped for the party** with **Map** option appears.
- Click the **Remitter Type** link to view/ edit the details. The **Party Resource Access- View** screen appears.

4. Click **Edit**. The **Party Resource Access - Edit** screen appears.  
This enables the selection and de-selection option against the Remitter List IDs and allows changing the map remitters from Auto to Manual and vice-versa.  
OR  
Click **Next** to go to the next tab (Transaction Mapping).  
OR  
Click **Delete** to delete the Party Resource Access setup.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

### Party Resource Access - Remitter List Mapping - Edit

Party Resource Access

Party ID: \*\*\*396  
Party Name: SK Agro Solutions  
Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping 2 Transaction Mapping

Remitter List Mapping

☒ Map All Remitter Lists

	Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/>	SKA001	SKAGS	Active
<input checked="" type="checkbox"/>	SKFUND1	FIXED	Active
<input checked="" type="checkbox"/>	SAS01	SK PAYMENT	Active
<input checked="" type="checkbox"/>	SAS02	SAS GIFT PACK	Active

New Remitter List Mapping ? Auto Manual

Next Cancel Back

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5. To map the new resources (remitter lists), select appropriate option from **New Remitter List Mapping** field;  
Select **Auto** if you wish to allow access to all future remitter list.  
OR  
Select **Manual** if you wish to allow specific access to all future remitter list.
6. Select the respective check boxes preceding the **Remitter List ID** to be mapped.  
OR  
Select **Map All Remitter List**, if you want to map all the remitters.
7. Click **Next**. The **Party Resource Access - Edit** screen with mapped transaction - to the remitter appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

## Party Resource Access - Transaction Mapping - Edit

**ZigBank** Welcome, Harvy Spector  
Last login 16 Apr 02:16 PM

Party Resource Access

Party ID: 000396  
Party Name: SK Agro Solutions  
Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping → 2 Transaction Mapping

**Transaction Mapping**

☐ Map All Transactions to All Remitter Lists

Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/> SKFUND1	FIXED	Active

☒ Map All Transaction

- ☒ Virtual Identifier Maintenance
- ☒ Update Virtual Identifiers
- ☒ Virtual Identifier Inquiry
- ☒ View Virtual Identifiers List
- ☒ File Upload
- ☒ Virtual Remitters List - Upload

<input checked="" type="checkbox"/> SAS01	SK PAYMENT	Active
<input checked="" type="checkbox"/> SAS02	SAS GIFT PACK	Active

**Save** **Cancel** **Back**

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8. To map the transactions to the Remitter lists, click against the particular remitter list ID to view the transaction mapping.
9. Select the respective check boxes preceding the transaction to be mapped.  
OR  
Select **Map All Transactions**, if you want to map all the transactions to all remitter list IDs.
10. Click **Save** to save the changes.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
11. The **Party Resource Access - Review** screen appears. Verify the details, and click Confirm.  
OR  
Click Cancel to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
12. The screen with success message appears along with the reference number and status of the transaction. Click **OK** to complete the transaction.

## 13.4 Party Resource Access - Delete

As part of this option, remitter list mapping and /transaction mapping can be deleted.

**To delete remitter list and transaction access for the party:**

1. Navigate to the **Party Resource Access - Summary** screen.
2. If there is no mapping done for a party (own/ linked), the message **No Remitters mapped for the party** with **Map** option appears.
3. Click the **Remitter List** link to view/ delete the details. The **Party Resource Access - View** screen appears.
4. Click **Delete**. The application prompt the administrator with a message 'Are you sure you want to delete Remitter List Mapping setup for Party ID – Party name' with an option of Yes / No.
5. Click **Yes** to proceed with the deletion request.  
It will navigate to confirmation page with a success message and the status.  
OR  
Click **No** if you do not wish to proceed with deletion.
6. The success message and the status appears.  
Click **OK** to complete the transaction.

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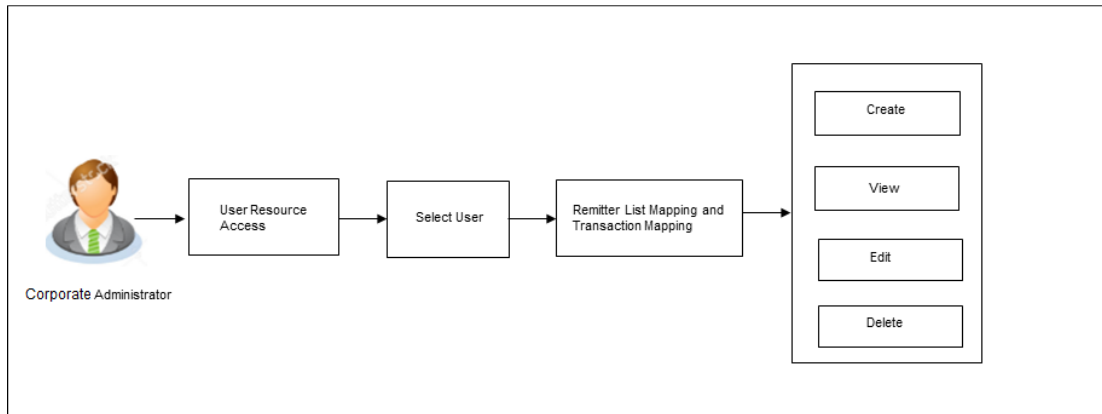
## 14. User Resource Access

Using this option the Corporate Administrator can set up remitter list mapping and transaction access for user(s) of the corporate party. This maintenance can be done only after the Party Resource Access is setup for the party of the user(s).

### Pre-Requisites

- Resource Access should be maintained for the party of the user for which access is to be maintained
- Party preferences should be created for the party of the user for which access is to be maintained
- Channel Access should be enabled for party of the user for which resource access is to be maintained
- Transaction access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.

### Workflow



### Features Supported In Application

The following options are available as part of this maintenance:

- User Resource Access - Mapping
- User Resource Access – View
- User Resource Access - Edit
- User Resource Access - Delete

### How to reach here:

*Corporate Administrator Dashboard > Resource Access > User Resource Access*  
 OR  
*Corporate Administrator Dashboard > Toggle menu > Access Management > Resource Access > User Resource Access*

## 14.1 User Resource Access - Mapping (Create)

This option allows the Corporate administrator to provide access to specific users of a party.

**To provide the user with account and transaction access:**

1. In the **User Resource Access** screen, click the **User Name** link, to navigate to **Account Access summary** screen.  
OR  
Click Cancel to cancel the transaction.

### User Resource Access

**ZigBank** Welcome, Harvy Spector  
Last login 16 Apr 02:16 PM

**User Resource Access**

Party ID: \*\*\*396  
Party Name: SK Agro Solutions

**Search Results**

Initials	User Name	Full Name
SC	SDCORP1	SD CORP1
SD	SDCORP1CHK	Sharmistha Dutta
CC	corp142Maker	corp142Maker corp142Maker
CC	corp142Checker	corp142Checker corp142Checker
RC	carrel	Rahul Corp
AL	adicorpmaker	Alex Lacazette
PA	adicorpchecker	Pierre Aubameyang
SD	SDCORP1MAK	Sushil Dhar
KR	nehacorp	Katherine Rodgers
SD	SDCORP1VWR	Sayantika Dam

Page 1 of 2 (1-10 of 17 items) | K < 1 2 > X

**Cancel** **Back**

**Note**

The function enables you to set up resource (Program, Facility and Remitter List) and transaction access rules for a corporate customer. You can decide the resources along with transaction(s) for each of the selected resources that needs to be provided access for the corporate customer.

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### Field Description

Field Name	Description
<b>Party ID</b>	The party ID of the user.
<b>Party Name</b>	The name of the party.
<b>Search Result</b>	
<b>Initials</b>	Initials of the user.

Field Name	Description
<b>User Name</b>	User name of the user
<b>Full Name</b>	Full name of the user.

- Click the **User Name** link against the user record for which you want to create the mapping. The **User Resource Access – Mapping Summary** screen appears.  
OR  
Click Cancel to cancel the transaction.  
OR  
Click Back to navigate to the previous screen.
- If there is no mapping done for the user for a party, there will be a message **No Remitter List mapped** with **Map** button.
- If the access for the party to which the user belongs to is not done, then there will be no Map button.

### User Resource Access – Summary Page

**ZigBank** Welcome, Harvy Spector  
Last login 16 Apr 02:16 PM

**User Resource Access**

Party ID: \*\*\*396  
Party Name: SK Agro Solutions  
User ID: carrel  
User Name: Rahul Corp  
Module Name: Virtual Account Management (Remitter List) ▾

**Remitter List Mapping Summary**

Resource Type	Total Number of Remitter Lists	Number of Remitter Lists Mapped
Remitter List	3	2

Cancel Back

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### Field Description

Field Name	Description
<b>Party ID</b>	The party ID of the corporate administrator.
<b>Party Name</b>	The name of the party.
<b>User ID</b>	User ID of the selected user.
<b>User Name</b>	User name of the selected user



Field Name	Description
<b>Module Name</b>	The name of the module. Only Virtual Account Management (Remitter List) is available.

### Remitter List Mapping Summary

- Click **Map**. The **User Resource Access - Create** screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

### User Resource Access - Create

**User Resource Access**

Party ID: \*\*\*396  
 Party Name: SK Agro Solutions  
 User ID: corp142Maker  
 User Name: corp142Maker corp142Maker  
 Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping 2 Transaction Mapping

**Remitter List Mapping**

☒ Apply Party Level Changes Automatically  
☒ Map All Remitter Lists

	Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/>	SKFUND1	FIXED	Active
<input checked="" type="checkbox"/>	SAS01	SK PAYMENT	Active
<input checked="" type="checkbox"/>	SAS02	SAS GIFT PACK	Active

Next Cancel Back

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### Field Description

Field Name	Description
<b>Party ID</b>	The party ID of the corporate administrator.
<b>Party Name</b>	The name of the party.
<b>User ID</b>	User ID of the selected user.
<b>User Name</b>	User name of the selected user

Field Name	Description
<b>Module Name</b>	The name of the module.
<b>Remitter List Mapping</b>	
<b>Apply Party Level Changes Automatically</b>	User will get access to remitter lists that are allowed/ disallowed at the party level.
<b>Map All Remitter List</b>	Mapping all the remitters lists to the user that are allowed at the party level.
<b>Remitter List ID</b>	Remitter List Identifier.
<b>Remitter List Name</b>	Name of the remitter list available under the party.
<b>Status</b>	Status of the remitter access for the party
<ol style="list-style-type: none"> <li>6. All the remitters held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed.</li> <li>7. Select a global check box of <b>Map All Remitter List</b> to enable all the existing remitters for channel banking (on screen, it will serve as a <b>Select All</b> function). OR If specific remitter is required to be given access to the user, then the Corporate administrator needs to select the respective check boxes preceding the remitter ID.</li> <li>8. Select <b>Apply Party Level Changes Automatically</b> to automatically apply the party changes.</li> <li>9. Click <b>Next</b>. The <b>User Resource Access - Create</b> (Transaction Mapping) screen appears. OR Click <b>Back</b> to navigate to the previous screen. OR Click <b>Cancel</b> to cancel the transaction.</li> </ol>	

## User Resource Access - Transaction Mapping - Create

**User Resource Access**

Party ID: \*\*\*396

Party Name: SK Agro Solutions

User ID: SDCORP1CHK

User Name: Sharmistha Dutta

Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping 2 Transaction Mapping

**Transaction Mapping**

☐ Map All Transactions to All Remitter Lists


Remitter List ID	Remitter List Name	Status
SKFUND1	FIXED	Active
SAS01	SK PAYMENT	Active
SAS02	SAS GIFT PACK	Active

Save Cancel Back

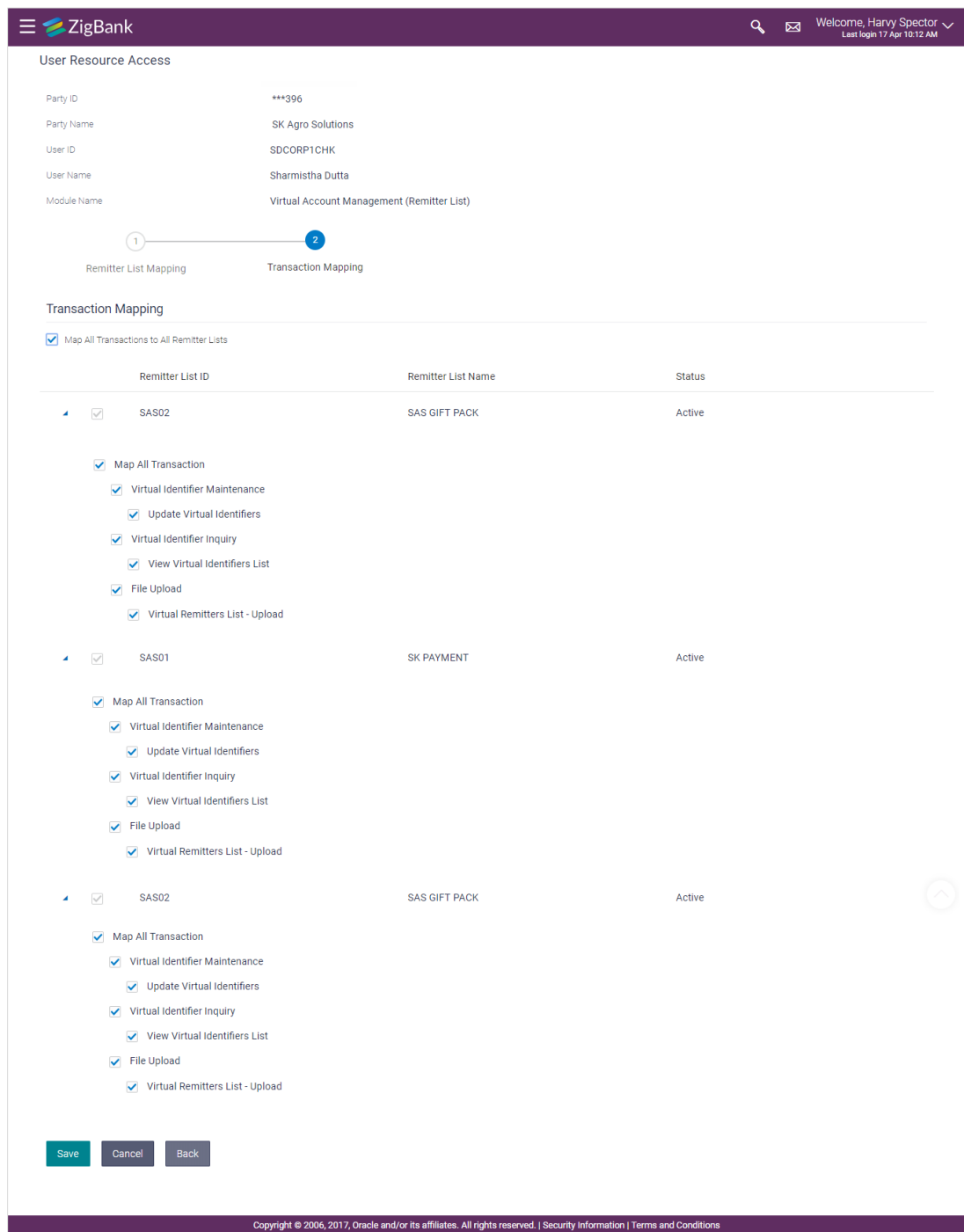
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### Field Description

Field Name	Description
<b>Party ID</b>	The party ID searched of the Corporate Administrator.
<b>Party Name</b>	The name of the party.
<b>User ID</b>	User ID of the selected user.
<b>User Name</b>	User name of the selected user
<b>Module Name</b>	The name of the module.
<b>Transaction Mapping</b>	
<b>Map All Transactions to All Remitter List</b>	Mapping all the transactions to all the remitter list.
<b>Remitter List ID</b>	List of remitter IDs present in a particular resource type.
<b>Remitter List Name</b>	Name of the remitter list available under the party.
<b>Status</b>	Status of the remitter access for the party

10. To map the transactions to the account, click  against the particular remitter ID to view the transaction mapping.

### User Resource Access - Transaction Mapping (Map Transaction) - Create



**ZigBank** Welcome, Harvy Spector  
Last login 17 Apr 10:12 AM




**User Resource Access**

Party ID: \*\*\*396  
Party Name: SK Agro Solutions  
User ID: SDCORP1CHK  
User Name: Sharmistha Dutta  
Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping 2 Transaction Mapping

**Transaction Mapping**

☒ Map All Transactions to All Remitter Lists

Remitter List ID	Remitter List Name	Status
 <input checked="" type="checkbox"/> SAS02	SAS GIFT PACK	Active
<input checked="" type="checkbox"/> Map All Transaction <input checked="" type="checkbox"/> Virtual Identifier Maintenance <input checked="" type="checkbox"/> Update Virtual Identifiers <input checked="" type="checkbox"/> Virtual Identifier Inquiry <input checked="" type="checkbox"/> View Virtual Identifiers List <input checked="" type="checkbox"/> File Upload <input checked="" type="checkbox"/> Virtual Remitters List - Upload		
 <input checked="" type="checkbox"/> SAS01	SK PAYMENT	Active
<input checked="" type="checkbox"/> Map All Transaction <input checked="" type="checkbox"/> Virtual Identifier Maintenance <input checked="" type="checkbox"/> Update Virtual Identifiers <input checked="" type="checkbox"/> Virtual Identifier Inquiry <input checked="" type="checkbox"/> View Virtual Identifiers List <input checked="" type="checkbox"/> File Upload <input checked="" type="checkbox"/> Virtual Remitters List - Upload		
 <input checked="" type="checkbox"/> SAS02	SAS GIFT PACK	Active
<input checked="" type="checkbox"/> Map All Transaction <input checked="" type="checkbox"/> Virtual Identifier Maintenance <input checked="" type="checkbox"/> Update Virtual Identifiers <input checked="" type="checkbox"/> Virtual Identifier Inquiry <input checked="" type="checkbox"/> View Virtual Identifiers List <input checked="" type="checkbox"/> File Upload <input checked="" type="checkbox"/> Virtual Remitters List - Upload		

**Save** **Cancel** **Back**

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

12. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.
13. Click **Save**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
14. The **User Resource Access - Review** screen appears. Verify the details, and click Confirm.  
OR  
Click Cancel to cancel the transaction.  
OR  
Click Back to navigate to the previous screen.
15. The screen with success message appears along with the reference number and status of the transaction. Click **OK** to complete the transaction.

## 14.2 User Resource Access- Search

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

### To view the remitter and transaction access:

1. Navigate to the **User Resource Access** screen. The list of users displayed with information like user ID, full name of the user and initials of the user.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to clear the search parameters.

## User Resource Access - Search Result

**ZigBank** Welcome, Harvy Spector  
Last login 16 Apr 02:16 PM

**User Resource Access**

Party ID: \*\*\*396  
Party Name: SK Agro Solutions

**Search Results**

Initials	User Name	Full Name
SC	SDCORP1	SD CORP1
SD	SDCORP1CHK	Sharmistha Dutta
CC	corp142Maker	corp142Maker corp142Maker
CC	corp142Checker	corp142Checker corp142Checker
RC	carrel	Rahul Corp
AL	adicorpmaker	Alex Lacazette
PA	adicorpchecker	Pierre Aubameyang
SD	SDCORP1MAK	Sushil Dhar
KR	nehacorp	Katherine Rodgers
SD	SDCORP1VWR	Sayantika Dam

Page 1 of 2 (1-10 of 17 items) | < 1 2 > x

[Cancel](#) [Back](#)

**Note**

The function enables you to set up resource (Program, Facility and Remitter List) and transaction access rules for a corporate customer. You can decide the resources along with transaction(s) for each of the selected resources that needs to be provided access for the corporate customer.

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## Field Description

Field Name	Description
<b>Party ID</b>	The party ID of the user.
<b>Party Name</b>	The name of the party.
<b>Search Result</b>	
<b>Initials</b>	Initials of the user.
<b>User Name</b>	User name of the user
<b>Full Name</b>	Full name of the user.

- Click the **User Name** link against the user record for which you want to view the details. The **User Resource Access – Mapping Summary** screen appears.  
OR  
Click Cancel to cancel the transaction.  
OR  
Click Back to navigate to the previous screen.

## User Resource Access – Summary Page

**ZigBank** Welcome, Harvy Spector  
Last login 16 Apr 02:16 PM

**User Resource Access**

Party ID: \*\*\*396  
 Party Name: SK Agro Solutions  
 User ID: carrel  
 User Name: Rahul Corp  
 Module Name: Virtual Account Management (Remitter List) ▼

**Remitter List Mapping Summary**

Resource Type	Total Number of Remitter Lists	Number of Remitter Lists Mapped
Remitter List	3	2

Cancel Back

**Note**  
 The function enables you to set up resource (Program, Facility and Remitter List) and transaction access rules for a corporate customer. You can decide the resources along with transaction(s) for each of the selected resources that needs to be provided access for the corporate customer.

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### Field Description

Field Name	Description
<b>Party ID</b>	The party ID of the user.
<b>Party Name</b>	The name of the party.
<b>User ID</b>	User ID of the selected user.
<b>User Name</b>	User name of the selected user
<b>Module Name</b>	The name of the module.
<b>Remitter List Mapping Summary</b>	
<b>Resource Type</b>	The resource types available under the party. The resource type can be: <ul style="list-style-type: none"> <li>Remitter List</li> </ul>
<b>Total Number of Remitter Lists</b>	Total number of remitter lists available under the party.
<b>Number of Remitter Lists Mapped</b>	Number of remitter lists mapped to the particular resource type.

- Click the **Remitter List** link to view the remitter mapping. The **User Resource Access – View** screen, displaying remitter list mapping appears.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Back** to navigate to the previous screen.

## User Resource Access – View

**User Resource Access**

Party ID: \*\*\*396  
 Party Name: SK Agro Solutions  
 User ID: adicorpmaker  
 User Name: Alex Lacazette  
 Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping 2 Transaction Mapping

**Remitter List Mapping**

☐ Apply Party Level Changes Automatically  
☐ Map All Remitter Lists

	Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/>	SAS02	SAS GIFT PACK	Active
<input checked="" type="checkbox"/>	SAS01	SK PAYMENT	Active
<input type="checkbox"/>	SKFUND1	FIXED	Active

Edit Next Delete Cancel Back

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## Field Description

Field Name	Description
<b>Party ID</b>	The party ID of the user.
<b>Party Name</b>	The name of the party.
<b>User ID</b>	User ID of the selected user.
<b>User Name</b>	User name of the selected user
<b>Module Name</b>	The name of the module.
<b>Remitter List Mapping</b>	
<b>Apply Party Level Changes Automatically</b>	User will get access to remitters that are allowed/ disallowed at the party level.
<b>Map All Remitter List</b>	Mapping all the remitters of the VAM module to the existing resource.
<b>Remitter List ID</b>	List of remitter IDs present in a particular resource type.



Field Name	Description
<b>Remitter List Name</b>	Name of the remitter list available under the party.
<b>Status</b>	Status of the remitter access for the party

4. Click **Next**. The **User Resource Access – View (Transaction Mapping)** screen appears.  
OR  
Click **Edit** to modify the remitter list mapping.  
OR  
Click **Delete** to delete the User Resource Access setup.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

### User Resource Access - Transaction Mapping - View

**User Resource Access**

Party ID: \*\*\*396  
Party Name: SK Agro Solutions  
User ID: adicorpmaker  
User Name: Alex Lacazette  
Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping 2 Transaction Mapping

**Transaction Mapping**

☐ Map All Transactions to All Remitter Lists

Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/> SAS01	SK PAYMENT	Active
<input checked="" type="checkbox"/> SAS02	SAS GIFT PACK	Active
<input type="checkbox"/> SKFUND1	FIXED	Active

**Edit** **Cancel** **Back**

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5. Click against the particular Remitter List to view the mapped transactions.  
OR  
Click **Edit** to update transaction mapping.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

## User Resource Access - Transaction Mapping - View Mapping

**User Resource Access**

Party ID: \*\*\*396  
 Party Name: SK Agro Solutions  
 User ID: adicorpmaker  
 User Name: Alex Lacazette  
 Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping → 2 Transaction Mapping

**Transaction Mapping**

☐ Map All Transactions to All Remitter Lists

Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/> SAS01	SK PAYMENT	Active
<input type="checkbox"/> SAS02	SAS GIFT PACK	Active
<input type="checkbox"/> SKFUND1	FIXED	Active

☐ Map All Transaction

☒ Virtual Identifier Maintenance

☒ Update Virtual Identifiers

☒ Virtual Identifier Inquiry

☒ View Virtual Identifiers List

☐ File Upload

☐ Virtual Remitters List - Upload

**Edit** **Cancel** **Back**

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- Click **Edit** to update the User Resource Access mapping.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Back** to navigate to the previous screen.

## 14.3 User Resource Access - Edit

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

**To edit remitter list and transaction access for the user:**

- Navigate to the **User Resource Access** screen.
- Click the **User Name** link against the user record for which you want to edit the details.  
 The **User Resource Access – Mapping Summary** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Back** to navigate to the previous screen.

3. Click the **Remitter List** link. The **User Resource Access – View** screen, displaying remitter list mapping appears.
4. Click **Edit**. The **User Resource Access - Edit** screen appears.  
This enables the selection and de-selection option against the remitter list. There is also an option to edit check box **Apply Party Level Changes Automatically** to apply/ remove the party changes.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

### User Resource Access – Edit

**User Resource Access**

Party ID: \*\*\*396  
 Party Name: SK Agro Solutions  
 User ID: adicorpmaker  
 User Name: Alex Lacazette  
 Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping 2 Transaction Mapping

**Remitter List Mapping**

☐ Apply Party Level Changes Automatically  
☐ Map All Remitter Lists

	Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/>	SAS02	SAS GIFT PACK	Active
<input checked="" type="checkbox"/>	SAS01	SK PAYMENT	Active
<input type="checkbox"/>	SKFUND1	FIXED	Active

Next Cancel Back

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5. Select the respective check boxes preceding the **Remitter List ID** to be mapped.  
OR  
Select **Map All Remitter List**, if you want to map all the Remitter Lists available.  
Select/ De-select check box **Apply Party Level Changes Automatically** to apply/remove the party changes.
6. Click **Next**. The **User Resource Access - Edit** screen with mapped remitter list appears.  
OR  
Click **Back** to navigate to the previous screen.  
OR  
Click **Cancel** to cancel the transaction.
7. To map the transactions to the remitter lists, click ▶ against the particular **Remitter List ID** to view the transaction mapping.

## User Resource Access - Transaction- Resource Mapping - Edit

**ZigBank** Welcome, Harvy Spector  
Last login 16 Apr 02:16 PM

**User Resource Access**

Party ID: \*\*\*396  
 Party Name: SK Agro Solutions  
 User ID: adicorpmaker  
 User Name: Alex Lacazette  
 Module Name: Virtual Account Management (Remitter List)

1 Remitter List Mapping 2 Transaction Mapping

**Transaction Mapping**

☐ Map All Transactions to All Remitter Lists

Remitter List ID	Remitter List Name	Status
<input checked="" type="checkbox"/> SAS01	SK PAYMENT	Active
<input type="checkbox"/> Map All Transaction <input checked="" type="checkbox"/> Virtual Identifier Maintenance <input checked="" type="checkbox"/> Update Virtual Identifiers <input checked="" type="checkbox"/> Virtual Identifier Inquiry <input checked="" type="checkbox"/> View Virtual Identifiers List <input type="checkbox"/> File Upload <input type="checkbox"/> Virtual Remitters List - Upload		
<input checked="" type="checkbox"/> SAS02	SAS GIFT PACK	Active
<input type="checkbox"/> SKFUND1	FIXED	Active

**Save** **Cancel** **Back**

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8. Select the respective check boxes preceding the transaction to be mapped.  
OR  
Select **Map All Transactions**, if you want to map all the transactions to all Remitter Lists.
9. Click **Save**.  
OR  
Click **Back** to navigate to the previous screen.  
OR  
Click **Cancel** to cancel the transaction.
10. The **User Resource Access - Review** screen appears. Verify the details, and click Confirm.  
OR  
Click Edit to edit the transaction.  
OR  
Click Cancel to cancel the transaction.
11. The **User Resource Access - Confirmation** screen with success message appears along with the reference number and status of the transaction.  
Click **OK** to complete the transaction.

## 14.4 User Resource Access - Delete

The Corporate Administrator gets a request with the user information of a party for which access details needs to be deleted. As part of this option, remitter list mapping can be deleted for a user.

### To delete remitter and transaction access for the user:

1. Navigate to the **User Resource Access** screen.
2. Click the **User Name** link against the user record for which you want to delete the details. The **User Resource Access – Mapping Summary** screen appears.
3. Click the **Remitter List** link. The **User Resource Access – View** screen, displaying remitter list mapping appears.
4. Click **Delete**. The application will prompt the administrator with a deletion message with an option of Yes / No.  
OR  
Click **Edit** to modify the remitter list mapping.  
OR  
Click **Next** to go to the next screen. The **User Resource Access – View (Transaction Mapping)** screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
5. Click **Yes** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.  
OR  
Click **No** if you do not wish to proceed with deletion.
6. Click **OK** to complete the transaction.

[Home](#)

## 15. File Upload Maintenance

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

The File Upload functionality enables users to process:

- Internal payments (within the bank)
- Domestic payments (within the country)
- International payments (cross border)
- Mixed payments
- Create Payees / Beneficiaries
- Create Virtual Accounts, Structure & Identifiers

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

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

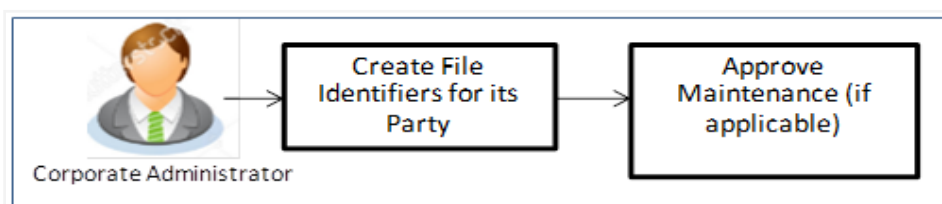
## 15.1 File Identifier Maintenance

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

### Prerequisites

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

### Workflow



### Features Supported In Application

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

### How to reach here:

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

*Corporate Administrator Dashboard > Toggle Menu > File Upload > File Identifier Maintenance*

### 15.1.1 File Identifier Maintenance - Summary


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

#### To view the file identifiers:

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

Click **Cancel** to cancel the transaction

## File Identifier Maintenance - Summary



Search
Mail
Welcome, Zlatan Ibrahimovic  
Last login 30 Jun 04:00 PM

File Identifier Maintenance

Party ID: \*\*\*201  
Party Name: Bechtel Corporation

File Identifiers

Sr. no.	File Identifier	Description	Transaction Type	Approval Type
1	ITFI1	IT FileID1edit	Internal Funds Transfer	File
2	Test001	Test001	Internal Funds Transfer	Record



Note

Assignment of file identifiers to different parties can be done. Approval type needs to be set as whether it would be record level or file level. File template can be selected for the maintenance. Once this is created for a party, account level changes can be done from User File Identifier mapping screen.

Cancel

Create

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## Field Description

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



Field Name	Description
<b>Transaction Type</b>	<p>Type of transaction:</p> <p>The Transaction type can be:</p> <ul style="list-style-type: none"> <li>• Internal funds Transfer</li> <li>• Domestic Funds Transfer</li> <li>• International Funds Transfer</li> <li>• Mixed Transfer</li> <li>• Internal Payee</li> <li>• Domestic Payee</li> <li>• International Payee</li> <li>• Mixed Payee</li> <li>• Demand Draft Payee</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Account Structure</li> <li>• Create Virtual Identifiers</li> </ul>
<b>Approval Type</b>	The approval type is at file level or record level.

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

File Identifier Maintenance - View

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Last login 30 Jun 04:00 PM

File Identifier Maintenance

Party Id\*\*\*201

Party NameBechtel Corporation

Details

File IdentifierITFI1

DescriptionIT FileID1edit

File TemplateInternal Funds Transfer Delimited SDSC

Maximum No Of Records11

Partial Preprocessing Tolerance(%)2

Transaction TypeInternal Funds Transfer

Accounting TypeSingle Debit Single Credit

File TypeDELIMITED

Format TypeCSV,XML,XLS,XLSX

Approval Type

Record LevelFile Level

Edit

Cancel

Back

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Field Description

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

Field Name	Description
<b>File Template</b>	<p>Predefined file templates.</p> <p>Few examples of file templates are:</p> <ul style="list-style-type: none"> <li>• Internal funds Transfer</li> <li>• Domestic Funds Transfer</li> <li>• International Funds Transfer</li> <li>• Mixed Transfer</li> <li>• Internal Payee</li> <li>• Domestic Payee</li> <li>• International Payee</li> <li>• Mixed Payee</li> <li>• Demand Draft Payee</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> </ul>
<b>Maximum No of Records</b>	Maximum number of records in the uploaded file.
<b>Partial Processing Tolerance (%)</b>	<p>The partial processing tolerance for a file (in percentage terms). Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.</p> <p>This field is applicable only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.</p>
<b>Debit Account Number</b>	<p>Debit account number.</p> <p>This field appears only for file templates having <b>Account ID defined at FI level</b>.</p>
<b>Transaction Type</b>	Type of transaction.
<b>File Type</b>	The file type - delimited or fixed length.
<b>Format Type</b>	<p>The format in which file is uploaded.</p> <p>The format could be CSV, XML, XLS, XLSX.</p>

Field Name	Description
------------	-------------

<b>Approval Type</b>	The approval type is at file level or record level.
----------------------	---

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

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

### 15.1.2 File Identifier Maintenance - Create

Using this option corporate administrator can create a file identifier.

#### To create a file identifier:

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

#### File Identifier Maintenance - Create

**ZigBank** Welcome, Zlatan Ibrahimovic  
Last login 30 Jun 04:00 PM

**File Identifier Maintenance**

Party Id: \*\*\*201  
Party Name: Bechtel Corporation

**Details**

File Identifier: FISalary  
Description: File Identifier Salary  
File Template: Domestic Funds Transfer Fixed M...  
Maximum No Of Records: 100  
Partial Pre-processing Tolerance(%): 89  
Transaction Type: Domestic Funds Transfer  
Accounting Type: Multiple Debit Multiple Credit  
File Type: FIXED  
Format Type: CSV, TXT  
Approval Type: **Record Level** File Level

**Note**

Assignment of file identifiers to different parties can be done. Approval type needs to be set as whether it would be record level or file level. File template can be selected for the maintenance. Once this is created for a party, account level changes can be done from User File Identifier mapping screen.

**Save Cancel Back**

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**Field Description**

Field Name	Description
------------	-------------

<b>Party ID</b>	Party ID of the corporate.
-----------------	----------------------------

<b>Party Name</b>	Party name corresponding to the party ID.
-------------------	---

**Details**

<b>File Identifier</b>	Unique code assign to the uploaded file.
------------------------	--

<b>Description</b>	Descriptions corresponding to the file upload code.
--------------------	---

<b>File Template</b>	<p>Predefined file templates.</p> <p>Few examples of file templates are:</p> <ul style="list-style-type: none"> <li>• Internal funds Transfer</li> <li>• Domestic Funds Transfer</li> <li>• International Funds Transfer</li> <li>• Mixed Transfer</li> <li>• Internal Payee</li> <li>• Domestic Payee</li> <li>• International Payee</li> <li>• Mixed Payee</li> <li>• Demand Draft Payee</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> </ul>
----------------------	--

<b>Maximum No of Records</b>	Maximum number of records in the uploaded file.
------------------------------	---

<b>Partial Processing Tolerance (%)</b>	<p>The partial processing tolerance for a file (in percentage terms).</p> <p>Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.</p> <p>This field will be displayed only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.</p>
---	--

Field Name	Description
<b>Debit Account Number</b>	Account number of the account to be debited. This field appears only for file templates having <b>Account ID defined at FI level</b> .
<b>Transaction Type</b>	Type of transaction: The transaction type can be: <ul style="list-style-type: none"> <li>• Internal funds Transfer</li> <li>• Domestic Funds Transfer</li> <li>• International Funds Transfer</li> <li>• Mixed Payments</li> <li>• Internal Payee</li> <li>• Domestic Payee</li> <li>• International Payee</li> <li>• Mixed Payee</li> <li>• Demand Draft Payee</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> </ul>
<b>File Type</b>	The file type - delimited or fixed length.
<b>Format Type</b>	The format in which file is uploaded. The format could be CSV, XML, XLS, XLSX.
<b>Approval Type</b>	The approval type is at file level or record level. <ul style="list-style-type: none"> <li>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse</li> <li>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records</li> </ul>

2. In the **File Identifier** field, enter the code of the file to be uploaded.
3. In the **Description** field, enter the file description corresponding to the file code.
4. From the **File Template** list, select the file template.
  - ii. If you select a file templates having **Account ID defined at FI level**, enter the **Debit Account Number**.
5. Select the appropriate **Approval Type**.

6. Click **Save**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
7. The **Review** screen appears. Verify the details and click **Confirm**.  
OR  
Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.  
OR  
Click **Back** to navigate to the previous screen.
8. The success message appears along with the transaction reference number and status.  
Click **OK** to complete the transaction and navigate back to 'Dashboard'.

### 15.1.3 File Identifier Maintenance - Edit

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

#### To edit file identifier:

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

#### File Identifier Maintenance - Edit

**ZigBank** | Welcome, Zlatan Ibrahimovic | Last login 30 Jun 04:00 PM

#### File Identifier Maintenance

Party Id	***201
Party Name	Bechtel Corporation
<b>Details</b>	
File Identifier	ITF1
Description	IT FileID1edit
File Template	Internal Funds Transfer Delimited SDSC
Maximum No Of Records	11
Partial Preprocessing Tolerance(%)	2
Transaction Type	Internal Funds Transfer
Accounting Type	Single Debit Single Credit
File Type	DELIMITED
Format Type	CSV,XML,XLS,XLSX
Approval Type	<input type="button" value="Record Level"/> <input checked="" type="button" value="File Level"/>

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Party ID</b>	Party ID of the file identifier is displayed.
<b>Party Name</b>	Party name corresponding to the party ID is displayed.
<b>Details</b>	
<b>File Identifier</b>	Unique code assign to the uploaded file is displayed.
<b>Description</b>	Descriptions corresponding to the file upload code.
<b>File Template</b>	Predefined file templates is displayed.
<b>Maximum No of Records</b>	Maximum number of records in the uploaded file.
<b>Partial Processing Tolerance (%)</b>	<p>The partial processing tolerance for a file (in percentage terms).</p> <p>Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.</p> <p>This field will be displayed only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.</p>
<b>Debit Account Number</b>	<p>Account number of the account to be debited is displayed.</p> <p>This field appears only for file templates having <b>Account ID defined at FI level</b>.</p>



Field Name	Description
<b>Transaction Type</b>	<p>Type of transaction is displayed.</p> <p>The Transaction type can be:</p> <ul style="list-style-type: none"> <li>• Internal funds Transfer</li> <li>• Domestic Funds Transfer</li> <li>• International Funds Transfer</li> <li>• Mixed Payments</li> <li>• Internal Payee</li> <li>• Domestic Payee</li> <li>• International Payee</li> <li>• Mixed Payee</li> <li>• Demand Draft Payee</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> </ul>
<b>File Type</b>	The file type is displayed.
<b>Format Type</b>	<p>The format in which file is uploaded is displayed.</p> <p>The format could be CSV, XML, XLS, XLSX.</p>
<b>Approval Type</b>	<p>The approval type is at file level or record level is displayed.</p> <ul style="list-style-type: none"> <li>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse.</li> <li>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>

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

6. The success message of saving the file identifier modification appears along with the transaction reference number and status.  
Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## **FAQs**

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

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

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

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

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

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

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

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

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

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

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

### 5. What is a 'File Upload Template'?

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

[Home](#)

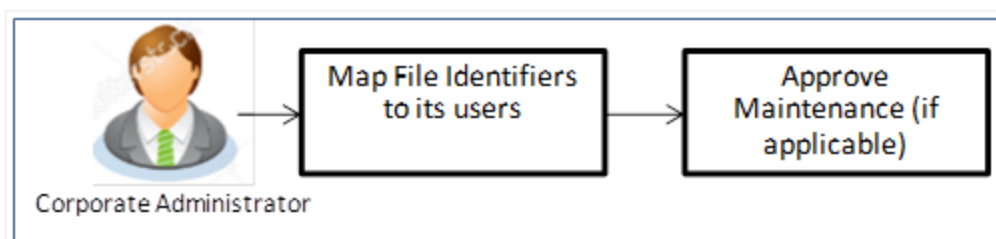
## 15.2 User File Identifier Mapping

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

### Prerequisites

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

### Workflow



### Features Supported In Application

This option allows the corporate administrator to:

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

### How to reach here:

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

### 15.2.1 User File Identifier Mapping - User Interface Details

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

## User File Identifier Mapping - User Interface Details

**ZigBank** Welcome, Zlatan Ibrahimovic  
Last login 30 Jun 04:00 PM

**User File Identifier Mapping**

Party ID: \*\*\*201  
Party Name: Bechtel Corporation

**Users List**

Initials	User Details	Contact Details	Mapping
MS	Martin Skrtel MartinS	mustufa.gari@example.com 4155550100	
RC	Ronaldo Cristiano RonaldoC	mustufa.gari@example.com 4155550102	
ML	Messi Lionel MessiL	mustufa.gari@example.com 4155550110	
MS	Mohamed Salah MohamedS	mustufa.gari@example.com 4155550099	
SN	Santos Neymar NeymarS	mustufa.gari@example.com 4155550105	
ZI	Zlatan Ibrahimovic ZlatanB	mustufa.gari@example.com 4155550111	

**Note**

This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which admin can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

**Cancel**

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## Field Description

### Field Name Description

**Party ID** Party ID of the corporate.

**Party Name** Party name corresponding to the party ID.

### Users List

**Initials** The initials of the user id.

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

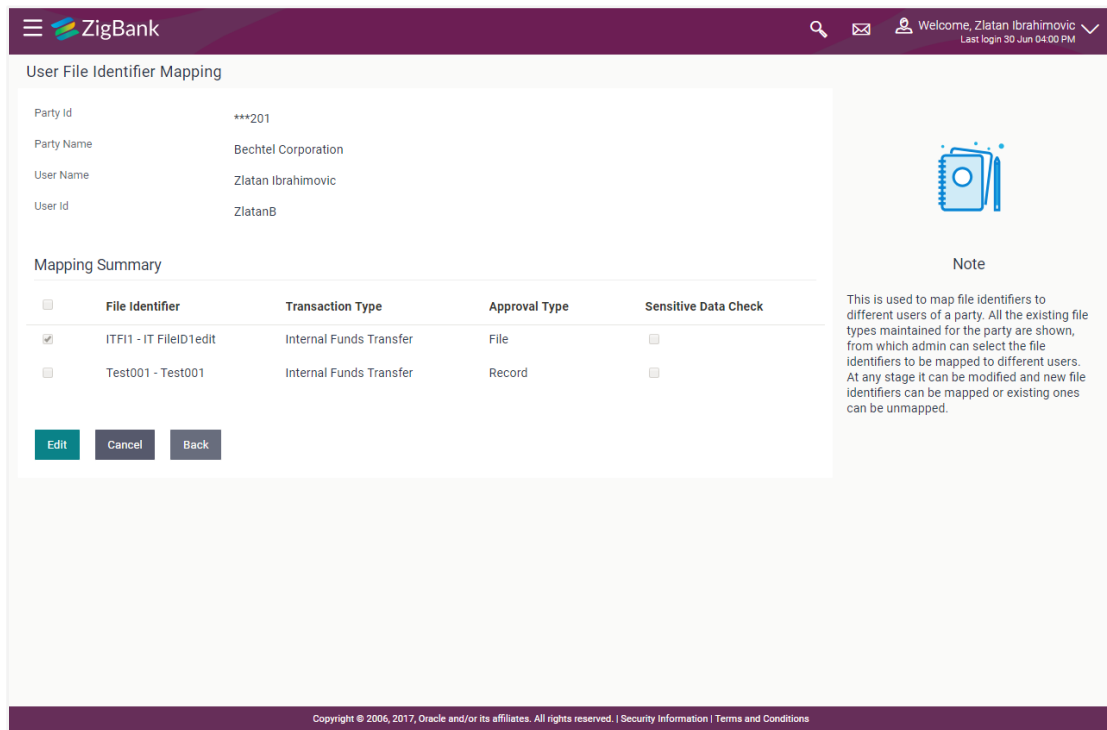
**Contact Details** Contact number of the user.

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

- denotes that the file identifier is mapped to the user.
- denotes that the file identifier is not mapped to the user.

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

### User File Identifier Mapping - View



**User File Identifier Mapping**

Party Id: \*\*\*201  
 Party Name: Bechtel Corporation  
 User Name: Zlatan Ibrahimovic  
 User Id: ZlatanB

**Mapping Summary**

<input type="checkbox"/>	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
<input checked="" type="checkbox"/>	ITFI1 - IT FileID1edit	Internal Funds Transfer	File	<input type="checkbox"/>
<input type="checkbox"/>	Test001 - Test001	Internal Funds Transfer	Record	<input type="checkbox"/>

[Edit](#) [Cancel](#) [Back](#)

**Note**

This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which admin can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

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### Field Description

#### Field Name      Description

**Party ID**      Party ID of the corporate user to which file identifier is mapped.

**Party Name**      Party name corresponding to the party ID.

**User Name**      User name of the corporate user

**User Id**      User ID of the user.

#### Mapping Summary

**File Identifier**      Unique code assigned to the uploaded file.


Field Name	Description
<b>Transaction Type</b>	<p>Type of transaction:</p> <p>The Transaction type can be:</p> <ul style="list-style-type: none"> <li>• Internal funds Transfer,</li> <li>• Domestic Funds Transfer,</li> <li>• International Funds Transfer,</li> <li>• Mixed Transfer</li> <li>• Internal / Domestic / International / Mixed Payees</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> </ul>
<b>Approval Type</b>	<p>The approval type is at file level or record level.</p> <ul style="list-style-type: none"> <li>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected.</li> <li>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>
<b>Sensitive Data Check</b>	<p>If selected, the users are barred from viewing the contents of the file.</p>

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


### 15.2.2 User File Identifier Mapping - Create

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

**To map a user to a file identifier:**

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

## User File Identifier Mapping - Create


Search
Mail
Welcome, Zlatan Ibrahimovic  
Last login 30 Jun 04:00 PM

Party Id

\*\*\*201

Party Name

Bechtel Corporation

User Name

Martin Skrtel

User Id

MartinS


Mapping Summary

<input type="checkbox"/>	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
<input checked="" type="checkbox"/>	ITFI1 - IT FileID1edit	Internal Funds Transfer	File	<input type="checkbox"/>
<input type="checkbox"/>	Test001 - Test001	Internal Funds Transfer	Record	<input type="checkbox"/>

Save

Cancel

Back



Note

This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which admin can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

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## Field Description

Field Name	Description
------------	-------------

<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name corresponding to the party ID.
<b>User Name</b>	User name of the corporate user.
<b>User Id</b>	User ID of the user.

## Mapping Summary

<b>File Identifier</b>	Unique code assigned to the uploaded file.
------------------------	--




Field Name	Description
<b>Transaction Type</b>	<p>Type of transaction:</p> <p>The Transaction type can be:</p> <ul style="list-style-type: none"> <li>• Internal funds Transfer,</li> <li>• Domestic Funds Transfer,</li> <li>• International Funds Transfer,</li> <li>• Mixed Transfer</li> <li>• Internal / Domestic / International / Mixed Payees</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> </ul>
<b>Approval Type</b>	<p>The approval type is at file level or record level.</p> <ul style="list-style-type: none"> <li>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected.</li> <li>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>
<b>Sensitive Data Check</b>	<p>If selected, the users are barred from viewing the contents of the file.</p>

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

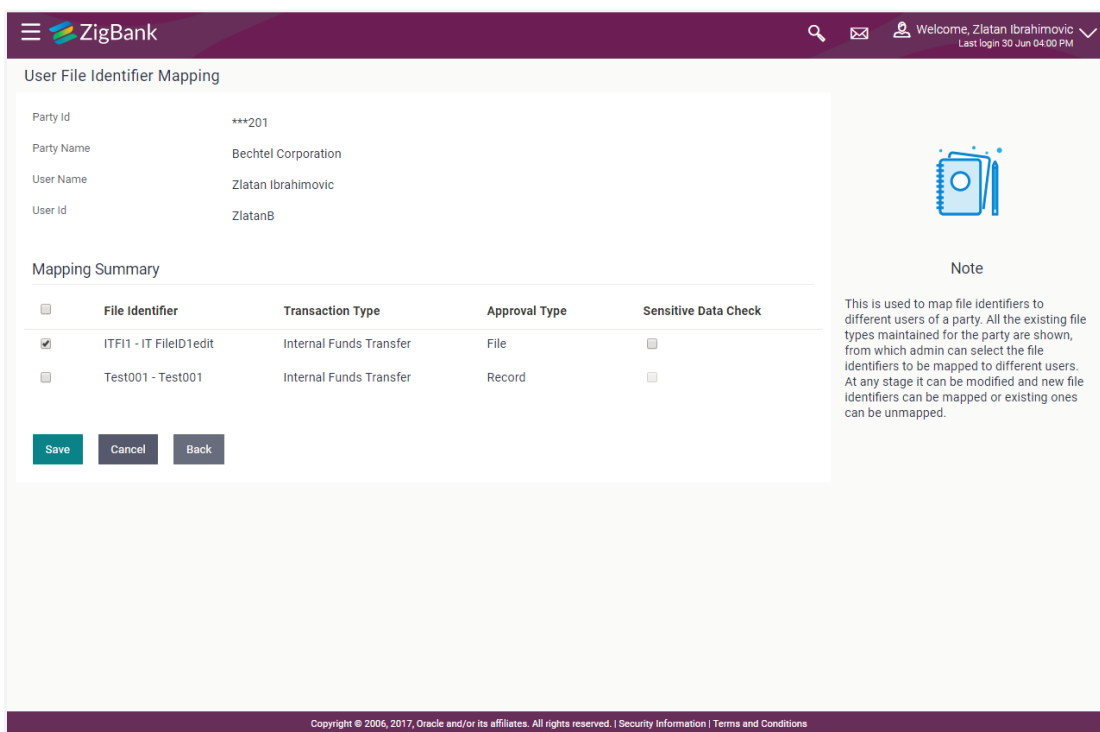
### 15.2.3 User File Identifier Mapping – Edit

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

#### To edit a file identifier:

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

#### User File Identifier Mapping – Edit



**ZigBank** Welcome, Zlatan Ibrahimovic  
Last login 30 Jun 04:00 PM

User File Identifier Mapping

Party Id: \*\*\*201  
Party Name: Bechtel Corporation  
User Name: Zlatan Ibrahimovic  
User Id: ZlatanB

**Mapping Summary**

<input type="checkbox"/>	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
<input checked="" type="checkbox"/>	ITF11 - IT FileID1edit	Internal Funds Transfer	File	<input type="checkbox"/>
<input type="checkbox"/>	Test001 - Test001	Internal Funds Transfer	Record	<input type="checkbox"/>

**Save** **Cancel** **Back**

**Note**  
This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which admin can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

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#### Field Description

Field Name	Description
------------	-------------

<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name corresponding to the party ID.
<b>User Name</b>	User name of the corporate user.
<b>User ID</b>	User ID of the user.

#### Mapping Summary

Field Name	Description
<b>File Identifier</b>	Unique code assigned to the uploaded file.
<b>Transaction Type</b>	<p>Type of transaction:</p> <p>The Transaction type can be:</p> <ul style="list-style-type: none"> <li>• Internal funds Transfer,</li> <li>• Domestic Funds Transfer,</li> <li>• International Funds Transfer,</li> <li>• Mixed Transfer</li> <li>• Internal / Domestic / International / Mixed Payees</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> </ul>
<b>Approval Type</b>	<p>The approval type is at file level or record level.</p> <ul style="list-style-type: none"> <li>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected.</li> <li>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>
<b>Sensitive Data Check</b>	If selected, the users are barred from viewing the contents of the file.

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

## **FAQs**

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

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

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

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

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

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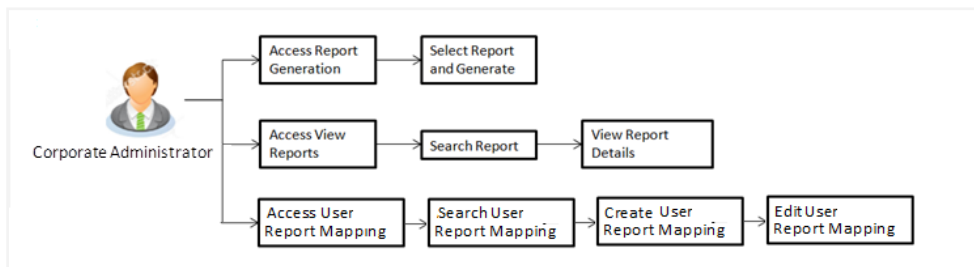
## 16. Reports

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

### Prerequisites:

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

### Workflow



### Features supported in application

Report module allows Corporate Administrator to:

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

[Home](#)

## 17. Report Generation

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

Reports generation is categorized as:

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

After selecting the report generation category, user has to select a type of a report which needs to be generated. Other reports parameters with respect to each report are displayed on the screen as input fields so that report can be requested with specific data.

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

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

### How to reach here:

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

### Report Generation

## Field Description

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

## 17.1 Adhoc Reports

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

### Adhoc Reports

The screenshot shows the 'Reports' screen in the ZigBank application. The 'Adhoc' tab is selected. The form contains the following fields and values:

- Report Name:** File Identifier wise Party User Ma... (dropdown menu)
- Report Format:** PDF (dropdown menu)
- Party ID:** \*\*\*201
- Party Name:** Bechtel Corporation

At the bottom of the form are three buttons: 'Generate Report' (green), 'Cancel' (grey), and 'Clear' (grey). On the right side, there is a 'Tips' section with a lightbulb icon and the following text:

With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option.

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## Field Description

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

Field Name	Description
<b>Report Format</b>	<p>Select the format in which the report is to be generated.</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>

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

## 17.2 Schedule Reports

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

### Schedule Reports

**Reports**

Adhoc **Schedule**

Report Name: File Identifier wise Party User Ma...

Report Format: PDF

Select Frequency: MONTHLY

Start Generating: 06/22/18 00:00  Stop Generating: 06/30/19 00:00

Party ID: \*\*\*201  Party Name: Bechtel Corporation

[View Scheduled Reports](#)

**Tips**

With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated..</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Select Frequency</b>	<p>Select the frequency at which the report is to be generated.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	Start date of the date range from which you want to generate the report.
<b>Stop Generating</b>	End date of the date range up-to which you want to generate the report.
<b>View Scheduled Report</b>	Link to view all the reports that are scheduled under a party mapped to the logged in user.

**17.2.1 View Scheduled Reports**

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

**To view the scheduled reports:**

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

## Scheduled Reports

Scheduled Reports

Search

Report Name *Select*

Search Cancel Clear

Report Name	Report Id	Schedule Frequency	Start Date	End Date
File Identifier wise Party User Mapping Report	060622740473	ONCE	28 Jun 2018 12:00:00 AM	-
File Identifier wise Party User Mapping Report	060608316826	ONCE	27 Jun 2018 12:00:00 AM	-

Page 1 of 1 (1-2 of 2 items) < 1 >

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## Field Description

Field Name	Description
------------	-------------

### Search

**Report Name** Name of the scheduled reports.

### Search Results

**Report Name** Name of the scheduled reports.


**Report ID** IDs of the reports that are scheduled.

**Schedule Frequency** The frequency at which the report is scheduled.

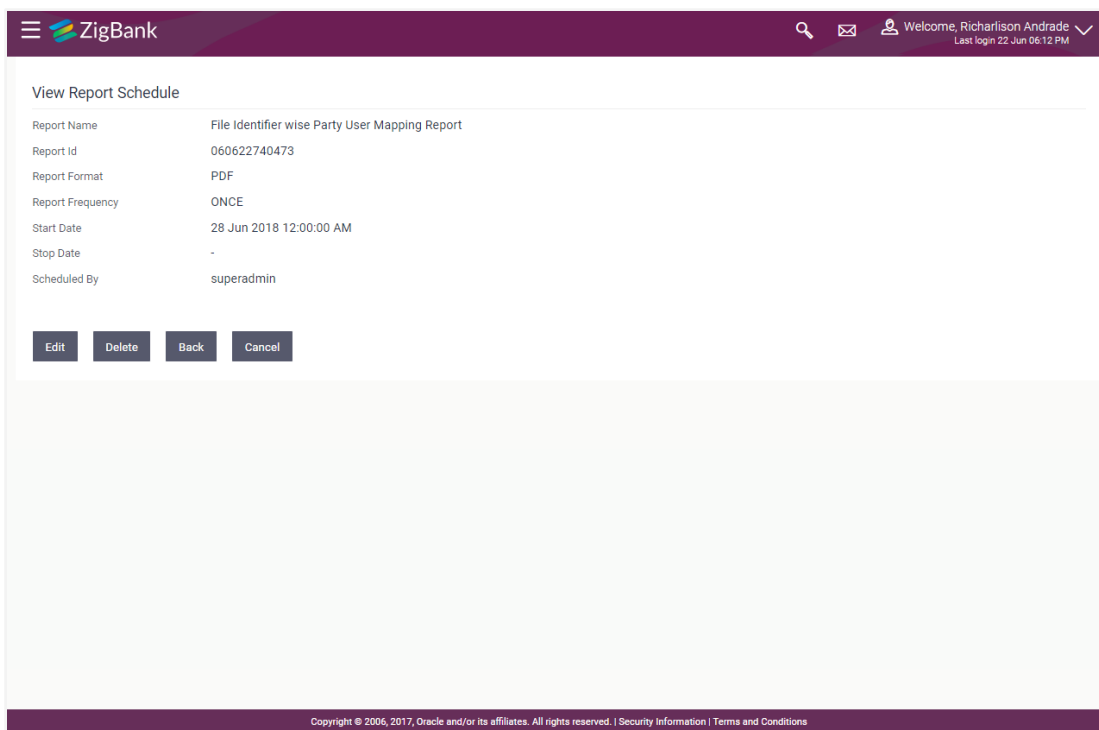
**Start Date** Date from which the report will be generated as per the frequency defined.

**End Date** Date till which the report will be generated as per the frequency defined.

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

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

## View Reports Schedule



**ZigBank** Search Mail Welcome, Richardson Andrade Last login 22 Jun 06:12 PM

### View Report Schedule

Report Name	File Identifier wise Party User Mapping Report
Report Id	060622740473
Report Format	PDF
Report Frequency	ONCE
Start Date	28 Jun 2018 12:00:00 AM
Stop Date	-
Scheduled By	superadmin

[Edit](#) [Delete](#) [Back](#) [Cancel](#)

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## Field Description

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

## 17.2.2 Edit Scheduled Reports

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

### To edit the scheduled reports:

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

### Edit Reports Schedule

The screenshot displays the 'Edit Report Schedule' interface within the ZigBank application. The header bar includes the ZigBank logo, a search icon, an email icon, and a user profile section for 'Welcome, Richardson Andrade' with a dropdown arrow and 'Last login 22 Jun 06:12 PM'. The main content area contains a form with the following fields:

- Report Name:** File Identifier wise Party User Mapping Report
- Report Id:** 060622740473
- Report Format:** PDF (with a dropdown arrow)
- Report Frequency:** ONCE (with a dropdown arrow)
- Start Generating:** 06/28/18 (with a calendar icon)
- Scheduled By:** superadmin

At the bottom of the form, there are three buttons: 'Save' (green), 'Back' (grey), and 'Cancel' (grey). The footer of the application shows the copyright notice: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Name of the scheduled reports. Name of the report will be displayed in non-editable form.
<b>Report ID</b>	ID of the reports that are scheduled. This is a non-editable field.
<b>Report Format</b>	The report format of the scheduled report.
<b>Report Frequency</b>	The frequency of the scheduled report. The options are: <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	The start date of the scheduled report. This field can be edited only if the date and time is in future.
<b>Stop Generating</b>	The date till which the report is to be generated.
<b>Scheduled By</b>	User ID of the user who scheduled the report generation.

---

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

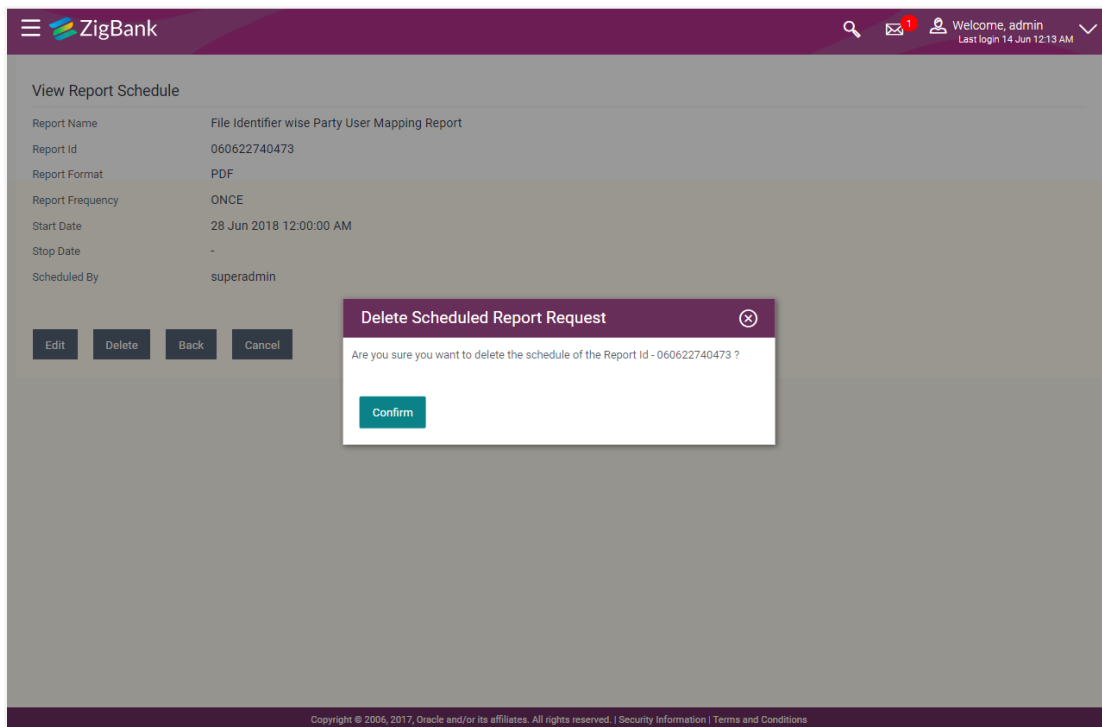
### 17.2.3 Delete Scheduled Reports

The Corporate Administrator can delete the scheduled reports which are no longer required.

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

1. In the **Reports** screen, click the **Schedule** tab. The scheduled report generation screen appears.
2. Click the **View Scheduled Reports** link. The **Scheduled Reports** screen appears.
3. Click on desired **Report ID** to delete the scheduled report. The **View Report Schedule** screen appears.
4. Click **Delete**. The application will prompt the administrator with a deletion message.

#### Delete Reports Schedule



5. Click **Confirm** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.
6. Click **Ok** to close the screen and navigate to the dashboard.

## 17.3 List of Reports

Below are the list of reports that the corporate admin can schedule for generation or can download on an adhoc basis

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

### 17.3.1 File Identifier wise Party User Mapping report

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

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

#### How to reach here:

*Corporate Administrator Dashboard > Toggle menu > Report > Report Generation*

#### (i) File Identifier wise Party User Mapping - Adhoc Report

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

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

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

#### File Identifier wise Party User Mapping - Adhoc Report

The screenshot shows the ZigBank Reports generation interface. At the top, there's a header with the ZigBank logo, search, mail, and user profile icons. The user is logged in as Richardison Andrade. Below the header, the 'Reports' section is active, with 'Adhoc' and 'Schedule' tabs. The 'Adhoc' tab is selected. The form contains the following fields:

- Report Name:** File Identifier wise Party User Ma... (dropdown menu)
- Report Format:** PDF (dropdown menu)
- Party ID:** \*\*\*201
- Party Name:** Bechtel Corporation

At the bottom of the form, there are three buttons: 'Generate Report' (green), 'Cancel' (grey), and 'Clear' (grey). To the right of the form, there is a 'Tips' section with a lightbulb icon and text: 'With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option.'

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated.</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.

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

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

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

File Identifier wise Party User Mapping				
Party Id: 000981   Party Name: Raytheon Incorporation				
File Identifier Code:	FISalary	Transaction Type : International Funds Transfer	Approval Type:	FILE LEVEL
Sr No	User Name	User Id		
1	May Jones	risemaker1		

1

Report generated by | 26 Dec 2017, 07:04

### Field Description

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

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

## (ii) File Identifier wise Party User Mapping - Schedule Report

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

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

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

### File Identifier wise Party User Mapping

The screenshot displays the ZigBank Reports interface. The top navigation bar includes the ZigBank logo, search, mail, and user profile icons. The user profile shows 'Welcome, Richarlison Andrade' and 'Last login: 22 Jun 06:12 PM'. The main content area is titled 'Reports' and has two tabs: 'Adhoc' and 'Schedule'. The 'Schedule' tab is active, showing a form for scheduling a report. The form includes the following fields:

- Report Name:** File Identifier wise Party User Ma... (dropdown)
- Report Format:** PDF (dropdown)
- Select Frequency:** MONTHLY (dropdown)
- Start Generating:** 06/22/18 00:00 (calendar icon)
- Stop Generating:** 06/30/19 00:00 (calendar icon)
- Party ID:** \*\*\*201
- Party Name:** Bechtel Corporation

At the bottom of the form are three buttons: 'Schedule Report' (green), 'Cancel' (grey), and 'Clear' (grey). Below the buttons is a link: 'View Scheduled Reports'. On the right side of the form, there is a 'Tips' section with a lightbulb icon and text: 'With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.'

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated.</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Select Frequency</b>	<p>Select the frequency at which the report is to be generated.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	Date from which the report is to be generated as per the frequency defined.
<b>Stop Generating</b>	Date till which the report is to be generated as per the frequency defined.
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>View Scheduled Report</b>	Link to view all the reports that are scheduled.

---

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. Click **Schedule Report** to view and generate the report.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Clear** to reset the search parameters.  
 OR  
 Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.

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

---

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

---

### 17.3.2 Party wise File Identifiers Mapping Report

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

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

#### How to reach here:

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

#### (i) Party wise File Identifiers Mapping - Adhoc Report

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

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

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

#### Party wise File Identifiers Mapping - Adhoc Report

The screenshot shows the ZigBank Reports generation interface. The top navigation bar includes the ZigBank logo, a search icon, an email icon, and a user profile section with the text 'Welcome, Richarlison Andrade' and 'Last login 22 Jun 07:37 PM'. The main content area is titled 'Reports' and has two tabs: 'Adhoc' (selected) and 'Schedule'. Under the 'Adhoc' tab, there are three input fields: 'Report Name' with a dropdown menu showing 'Party wise File Identifiers Mappin...', 'Report Format' with a dropdown menu showing 'PDF', and 'Party ID' with the value '\*\*\*201'. To the right of these fields, there are labels for 'Party Name' and 'Bechtel Corporation'. At the bottom of the form, there are three buttons: 'Generate Report' (in green), 'Cancel', and 'Clear'. On the right side of the form, there is a 'Tips' section with a lightbulb icon and text explaining that adhoc reports are internal or related to customers and that users need to select the Report Name, Frequency, Duration, and Format. The footer of the page contains copyright information: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

**Field Description**

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated..</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.

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

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





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

## (ii) Party wise File Identifiers Mapping - Schedule Reports

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

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

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

### Party wise File Identifiers Mapping - Schedule Report

The screenshot displays the 'Reports' section of the ZigBank application, specifically the 'Schedule' tab. The 'Report Name' is set to 'Party wise File Identifiers Mapping...'. The 'Report Format' is 'PDF', and the 'Select Frequency' is 'WEEKLY'. The 'Start Generating' date is '06/22/18 00:00' and the 'Stop Generating' date is '09/30/18 00:00'. The 'Party ID' is '\*\*\*201' and the 'Party Name' is 'Bechtel Corporation'. There are buttons for 'Schedule Report', 'Cancel', and 'Clear'. A 'View Scheduled Reports' link is also present. On the right, a 'Tips' section with a lightbulb icon provides instructions on how to schedule reports.

**Reports**

Adhoc Schedule

Report Name: Party wise File Identifiers Mapping... ▾

Report Format: PDF ▾

Select Frequency: WEEKLY ▾

Start Generating: 06/22/18 00:00 📅 Stop Generating: 09/30/18 00:00 📅

Party ID: \*\*\*201 Party Name: Bechtel Corporation

[Schedule Report](#) [Cancel](#) [Clear](#)

[View Scheduled Reports](#)

**Tips**

With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated.</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Select Frequency</b>	<p>Select the frequency at which the report is to be generated.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	Date from which the report is to be generated as per the frequency defined.
<b>Stop Generating</b>	Date till which the report is to be generated as per the frequency defined.
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>View Scheduled Reports</b>	Link to view all the reports that are scheduled.

---

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. Click **Schedule Report** to view and generate the report.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Clear** to reset the search parameters.  
 OR  
 Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.

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

---

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

---

### 17.3.3 Party User wise File Identifiers Mapping Report

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

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

#### How to reach here:

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

#### (i) Party User wise File Identifiers Mapping - Adhoc Report

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

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

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

#### Party User wise File Identifiers Mapping - Adhoc Reports

The screenshot shows the 'Reports' section of the ZigBank interface. The 'Adhoc' tab is selected. The 'Report Name' dropdown is set to 'Party User wise File Identifiers M...'. The 'Report Format' dropdown is set to 'PDF'. The 'Party ID' is '\*\*\*201' and the 'Party Name' is 'Bechtel Corporation'. There are buttons for 'Generate Report', 'Cancel', and 'Clear'. A 'Tips' section on the right explains that adhoc reports are internal or related to customers and can be viewed/downloaded from the 'My Reports' option. The footer contains copyright information for Oracle.

#### Field Description

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

Field Name	Description
<b>Report Format</b>	<p>Select the format in which the report is to be generated..</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<ol style="list-style-type: none"> <li>From the <b>Report Format</b> list, select the format in which the report is to be generated.</li> <li>Click <b>Generate Report</b> to view and generate the report. OR Click <b>Cancel</b> to cancel the transaction. OR Click <b>Clear</b> to reset the search parameters.</li> <li>The success message along with the reference number, status and <b>Report Request Id</b> appears. Click <b>Ok</b> to close the screen and navigate to the dashboard. OR Click on the <b>View Reports</b> link to download the report. The user is directed to the <b>My Reports</b> screen. The list of reports appears. OR Click <b>Generate another report</b> to generate another report.</li> <li>In the <b>My Reports</b> screen, click on desired <b>Report Sub ID</b> to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.</li> </ol>	
<p><b>Note:</b> You can also download the requested report from <i><b>Administrator Dashboard &gt; Toggle Menu &gt; Reports &gt; My Reports.</b></i></p>	

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

Party User wise File Identifiers Mapping							
Party Id : 001164   Party Name : Exxon Mobil				ZigBank Digital Banking			
User Name : Corp User1				User Id : rkcorpuser1			
File Identifier	CodeDescription	File Type	Transaction Type	Accounting Type	Approval Type	File Template	Format Type
MDMCDomABR	MDMC Domestic Adhoc Bene Record Level	DELIMITED	Domestic Funds Transfer	MDMC	RECORD level	DomesticFTMD MC	CSV
MDMCINTABR	MDMC Internal Adhoc Bene Record Level	DELIMITED	Internal Funds Transfer	MDMC	RECORD level	InternalFTMDMC	CSV
MixePayee	Mixed Payee Upload	DELIMITED	Mixed Payee	SDSC	RECORD level	MixedPayee	CSV
SDMCINTABF	SDMC Internal Adhoc Bene File Level	DELIMITED	Internal Funds Transfer	SDMC	FILE level	InternalFTSDMC	CSV
SDMCInternationalABF	SDMC International Adhoc Bene File Level	DELIMITED	International Funds Transfer	SDMC	FILE level	InternationalFTSDMC	CSV
SDSCMIXABFile	SDMC Mix Adhoc Bene File Level	DELIMITED	Mixed Payments	SDMC	FILE level	InternalDomSDMC	CSV
SDSCINABFileLevel	SDSC Internal Adhoc Bene File Level	DELIMITED	Internal Funds Transfer	SDSC	FILE level	InternalIFT	CSV
SDSCInternalAR	SDSC Internal Adhoc Bene Record Level	DELIMITED	Internal Funds Transfer	SDSC	RECORD level	InternalIFT	CSV
User Name : Auto Auth				User Id : rkautocorp			
File Identifier	CodeDescription	File Type	Transaction Type	Accounting Type	Approval Type	File Template	Format Type
MDMCDomABR	MDMC Domestic Adhoc Bene Record Level	DELIMITED	Domestic Funds Transfer	MDMC	RECORD level	DomesticFTMD MC	CSV
MDMCINTABR	MDMC Internal Adhoc Bene Record Level	DELIMITED	Internal Funds Transfer	MDMC	RECORD level	InternalFTMDMC	CSV
SDMCINTABF	SDMC Internal Adhoc Bene File Level	DELIMITED	Internal Funds Transfer	SDMC	FILE level	InternalFTSDMC	CSV
SDMCInternationalABF	SDMC International Adhoc Bene File Level	DELIMITED	International Funds Transfer	SDMC	FILE level	InternationalFTSDMC	CSV
SDSCINABFileLevel	SDSC Internal Adhoc Bene File Level	DELIMITED	Internal Funds Transfer	SDSC	FILE level	InternalIFT	CSV
SDSCInternalAR	SDSC Internal Adhoc Bene Record Level	DELIMITED	Internal Funds Transfer	SDSC	RECORD level	InternalIFT	CSV
SDSCMIXFile	SDSCMIXFile	DELIMITED	Mixed Payments	SDSC	FILE level	InternalIntDomSDSC	CSV
User Name : Rahul Kamble				User Id : rkcorpadmin			
1 Report generated by Suyog Initiator   27 Oct 2017, 07:43							

**Field Description**

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

**(ii) Party User wise File Identifiers Mapping - Schedule Report**

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

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

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

## Party User wise File Identifiers Mapping - Schedule Report

**Reports**

Adhoc **Schedule**

Report Name: Party User wise File Identifiers M... ▾

Report Format: PDF ▾

Select Frequency: MONTHLY ▾

Start Generating: 06/22/18 00:00 📅 Stop Generating: 06/30/19 00:00 📅

Party ID: \*\*\*201 Party Name: Bechtel Corporation

**Schedule Report** Cancel Clear

[View Scheduled Reports](#)

**Tips**

With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

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### Field Description

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated.</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>PDF</li> <li>XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>PDF</li> <li>CSV</li> </ul>
<b>Select Frequency</b>	<p>Select the frequency at which the report is to be generated.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>Once</li> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> </ul>



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

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

---

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

---

### 17.3.4 Party wise Payee Maintenance Report

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

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

#### How to reach here:

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

#### (i) Party wise Payee Maintenance Report - Adhoc Report

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

#### To generate the Party wise Payee Maintenance adhoc report:

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

#### Party wise Payee Maintenance - Adhoc Reports

The screenshot shows the 'Reports' section of the ZigBank interface. The 'Adhoc' tab is selected. The form contains the following fields and values:

- Report Name:** Party wise Payee Maintenance R... (dropdown menu)
- Report Format:** PDF (dropdown menu)
- Party ID:** \*\*\*201
- Party Name:** Bechtel Corporation

At the bottom of the form are three buttons: 'Generate Report' (in green), 'Cancel', and 'Clear'.

On the right side, there is a 'Tips' section with a lightbulb icon. The text reads: "With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option."

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**Field Description**

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated..</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.

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

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

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

<b>Party wise Payee Maintenance</b> Party Id : 000941   Party Name : EMI Music Publishing Ltd					
<b>Account Payees</b>					
Payee-Biller Name	Account Type	Account Details	NickName	Created By	Access Type
aa	INTERNAL	AT30009610072	aa	corpchecker124	Private
bank dom payee	DOMESTIC	AT3065456789 NWBKGB99	bank dom payee	corpchecker124	Private
dom bank payee	DOMESTIC	AT387698789 NWBKGB99	dom bank payee	corpchecker124	Public
international bank payee	INTERNATIONAL	AT3897878798 NWBKGB99	international bank payee	corpchecker124	Private
<b>Demand Draft Payee</b>					
Payee-Biller Name	Draft Type	Draft Favouring	Created By	Access Type	
DomesticPayee	DOMESTIC	Payee1	corpchecker124	Private	
InternationalDraftPayee	INTERNATIONAL	Payee2	corpchecker124	Public	
1 Report generated by Suyog Approver   06 Oct 2017, 10:12					

## Field Description

Field Name	Description
------------	-------------

### Report Parameters

<b>Party ID</b>	Party ID of the corporate.
-----------------	----------------------------

<b>Party Name</b>	Party name of the corporate.
-------------------	------------------------------

Field Name	Description
<b>Report Parameters</b>	
Below field appears for <b>Account</b> type payee	
<b>Payee Name</b>	Name of the payee.
<b>Account Type</b>	Type of account associated with the payee.
<b>Account Details</b>	The details of the account i.e. the account number of the payee's account.
<b>Nickname</b>	Account nickname of the payee to identify the account for fund transfer.
<b>Created By</b>	ID of the corporate user who created a payee.
<b>Access Type</b>	The access type of the payee. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>
<b>Report Parameters</b>	
Below field appears for <b>Demand Draft</b> type payee	
<b>Payee Name</b>	Name of the payee.
<b>Draft Type</b>	Type of draft associated with the Payee. The type can be: <ul style="list-style-type: none"> <li>• Domestic</li> <li>• International</li> </ul>
<b>Draft Favouring</b>	Draft favouring details.
<b>Created By</b>	ID of the corporate user who created a payee.
<b>Access Type</b>	The access type for payee. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

## (ii) Party wise Payee Maintenance - Schedule Report

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

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

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

### Party wise Payee Maintenance - Schedule Report

**ZigBank** Welcome, Richarlison Andrade  
Last login 22 Jun 07:37 PM

**Reports**

Adhoc **Schedule**

Report Name: Party wise Payee Maintenance R...  
Report Format: PDF  
Select Frequency: WEEKLY  
Start Generating: 06/22/18 00:00  
Stop Generating: 07/31/18 00:00  
Party ID: \*\*\*201  
Party Name: Bechtel Corporation

**Schedule Report** Cancel Clear

[View Scheduled Reports](#)

**Tips**  
With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

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### Field Description

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

Field Name	Description
<b>Report Format</b>	<p>Select the format in which the report is to be generated.</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Select Frequency</b>	<p>Select the frequency at which the report is to be generated.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	Date from which the report is to be generated as per the frequency defined.
<b>Stop Generating</b>	Date till which the report is to be generated as per the frequency defined.
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>View Scheduled Reports</b>	Link to view all the reports that are scheduled.

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

**Reports** screen. The list of reports appears.

OR

Click **Schedule another Report** to generate another report.

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

---

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

---



### 17.3.5 Party wise Pending Approvals list Report

Party wise Pending Approval List Report provides a summary of transaction pending for approval under a specific party ID.

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

#### How to reach here:

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

#### (i) Party wise Pending Approvals list - Adhoc Report

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

#### To generate the Party wise Pending Approvals list adhoc report:

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

#### Party wise Pending Approvals List - Adhoc Report

The screenshot shows the ZigBank Reports generation interface. The top navigation bar is purple with the ZigBank logo, search, mail, and user profile icons. The user is logged in as Richardlison Andrade. The main content area has a 'Reports' section with two tabs: 'Adhoc' (selected) and 'Schedule'. Under the 'Adhoc' tab, there are three dropdown menus: 'Report Name' (set to 'Party wise pending Approvals list...'), 'Report Format' (set to 'PDF'), and 'Party ID' (set to '\*\*\*201'). To the right of these is a 'Party Name' field showing 'Bechtel Corporation'. At the bottom are three buttons: 'Generate Report' (green), 'Cancel' (grey), and 'Clear' (grey). On the right side, there is a 'Tips' section with a lightbulb icon and text explaining that adhoc reports are internal or related to customers and can be viewed/downloaded from the 'My Reports' option. The footer contains copyright information for 2006, 2017, Oracle and/or its affiliates.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated.</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.

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

---

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

---

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

<b>Party wise Pending Approvals List</b> Party Id: 000941   Party Name : EMI Music Publishing Ltd							
<b>ACCOUNT FINANCIAL-</b>							
Transaction Date	Description	Account Details	Amount	Initiated By	Reference Number	Status	
<b>ACCOUNT NON FINANCIAL-</b>							
Transaction Date	Description	Account Details	Amount	Initiated By	Reference Number	Status	
<b>PAYMENTS-</b>							
Transaction Date	Description	From Account	Amount	Payee Account Details	Initiated By	Reference Number	Status
<b>BULK FILE-</b>							
Transaction Date	Description	Transaction Type	File Name	File Amount	Initiated By	Reference Number	Status
<b>BULK RECORD-</b>							
Transaction Date	Description	Debit Account Number	Amount	Payee Account Details	Initiated By	Reference Number	Status
<b>PAYEE AND BILLER-</b>							
Transaction Date	Payee-Biller Name	Payee type	Category	Initiated By	Reference Number	Status	
<div> <div>1</div> <div>Report generated by Admin Auto   28 Sep 2017, 13:53</div> </div>							

**Field Description**

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

Field Name	Description
<b>File Name</b>	File name of the bulk file uploaded by the user.
<b>File Amount</b>	File amount.
<b>Initiated By</b>	Name of the user who has initiated the transaction.
<b>Reference Number</b>	Reference number of transaction.
<b>Status</b>	Status of the transaction.
<b>Report Parameters- Bulk Record</b>	
<b>Transaction Date</b>	Date of the transaction initiation.
<b>Description</b>	Description of the transaction.
<b>Debit Account Number</b>	The account from which the funds are to be debited.
<b>Amount</b>	The amount of the transaction.
<b>Payee Account Details</b>	Name and account details of the payee.
<b>Initiated By</b>	Name of the user who has initiated the transaction.
<b>Reference Number</b>	Reference number of transaction.
<b>Status</b>	Status of the transaction.
<b>Report Parameters- Payee and Biller</b>	
<b>Transaction Date</b>	Date of the transaction initiation.
<b>Payee-Biller Name</b>	Payee/ biller name.
<b>Payee Type</b>	Payee Type.
<b>Category</b>	Payee Category.
<b>Initiated By</b>	Name of the user who has initiated the transaction.
<b>Reference Number</b>	Reference number of transaction.
<b>Status</b>	Status of the transaction.

## (ii) Party wise Pending Approvals List - Schedule Reports

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

### To generate the Party wise Pending Approvals List schedule report:

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

### Party wise Pending Approvals List - Schedule Report

The screenshot shows the ZigBank Reports interface. The 'Schedule' tab is selected. The 'Report Name' dropdown is set to 'Party wise pending Approvals list...'. The 'Report Format' is 'PDF' and 'Select Frequency' is 'WEEKLY'. The 'Start Generating' date is '06/22/18 00:00' and the 'Stop Generating' date is '08/31/18 00:00'. The 'Party ID' is '\*\*\*201' and the 'Party Name' is 'Bechtel Corporation'. There are buttons for 'Schedule Report', 'Cancel', and 'Clear'. A 'View Scheduled Reports' link is also present. On the right, there is a 'Tips' section with a lightbulb icon and text explaining that reports can be scheduled and viewed from the 'My Reports' option.

**Reports**

Adhoc **Schedule**

Report Name: Party wise pending Approvals list... ▾

Report Format: PDF ▾

Select Frequency: WEEKLY ▾

Start Generating: 06/22/18 00:00

Stop Generating: 08/31/18 00:00

Party ID: \*\*\*201 Party Name: Bechtel Corporation

[Schedule Report](#) [Cancel](#) [Clear](#)

[View Scheduled Reports](#)

**Tips**

With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

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### Field Description

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

Field Name	Description
<b>Report Format</b>	<p>Select the format in which the report is to be generated.</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Select Frequency</b>	<p>Select the frequency at which the report is to be generated.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	Date from which the report is to be generated as per the frequency defined.
<b>Stop Generating</b>	Date till which the report is to be generated as per the frequency defined.
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>View Scheduled Reports</b>	Link to view all the reports that are scheduled.

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

**Reports** screen. The list of reports appears.

OR

Click **Schedule another Report** to generate another report.

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

---

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

---



### 17.3.6 Party wise User Groups Report

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

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

#### How to reach here:

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

#### (i) Party wise User Groups - Adhoc Report

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

#### To generate the Party wise User Groups adhoc report:

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

#### Party wise User Groups - Adhoc Reports

The screenshot shows the ZigBank Reports generation interface. The top navigation bar includes the ZigBank logo, search, email, and user profile icons, along with the text 'Welcome, Richarlison Andrade' and 'Last login 22 Jun 07:37 PM'. The main section is titled 'Reports' and has two tabs: 'Adhoc' (selected) and 'Schedule'. Under the 'Adhoc' tab, there are three input fields: 'Report Name' with a dropdown menu showing 'Party wise User Groups Report', 'Report Format' with a dropdown menu showing 'PDF', and 'Party ID' with the value '\*\*\*201'. To the right of these fields, there are labels for 'Party Name' and 'Bechtel Corporation'. At the bottom of the form are three buttons: 'Generate Report' (in green), 'Cancel', and 'Clear'. On the right side of the interface, there is a 'Tips' section with a lightbulb icon and text explaining that adhoc reports are internal or related to customers and can be generated based on Report Name, Frequency, Duration, and Format. A footer at the bottom of the page contains copyright information: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated.</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.

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

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



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

## (ii) Party wise User Groups - Schedule Report

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

### To generate the Party wise User Groups schedule report:

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

## Party wise User Groups – Schedule Report

**Reports**

Adhoc Schedule

Report Name: Party wise User Groups Report

Report Format: PDF

Select Frequency: WEEKLY

Start Generating: 06/22/18 00:00

Stop Generating: 08/31/18 00:00

Party ID: \*\*\*201

Party Name: Bechtel Corporation

[Schedule Report](#) [Cancel](#) [Clear](#)

[View Scheduled Reports](#)

**Tips**

With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

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## Field Description

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated.</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>PDF</li> <li>XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>PDF</li> <li>CSV</li> </ul>
<b>Select Frequency</b>	<p>Select the frequency at which the report is to be generated.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>Once</li> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> </ul>

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

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

---

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

---

### 17.3.7 Party wise Workflows Report

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

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

#### How to reach here:

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

#### (i) Party wise Workflows - Adhoc Report

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

#### To generate the Party wise Workflows adhoc report:

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

#### Party wise Workflows - Adhoc Reports

The screenshot shows the ZigBank Reports generation interface. The top header is purple with the ZigBank logo, search, mail, and user icons, and a welcome message for Richarlison Andrade. The main content area has a 'Reports' section with two tabs: 'Adhoc' (selected) and 'Schedule'. Under the 'Adhoc' tab, there are three dropdown menus: 'Report Name' (set to 'Party wise Workflows Report'), 'Report Format' (set to 'PDF'), and 'Party ID' (set to '\*\*\*201'). To the right of these is a 'Party Name' field showing 'Bechtel Corporation'. At the bottom are three buttons: 'Generate Report' (green), 'Cancel' (grey), and 'Clear' (grey). On the right side, there is a 'Tips' section with a lightbulb icon and text explaining that adhoc reports are internal or related to customers and can be viewed/downloaded from the 'My Reports' option. The footer is purple with copyright information.

**Field Description**

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated..</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.

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

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



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

<b>Party wise Workflows</b> Party Id : 001164   Party Name : Exxon Mobil			
Workflow Code: rkcorpadmin1		Workflow Description: rkcorpadmin1	
Approval Levels		User Group/User Name	
1		rkcorpadmin1	
Workflow Code: SingleLevelAppWF		Workflow Description: Single Level approval WF	
Approval Levels		User Group/User Name	
1		rkcorpuser1	
1 Report generated by Mustufa Gari   27 Oct 2017, 09:39			

### Field Description

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

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

## (ii) Party wise Workflows – Schedule Report

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

### To generate the Party wise Workflows schedule report:

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

### Party wise Workflows - Schedule Report

**ZigBank** Welcome, Richardson Andrade  
Last login 22 Jun 08:02 PM

**Reports**

Adhoc **Schedule**

Report Name: Party wise Workflows Report

Report Format: PDF

Select Frequency: MONTHLY

Start Generating: 06/22/18 00:00

Stop Generating: 06/22/19 00:00

Party ID: \*\*\*201

Party Name: Bechtel Corporation

**Schedule Report** Cancel Clear

[View Scheduled Reports](#)

**Tips**

With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	<p>Select the format in which the report is to be generated.</p> <p>The options with Oracle Business Intelligence (BI) Publisher are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> <p>The options with Internal Reporting Application are:</p> <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Select Frequency</b>	<p>Select the frequency at which the report is to be generated.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	Date from which the report is to be generated as per the frequency defined.
<b>Stop Generating</b>	Date till which the report is to be generated as per the frequency defined.
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>View Scheduled Report</b>	Link to view all the reports that are scheduled.

---

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the Start Generating and Stop Generating list, select the appropriate duration.
6. Click **Schedule Report** to view and generate the report.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Clear** to reset the search parameters.  
 OR  
 Click the **View Scheduled Report** link to view all the scheduled reports. The **Scheduled Reports** screen appears.

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

---

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

---

[Home](#)

## 18. My Reports

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

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

Reports are categorized as:

- Adhoc Reports
- Scheduled Reports

### How to reach here:

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

### 18.1 My Reports - Adhoc

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

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

#### My Reports - Adhoc

**ZigBank** Welcome, TestU User  
Last login 02 Jul 07:59 PM

My Reports

Adhoc Scheduled

Report Id

Report Name	Report Sub Id	Generation Date and Time	Status
File Identifier wise Party User Mapping Report	300684633697001	30 Jun 2018 09:43:29 AM	PROCESSED
File Identifier wise Party User Mapping Report	290690300239001	29 Jun 2018 12:08:09 PM	PROCESSED
Party User wise File Identifiers Mapping Report	290659636210001	29 Jun 2018 12:08:49 PM	PROCESSED

Page 1 of 1 (1-3 of 3 items) < 1 >


Cancel

**Note**  
You can view the list of all adhoc and scheduled reports from here which are already generated, failed or still under processing.

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**Field Description**

Field Name	Description
<b>Search</b>	
<b>Report ID</b>	Report ID to search specific report. All the report IDs will be listed.
<b>Report Name</b>	Report Name to search specific report. All the reports with the names will be listed.
<b>Generation Date</b>	<p>To search generated reports between specific date ranges.</p> <ul style="list-style-type: none"> <li>From date – to specify the date from which the generated reports to be searched.</li> <li>To date – to specify the date till which the generated reports to be searched.</li> </ul>
<b>Report List</b>	
<b>Report Name</b>	Report Name to search specific report. All the reports with the names will be listed.
<b>Report Sub ID</b>	Links of view the specific report.
<b>Generation Date and Time</b>	Report generation time and date.
<b>Status</b>	<p>Status of generated reported.</p> <p>The status can be:</p> <ul style="list-style-type: none"> <li>Processed</li> <li>Pending</li> <li>Error</li> </ul>


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

## 18.2 My Reports - Scheduled

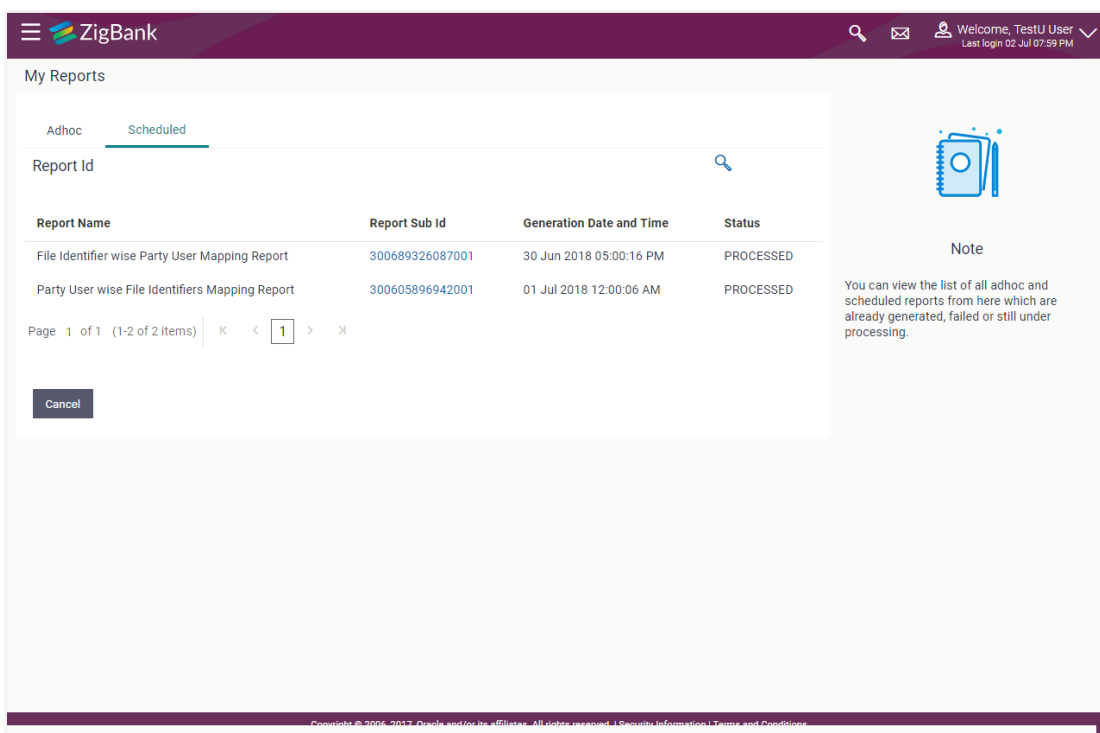
The reports that gets generated on a specific frequency such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To view and download the generated scheduled reports:**

1. Click the **Scheduled** tab. The list of scheduled reports appears.  
OR


Click search icon  to search the reports with given search criteria. The search results matching to the search criteria are shown on the same screen.

### My Reports - Scheduled



**My Reports**

Adhoc Scheduled

Report Id 

Report Name	Report Sub Id	Generation Date and Time	Status
File Identifier wise Party User Mapping Report	300689326087001	30 Jun 2018 05:00:16 PM	PROCESSED
Party User wise File Identifiers Mapping Report	300605896942001	01 Jul 2018 12:00:06 AM	PROCESSED

Page 1 of 1 (1-2 of 2 Items) | K < 1 > X

**Note**

You can view the list of all adhoc and scheduled reports from here which are already generated, failed or still under processing.

Cancel

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### Field Description

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

Field Name	Description
<b>Generation Date</b>	To search generated reports between specific date ranges. <ul style="list-style-type: none"> <li>• From date – to specify the date from which the generated reports to be searched.</li> <li>• To date – to specify the date till which the generated reports to be searched.</li> </ul>

### Report List

<b>Report Name</b>	Report Name to search specific report. All the reports with the names will be listed.
<b>Report ID</b>	Links of view the specific report.
<b>Generation Date and Time</b>	Report generation time and date.
<b>Status</b>	Status of generated reported. The status can be: <ul style="list-style-type: none"> <li>• Processed</li> <li>• Pending</li> <li>• Error</li> </ul>

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

## FAQs

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

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

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

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

[Home](#)



## 19. User Report Mapping

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

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

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

### Features Supported In Application

**This option allows the corporate administrator to:**

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

**How to reach here:**

*Corporate Administrator Dashboard > Toggle menu > Reports > User Report Mapping*

### User Report Mapping

## 19.1 User Report Mapping - View

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

**To view the reports mapping:**

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

### User Report Mapping - View

**User Report Mapping**

Party ID: \*\*\*930

Party Name: Berkshire Hathaway

Initials	User Details	User Details	Mapping
CA	carrol	Carrol Ankiston	
IF	isabel	Isabel Fernando	
AW	anderson	Anderson wood	
MT	Madhuri02	Madhuri Tambe	
JC	JohnMak	John C	
R1	Rambo1	Rambo 1	
TU	TestUser	TestU User	

**Cancel**

**Info**

With this function, you can map the reports to the users of a party. All you have to do is select the User for which you want to map the reports, link it with the required parameters and save your changes.

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## Field Description

Field Name	Description
------------	-------------

<b>Party ID</b>	Party ID of the corporate.
-----------------	----------------------------

<b>Party Name</b>	Party name of the corporate.
-------------------	------------------------------

### Users List

<b>Initials</b>	The initials of the user.
-----------------	---------------------------

<b>User Details</b>	The details of the user like user name or user id.
---------------------	--

<b>Contact Details</b>	Contact number or Email ID of the user.
------------------------	---

<b>Mapping</b>	Displays whether the file identifier is mapped to the user.
----------------	---

- - denotes that the report is mapped to the user
- - denotes that the report is not mapped to the user.

- Click against the user record for which you want to view the details. The **User Report Mapping - View** screen appears.

OR

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

## User Report Mapping - View

The screenshot displays the 'User Report Mapping - View' interface. At the top, there's a header bar with the ZigBank logo, search, mail, and user profile icons. The user profile shows 'Welcome, TestU User' and 'Last login 30 Jun 04:59 PM'. Below the header, the page title 'User Report Mapping' is visible. The main content area is divided into two sections: 'View' and 'Mapping Summary'.

**View Section:**

Party Id	***930
Party Name	Berkshire Hathaway
User Name	Carrol Ankiston
User Id	carrol

**Mapping Summary Section:**

<input type="checkbox"/>	Report Id	Description	Formats
<input checked="" type="checkbox"/>	U2	Party wise Payee Maintenance Report	PDF
<input type="checkbox"/>	U1	Party wise pending Approvals list Report	PDF

At the bottom of the Mapping Summary section, there are three buttons: 'Edit' (green), 'Cancel' (grey), and 'Back' (grey).

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### Field Description

Field Name	Description
------------	-------------

<b>Party ID</b>	Party ID of the corporate user.
-----------------	---------------------------------

<b>Party Name</b>	Party name of the corporate user.
-------------------	-----------------------------------

<b>User Name</b>	Name of the corporate user.
------------------	-----------------------------

<b>User ID</b>	User ID of the corporate user.
----------------	--------------------------------

### Mapping Summary

<b>Report ID</b>	Unique ID assigned to the mapped report.
------------------	--

<b>Description</b>	Description of the report.
--------------------	----------------------------


<b>Formats</b>	Formats in which a reports can be generated.
----------------	--

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

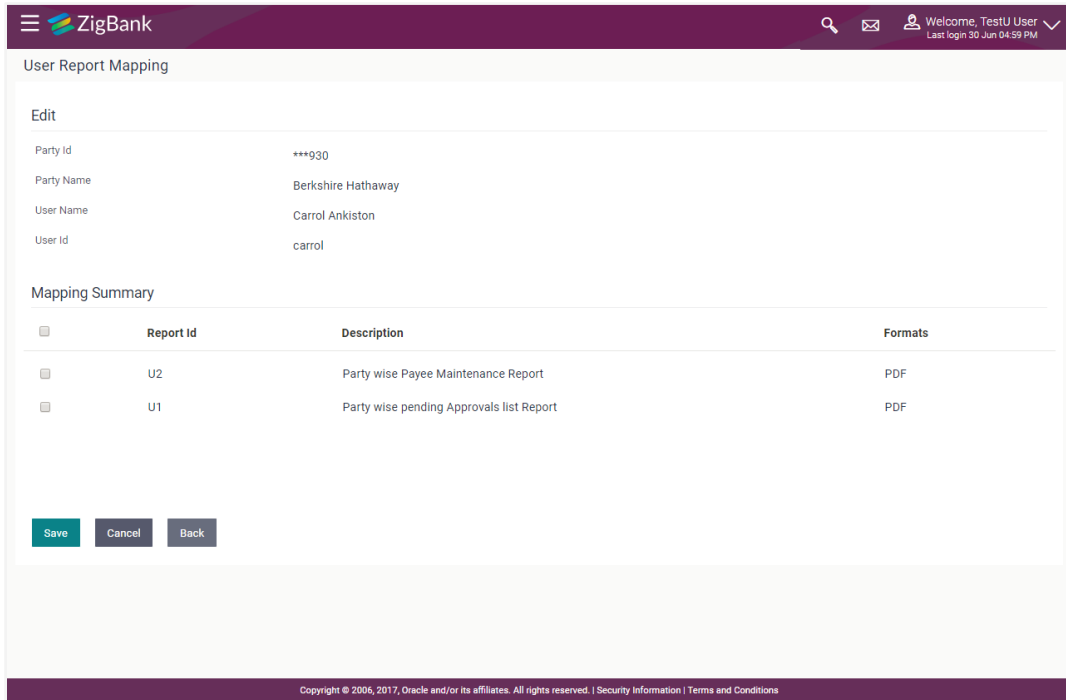
## 19.2 User Report Mapping - Create

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

**To map the reports to a user:**

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

### User Report Mapping - Create



**ZigBank** | Welcome, TestU User | Last login 30 Jun 04:59 PM

#### User Report Mapping

**Edit**

Party Id	***930
Party Name	Berkshire Hathaway
User Name	Carrol Ankiston
User Id	carrol

**Mapping Summary**

<input type="checkbox"/>	Report Id	Description	Formats
<input type="checkbox"/>	U2	Party wise Payee Maintenance Report	PDF
<input type="checkbox"/>	U1	Party wise pending Approvals list Report	PDF

**Save** **Cancel** **Back**

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### Field Description

Field Name	Description
------------	-------------

<b>Party ID</b>	Party ID of the user.
<b>Party Name</b>	Party name of the corporate user.
<b>User Name</b>	Name of the corporate user.
<b>User Id</b>	User ID of the corporate user.

### Mapping Summary

<b>Report ID</b>	Unique ID assigned to a report.
<b>Description</b>	Description of the report.

Field Name	Description
<b>Formats</b>	The format in which the report is to be generated. The format could be PDF, XLSX.


---

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

### 19.3 User Report Mapping - Edit

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

#### To edit a User Report Mapping:

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

## User Report Mapping - Edit

**User Report Mapping**

**Edit**

Party Id	***930
Party Name	Berkshire Hathaway
User Name	Carrol Ankiston
User Id	carrol

**Mapping Summary**

<input type="checkbox"/>	Report Id	Description	Formats
<input checked="" type="checkbox"/>	U2	Party wise Payee Maintenance Report	PDF
<input type="checkbox"/>	U1	Party wise pending Approvals list Report	PDF

**Save** **Cancel** **Back**

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

The success message appears along with the transaction reference number and status of the transaction.

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

[Home](#)

## 20. User Group Management

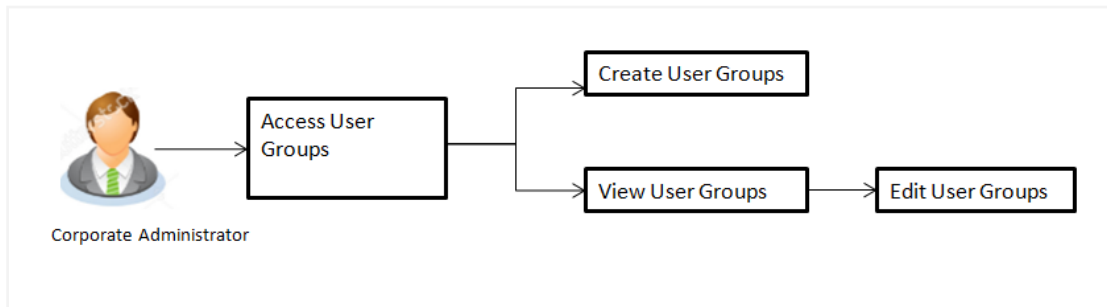
User group is a set created with multiple users to perform certain tasks/actions.

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

### Prerequisites:

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

### Workflow



### Features supported in application

User Group Management allows Corporate Administrator to:

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

### How to reach here:

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



## 20.1 User Groups – Summary

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

### User Groups

**User Groups**

Party ID: \*\*201

Party Name: Bechtel Corporation

[Create](#) [Cancel](#)

Group Code	Group Description	Users
ITUGP1	IT User Group1 edited	2

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### Field Description

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

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

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

## 20.2 User Groups - Create

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

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

### To create the user groups:

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

### User Groups - Create

**ZigBank** Welcome, Raul Blanco  
Last login: 23 Jun 03:31 PM

**User Groups**

Party ID: \*\*\*201  
Party Name: Bechtel Corporation  
Group Code: GrpCD001  
Group Description: Group Code 001

**Users Added**

User Name	User ID
Martin Skrtel	MartinS

**User to Add**


corp3005 corp3005 (corp3005) Add

Save Back Cancel

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**Field Description**

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

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

## 20.3 User Groups - View

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

### To view the user groups:

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

### User Groups - View

**User Groups**

Party ID	***201
Party Name	Bechtel Corporation
Group Code	ITUGP1
Group Description	IT User Group1 edited

**Users Added**

User Name	User ID
Kathy Sas	KathySas
Zlatan Ibrahimovic	ZlatanB

[Edit](#) [Cancel](#) [Back](#)

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### Field Description

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

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

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

## 20.4 User Group – Edit

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

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

### To edit or update a user group:

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

### User Group Edit

The screenshot displays the 'User Group Edit' interface. At the top, the 'Edit' section contains the following details:

- Party ID: \*\*\*201
- Party Name: Bechtel Corporation
- Group Code: ITUGP1
- Group Description: IT User Group1 edited

Below this is the 'Users Added' section, which is a table with two columns: 'User Name' and 'User ID'.


User Name	User ID
Kathy Sas	KathySas
Zlatan Ibrahimovic	ZlatanB

At the bottom, the 'User to Add' section features a dropdown menu currently showing 'corp125 corp125 (corp125)' and an 'Add' button. Below the dropdown are 'Save', 'Back', and 'Cancel' buttons.

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**Field Description**

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

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

[Home](#)

## 21. Audit Log

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

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

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

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

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

### Prerequisites

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

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Others > Audit Log*

## 21.1 Search Audit Details

### To view audit log:

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

## Audit Log - Search

Welcome, Chris Auto auth  
Last login 23 Jun 03:10 PM

### Audit Log Maintenance

Date and Time\*

Date Range

18 Jun 2018 12:00 AM
23 Jun 2018 12:00 AM

Party ID

001930

Activity

Search

Clear

Page 1 of 2 (1-10 of 15 items)

1
2

Cancel

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## Field Description

### Field Name      Description

<b>Date and Time</b>	The date and time from which audit log is to be generated. The options are: <ul style="list-style-type: none"> <li>Today</li> <li>Yesterday</li> <li>Last 3 days</li> <li>Date Range</li> </ul>
----------------------	--



<b>Start Time</b>	Start time of the request processing. This field appears if you select <b>Date Range</b> option from the <b>Date and Time</b> list.
<b>End Time</b>	End time of the request processing. This field appears if you select <b>Date Range</b> option from the <b>Date and Time</b> list.
<b>Activity</b>	Select specific transaction or maintenance from the list.
<b>Party ID</b>	Party ID of the logged in user for which audit details are logged.
<b>User ID</b>	User ID of the corporate. Corporate administrator can view the audit log only for his party.

### More Search Options

Click on the [More Search Options](#) link to view the following search fields.

<b>User ID</b>	User Name for which audit details are to be searched. This field appears if you click on Search User.
<b>Action</b>	Type of action. The options are: <ul style="list-style-type: none"> <li>• <b>Initiated:</b> To be selected if only initiated transactions are to be searched</li> <li>• <b>Approved:</b> To be selected if only transactions/maintenances in approved state are to be searched.</li> <li>• <b>Enquired:</b> To be selected if only maintenances which were enquired are to be searched</li> <li>• <b>Edited:</b> To be selected if only maintenances which were edited are to be searched</li> <li>• <b>Created:</b> To be selected if only maintenances which were created are to be searched</li> <li>• <b>Deleted:</b> To be selected if only maintenances which were deleted</li> </ul>
<b>Status</b>	Status of the transaction. The options are: <ul style="list-style-type: none"> <li>• Successful</li> <li>• Failed</li> </ul>

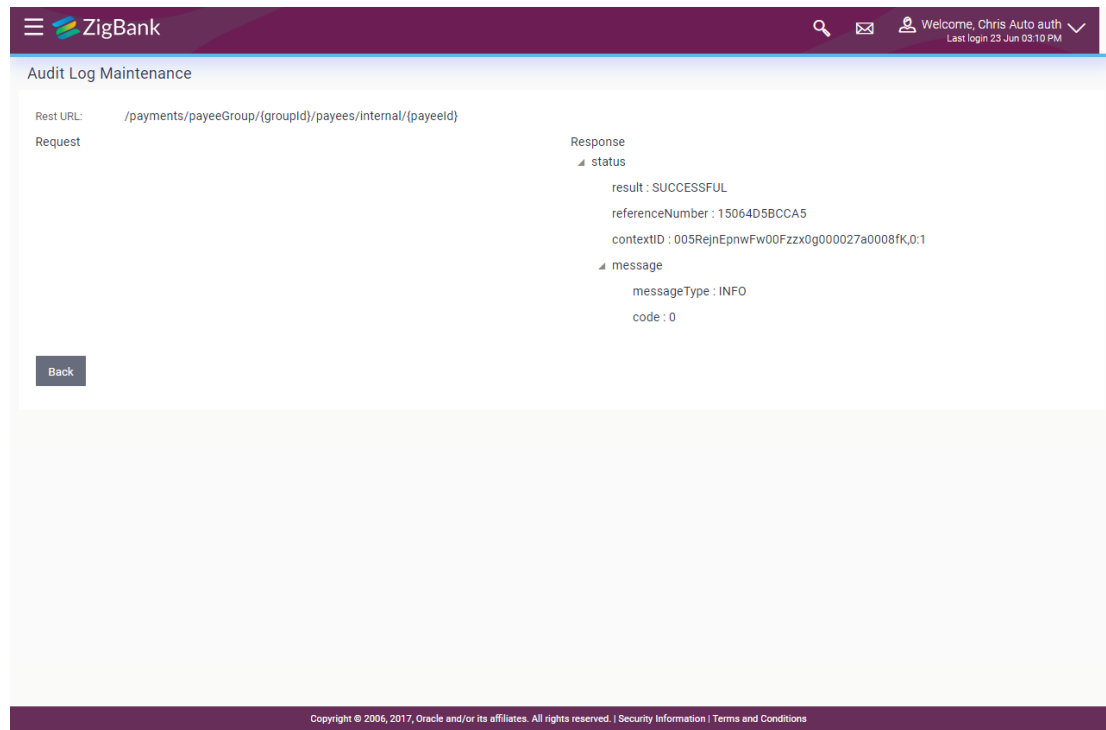
---


<b>User Type</b>	<p>To be selected if the search is to be based on the user type. Following are user types.</p> <ul style="list-style-type: none"> <li>• Retail</li> <li>• Corporate</li> <li>• Admin</li> </ul>
<b>Reference Number</b>	Search based on Reference number of the transaction.
<b>Search Result</b>	
<b>Date / Time</b>	The date and time of the activity i.e. transaction/maintenance.
<b>User ID/ Name</b>	<p>User id and name of the user who performed the transaction or carried out the maintenance.</p> <p>Click the hyperlink available on the User ID to view the Request/response details of the transaction/maintenance in json format.</p>
<b>Party Id/ Name</b>	Party Id and party name for which the maintenance or transaction was carried out.
<b>User Type</b>	User type for which audit details of transaction are log User type of the user who performed an activity i.e. maintenance/transaction.
<b>Event</b>	Name of transaction/ maintenance for which audit details of transaction are logged.
<b>Action</b>	<p>Name of transaction action.</p> <ul style="list-style-type: none"> <li>• Enquired</li> <li>• Initiated</li> <li>• Created</li> <li>• Edited</li> <li>• Deleted</li> <li>• Approved</li> </ul>
<b>Reference Number</b>	Reference number of the transaction/maintenance.
<b>Status</b>	<p>Status of the transaction.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Successful</li> <li>• Failed</li> </ul>

---

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

### Audit Log Maintenance



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

## FAQs

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

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

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

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

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

[Home](#)

## 22. Alerts Subscription

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

Note that this functionality is for non-mandatory alerts.

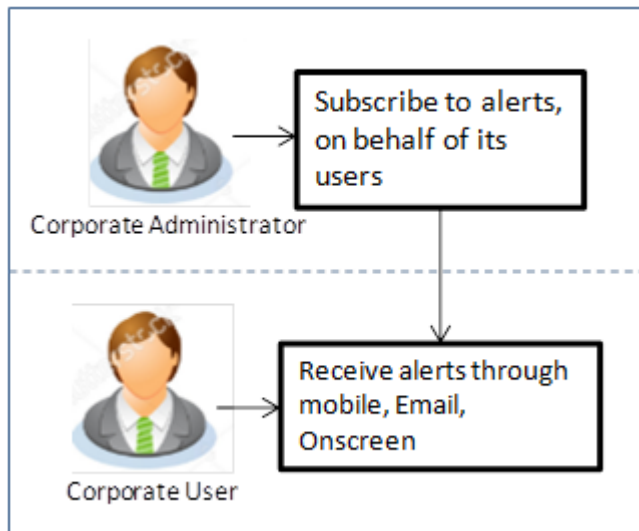
The subscribed alert types are:

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

### Prerequisites

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

### Workflow



### Features Supported In Application

- Search Subscribe Alerts
- Update Subscription

### How to reach here:

*Corporate Administrator Dashboard > Toggle menu > Others > Alert Subscription*

## 22.1 Alerts Subscription - Search

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

### Alert Subscription

**ZigBank** Welcome, Richardson Andrade  
Last login 21 Jun 09:33 PM

#### Alerts Subscription

User Type: CorporateUser

User Name:

[More Search Options](#)

**Note**

As Bank Administrator you can subscribe alerts for users or update existing ones. Start by searching for the customer by keying in any of the parameters ( user name, party id, email etc). Select the customer you want and proceed to do the alert subscription

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#### To search subscribed alerts:

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

## Alerts Subscription - Search

**Alerts Subscription**

User Type: CorporateUser

User Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

[Less Search Options ^](#)

**Search** **Cancel** **Clear**

**Note**

As Bank Administrator you can subscribe alerts for users or update existing ones. Start by searching for the customer by keying in any of the parameters ( user name, party id, email etc). Select the customer you want and proceed to do the alert subscription

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## Field Description

Field Name	Description
<b>User Type</b>	<p>The user type.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>Corporate User</li> </ul> <p>The <b>User Type</b> list has the default option of a 'corporate' user.</p>
<b>User Name</b>	User name maintained for corporate users.
<b>First Name</b>	User's first name.
<b>Last Name</b>	User's last name.
<b>Email</b>	<p>Users registered email address.</p> <hr/> <p><b>Note:</b> A corporate user's email ID will be fetched from Users maintained in <a href="#">User Management</a>.</p> <hr/>

Field Name	Description
<b>Mobile Number</b>	Users registered mobile number.
	<b>Note:</b> A corporate user's mobile number will be fetched from Users maintained in <a href="#">User Management</a> .

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

### Alerts Subscription - Search Results

Welcome, Richarlison Andrade
Last login 21 Jun 09:33 PM

#### Alerts Subscription

User Type

CorporateUser

User Name

a

First Name

Last Name

Email

Mobile Number

[Less Search Options ^](#)

Search

Clear

#### Search Results

Full Name	Party ID / Name	User Name
Martin Skrtel	001201	<a href="#">MartinS</a>
Ronaldo Cristiano	001201	<a href="#">RonaldoC</a>
Mohamed Salah	001201	<a href="#">MohamedS</a>
Santos Neymar	001201	<a href="#">NeymarS</a>
Zlatan Ibrahimovic	001201	<a href="#">ZlatanB</a>
corpAlert corpAlert	001201	<a href="#">corpAlert</a>
Richarlison Andrade	001201	<a href="#">RicharlisonA</a>
Raul Blanco	001201	<a href="#">RaulGon</a>
Kathy Sas	001201	<a href="#">KathySas</a>
Kim Sas	001201	<a href="#">KimSas</a>

Page 1 of 1 (1-10 of 10 items)

<

1

>



Cancel

#### Note

As Bank Administrator you can subscribe alerts for users or update existing ones. Start by searching for the customer by keying in any of the parameters ( user name, party id, email etc). Select the customer you want and proceed to do the alert subscription

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**Field Description**

Field Name	Description
<b>Search Results</b>	
<b>Full Name</b>	Full name of the user.
<b>Party ID/ Name</b>	Party ID and/ or name that the user belongs to.
<b>User Name</b>	User name of the user.
<ol style="list-style-type: none"> <li>5. To view the details of the particular alert, click the <b>User Name</b> link. The <b>Alerts Subscription - Update Subscription</b> screen with tabs for all modules CASA/ Term Deposit/ Loans / Profile that the user has access to with the respective account numbers appears.</li> <li>6. To view the details categories viz of an alert, click on CASA/ Term Deposit/ Loans / Profile tabs.</li> <li>7. Click  against the particular account number to view alert type and delivery mode, for each CASA/ TD/ Loans account.</li> </ol>	
<b>Note:</b> An icon  appears against the delivery mode against the alert, if the user has subscribed for that alert.	



## Alerts Subscription - Update Subscription - Detailed View

Search
Mail
Welcome, Richarlison Andrade
Last login 21 Jun 09:52 PM

### Alerts Subscription

User Type

corporateuser

User Name

MartinS

Party ID

001201

Party Name

Email

johnsmith@example.com

Mobile Number

4155550100

Current and Savings

Term Deposits

Loans

Profile

Payments

Account Number AT30120100065

Alert Type	Send Alert Via
<input checked="" type="checkbox"/> Account Statement Generated	
<input checked="" type="checkbox"/> Account Status Changed	
<input checked="" type="checkbox"/> ATM Cash Withdrawal	
<input checked="" type="checkbox"/> Account Balance Changed	
<input checked="" type="checkbox"/> Cash Deposited	
<input checked="" type="checkbox"/> Cash Refund Credited	
<input checked="" type="checkbox"/> Cheque Clearance Credited	
<input checked="" type="checkbox"/> Cheque Clearance Debited	
<input checked="" type="checkbox"/> Debit Card Payment	
<input checked="" type="checkbox"/> External Transfer Credited	
<input checked="" type="checkbox"/> Internal Transfer Credited	
<input checked="" type="checkbox"/> Inward Cheque returned	
<input checked="" type="checkbox"/> Maintenance Charges Debited	
<input checked="" type="checkbox"/> Outward Cheque returned	
<input checked="" type="checkbox"/> Bill Payment Debited	
<input checked="" type="checkbox"/> External Transfer Debited	
<input checked="" type="checkbox"/> Internal Transfer Debited	
<input checked="" type="checkbox"/> Future Dated Payment Instruction Failed	
<input checked="" type="checkbox"/> Standing Instruction Payment Instruction Failure	
<input checked="" type="checkbox"/> Stop/Unblock Cheque Range	
<input checked="" type="checkbox"/> Stop/Unblock Cheque Number	
<input checked="" type="checkbox"/> Cheque Book Request	
<input checked="" type="checkbox"/> CASA Adhoc Statement Request	
<input checked="" type="checkbox"/> E-Statement Subscription	

Account Number AT30012010033

Account Number AT30012010011

Account Number AT30012010022

Account Number AT30012010044

Save

Cancel

Back

**Note**

You can first select the account for which alerts are getting subscribed and then the events for which alerts need to be sent. The delivery mode of the alert can be chosen by selecting the appropriate icons


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

## 22.2 Alert Subscription – Update Subscription

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

### To subscribe / unsubscribe alerts:

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

## Alerts Subscription - Update Subscription - Subscribe / Unsubscribe

Search
Mail
Welcome, Richarlison Andrade
Last login 21 Jun 09:52 PM

### Alerts Subscription

User Type

corporateuser

User Name

MartinS

Party ID

001201

Party Name

Email

johnsmith@example.com

Mobile Number

4155550100

Current and Savings

Term Deposits

Loans

Profile

Payments

Account Number AT30120100065

Alert Type	Send Alert Via
<input checked="" type="checkbox"/> Account Statement Generated	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Account Status Changed	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> ATM Cash Withdrawal	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Account Balance Changed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Cash Deposited	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Cash Refund Credited	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Cheque Clearance Credited	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Cheque Clearance Debited	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Debit Card Payment	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> External Transfer Credited	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Internal Transfer Credited	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Inward Cheque returned	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Maintenance Charges Debited	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Outward Cheque returned	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Bill Payment Debited	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> External Transfer Debited	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Internal Transfer Debited	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Future Dated Payment Instruction Failed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Standing Instruction Payment Instruction Failure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Stop/Unblock Cheque Range	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Stop/Unblock Cheque Number	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Cheque Book Request	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> CASA Adhoc Statement Request	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> E-Statement Subscription	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Account Number AT30012010033

Account Number AT30012010011

Account Number AT30012010022

Account Number AT30012010044

Save

Cancel

Back

**Note**





You can first select the account for which alerts are getting subscribed and then the events for which alerts need to be sent. The delivery mode of the alert can be chosen by selecting the appropriate icons

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**Field Description**

Field Name	Description
<b>User Type</b>	<p>The user type.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Corporate User</li> </ul> <p>The <b>User Type</b> list has the default option of a 'corporate' user.</p>
<b>User Name</b>	User name maintained for corporate users.
<b>Party ID</b>	Party ID of the user for whom alerts to be subscribed.
<b>Party Name</b>	Party name of the user.
<b>Email</b>	<p>Registered email id of the user.</p> <hr/> <p><b>Note:</b> The corporate user's email ID will be fetched from Users maintained in <a href="#">User Management</a>.</p> <hr/>
<b>Mobile Number</b>	Users registered mobile number.
<b>Module Name</b>	<p>Name of the module for which alerts are maintained.</p> <p>The options can be:</p> <ul style="list-style-type: none"> <li>• CASA</li> <li>• Loan</li> <li>• TD</li> <li>• Profile</li> <li>• Payments</li> </ul>
<b>Account Number</b>	Account number for which the user is viewing/ updating the alert subscription.
<p><b>CASA /TD/ Loans/Payments</b></p> <p>Subscribed alerts displayed in tabs for all modules that the user has access to with the respective account numbers.</p>	
<b>Alert Type</b>	The alert type mostly in the form of an event for which an alert is to send to a user.

Field Name	Description
------------	-------------

<b>Send Alert Via</b>	<p>The delivery mode through which the alert is to be sent.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li> Email: alert is to be sent as an email</li> <li> SMS : alert is to be sent as an SMS on the user's mobile number</li> <li> On screen Mailbox: on screen, alert sent to users' mailbox</li> <li> Push Notification: notifications are sent as a banner or pop-up message on the user's mobile number</li> </ul>
-----------------------	--

---





**Note:** The selected mode has  icon against it.

---

## Profile

---

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

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

---

**Note:** The selected mode has  icon against it.

---

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

## **FAQs**

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

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

[Home](#)

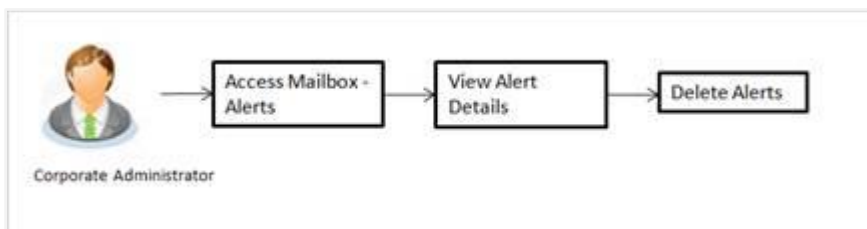
## 23. Mailbox - Alerts

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

### Pre-Requisites

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


### Workflow



### Features supported in Application:

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

### How to reach here:

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

### 23.1 Mailbox – Alerts (Summary and Details)

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

#### To view the alerts:

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

## Alerts

**Alerts**

Subject	Received
Transaction Auto Approved	27 Dec 2017 04:28:52 PM
Transaction Auto Approved	27 Dec 2017 04:27:48 PM
Transaction Auto Approved	27 Dec 2017 04:11:19 PM
Transaction Auto Approved	26 Dec 2017 09:26:56 AM
Transaction Auto Approved	24 Dec 2017 12:41:41 PM
Transaction Auto Approved	20 Dec 2017 04:59:01 PM
Transaction Auto Approved	08 Dec 2017 11:35:27 AM
Transaction Auto Approved	08 Dec 2017 11:33:36 AM


Page 1 of 1 (1-8 of 8 items) | < 1 >

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## Field Description

Field Name	Description
<b>Subject</b>	Subject of the alert.
<b>Received</b>	Date and time on which the alert was received.

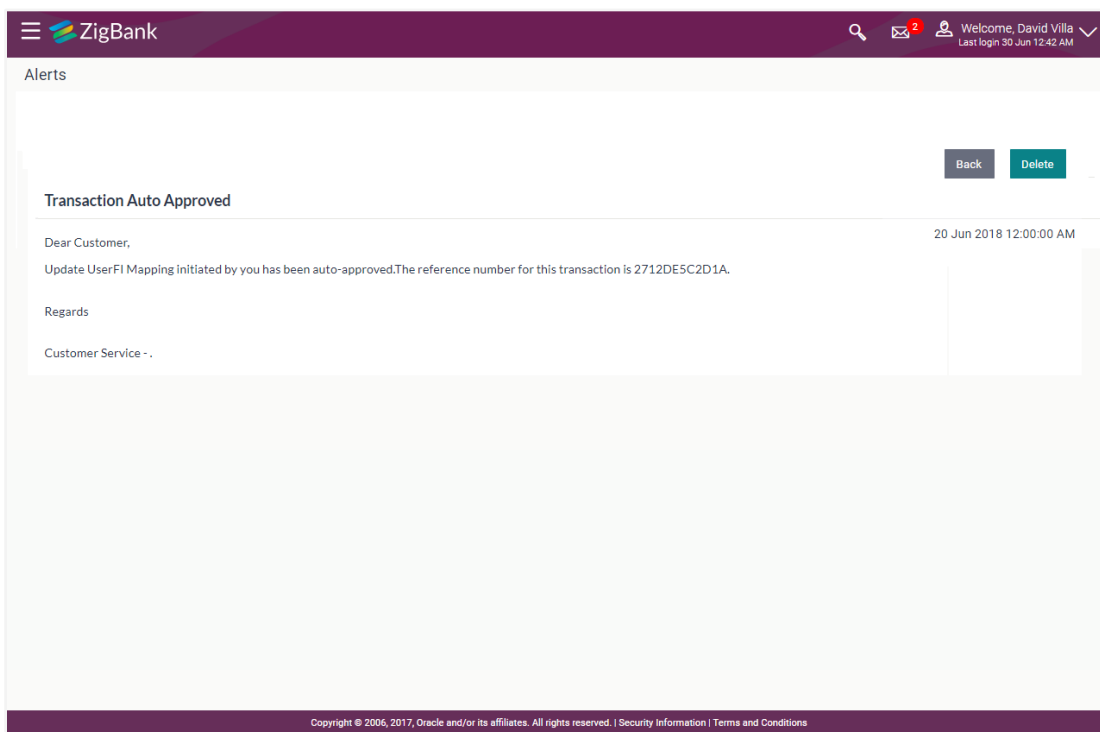
- Click individual alert to view the details. The details appear depending upon the type of alert being generated.

- Click  to refresh the alert inbox.  
OR

Select message and click  to delete the message.



## Alerts Details



## Field Description

Field Name	Description
------------	-------------

### Alerts Details


<b>Subject</b>	Subject of the alert.
<b>Received</b>	Date and time on which the alert was received.
<b>Message</b>	Message body of the Alert.

- Click **Back** to navigate to the previous page.  
OR  
Click **Delete** to delete the alert. The delete warning message appears.  
Post deletion confirmation, the alert(s) gets deleted from user's mailbox.

## 23.2 Notifications

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

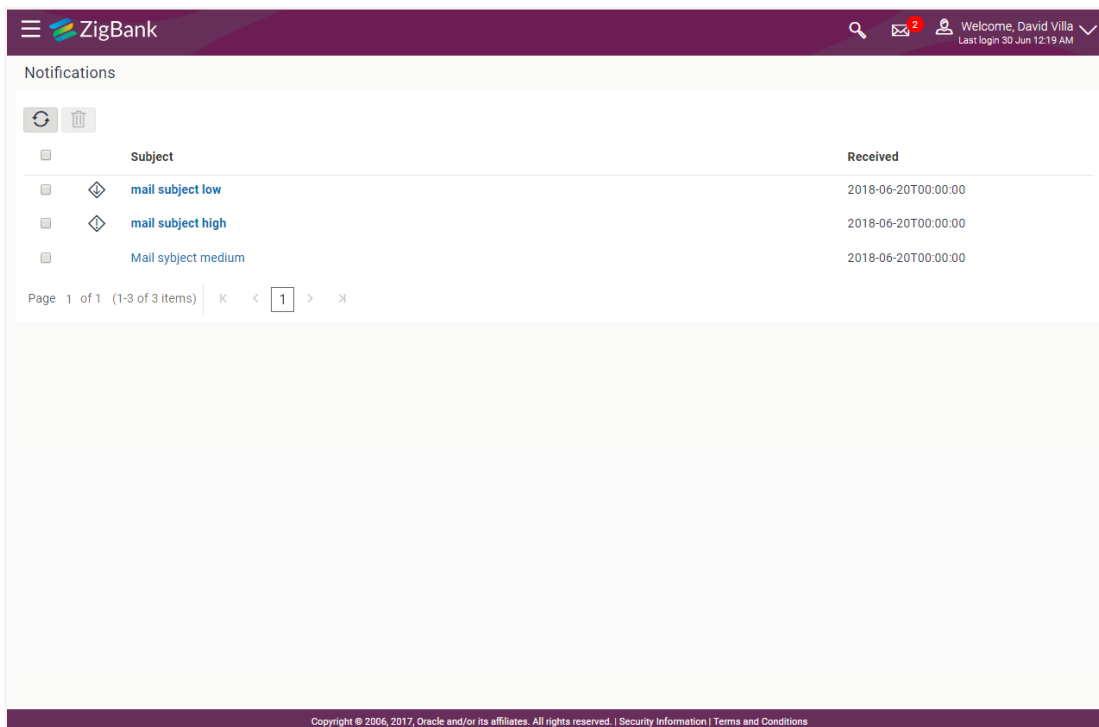
### How to reach here:




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

### To view the notifications:

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

### Notifications




Notifications	
Subject	Received
 mail subject low	2018-06-20T00:00:00
 mail subject high	2018-06-20T00:00:00
 Mail sybject medium	2018-06-20T00:00:00

Page 1 of 1 (1-3 of 3 items) K < 1 > X



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### Field Description

Field Name	Description
<b>Subject</b>	Subject of the notification.
	The  icon against the record denotes that the notification is sent at high priority.

Field Name	Description
------------	-------------

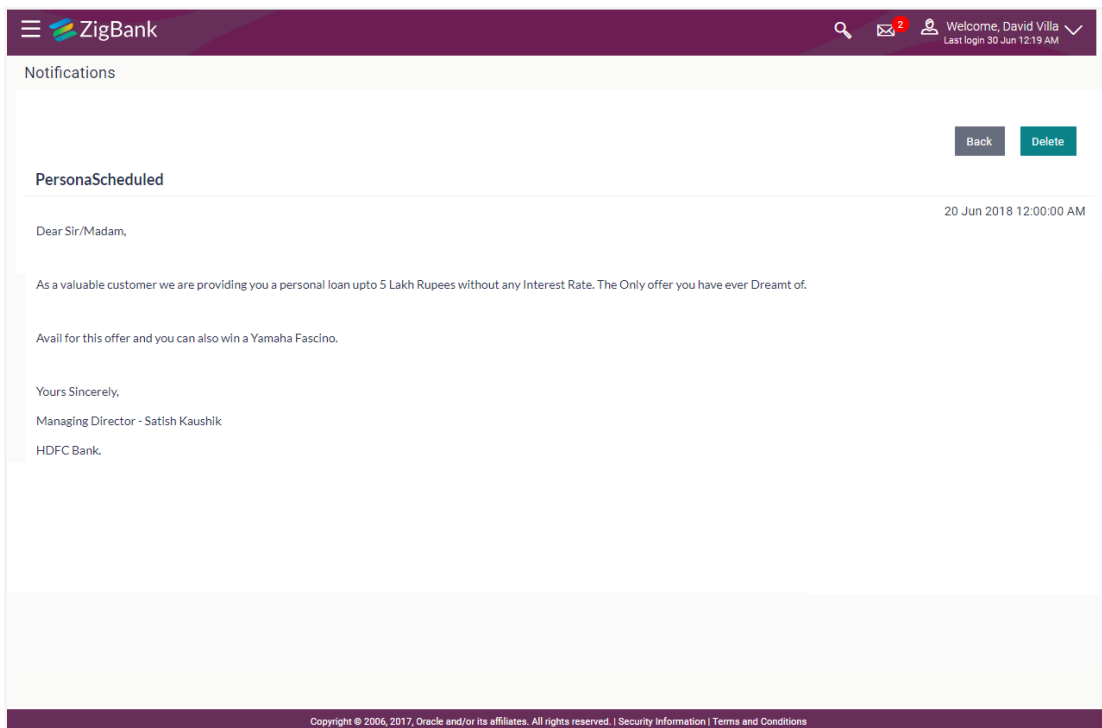
<b>Received</b>	Date and time on which the notification was received.
-----------------	---

- Click  to refresh the notifications.  
OR  
Click  to delete the notification.

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

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

### Notifications Details



The screenshot shows the ZigBank interface. At the top, there's a header with the ZigBank logo, a search icon, a notification bell with a red '2', and a user profile for David Villa. Below the header, the 'Notifications' section is active. It displays a notification titled 'PersonaScheduled' with a 'Back' and 'Delete' button. The notification content is a loan offer from HDFC Bank, dated 20 Jun 2018 12:00:00 AM. The footer contains copyright information for Oracle and its affiliates.

### Field Description

Field Name	Description
------------	-------------

<b>Subject</b>	Subject of the notification.
----------------	------------------------------

<b>Received</b>	Date and time on which the notification was received.
-----------------	---

Field Name	Description
<b>Message</b>	Message body of the notification.

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

## **FAQs**

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

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

2. **Can corporate administrator initiate a fresh mail?**

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

[Home](#)

## 24. My Profile

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

### Pre-requisites

User must have a valid Login credentials

### Features Supported In Application

- View the profile details of Corporate Administrator user

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > My Profile*

*OR*

*User Name icon (top right corner of the screen) > My Profile*

### My Profile

The screenshot displays the 'My Profile' interface for a user named Meg Jones. At the top, there's a header with the ZigBank logo and a welcome message. Below this, the profile section includes a user icon and name. A 'Download Profile' link is visible. The profile is divided into two main sections: 'Personal Information' and 'Contact Information'. The 'Personal Information' section shows the 'Date of Birth' as '09 Oct 1995'. The 'Contact Information' section lists 'Communication Address' as 'A21, Sydney, AU, 444001', 'Email' as 'meg\*\*\*\*a@oracle.com', and 'Phone Number' as '7620\*\*\*\*46'. At the bottom left of the profile section is an 'Ok' button. At the bottom right, there's a chatbot icon with the text 'Hey, I am here to help if you need it!'. The footer contains copyright information: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

#### Field Name

#### Description

#### User Name

First name and last name of the logged in user

#### Personal Information

#### Date of Birth


Date of birth of the user.

#### Contact Information

Field Name	Description
<b>Communication Address</b>	Address of the user.
<b>Email</b>	Email id of the user, in masked format.
<b>Phone Number</b>	The mobile number of the user, in masked format.

1. Click **OK** to navigate to the previous screen.

OR

Click  [Download profile](#) to download the user details.

## **FAQs**

### **1. Can the Corporate Administrator user edit his profile information?**

No, the Corporate Administrator user cannot edit his profile information; he / she can only view the profile details.

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## 25. Session Summary

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

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Session Summary*

### Session Summary

Start Date & Time	End Date & Time	Channel	IP Address
23 Jun 2018 09:40:05 AM	23 Jun 2018 09:40:05 AM	Desktop Browser	10.180.57.80
23 Jun 2018 07:35:07 AM	23 Jun 2018 08:40:38 AM	Desktop Browser	10.180.57.80
23 Jun 2018 04:48:03 AM	23 Jun 2018 07:18:38 AM	Desktop Browser	10.180.57.80
22 Jun 2018 02:35:12 PM	22 Jun 2018 03:54:20 PM	Desktop Browser	10.180.57.37
22 Jun 2018 02:22:23 PM	22 Jun 2018 02:22:38 PM	Desktop Browser	10.180.57.37


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Ok

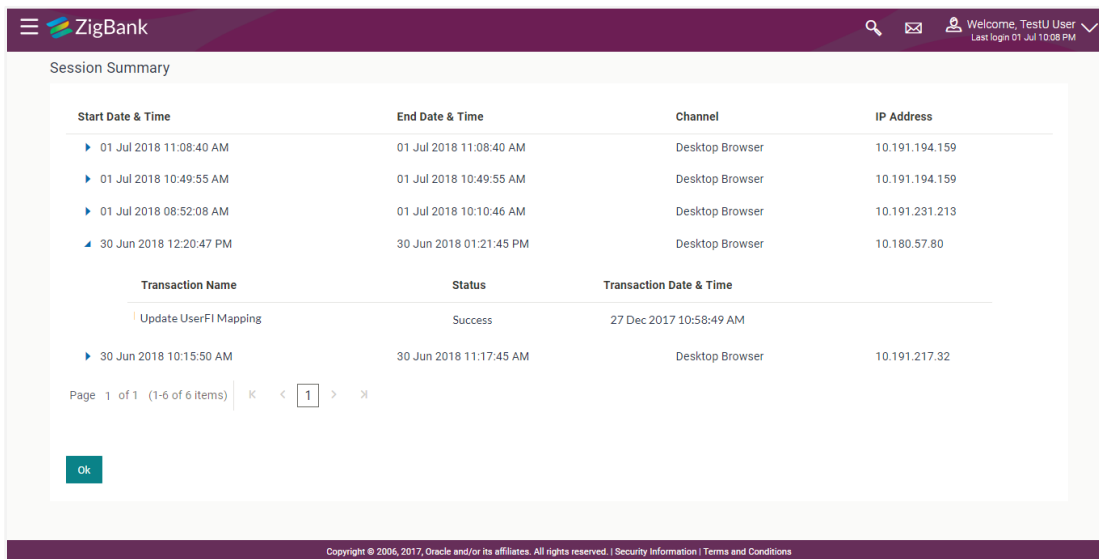
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### Field Description

Field Name	Description
<b>Start Date &amp; Time</b>	The start date and time of the session.
<b>End Date &amp; Time</b>	The end date and time of the session.
<b>Channel</b>	The channel of access for the session (Desktop Browser / Mobile / Application etc.)
<b>IP Address</b>	IP address of the channel.

- Click  against a specific record to view the details of that session. The session details appear.  
OR  
Click **OK** to navigate to the Dashboard screen.

## Session Summary - Details







**Session Summary**

Start Date & Time	End Date & Time	Channel	IP Address
01 Jul 2018 11:08:40 AM	01 Jul 2018 11:08:40 AM	Desktop Browser	10.191.194.159
01 Jul 2018 10:49:55 AM	01 Jul 2018 10:49:55 AM	Desktop Browser	10.191.194.159
01 Jul 2018 08:52:08 AM	01 Jul 2018 10:10:46 AM	Desktop Browser	10.191.231.213
30 Jun 2018 12:20:47 PM	30 Jun 2018 01:21:45 PM	Desktop Browser	10.180.57.80

Transaction Name	Status	Transaction Date & Time
Update UserFI Mapping	Success	27 Dec 2017 10:58:49 AM
30 Jun 2018 10:15:50 AM	30 Jun 2018 11:17:45 AM	Desktop Browser

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**Ok**

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## Field Description

Field Name	Description
<b>Start Date &amp; Time</b>	The start date and time of the session.
<b>End Date &amp; Time</b>	The end date and time of the session.
<b>Channel</b>	The channel of access for the session (Desktop Browser / Mobile / Application etc.).
<b>IP Address</b>	IP address of the channel.

## Session Summary - Details

<b>Transaction Name</b>	Name of the transaction, performed in the session.
<b>Status</b>	Status of the transaction.
<b>Transaction Date &amp; Time</b>	The date and time of the transaction.



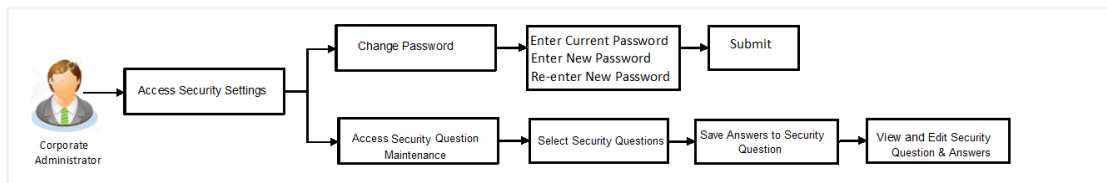
## 26. Security Settings

Security settings includes changing of password and setting of security questions for the user.

### Pre-requisites

- User must have a valid Login credentials
- Transaction access is provided to Corporate Administrator
- Approval rule set up for Corporate Administrator to perform the actions

### Workflow



### Features supported in application

The Security Settings maintenance allow the Corporate Administrator to:

- Changing of old password to new Password
- Set Security Questions
- View Security Questions
- Edit Security Questions

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Security Settings*

### 26.1 Set Security Questions

Security Questions are the second layer of authentication mode set by the Bank to complete various transactions.

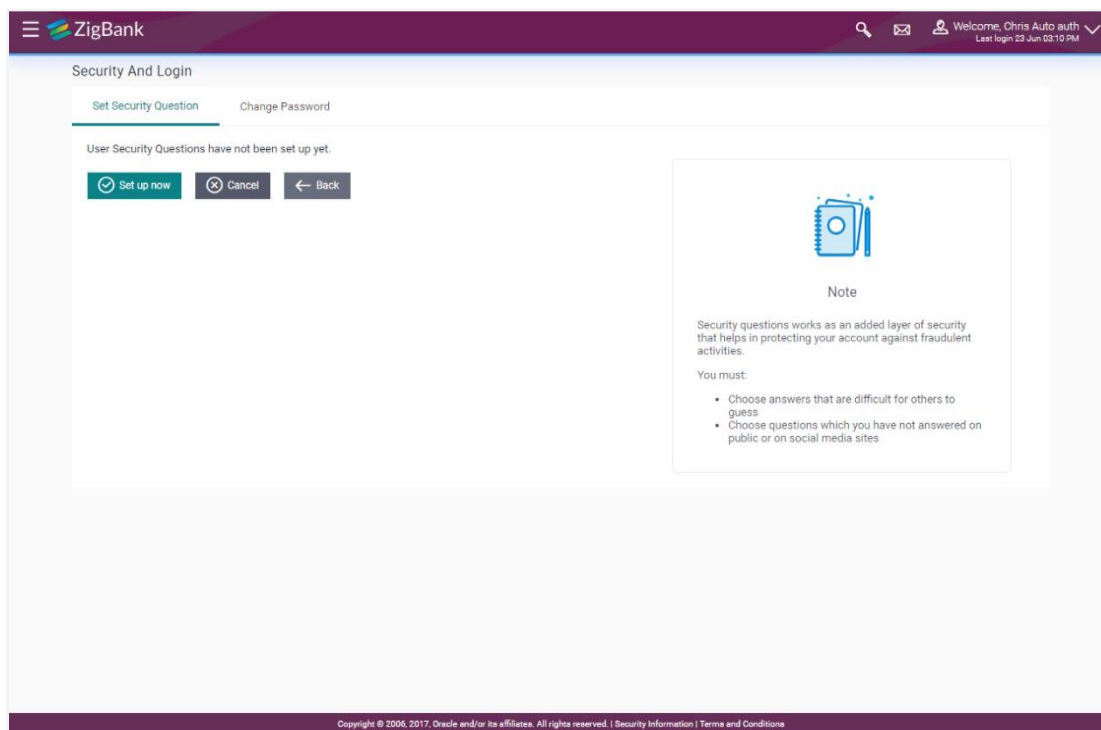
This feature allows the administrator user to set up the answers of the security questions, which will then be used as another layer of security (Over and above the Login credentials).

User will be asked to answer these security questions to complete the transactions for which bank would have set Security Question as the second factor authentication.

### How to reach here:

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

## Set Security Questions



### To set up security questions:

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

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

## User Security Question

**ZigBank** Welcome, Chris Auto auth Last login 23 Jun 03:10 PM

### Security Question Maintenance

Question 1  
What is your favorite game ?  
Answer 1  
Football

Question 2  
fav place ?  
Answer 2  
Mumbai

Question 3  
What is your favorite color ?  
Answer 3  
Grey

Question 4  
What is your pets name ?  
Answer 4  
Tommy

Question 5  
Where did you meet your spouse ...  
Answer 5  
Mumbai

**Note**

Security questions works as an added layer of security that helps in protecting your account against fraudulent activities.

You must:

- Choose answers that are difficult for others to guess
- Choose questions which you have not answered on public or on social media sites

**Save** **Cancel** **Back**

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## Field Description

Field Name	Description
------------	-------------

### User Security Questions

<b>Security Question</b>	Questions available for selection to add to the set.
<b>Answer</b>	The answers corresponding to the security question.

- From the **Security Questions** list, select the appropriate security question to be added in set.
- In the **Answers** field, enter the answers corresponding to the security question.
- Click **Save** to save the changes made.  
OR  
Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.  
OR  
Click **Back** to go back tom previous screen.
- The **User Security Question – Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.

OR

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

The **User Security Question – Edit** screen with values in editable form screen appears.

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

### 26.1.2 View Security Questions

On accessing 'Manage Security Questions' option, system displays the existing security questions already maintained if any.

**To view the existing t security questions maintenance:**

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

#### User security questions - View

#### Field Description

Field Name	Description
------------	-------------

#### User Security Questions - View

**Security Questions** The list of security question, which is the existing set, for the user.

- Click **Edit** to make the changes if any. The **User Security Question – Edit** screen with values in editable form appears.

OR

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

OR

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

### 26.1.3 User Security Question - Edit

Corporate Administrator can modify existing maintenance for security questions. Corporate Administrator is allowed to add security questions but cannot delete the existing questions.

#### To edit the security questions set:

1. Click **View** to view the security questions already set. The **User Security Questions – View** screen appears.
2. Click **Edit**. The **User Security Questions - Edit** screen with values in editable form screen appears.

#### User Security Questions - Edit

The screenshot displays the 'Security Question Maintenance' interface. It contains a table with the following data:

Question	Answer
Question 1 What is your favorite color ?	Pink
Question 2 What is your favorite game ?	Cricket
Question 3 What is your pets name ?	Tommy
Question 4 Where did you meet your spouse ...	Mumbai
Question 5 fav place ?	Mumbai

**Note:** Security questions works as an added layer of security that helps in protecting your account against fraudulent activities. You must:

- Choose answers that are difficult for others to guess
- Choose questions which you have not answered on public or on social media sites

Buttons at the bottom: Save, Cancel, Back.

#### Field Description

Field Name	Description
------------	-------------

#### User Security Questions- Edit

<b>Questions</b>	The list of security question, which is the existing set, for the user.
------------------	---

Field Name	Description
------------	-------------

<b>Answer</b>	The answers will appear as blank for security reasons.
---------------	--

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

## 26.2 Change Password

This feature allows the Corporate Administrator to change their password.

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Security Settings > Change Password*

### Change Password

**Change Password**

Set Security Question   **Change Password**

Please change your password for security reasons.

Current Password

New Password

Re-enter Password

**Submit** **Back**

**Password Conditions**

- ✓ Have 4 to 15 characters
- ✓ Must include upper case, lower case, numbers, and special characters
- ✓ Have at least 1 uppercase letter(s), 1 lowercase letter(s), 1 number(s), and 1 special character (@)
- ✓ Not contain identical (aaa) and consecutive (abc) characters more than 4
- ✓ Not be a common password


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### Field Description

Field Name	Description
<b>Current Password</b>	Old password for channel access.
<b>New Password</b>	New password for channel access.
<b>Re-enter Password</b>	Re-enter the new password to confirm.

### To reset the password:

1. In the **Current Password** field, enter the password.  
OR  
Click icon to enter the password using the virtual keyboard.
2. In the **New Password** field, enter the password.  
OR

Click  icon to enter the new password using the virtual keyboard.  
(See Password Condition section on the application screen to view the policy of setting a new password.)

3. In the **Re-enter Password** field, re-enter the password.  
OR  
Click  icon to re-enter the password using the virtual keyboard.
4. Click **Submit**.  
OR  
Click **Back** to go back to previous screen.
5. The success message of changing the password appears. Click **Login** on confirmation screen to log in to the application.

---

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

---

## **FAQs**

1. **Can I modify the security questions already set by me?**

Yes, answer to security questions can be modified

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## 27. Forgot Password

The login password is the password using which the user can log into the internet banking platform. The user cannot access his bank accounts without this password. The Forgot Password feature enables users to reset their login password.

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

### Pre-requisites

- The user must have valid login credentials to access the digital banking platform.
- The system administrator must have setup 2 factor authentication for Forgot Password.

### Features Supported In the Application

- User Verification
- New Password Creation

### How to reach here:

*Portal > Forgot Password*

### To reset the password:

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

### Forgot Password - User Verification

### Field Description

Field Name	Description
Username	Enter your login username.

Field Name	Description
<b>Date of birth</b>	Enter your date of birth.



- In the **Username** field, enter your login username.
- In **Date of birth** field, enter your date of birth.
- Click **Continue**.  
OR  
Click to **Cancel** the transaction.
- The **Verification** screen appears. The user has to pass the 2factor authentication, before he can proceed. 2 factor authentication (OTP/Security question/Soft Token) will be as per the setup done by the system administrator.
- The **Forgot Password** screen appears.

### Forgot Password – New Password Creation

The screenshot displays the 'Forgot Password – New Password Creation' interface. At the top, there's a navigation bar with the ZigBank logo and a 'Login' button. Below this, the 'Current Entity' is set to '1\_UBS 12.4 AT3 Branch'. The main form area contains two password input fields: 'Please enter your new password' and 'Re-enter Password'. Each field has a password strength indicator icon. Below the fields are 'Submit' and 'Cancel' buttons. To the right of the form is a 'Password Conditions' box with a list of requirements, each preceded by a green checkmark: 'Have 6 to 16 characters', 'Must include upper case,lower case,numbers,and special characters', 'Have at least 1 uppercase letter(s),1 lowercase letter(s),1 number(s),and 1 special character (@,#,\$)', 'Not contain identical (aaa) and consecutive (abc)characters more than 4', and 'Not be a common password'. The bottom of the screen features a dark footer with copyright information: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

Field Name	Description
<b>Please enter your new password</b>	
<b>Password</b>	Enter a new password for channel access.
<b>Re-enter Password</b>	Re-enter the new password to confirm the same.

7. In the **Password** field, enter a new password.  
OR  
Click  icon to enter a new password using the virtual keyboard.
8. In the **Re-enter Password** field, re-enter the new password.  
OR  
Click  icon to re-enter the new password using the virtual keyboard.
9. Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction.
10. A message confirming the successful reset of the password appears. Click **Login** to log in to the application.

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## 28. Forgot Username

Using this feature user can retrieve his channel banking Username, in case he has forgotten the same.

### Pre-requisites

- The user must have valid login credentials to access the digital banking platform.
- The system administrator must have setup 2 factor authentication for Forgot Username.

### How to reach here:

*Portal > Forgot Username*

### To reset the username:

1. In the **Login** page, click **Forgot Username**. The **Forgot Username** screen appears.

### Forgot Username - User Verification

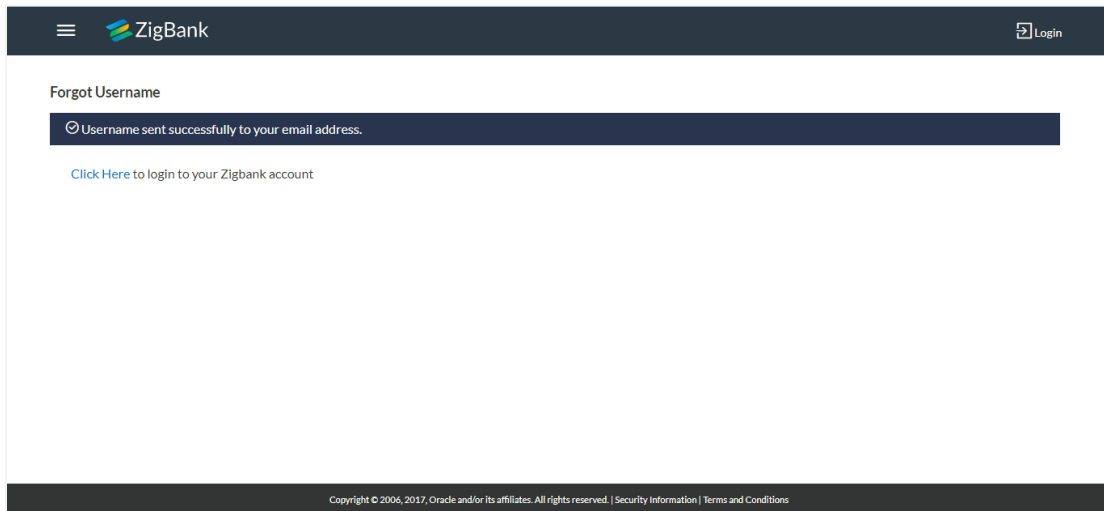
### Field Description

Field Name	Description
Email	Enter your email ID that is registered with the bank.
Date of birth	Enter your date of birth.

2. In the **Email** field, enter your email ID that is registered with the bank.
3. In **Date of birth** field, enter your date of birth.

4. Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction.
5. The verification screen appears if the transaction is configured for Two Factor Authentication.
6. Enter the details required for second factor authentication.  
The **Forgot Username** confirmation screen appears.

### Forgot Username – Confirmation Page



7. A message stating that the username has been sent to your registered email address appears. Click the **Click here** link to log in to the application.

---

**Note:** If a user has more than one user ID with the same email ID and DOB, then he/she will not be able to retrieve his/her User ID using the above function. In that case, the user will have to contact the bank for retrieving his/her user ID.

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