# Oracle Banking Digital Experience

Corporate Customer Services User Manual Release 19.2.0.0.0

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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 <a href="http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc">http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc</a>.

# 1.3 Access to Oracle Support

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

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

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

#### 1.4 Structure

This manual is organized into the following categories:

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

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

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

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure.

If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

### 1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 19.2.0.0.0, refer to the following documents:

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

# 2. Transaction Host Integration Matrix

# Legends

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

Sr No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 14.3.0.0.0
1	First Time Login	NH	NH
2	Forgot Password	NH	NH
3	Session Summary	NH	NH
4	My Profile	NH	NH
5	E-Receipts	NH	NH
6	Security Settings- Change Password	NH	NH
7	Security Settings- Set Security Questions	NH	NH
8	Themes	NH	NH
9	Security Settings- Registered Device	NH	NH
10	Security Question Authentication	NH	NH
11	One Time Password Authentication	NH	NH
12	Live Chat	NH	NH
13	FATCA & CRS Form	×	×
14	Mailbox- Mails (Without Interaction module)	NH	NH
15	Mailbox- Mails (With Interaction module)	×	<b>√</b>
16	Mailbox- Alerts	NH	NH
17	Mailbox-Notifications	NH	NH

Sr No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.7.0.0.0	Oracle FLEXCUBE Universal Banking 14.3.0.0.0
18	View Limits - Daily and Monthly	NH	NH
19	Loan Installment Calculator	NH	NH
20	Loan Eligibility Calculator	NH	NH
21	Term Deposits Calculator	NH	NH
22	Foreign Exchange Calculator - Fetch Currency Conversion/Exchange Rate	×	<b>√</b>
	ATM / Branch Locator	NH	NH
23	Leave Feedback	NH	NH
24	Reports		
25	Daily Balance Position Report	×	✓
26	Partywise Payee Maintenance Report	NH	NH
27	Partywise Pending Approval List Report	NH	NH
28	Transaction Summary Report	×	✓

# 3. Customer Services

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

- Channel On boarding: Channel Onboarding allows customers to register for channel access.
   Customers who do not have access to online channels can onboard themselves to access online channels without approaching a bank physically to request for channel access.
- Calculators: Calculators are the tools used by the users to simulate and thus understand the implications of financial decisions. The different kind of calculators could be, Term Deposit Calculator, Loan Calculator, Loan installment Calculator, Loan Eligibility Calculator, and Forex Calculator.
- Role specific dashboards: Dashboard is a landing page or screen wherein user can access various transactions. The dashboards are classified into categories like, Maker Dashboard, Viewer Dashboard, and Approver Dashboard.
- Mailbox: Mailbox allows bank customers to send and receive emails to a business user.
- Find ATM / Branch: ATM/ Branch locator allows a user to view the address and location of the ATMs and the branches at a geographic location.
- Reports: Reports are an integral part of actively managing any company. Management uses
  the reports to track progress towards its various goals, control expenditures, increase
  revenue, track fraudulent transactions if any. The two types of reports are, Adhoc Report
  and batch Reports
- Security Settings: Security settings are done to protect the sensitive data and information from security threats.
- View Transaction Limits: This option allows a user to view the utilized limits and available limits for use.

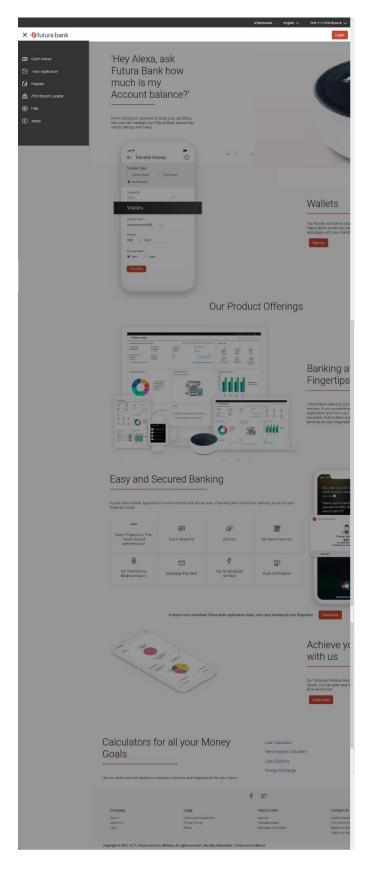
Home

# 4. Portal Page

A bank's landing page should be designed in a manner that connects with its customers and also leads to quick conversions of prospects into customers of the bank. The portal page should enable existing customers to easily login to the system and should also provide users to perform tasks such as to view and apply for the bank's product offerings, register for online banking access, track existing product applications, search for the bank's ATMs and branches etc.

The **Oracle Banking Digital Experience** portal page displays various options that enable users to undertake required tasks and gain information about the bank and its products. The different sections and features provided on the portal page are documented as follows:

# **Portal Page**



#### **Login page Overview**

#### **Icons**

Following icons are present on the corporate dashboard:

- Pie logo of the bank.
- E: Click the toggle menu to access the transactions.
- Click this icon to log in to the application.
- X: Click this icon to close the toggle menu. This icon appears if the toggle menu is open.

#### **Toggle Menu transactions:**

#### Claim Money

Click here to claim for money.

#### Track Applications

Click here to track the progress of the account opening application.

#### Register

Click here to register with the bank.

#### Login

Click to log in to the application.

#### ATM/ Branch Loacator

Click to view the address and location of the ATMs and the branches of the Bank. For more information refer ATM/ Branch Locator.

#### Help

Click to launch the online help.

#### About

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

#### **Wallets**

Click **Sign Up** to access and register for Wallet account to avail the benefits and services of the wallet account with the bank.

#### **Our Product Offerings**

This section displays the products offered by the bank. Following products are offered by the bank.

#### Savings

Click to apply for savings account.

#### Current

Click to apply for Current account

#### Auto Loan

Click to apply for auto loan.

#### Unsecured Personal Loan

Click to apply for unsecured personal loan.

Select any product to view individual offerings and to apply for an account of choice.

#### Easy and Secured Banking

Following mobile transactions are present in the application.

#### Face/ Fingerprint/ PIN/ Pattern based authentication

Allows user to login to the mobile application by drawing a pattern on screen instead of entering his user id and password

#### Quick Snapshot

User can view the account summary from mobile application and get important account information in a single view without going on the dashboard.

#### Chatbot

Chatbot is an artificial intelligence system that interacts with users over a messaging platform.

#### QR Based Payment

QR Based payment allows the user to initiate a payment to a beneficiary by scanning the QR code.

#### Siri Payments and Balance Inquiry

This feature harnesses Apple's voice command assistant, Siri, to enable users to initiate voice based payments to registered payees from their mobile devices.

#### iMessage Payments

iMessage payment allows the user to initiate a payment to a beneficiary i.e. the contact in context of the conversation by launching the app from iMessage.

#### Pay to Facebook contact

This feature enables the user to initiate a payment to a Facebook friend by simply logging into Facebook and selecting the contact towards whom the payment is to be made.

#### Push Notification

Push notification is a way of propagating message to the user device(s) registered with the bank. Through push notifications, user can be notified of any event/transactions that has occurred in the user account.

#### **Download**

Click **Download** to download the Futura bank application on your mobile.

#### Achieve your Dream with us

Click **Apply Now** to access the Goal Calculator.

#### **Calculators for all your Money Goals**

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

#### Company

- · Home: Click to go to the home page
- About Us: Click to get the information about the bank
- Help: Click to contact for help.

#### Legal

This section displays the following links:

- Terms and Conditions
- Privacy Policy
- Press

#### **Helpful Links**

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

#### **Contact US**

Address of the bank.

#### Social

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

# 5. Log-In & Log-Out

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

#### **Pre-requisites**

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

#### **Features Supported In Application**

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

# 5.1 Log-in to the application

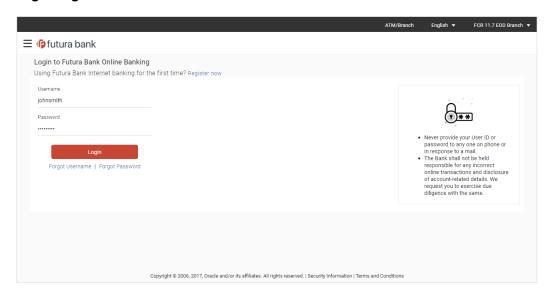
The user requires authentic credentials to log in to the **Oracle Banking Digital Experience** application.

# To log in to the application:

- 1. Open an internet browser to access the application.
- 2. Type the Oracle Banking Digital Experience URL in the Address bar, and press **Enter. Portal Page** appears.
- 3. Click Login.
  - The **Login** screen appears.
  - OR

Click Register if you are a new user.

#### **Login Page**



#### **Field Description**

Field Name	Description
Username	Enter your login user name.
Password	Enter your login password.

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

OR

Click icon to enter the username using the virtual keyboard.

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

OR

Click icon to enter the password using the virtual keyboard.

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

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

# 5.2 Log-out of the application

#### To log out of the application:

- In the top right corner, click

  Welcome, Matt Dam

  Last login 06 Nov 02:26 PM

  icon.

  The success message of logging out appears.
- Select the **Logout** option.
   The success message of logging out appears.

<u>Home</u>

# 6. First Time Login

When a new user logs into the application for the first time with the user name and password provided by bank, there are certain tasks that he/she needs to fulfill before being able to access the online services of the bank. These steps are configured by Bank and can include accepting Terms and Conditions, Setting up Security Question, My profile and limit information.

**Note**: The steps and sequence for 'First Time Login' may vary for different users as defined or configured by System Administrator.

Each step will either have Next or Skip button basis on the configuration done by Bank Administrator.

#### Prerequisites:

The bank administrator has enabled the First time login steps for Retail users.

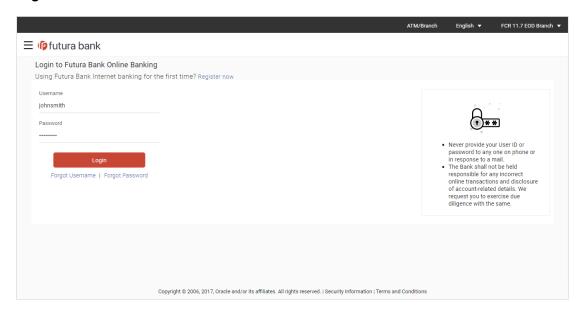
#### How to reach here:

Portal Page > Login

#### To log in to the application:

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

#### Login



#### **Field Description**

Field Name	Description
Username	Enter your login user name.
Password	Enter your login password.

4. In the **Username** field, enter your user name.

OR

Click icon to enter the username using the virtual keyboard.

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

ΩR

Click icon to enter the password using the virtual keyboard.

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

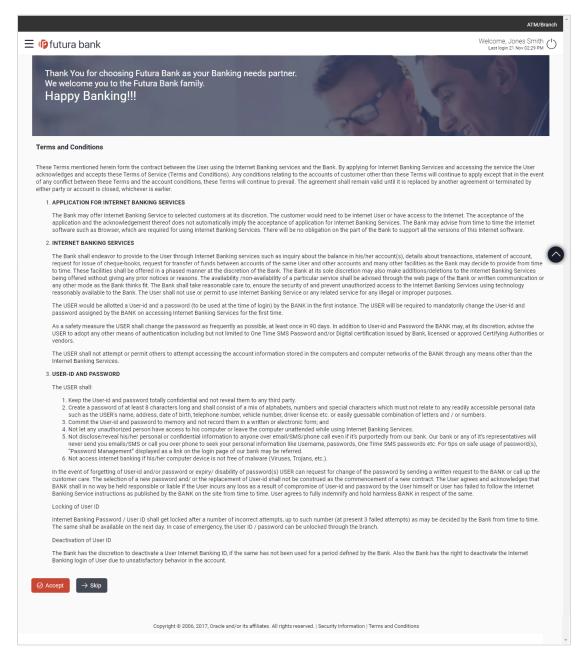
6. Click Login.

The next configured screen appears.

**Note:** Force Change password is not a part of First Time Login flow wizard, this screen will appear for every new user.

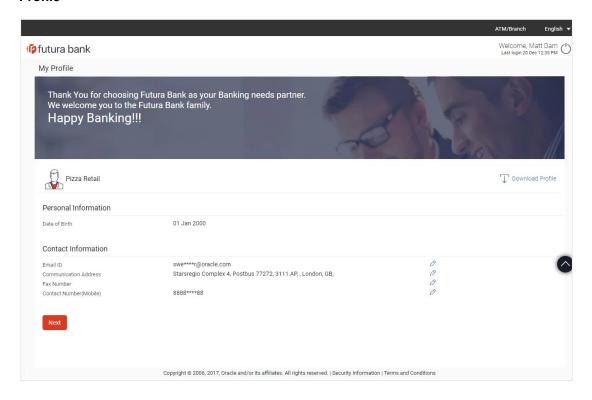
The Force Change Password screen will only appear for users for whom the password is set by administrator and not for the users who have self-registered themselves.

#### First Time Login - Terms and Condition



- 7. Read the terms and conditions.
- Click **Accept** to accept the terms and Conditions. The next configured screen appears

#### **Profile**



#### **Field Description**

Field Name	Description
Personal Inform	ation
User Name	Full name of the user gets displayed.
Date of Birth	Date of birth of the user gets displayed.
Aadhar Card Number	Aadhar number of the user, as maintained with the bank gets displayed. It is an identification number issued by government of India.
	<b>Note</b> : This identification type is applicable for India region. Bank can configure the identification types to be displayed and to be available for modification as per their region.
PAN Card Number	PAN number of the user, as maintained with the bank gets displayed. It is issued by the income tax department of India.
	<b>Note</b> : This identification type is applicable for India region. Bank can configure the identification types to be displayed and to be available for modification as per their region.

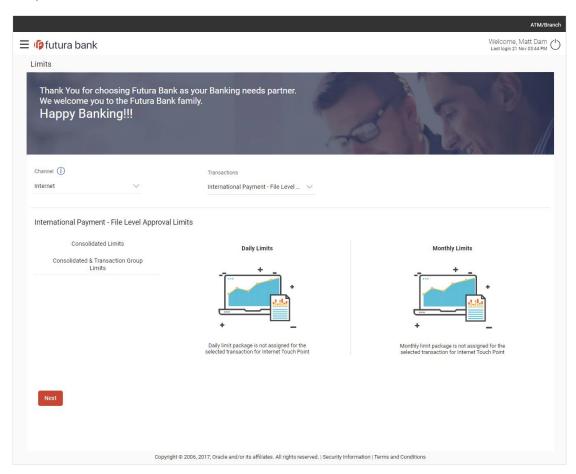
**Contact Information** 

Field Name	Description
Communication Address	Address of the user, as maintained with the bank, will be displayed.
Email ID	Email ID of the user, as maintained with the bank, gets displayed in masked format.
Fax Number	Fax number of the user, as maintained with the bank, gets displayed in masked format.
Phone Number	Phone number of the user, as maintained with the bank, gets displayed in masked format.

- 9. Click  $\bigcirc$  against the field that you want to edit.
- Click **Next**. The next configured screen appears OR

Click Download Profile to download the profile.

#### **Daily Limits**



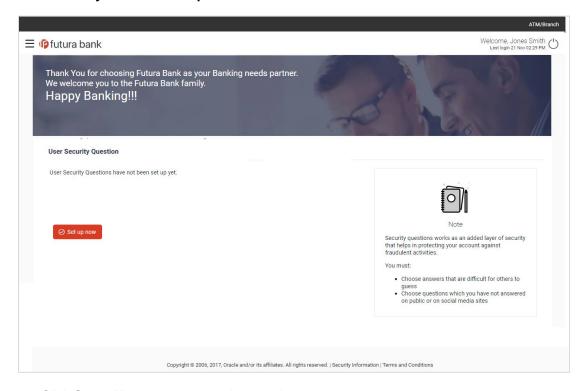
# **Field Description**

Field Name	Description
Channel	Select the channel for which user limits are to be displayed.
Transactions	Select the transaction for which user limits are to be displayed.
Transaction Name	The name of the transaction as selected in the above field is displayed.
Min Amount	The per transaction limit - minimum amount.
Max Amount	The per transaction limit - maximum amount.
Transaction Limit - Daily Limits	The daily amount limit and transaction count limit (available and utilized) of a transaction is displayed.  This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.
Transaction Limit - Monthly Limits	The monthly amount limit and transaction count limit (available and utilized) of a transaction is displayed.  This is also represented in a graph - with a (colored) utilized amount
	(numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.
Transaction Group Limit -	The daily amount limit and transaction count limit (available and utilized) of a transaction group is displayed.
Daily Limits	This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.
Transaction Group Limit -	The monthly amount limit and transaction count limit (available and utilized) of a transaction group is displayed.
Monthly Limits	This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.
Channel Group Limit - Daily	The daily amount limit and transaction count limit (available and utilized) of a channel group is displayed.
Limits	This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.
Channel Group Limit - Monthly	The monthly amount limit and transaction count limit (available and utilized) of a channel group is displayed.
Limits	This is represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

Field Name	Description
Channel & Transaction	The daily amount limit and transaction count limit (available and utilized) of a channel and transaction group is displayed.
Group Limit - Daily Limits	This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.
Channel & Transaction	The monthly amount limit and transaction count limit (available and utilized) of a channel and transaction group is displayed.
Group Limit - Monthly Limits	This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

- 11. From the **Channel** list, select a channel to view applicable limits.
- 12. From the Transactions list, select the transaction to view its limits.
- 13. Click the Transaction Limits / Transaction Group Limit/ Channel Group Limit/ Channel & Transaction Group Limit tabs to view the specific daily and monthly amount and count limits applicable at each level.
- Click Next. The next configured screen appears OR Click Edit to edit the limits.

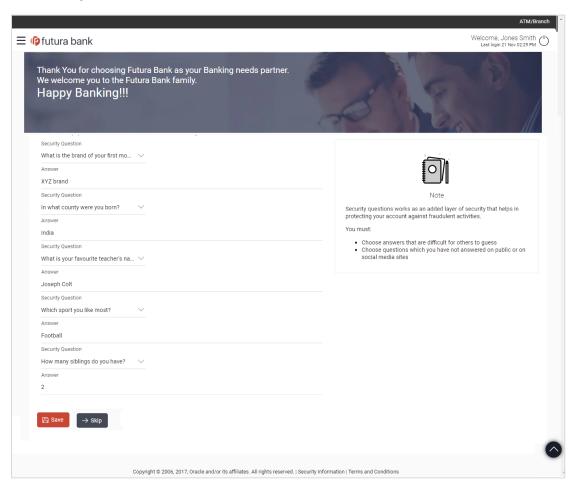
#### **User Security Question Setup**



Click Setup Now to setup security questions.
 The Set Security Questions screen appears.

OR Click **Skip** to skip this step.

# **Set Security Questions**



#### **Field Description**

Field Name	Description
Security Questions	Select a question to be assigned as a security question.
	The security questions will be numbered, e.g. Security Question 1, Security Question 2 and so on. The number of security questions and answers available will be dependent on the number configured by the bank administrator.
Answer	Specify an answer for the selected security question.
	The fields in which you can specify answers to selected security questions will be displayed below each security question and will be numbered, e.g. Answer 1, Answer 2 and so on.

<sup>16.</sup> From the **Security Question** list, select the security question to be added in your security question set.

- 17. In the **Answer** field, enter an answer for the corresponding security question.
- 18. Click **Save** to save the security questions. The user is directed to the Dashboard screen.

**Home** 

# 7. Dashboards

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

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

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

#### **Pre-requisites**

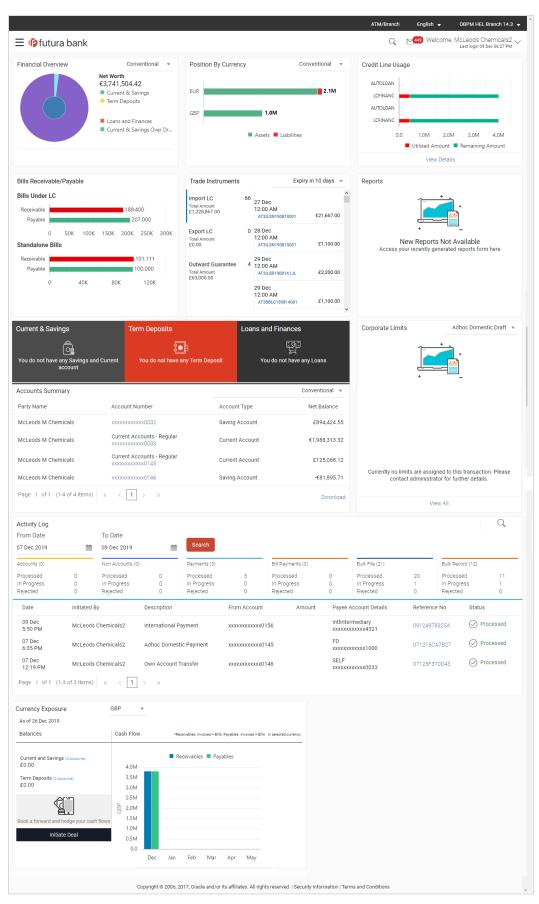
- User must have the relevant access from bank with online banking enabled.
- Other features related to accounts must be supported by core banking system.

#### **Features Supported In Application**

- Viewer Dashboard
- Maker Dashboard
- Approver Dashboard

#### 7.1 Viewer Dashboard

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



#### **Dashboard Overview**

#### **Icons**

Following icons are present on the corporate - viewer dashboard:

- Clicking this icon takes you to the dashboard.
- Clicking this icon takes you to the Mailbox screen.
- Click this icon to search the transactions.
- Welcome, Matt Dam
   Last login 06 Nov 02:26 PM
   : Displays the welcome note, user's name along with the last log in date and time. Click this icon to view the logged in user's profile or log out from the application.
- E: Click the toggle menu to access the transactions.
- Click this icon to close the toggle menu. This icon appears if the toggle menu is open.

#### **Header Menu Options**

- Your Current View is: Your current role will be displayed here i.e. one of three ( Viewer/ Maker/ Approver). The drop-down to select the role is available only if the user is mapped with more than one role. There is also an option 'My Dashboard' available in this menu which allows the user to customize their dashboards. This option is present only if the user has personalized there Dashoard according to their use and requirement.
- ATM Branch: Click here to locate the nearest branch/ATM.
- Select Language: Select your desired language to use the application.

#### **FATCA & CRS link**

Click the link to access the FATCA and CRS Self – Certification Forms for Entities so as to capture required information for the purposes of compliance with both FATCA and CRS.

#### **Toggle Menu Transactions**

Following items are present on the Toggle Menu:

- Accounts: This menu consists of sub menu items like Current and Savings account, Term Deposits and Loans and Finances to navigate to the respective account related transactions.
- Payments: Click here to access Payments related transactions or setting up of payments
- Bill Payments
   Click here to access the Electronic Bill Payments and Presentment related transactions.
- Trade Finance : Click this menu to manage your Letter of Credits (LCs), Bills, Guarantees, Line Limits and Beneficiary maintenance for trade finance.

- Forex Deal: Click this menu to view booked forex deals and initiate new forex deal.
- Liquidity Management : Click this menu to manage the cash flow, credit and working capital.
- Virtual Account Management : Click this menu to manage your virtual accounts.
- Credit Facility Management: Click this menu to originate new Credit Facilities and manage existing Facilities and Collaterals.
- Supply Chain Finance: Click this menu to view your Supply Chain Finance business and its manage its activities.
- File Upload: Click this icon to upload files and view the files already uploaded.
- Reports: Click this icon to generate the reports and view the generated reports.
- Application Tracker: Click this menu to track your loan, trade finance and credit facility applications.
- Account Settings : Click this menu to set your preferences as well as daily limits and change password.
- Mail Box
   Click this menu to view the Mails, Alerts and Notifications.
- Leave Feedback : Click this menu to leave your feedback about the user interaction of the application.
- ATM/Branch Locator: Click to view the address and location of the ATMs and the branches of the Bank. For more information refer ATM/ Branch Loacator section.
- Help Click this menu to launch the online help.
- Click this menu to view the information about the application like version number, copyright etc.

#### **Financial Overview**

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

#### **Position By Currency**

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

#### **Credit Line Usage**

This section displays a snapshot of the line limits of the user.

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

Click View Details to access the Line Limit Utilization screen.

#### Bill Receivable/ Payable

The section displays the summary of all import and export bills associated with specific party/ parties. The dashboard allows the user to view the total amount receivable and payable with respect to the trade bills (Under LC and standalone) immediately after logging in.

#### **Trade Instruments**

Trade Instruments section allows the user to view the summary of all trade instruments (Import-Export LC, outward guarantee) that are going to expire in near future and are associated with specific party/ parties.

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

#### Reports

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

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

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

- Current and Savings:
  - Party Name: Displays the party names linked to the ID and holding the accounts
  - Account Number: Displays the Account Number (masked format), account nickname (if any), and the product name. Click the account number to go to the Account Details screen.
  - Account Type: Displays the type of account viz., savings or current etc
  - Net Balance: The balance amount in the account is displayed
- Term Deposits:
  - Party Name: Displays the party names linked to the ID and holding the deposits
  - Deposit Number: Displays the TD Account Number (masked format), account nickname (if any) and the product name. Click the account number to go to the Deposit Details screen.
  - Interest Rate: shows the applicable rate of interest on the TD
  - Maturity Date: shows the date of maturity of deposit

- Principal Balance: shows the amount invested in deposit
- Maturity Balance: shows the amount which would be available on the date of maturity.
- Loans and Finances
  - Party Name: Displays the party names linked to the ID and holding the loans
  - Account Number: Displays the Loans Account Number (masked format), account nickname (if any) and the product name. Click the account number to go to the Loan Details screen.
  - Interest Rate: Applicable rate of interest
  - Maturity Date: The Maturity Date of the Loan account
  - Outstanding Balance: Outstanding Amount against the loan

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

#### **Corporate Limits**

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

The user can select the transaction from the drop-down to view the corporate limit of that transaction.

Click View All to access the Limits transaction.

#### **Activity Log**

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

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

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

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

- Accounts The details of activity log are:
  - Date: Date of the transaction
  - Initiated By: User who has initiated the transaction
  - Description: Description of the transaction
  - Account Number: Account number of the transaction
  - Amount : Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Non Accounts: The details of activity log are:

- Date: Date of the transaction
- Initiated By: User who has initiated the transaction
- Description: Description of the transaction
- Amount : Amount of the transaction
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### Payments

- Date: Date of the transaction
- Initiated By: User who has initiated the transaction
- Description: Description of the transaction
- From Account: Source Account number of the transaction
- Amount : Amount of the transaction
- Payee Account Details: Payee's account details
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### Bill Payments

- Date: Date of the transaction
- Initiated By: User who has initiated the transaction
- Description: Description of the transaction
- Biller Name: Name of the biller
- Biller Location: Location of the biller
- Details: Details of bill payment
- From Account: Account number of the transaction
- Amount : Amount of the transaction
- Reference Number: Reference Number of the transaction
- Status: Status of the transaction

#### Bulk File

- Date: Date of the transaction
- Initiated By: User who has initiated the transaction
- Description: Description of the transaction
- Transaction Type: Transaction type of the file upload
- File Name: Name of the file uploaded.
- File Amount: Total Amount of Transaction.
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### Bulk Record

- Date: Date of the transaction
- Initiated By: User who has initiated the transaction
- Transaction Type: Transaction type of the bulk record
- Debit Account: Account number of the account to be debited.
- Amount: Amount of the transaction
- Payee Account Details: Payee's account number
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### Non Account Bulk Record

- Date: Date of the transaction
- Transaction Type: Transaction type of the bulk record
- Amount: Amount of the transaction
- Initiated By: User who has initiated the transaction
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

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

#### Accounts

- Date: Date of the transaction
- Initiated By: User who has initiated the transaction
- Description: Description of the transaction
- Account Number: Account number of the transaction
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### • Biller Maintenance

- Date: Date of the transaction
- Initiated By: User who has initiated the transaction
- Description: Description of the transaction
- Payee/ Biller Name: Payee/ Biller name
- Payee Type: Type of the payee
- Category: Payee Category
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### Payee and Biller

- Date: Date of the transaction
- Initiated By: User who has initiated the transaction

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

#### Bulk File

- Date: Date of the transaction
- Initiated By: User who has initiated the transaction
- File Identifier: Unique code assigned to the uploaded file.
- Transaction Type: Transaction type of the file upload
- File Name: Name of the file uploaded.
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### Bulk Record

- Date: Date of the transaction
- Initiated By: User who has initiated the transaction
- File Identifier: Unique code assigned to the record.
- Transaction Type: Transaction type of the bulk record
- Description: Description of the transaction
- Reference Number: Reference Number of the record.
- Status: Status of the record

#### Trade Finance

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

#### Forex Deal

- Date: Date of the transaction
- Reference Number: Reference Number of the transaction.
- Description: Description of the transaction
- Deal Type: Type of Deal user wants to initiate that is Spot or Forward

- Currency Combination: List of permissible currency combination for deal booking
- Amount: Amount for the forex deal
- Status: Status of the transaction

#### Others

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

# Liquidity Management

- Date: Date of the transaction
- Transaction Type: Type of the transaction initiated
- Structure ID: Structure ID of the transaction
- Structure Description: Description of the transaction
- Reference Number: Reference Number of the transaction
- Status: Status of the transaction

#### **Currency Exposure**

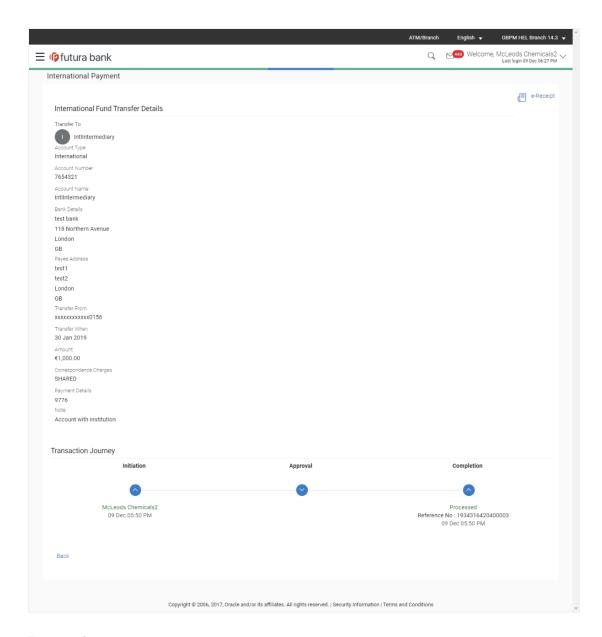
The section displays total available balance in a corporates current and term deposit accounts along with the and cash flow position as on the current date. In cash flow, a corporate's receivables and payables from and towards invoices and trade bills respectively are projected on the graph.

This section also allows the user to initiate a forex deal.

#### **Transaction Journey**

Click the reference number link on the description of activity log to view the Transaction Journey

This screen displays the transaction details and transaction journey of a transaction, and the current status of transaction whether it is Initiated, Approved or Processed.



# **Transaction Journey**

#### Review

The section displays the details of the transaction.

### **Transaction Journey**

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

- Initiation
- Approval
- Completion

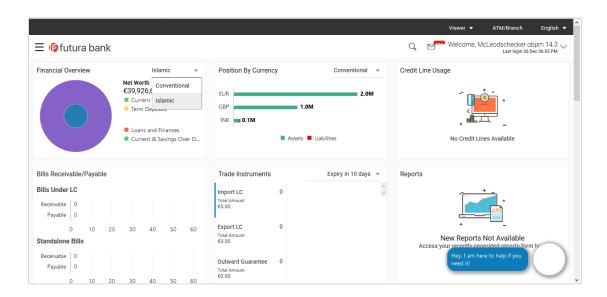
 Click Back to navigate to the Dashboard. OR

Click **e-Receipt** to generate the e-receipt of the transaction.

#### 7.1.2 Conventional/Islamic Accounts

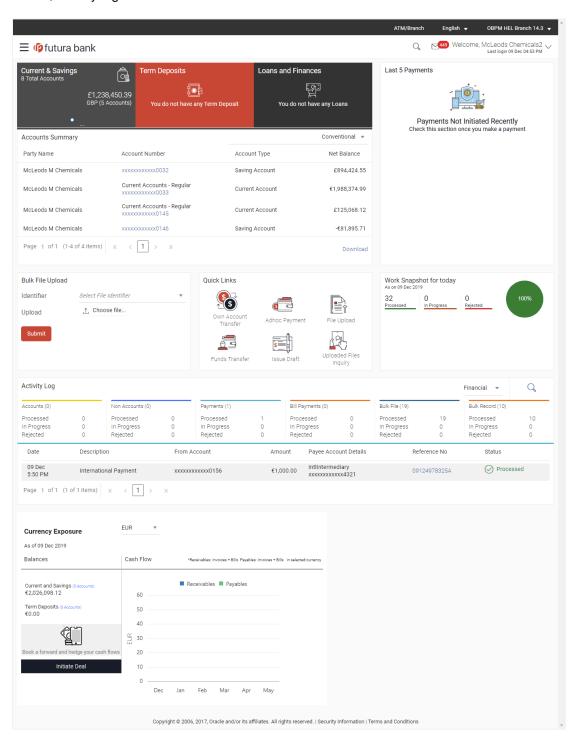
This option enables the corporate users to view & select both Conventional & Islamic accounts under separate headers of "Conventional" & "Islamic" while processing any transaction in the entire application. These headers will appear for all transactions where there is an account dropdown or account selection of Current and Savings, Term Deposits and Loans is required.

**Note**: Users having both (Conventional & Islamic accounts) will be able to view their accounts in respective headers however, in case if he is only having either of account then there will be no separate header bifurcation for the same.



# 7.2 Maker Dashboard

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



#### **Dashboard Overview**

#### **Icons**

Following icons are present on the corporate - viewer 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.
- Welcome, Matt Dam
   Last login 06 Nov 02:26 PM
   : Displays the welcome note, user's name along with the last log in date and time. Click this icon to view the logged in user's profile or log out from the application.
- =: Click the toggle menu to access the transactions.
- Click this icon to close the toggle menu. This icon appears if the toggle menu is open.

# **Header Menu Options**

- Your Current View is: Your current role will be displayed here i.e. one of three (Viewer/ Maker/ Approver). The drop-down to select the role is available only if the user is mapped with more than one role.
   There is also an option 'My Dashboard' available in this menu which allows the user to customize their dashboards. This option is present only if the user has personalized there Dashoard according to their use and requirement.
- ATM Branch: Click here to locate the nearest branch/ATM.
- Select Language: Select your desired language to use the application.

### **FATCA & CRS link**

Click the link to access the FATCA and CRS Self – Certification Forms for Entities so as to capture required information for the purposes of compliance with both FATCA and CRS.

## **Toggle Menu Transactions**

Following items are present on the Toggle Menu:

- Accounts: This menu consists of sub menu items like Current and Savings account, Term Deposits and Loans and Finances to navigate to the respective account related transactions.
- Payments: Click here to access Payments related transactions or setting up of payments
- Bill Payments : Click here to access the Electronic Bill Payments and Presentment related transactions.
- Trade Finance : Click this menu to manage your Letter of Credits (LCs), Bills, Guarantees, Line Limits and Beneficiary maintenance for trade finance.

- Forex Deal: Click this menu to view booked forex deals and initiate new forex deal.
- Liquidity Management : Click this menu to manage the cash flow, credit and working capital.
- Virtual Account Management : Click this menu to manage your virtual accounts.
- Credit Facility Management: Click this menu to originate new Credit Facilities and manage existing Facilities and Collaterals.
- Supply Chain Finance: Click this menu to view your Supply Chain Finance business and its manage its activities.
- File Upload : Click this icon to upload files and view the files already uploaded.
- Reports: Click this icon to generate the reports and view the generated reports.
- Application Tracker: Click this menu to track your loan, trade finance and credit facility applications.
- Account Settings : Click this menu to set your preferences as well as daily limits and change password.
- Mail Box : Click this menu to view the Mails, Alerts and Notifications.
- Leave Feedback : Click this menu to leave your feedback about the user interaction of the application.
- ATM/Branch Locator : Click to view the address and location of the ATMs and the branches of the Bank. For more information refer <a href="ATM/Branch Loacator">ATM/Branch Loacator</a> section.
- Click this menu to launch the online help.
- Click this menu to view the information about the application like version number, copyright etc.

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

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

- Current and Savings:
  - Party Name: Displays the party names linked to the ID and holding the accounts
  - Account Number: Displays the Account Number (masked format), account nickname (if any), and the product name. Click the account

number to go to the Account Details screen.

- Account Type: Displays the type of account viz., savings or current etc
- Net Balance: The balance amount in the account is displayed

#### Term Deposits:

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

#### Loans and Finances

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

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

Click  $\langle , K, \rangle$  or  $\rangle$  to navigate across page of account summary.

#### **Last 5 Payments**

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

#### **Bulk File Upload**

This section allows the user to upload files containing multiple payments.

The widget displays the following fields to upload the files:

- Identifier: File identifier created earlier in order to identify the file.
- Upload: Browse and select the file to be uploaded.

Click **Upload** to browse and select the file and then click **Submit** to browse and upload the file.

#### **Quick Links**

The following transactions can be initiated from this section:

- Own Account Transfer
- Ad-hoc Payment
- File Upload
- Funds Transfer
- Issue Draft
- Uploaded Files Inquiry

#### **Work Snapshot for Today**

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

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

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

## **Activity Log**

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

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

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

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

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

- Status: Status of the transaction
- Payments
  - Date: Date of the transaction
  - Description: Description of the transaction
  - From Account: Source Account number of the transaction
  - Amount : Amount of the transaction
  - Payee Account Details: Payee's account details
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Bill Payments
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Biller Name: Name of the biller
  - Biller Location: Location of the biller
  - Details: Details of bill payment
  - From Account: Source Account number of the transaction
  - Amount : Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Bulk File
- Date: Date of the transaction
- Description: Description of the transaction
- Transaction Type: Transaction type of the file upload
- File Name: Name of the file uploaded.
- File Amount: Total Amount of Transaction.
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction
- Bulk Record
  - Date: Date of the transaction
  - Transaction Type: Transaction type of the bulk record
  - Debit Account: Account number of the account to be debited.
  - Amount: Amount of the transaction
  - Payee Account Details: Payee's account details
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Non Account Bulk Record

- Date: Date of the transaction
- Transaction Type: Transaction type of the bulk record
- Amount: Amount of the transaction
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

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

#### Accounts

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

#### Biller Maintenance

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

#### Payee and Biller

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

#### Bulk File

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

#### Bulk Record

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

#### Trade Finance

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

#### Forex Deal

- Date: Date of the transaction
- Reference Number: Reference Number of the transaction.
- Deal Type: Type of Deal user wants to initiate that is Spot or Forward
- Currency Combination: List of permissible currency combination for deal booking
- Amount: Amount for the forex deal
- Status: Status of the transaction

#### Others

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

# Liquidity Management

- Date: Date of the transaction
- Transaction Type: Type of the transaction initiated
- Structure ID: Structure ID of the transaction
- Structure Description: Description of the transaction
- Reference Number: Reference Number of the transaction
- Status: Status of the transaction

## **Currency Exposure**

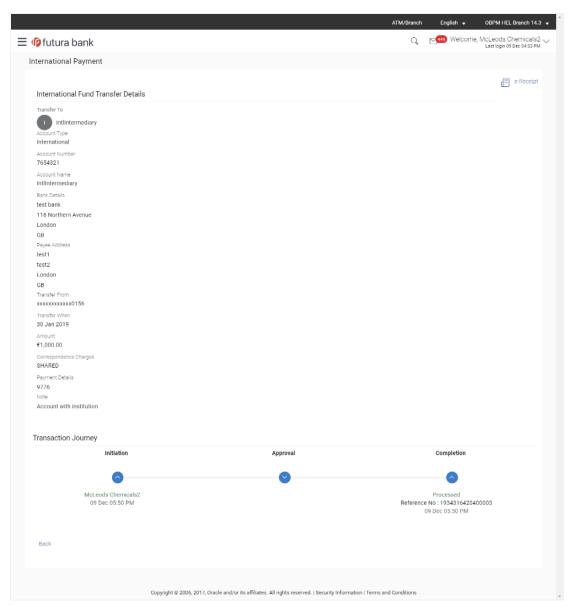
The section displays total available balance in a corporates current and term deposit accounts along with the and cash flow position as on the current date. In cash flow, a corporate's receivables and payables from and towards invoices and trade bills respectively are projected on the graph.

This section also allows the user to initiate a forex deal.

## **Transaction Journey**

Click the reference number link to view the Transaction Journey

This screen displays the transaction details and transaction journey of the specific transaction. It displays the current status of transaction whether (Initiated, Approved or Processed).



# **Transaction Journey**

## **Transaction Name**

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

#### **Review**

The section displays the details of the initiated transaction for review.

# **Transaction Journey**

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

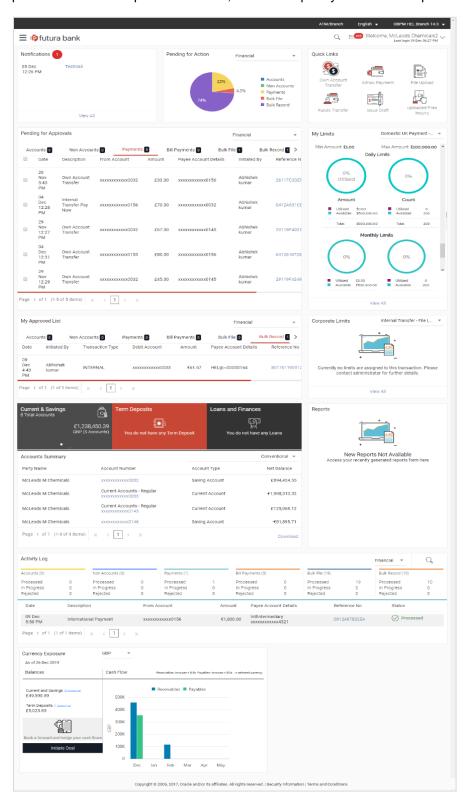
- Initiation
- Approval
- Completion
- 1. Click **Back** to navigate to the **Dashboard**.

OR

Click **e-Receipt** to generate the e-receipt of the transaction.

# 7.3 Approver Dashboard

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



#### **Dashboard Overview**

#### **Icons**

Following icons are present on the corporate - viewer 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.
- Welcome, Matt Dam
  Last login 06 Nov 02:26 PM

  Displays the welcome note, user's name along with the last log in date and time. Click this icon to view the logged in user's profile or log out from the application.
- E: Click the toggle menu to access the transactions.
- X: Click this icon to close the toggle menu. This icon appears if the toggle menu is open.

#### **FATCA & CRS link**

Click the link to access the FATCA and CRS Self – Certification Forms for Entities so as to capture required information for the purposes of compliance with both FATCA and CRS.

## **Header Menu Options**

- Your Current View is: Your current role will be displayed here i.e. one of three ( Viewer/ Maker/ Approver). The drop-down to select the role is available only if the user is mapped with more than one
  - There is also an option 'My Dashboard' available in this menu which allows the user to customize their dashboards. This option is present only if the user has personalized there Dashoard according to their use and requirement.
- ATM Branch: Click here to locate the nearest branch/ATM.
- Select Language: Select your desired language to use the application.

### **Toggle Menu Transactions**

Following items are present on the Toggle Menu:

- Accounts: This menu consists of sub menu items like Current and Savings account, Term Deposits and Loans and Finances to navigate to the respective account related transactions.
- Payments: Click here to access Payments related transactions or setting up of payments.
- Bill Payments : Click here to access the Electronic Bill Payments and Presentment related transactions.
- Trade Finance: Click this menu to manage your Letter of Credits (LCs), Bills, Guarantees, Line Limits and Beneficiary maintenance for trade finance.
- Forex Deal: Click this menu to view booked forex deals and initiate new forex deal.

- Liquidity Management
   Click this menu to manage the cash flow, credit and working capital.
- Virtual Account Management : Click this menu to manage your virtual accounts.
- Credit Facility Management: Click this menu to originate new Credit Facilities and manage existing Facilities and Collaterals.
- Supply Chain Finance: Click this menu to view your Supply Chain Finance business and its manage its activities.
- File Upload: Click this icon to upload files and view the files already uploaded.
- Reports: Click this icon to generate the reports and view the generated reports.
- Application Tracker: Click this menu to track your loan, trade finance and credit facility applications.
- Account Settings
   : Click this menu to set your preferences as well as daily limits and change password.
- Mail Box
   Click this menu to view the Mails, Alerts and Notifications.
- Leave Feedback : Click this menu to leave your feedback about the user interaction of the application.
- ATM/Branch Locator : Click to view the address and location of the ATMs and the branches of the Bank. For more information refer ATM/ Branch Locator section.
- Help : Click this menu to launch the online help.
- About : Click this menu to view the information about the application like version number, copyright etc.

#### **Notifications**

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

#### **Pending for Action**

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

The transactions are grouped by module name and provide a quick view of transactions that are needed to be approved.

#### **Quick Links**

The following transactions can be initiated from this section:

- Own Account Transfer
- Funds Transfer

- Ad-hoc Payment
- Issue Draft
- File Upload
- Uploaded Files Inquiry

# **Pending for Approvals**

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

Financial: This displays the financial based transactions - further categorized as following:

- Accounts The details of activity log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Details: Account number of the transaction
  - Amount: Amount of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Non Accounts The details of the activity log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Amount : Amount of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Payments
- Date: Date of the transaction
- Description: Description of the transaction
- From Account: Source Account number of the transaction
- Amount : Amount of the transaction
- Payee Account Details: Payee's account number of the transaction
- Initiated By: The user who has initiated the transaction.
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction
- Bill Payments
  - Date: Date of the transaction

- Description: Description of the transaction
- Biller Name: Name of the biller
- Biller Location: Location of the biller
- Details: Details of bill payment
- From Account: Source Account number of the transaction
- Amount : Amount of the transaction
- Initiated By: The user who has initiated the transaction.
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### Bulk File

- Date: Date of the transaction
- Description: Description of the transaction
- Transaction Type: Transaction types of the file upload
- File Name: Name of the file uploaded.
- File Amount: Amount to be debited from debit account.
- Initiated By: The user who has initiated the transaction.
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### Bulk Record

- Date: Date of the transaction
- Transaction Type: Transaction type of the bulk record
- Debit Account No: Account number of the account to be debited.
- Amount: Amount to be debited from debit account
- Payee Account Details: Payee's account number
- Initiated By: The user who has initiated the transaction.
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction.

#### Non Account Bulk Record

- Date: Date of the transaction
- Transaction Type: Transaction type of the bulk record
- Amount: Amount of the transaction
- Initiated By: The user who has initiated the transaction.
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

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

#### Accounts

- Date: Date of the transaction
- Description: Description of the transaction
- Account Details: Account number of the transaction
- Initiated By: The user who has initiated the transaction.
- Reference No: Reference Number of the transaction.
- Status: Status of the transaction

#### Biller Maintenance

- Date: Date of the transaction
- Description: Description of the transaction
- Payee Type: The type of payee
- Category: The category of the biller
- Initiated By: The user who has initiated the transaction.
- Reference No: Reference Number of the transaction.
- Status: Status of the transaction

# Payee and Biller

- Date: Date of the transaction
- Description: Description of the transaction
- Payee Type: Type of the payee
- Category: Payee Category
- Initiated By: The user who has initiated the transaction.
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

## Bulk File

- Date: Date of the transaction
- File Identifier: Unique code assigned to the uploaded file.
- Transaction Type: Transaction type of the file upload
- File Name: Name of the file uploaded.
- Initiated By: The user who has initiated the transaction
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### Bulk Record

- Date: Date of the transaction
- File Identifier: Unique code assigned to the record.
- Transaction Type: Transaction type of the bulk record
- Description: Description of the transaction

- Initiated By: The user who has initiated the transaction
- Reference Number: Reference Number of the record.
- Status: Status of the record
- Trade Finance Maintenance
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Beneficiary Name: Name of the Beneficiary against whom LC is to be created
  - Initiated By: The user who has initiated the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Forex Deal
  - Date: Date of the transaction
  - Reference Number: Reference Number of the transaction.
  - Deal Type: Type of Deal user wants to initiate that is Spot or Forward
  - Currency Combination: List of permissible currency combination for deal booking
  - Amount: Amount for the booked forex deal
  - Status: Status of the transaction
- Others
- Date: Date of the transaction
- Initiated By: User who has initiated the transaction
- Transaction Type: Type of the transaction initiated
- Description: Description of the transaction
- Reference Number: Reference Number of the transaction
- Status: Status of the transaction
- Liquidity Management
  - Date: Date of the transaction
  - Transaction Type: Type of the transaction initiated
  - Structure ID: Structure ID of the transaction
  - Structure Description: Description of the transaction
  - Initiated By: The user who has initiated the transaction
  - Reference Number: Reference Number of the transaction
  - Status: Status of the transaction

# **My Approved List**

This section displays the details of transactions that are approved by the approver user. Similarly to Pending Approval list, here also it is classified into two broad categories a) Financial and b) Non-Financial. The Tab under Financial and Non Financial and the columns of each Tab are same as

mentioned in 'Pending For Approval' section.

Click each tab to view the snapshot of transactions already approved.

Click the **Reference Number** link to view the detailed transaction.

Click **Download** to download the summary of transactions approved by the approver user.

## My Limits

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

## **Corporate Limits**

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

The user can select the transaction from the drop-down to view the corporate limit of that transaction.

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

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

#### Current and Savings:

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

### Term Deposits:

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

### Loans and Finances

- Party Name: Displays the different party names linked to the ID and holding the loans
- Account Number: clicking the account number takes you to the Loan Details screen.

- Interest Rate: Applicable rate of interest of loan
- Maturity Date: date when the loan would be closed if all the due is clear
- Outstanding Balance: Amount which is left to be deposited against the loan

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

#### Reports

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

## **Activity Log**

Displays the details of all the transactions made to their accounts like account financial, account non-financial, bulk file, bulk record, Payee and Biller and payments transactions.

It is divided into two fields broadly: Financial / Non-Financial.

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

: Click this icon to search the transactions that are performed on a particular date. It has two fields **From Date** and **To Date**; you can select the start and end date to search the transaction.

Financial: This displays the financial based transactions - further categorized as following:

- Accounts The details of activity log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Number: Account number of the transaction
  - Amount: Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Non Accounts The details of the activity log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Amount : Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Payments
  - Date: Date of the transaction
  - Description: Description of the transaction
  - From Account: Source Account number of the transaction
  - Amount : Amount of the transaction
  - Payee Account Details: Payee's account number of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

### Bill Payments

- Date: Date of the transaction
- Description: Description of the transaction
- Biller Name: Name of the biller
- Biller Location: Location of the biller
- Details: Details of bill payment
- From Account: Source Account number of the transaction
- Amount : Amount of the transaction
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### Bulk File

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

#### Bulk Record

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

#### Non Account Bulk Record

- Date: Date of the transaction
- Transaction Type: Transaction type of the bulk record
- Amount: Amount of the transaction
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

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

#### Accounts

- Date: Date of the transaction
- Description: Description of the transaction

- Account Number: Account number of the transaction
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction

#### Payee and Biller

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

#### Bulk File

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

#### Bulk Record

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

## Trade Finance

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

#### Forex Deal

- Date: Date of the transaction
- Reference Number: Reference Number of the transaction.
- Deal Type: Type of Deal user wants to initiate that is Spot or Forward
- Currency Combination: List of permissible currency combination for deal booking

- Amount: Amount for the booked forex deal
- Status: Status of the transaction
- Others
- Date: Date of the transaction
- Initiated By: User who has initiated the transaction
- Transaction Type: Type of the transaction initiated
- Description: Description of the transaction
- Reference Number: Reference Number of the transaction
- Status: Status of the transaction
- Liquidity Management
  - Date: Date of the transaction
  - Transaction Type: Type of the transaction initiated
  - Structure ID: Structure ID of the transaction
  - Structure Description: Description of the transaction
  - Reference Number: Reference Number of the transaction
  - Status: Status of the transaction

Click **Download** to download the activity log.

## **Currency Exposure**

The section displays total available balance in a corporates current and term deposit accounts along with the and cash flow position as on the current date. In cash flow, a corporate's receivables and payables from and towards invoices and trade bills respectively are projected on the graph.

This section also allows the user to initiate a forex deal.

# 7.3.1 Pending for Approvals

The Pending for approvals list contains transactions that have been initiated by the maker and are pending for approvals. When the approver user logins to the application, he can view the transactions that are pending for his decision to either approve or reject.

The reference number of the transaction is a hyperlink, on clicking the link the transaction details and transaction journey of the specific transaction is displayed.

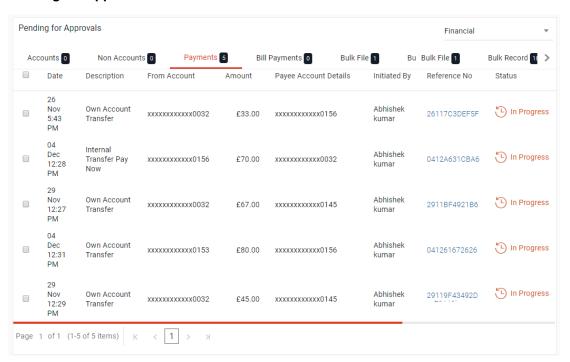
#### How to reach here:

Approver Dashboard > Pending for Approvals section

## To approve the transaction:

 Select the transaction pending for approval, by clicking on the checkbox against it and click on Approve or Reject

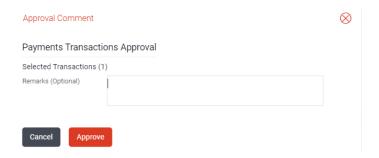
#### **Pending for Approvals**



The Transaction Approval / Rejection screen prompting to enter the approval / rejection remarks appear.

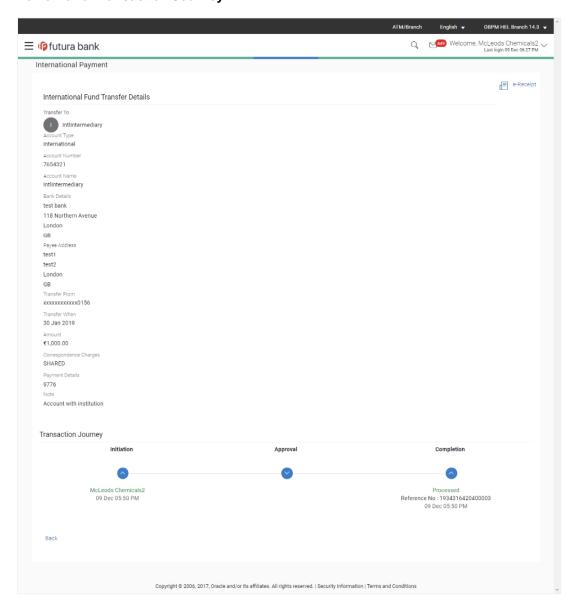
OR

Click Cancel to navigate to the Dashboard.



- Alternately, the approver can view detailed transaction summary, before approving / rejecting a transaction.
- Click the Reference Number link of the transaction that has to be approved, in the Pending for Approval section. The transaction screen with Review and Transaction Journey section appears.

# **Review and Transaction Journey**



### Transaction to approve

## **Transaction Name**

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

#### Review

The section displays the details of the transaction

# **Transaction Journey**

This section displays the status of transactions. The possible values for the status are:

- Initiation
- Approval
- Completion
- 5. Click **Approve** to approve the initiated transaction. The **Transaction Approval** screen prompting to enter the approval remarks appear.

OR

Click **Reject** to reject the transaction.

OR

Click Back to navigate to the Dashboard.

6. Enter the remarks and click **Approve**.

OR

Enter the remarks and click Reject.

OR

Click Cancel to cancel the transaction.

The screen with success message along with the reference number appears.

# <u>FAQs</u>

1. If one user is configured so that he is having both the roles i.e. a Maker and an Approver, how can he switch the Dashboard View?

The user can go to the toggle menu and switch between the Maker / Approver roles.

**Home** 

# 8. 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. Post successful validation of the user's details, user is asked to enter the second factor authentication details (as per the authentication mode maintained by the Bank).

Once the user is authenticated, user will receive a link to generate the new password, on his registered email ID.

# **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

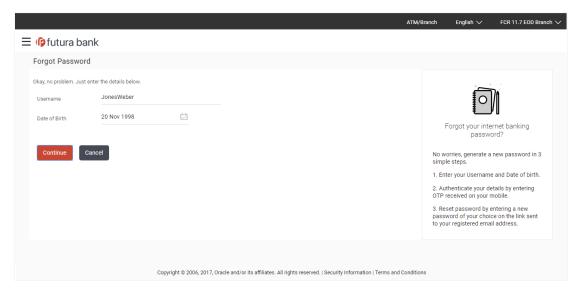
#### How to reach here:

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.
Date of birth	Enter your date of birth.

- 2. In the **Username** field, enter your login username.
- 3. In **Date of birth** field, enter your date of birth.
- 4. Click Continue.

OR

Click to Cancel the transaction.

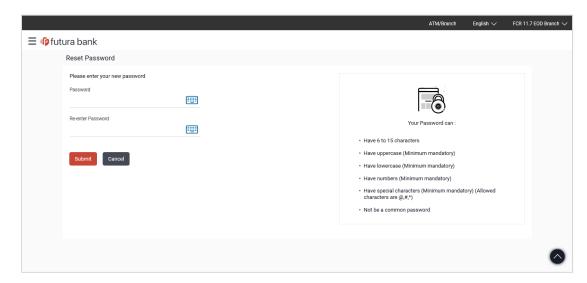
5. The Verification screen appears. The user has to enter the 2factor authentication, before he can proceed. 2 factor authentication (OTP/Security question/Soft Token) will be displayed as per the setup done by the system administrator.
A Confirmation screen appears, along with a message stating that the link to reset password has been sent to user's registered email.

## Forgot Password - New Password Creation



6. Click the link received in your email to reset the password. The **Reset Password** screen appears.

#### Reset Password - New Password Creation



### **Field Description**

Field Name Description

# Please enter your new password

Password Enter a new password for channel access.

**Re-enter Password** 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.

**Home** 

# 9. 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.

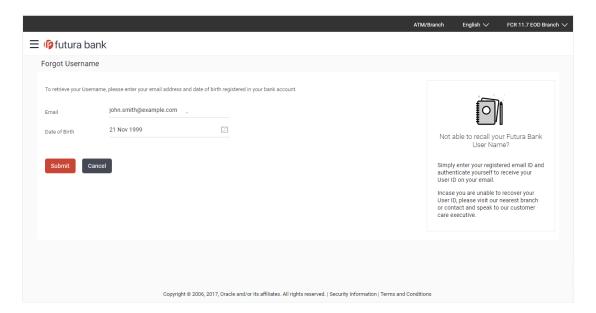
#### How to reach here:

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 2 Factor Authentication.
- 6. Enter the details required for second factor authentication. The **Forgot Username** confirmation screen appears.
- 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.

**Home** 

# 10. FATCA & CRS Form

The Foreign Account Tax Compliance Act (FATCA) is a United States federal law that was introduced to enable the Internal Revenue Service (IRS) to obtain detailed account information of US tax payers that invest and earn income through non U.S. institutions.

The Common Reporting Standard (CRS), is a global reporting standard developed by the Organization for Economic Cooperation and Development (OECD). This information standard was brought into effect for the purpose of combatting tax evasion at a global level.

The goal of both FATCA and CRS is to enable tax authorities to obtain information pertaining to the financial assets held by their citizens in foreign or overseas financial institutions, thereby greatly strengthening global tax compliance.

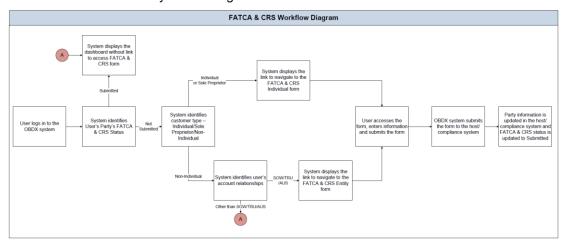
The FATCA and CRS Self – Certification Forms for Individuals and Entities has been created so as to capture required information for the purposes of complying with both FATCA and CRS.

A FATCA & CRS check is maintained under system configurations by the system administrator to identify if FATCA & CRS is to be enabled or not. If enabled, every time a business user logs into the banking application, the system will identify whether the user is required to fill out the form or not and further identify the type of form to be provided to the user based on the type of user. Individuals and sole proprietors will be displayed the FATCA & CRS Self – Certification form for Individuals and Corporates and other business entities will be displayed the FATCA & CRS Self – Certification from for Entities. Moreover, the FATCA & CRS Self – Certification from for Entities will be made available only to users that are accessing the online banking services of the entities in the capacity of trustees, sole owners or authorized signatories.

This section documents the information captured in the FATCA & CRS Self – Certification forms for both Individuals and Entities.

### Workflow

The following workflow identifies the steps involved in the process of capturing customer information required from the view point of complying with FATCA & CRS, considering that the FATCA & CRS check in system configuration is set to Enabled.



## How to reach here:

Corporate Dashboard > FATCA and CRS Self - Certification Form link > FATCA and CRS self - certification Form

# 10.1 FATCA and CRS Self - Certification Form for Entities

The FATCA & CRS Self – Certification from for Entities is made available to users that are accessing the online banking services of the entities or companies in the capacity of trustees, sole owners or authorized signatories.

The sections that consist of this form are documented as follows:

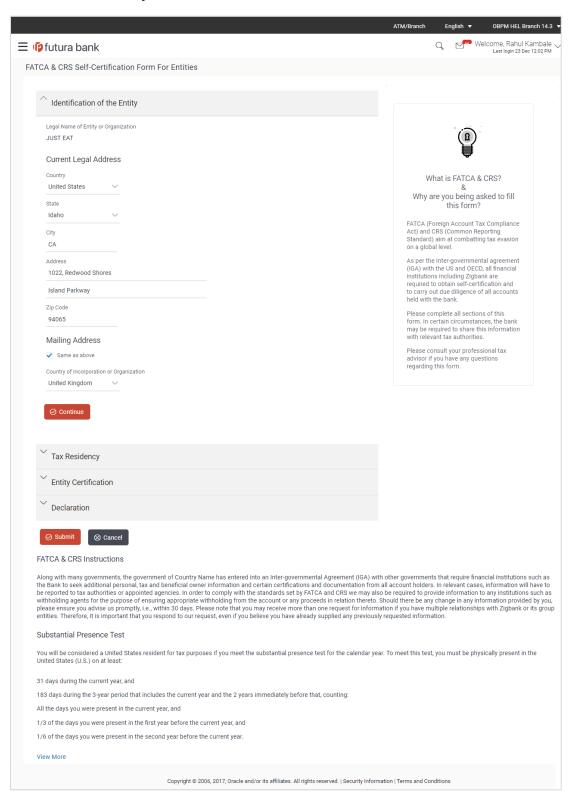
## To fill the FATCA & CRS Self - Certification Form for Entities:

- 1. Select the FATCA & CRS link displayed as part of a message on the dashboard.
- 2. The FATCA & CRS Self Certification Form for Entities appears.

# 10.1.1 Identification of the Entity

In this section, basic details of the entity are captured such as the name and address details of the entity.

# **Identification of Entity**



# **Field Description**

Field Name	Description
Legal Name of the Entity or Organization	The name of the entity or company as maintained with the bank is displayed.
Current Legal Address	
Country	Select the country in which the entity is operating.
City	Enter the name of the city in which the entity has its main headquarters.
Address 1-2	Enter the address details of the main headquarters of the entity.
Zip Code	Enter the zip code of the entity's address.
Mailing Address	
Same as above	Select this checkbox if the entity's mailing address is the same as the current legal address.
Country	Select the country of the entity's mailing address.
	This field appears if the <b>Same as above</b> check box is not selected.
City	Enter the name of the city of the mailing address of the entity.
	This field appears if the <b>Same as above</b> check box is not selected.
Address 1-2	Enter the mailing address details.
	This field appears if the <b>Same as above</b> check box is not selected.
Zip Code	Enter the zip code of the mailing address of the entity.
	This field appears if the <b>Same as above</b> check box is not selected.
Country of Incorporation or Organization	Select the country of origin of the entity or organization.

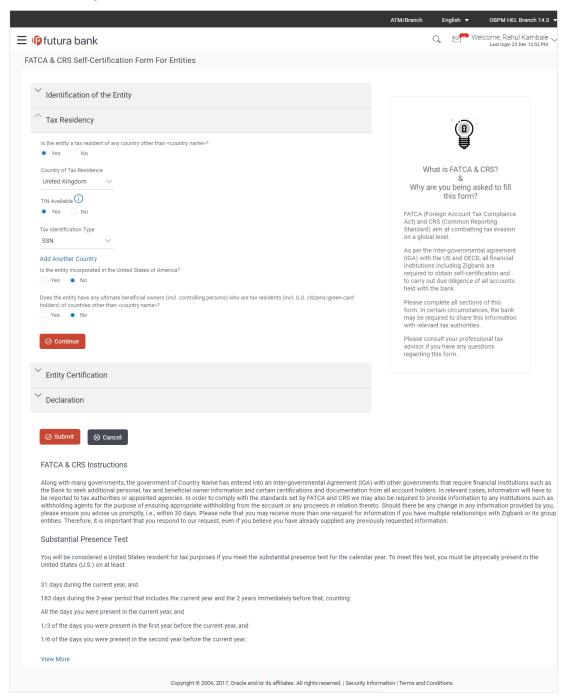
- 1. From the **Country** list, select the country in which the entity is operating.
- 2. In the City, Address and ZIP Code field, enter the City, address details of the entity.
- 3. Select the **Same as Above** check box, if the entity's mailing address is the same as the current legal address, else specify details of the entity's mailing address.
- 4. From the **Country** of **Incorporation** or **Organization** list, select the country of origin of the entity or organization.

5. Click Continue. The Tax Residency section appears.

## 10.1.2 Tax Residency

This section captures information pertaining to the tax residency of the entity. You are required to specify whether the entity can be considered as a tax resident of any country other than the country in which its accounts are held and subsequently specify details pertaining to the countries in which the entity is a tax resident. Information specific to the entity's operations in the United States is also captured in this section.

## **Tax Residency**



Field Name	Description
Is the Entity a tax resident of any country other than <country name="">?</country>	Specify whether the entity is a tax resident of any country other than country in which the entity's accounts are held.
	The options are:
	<ul> <li>Yes – Select this option to identify that the entity is a tax resident of a country/countries other than the one in which it's accounts are held.</li> </ul>
	<ul> <li>No – Select this option to identify that the entity is not a tax resident of any country other than the country in which it's accounts are held.</li> </ul>
The following fields are enabled if you have entity a tax resident of any country other.	ave selected the option Yes against the field Is the ner than <country name="">?</country>
Country of Tax Residence	Select the country in which the entity is considered a tax resident.
TIN Available	Specify whether the entity's taxpayer identification number of the country of which it is a tax resident, is available or not.
	The options are:
	<ul> <li>Yes – Select this option if the entity's TIN for the country selected in the Country of Tax Residence field is available.</li> </ul>
	<ul> <li>No – Select this option if the entity's TIN for the country selected in the Country of Tax Residence field is not available.</li> </ul>
Tax Identification Type	Specify the tax identification type of the entity that will be provided as proof of tax residency. The values in this list are populated based on the Identification documents that are accepted as TINs in the country that you have selected as <b>Country of Tax Residence.</b>
	This field appears if you have selected the option <b>Yes</b> in the <b>TIN Available</b> field.
Other Tax Identification Type	Specify the identification document of the entity that you are providing as TIN, if the tax identification type is other than the listed option in the Tax Identification Type list.
	This field appears if you have selected the option <b>Other</b> in the <b>Tax Identification Type</b> field.

Field Name	Description
TIN/ TIN Equivalent	Specify the Taxpayer Identification number.
Reason for Non Availability	Specify the reason of non-availability of taxpayer identification number.
	This field appears if you have selected the option <b>No</b> in the <b>TIN Available</b> field.
Add Another Country	The link to add details of another country in which the entity is a tax resident. You may choose to add further records, up to a defined number, if the entity is a tax resident of more than one country.
Remove Country	This link is displayed against the record of a country that has been added as country of tax residence. Select this link to delete the specific record against which the link is displayed.
Is the entity incorporated in the United States of America	Specify whether the entity was incorporated in the United States of America.
	The options are:
	• Yes
	• No
Does the entity have any ultimate beneficial owners (incl. controlling persons) who are a tax residents (incl. US citizens/ green card holders) of countries other than <country name="">?</country>	Specify whether the beneficial owners including the controlling persons of the entity/ organization are tax residents of any other country.
	The options are:
,	• Yes
	• No

- 1. In the Is the Entity a tax resident of any country other than <country name>? field, select the applicable option.
  - a. If you have selected **Yes**, specify details pertaining to the country/countries in which the entity is a tax resident. The steps are as follows:
    - i. In the **Country of Tax Residence** list, select the country in which the entity is a tax resident.
    - i. In the TIN Available field;
      - 1. Select the option **Yes** if the entity's TIN for the country in which it is a tax resident is available.

OR

- Select the option NO if the TIN is not available.
- iii. If you have selected the option Yes against the field TIN Available;

b. Select the TIN type from the **Tax Identification Type** field and specify the TIN number in the **TIN/TIN Equivalent** field.

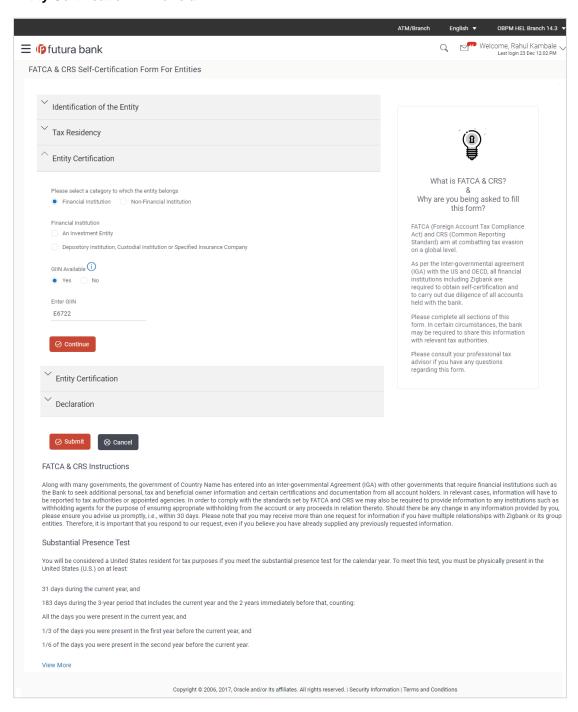
OR

- If you have selected the option No against the field TIN Available;
- c. Specify the reason for which the entity's TIN is not available in the field **Reason for Non Availability**.
- iv. Click the <u>Add Another Country</u> link, to add another country record if you are a tax resident of more than one country.
   Repeat steps i to iii
- v. Click the **Remove Country** link displayed against a country record if you wish to delete the country record.
- 2. In the **Is the entity incorporated in the United States of America?** field, select the applicable option.
- 3. In the Does the entity have any ultimate beneficial owners (incl. controlling persons) who are a tax residents (incl. US citizens/ green card holders) of countries other than <country name>? field, select the applicable option.
- 4. Click Continue. The Entity Certification section appears.

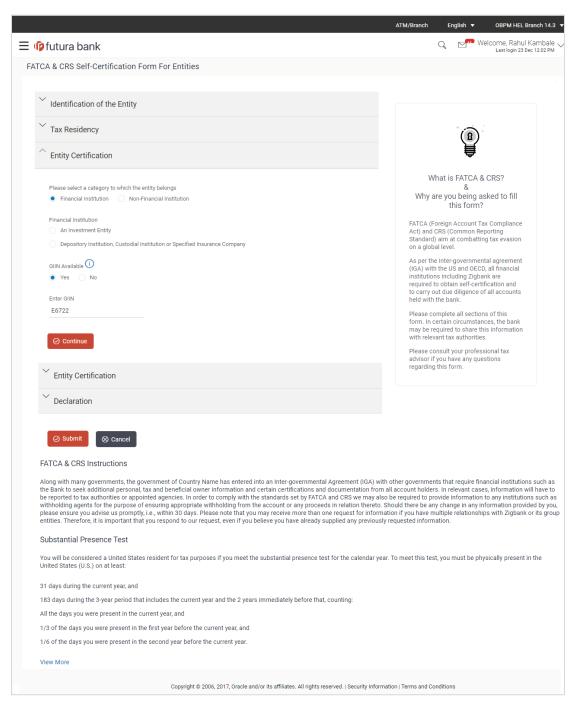
## 10.1.3 Entity Certification

This section captures information required to identify the category under which the entity falls with regards to FATCA & CRS classifications of entities.

### **Entity Certification - Financial**



## **Entity Certification - Non Financial**



Field Name	Description
Please select a category to which the entity belongs	Specify whether the entity is a financial or non-financial institution by selecting the applicable option.
	The options are:
	<ul> <li>Financial Institution - Select this option if the entity is a financial organization</li> </ul>
	<ul> <li>Non- Financial Institution - Select this option if the entity is a non-financial organization</li> </ul>
The following fields appear if you Please select a category to which	have selected the option Financial Institution under the ch the entity belongs field.
Financial Institution	The categories to which the entity could belong to are listed under this field. Select an option that is applicable to the entity.
	The options are:
	An Investment Entity
	<ul> <li>Depository Institution, Custodial Institution or Specified Insurance Company</li> </ul>
An Investment Entity	The categories of investment entities are listed under this field only if you have selected the option <b>An</b> <b>Investment Entity</b> under the <b>Financial Institution</b> category. Select an option that is applicable to the entity.
	The options are:
	<ul> <li>An Investment Entity located in a Non- Participating Jurisdiction and managed by another Financial Institution</li> </ul>
	Other Investment Entity
GIIN Available	Specify whether the entity's Global Intermediary Identification Number is available or not.
	The options are:
	<ul> <li>Yes – Select this option if the entity's GIIN is available</li> </ul>
	<ul> <li>No – Select this option if the entity does not have a GIIN</li> </ul>
Enter GIIN	Enter the entity's Global Intermediary Identification Number.
	This field appears if you have selected the option <b>Yes</b> against the <b>GIIN Available</b> field.

Field Name	Description
Reason for Non Availability	Specify the reason of non-availability of taxpayer identification number.
	This field appears if you have selected the option <b>No</b> against the <b>GIIN Available</b> field.
The following fields appear if you have selected the option <b>Non-Financial Institution</b> under the <b>Please select a category to which the entity belongs</b> field.	
Non-Financial Institution	The general categories to which a non-financial entity can belong, are listed under this field.
	The options are:
	<ul> <li>Active Non-Financial Entity (NFE)</li> </ul>
	<ul> <li>Passive Non-Financial Entity (NFE)</li> </ul>
Active Non-Financial Entity (NFE)	The categories under Active Non-Financial Entity are listed if you have selected the option Active Non-Financial Entity under the field Non-Financial Institution. Select the option that is applicable to the entity.
	The options are:
	<ul> <li>A corporation, the stock of which is regularly traded on an established securities market</li> </ul>
	<ul> <li>Entity is related to a corporation whose stock is regularly traded on an established securities market</li> </ul>
	<ul> <li>A Governmental Entity or Central Bank</li> </ul>
	<ul> <li>An International Organization</li> </ul>
	<ul> <li>Other e.g. a start-up NFE or a non-profit NFE</li> </ul>
Name of the established securities market on which the	Enter the name of securities market on which the entity trades regularly.
corporation is regularly traded	This field appears if you have selected the option A corporation, the stock of which is regularly traded on an established securities market under the Active Non-Financial Entity (NFE) field.
Name of the related corporation whose stock is	Specify the name of corporation whose stock is traded by the entity.
traded	This field appears if you have selected the option Entity is related to a corporation whose stock is regularly traded on an established securities market under the Active Non-Financial Entity (NFE) field.

Field Name	Description
Nature of relation	Specify the relation that the entity has with the company whose stock is traded.
	The options are:
	<ul> <li>Subsidiary of the listed company</li> </ul>
	<ul> <li>Controlled by a listed company</li> </ul>
	<ul> <li>Common control as a listed company</li> </ul>
	This field appears if you have selected the option Entity is related to a corporation whose stock is regularly traded on an established securities market under the Active Non-Financial Entity (NFE) field.
	Enter the name of securities market on which the stock of the related corporation is traded on a regular basis.
stock of the related corporation is regularly traded	This field appears if you have selected the option Entity is related to a corporation whose stock is regularly traded on an established securities market under the Active Non-Financial Entity (NFE) field.
Sub-Category of Active NFE	Enter the sub-category of the active non-financial entity.
	This field appears if you have selected either of the following three options under the Active <b>Non-Financial Entity (NFE)</b> field:
	<ul> <li>A Government Entity or Central Bank</li> </ul>
	<ul> <li>An International Organization</li> </ul>
	Other e.g. a start-up NFE or non-profit NFE
Passive Non-Financial Entity (NFE)	Select this option if the entity is a passive non-financial entity.

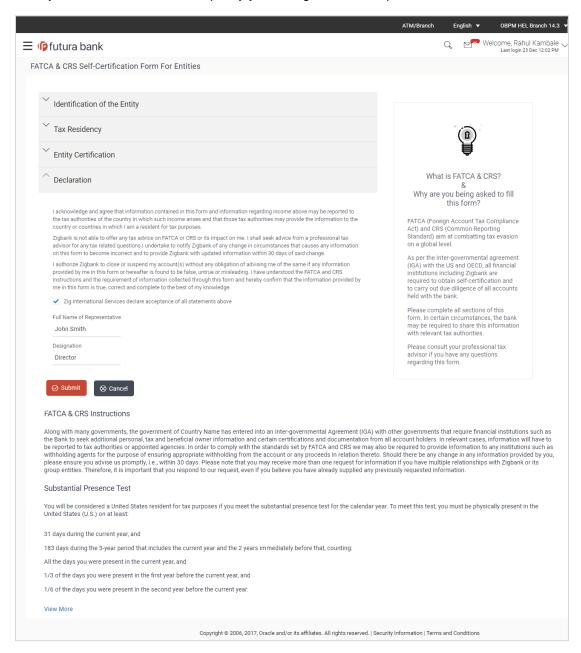
- 1. In the **Please select a category to which the entity belongs** field, select the applicable option.
  - d. If you have selected the **Financial Institution** option, select whether the entity is an Investment Entity or Depository Institution, Custodial Institution or Specified Insurance Company.
    - vi. If you have selected **An Investment Entity** option from the **Financial Institution** field, select whether the entity is an Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution or Other Investment Entity.
  - e. Specify whether the GIIN is available or not against the GIIN Available field.
    - vii. If you have selected option **Yes**, enter the entity's GIIN in the **Enter GIIN** field. OR
      - If you have selected option **No**, enter the reason as to why the GIIN is not available in the **Reason for Non Availability** field.

OR

- 2. If you have selected the **Non-Financial Institution** option, select the applicable option.
- If you have selected the category Active Non-Financial Entity (NFE), select the applicable sub-category options and enter the relevant information displayed against the selected options.
- 4. Click Continue. The Declaration section appears.

### 10.1.4 Declaration

This section displays the FATCA & CRS declaration for which you are required to provide consent on behalf of the entity, by selecting the provided checkbox. You are also required to enter your name in full and also specify your designation in the provided fields.



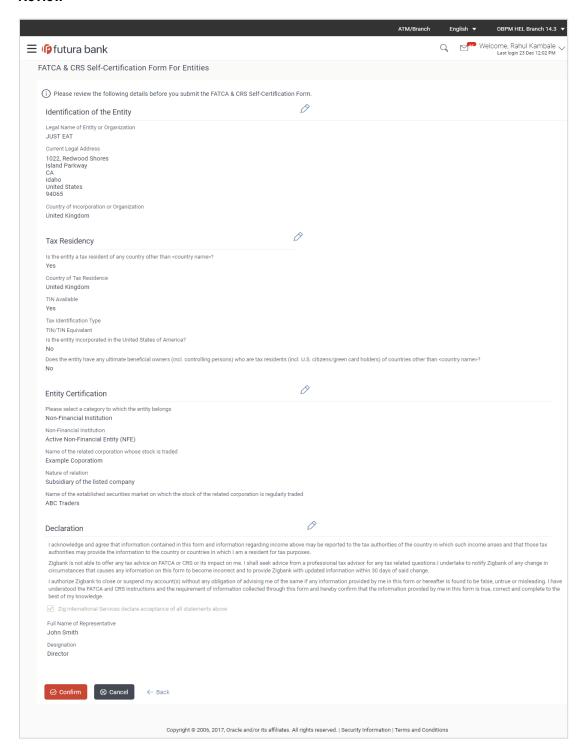
Field Name	Description
Declaration	Select the check box to provide consent to the FATCA & CRS terms and conditions and to provide consent to the declaration on behalf of the entity.
Full Name of Representative	Enter your name in fill.
Designation	Specify the designation / position that you hold in the organization /entity.

- 1. Select the check box to provide consent of the FATCA & CRS terms and conditions and to provide consent to the declaration.
- 2. In the **Full Name of Representative** field, enter your full name.
- 3. In the **Designation** field, specify the current designation or position that you hold in the organization.
- 4. Click Submit. The Review screen appears.

## 10.1.5 Review

The review screen displays all the information that you have entered in the form. You can review this information and if required, select the option to edit the information of any section. Once you have verified all the information defined in the form, you can click on the option provided to submit the form, after which the form will be submitted and the confirmation page will be displayed.

### Review



1. Verify the details, and click Confirm.

OR

Click  $\nearrow$  against any section that you wish to edit, if required.

OR

Click Cancel to close the form.

OR

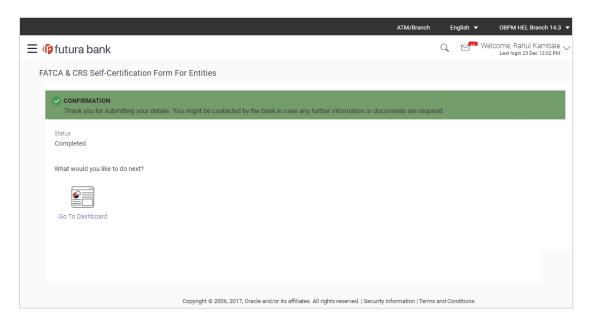
Click **Back** to navigate to the previous page.

2. The success appears along with the status of submission of the form.

### 10.1.6 Confirm

The confirmation page will be displayed once you have submitted the form. This page will display a message identifying whether the form was successfully submitted or not.

### Confirm



1. Click **Go to Dashboard** to navigate to the dashboard.

## **FAQs**

### 1. What is FATCA, why I have to fill the FATCA & Dry; CRS form?

FATCA stands for 'Foreign Account Tax Compliance Act' and is a legislation designed to prevent tax evasion. Introduced by the United States Department of Treasury and the US Internal Revenue Service (IRS), the purpose of FATCA is to encourage better tax compliance by preventing US Persons from using foreign banks and other financial organizations in order to avoid US taxation on their income and assets.

### 2. What is a tax identification number (TIN)?

This is your unique number issued in your jurisdiction to you as a tax payer. However we are aware that some jurisdictions do not issue a specific tax numbers. UK residents can use their National Insurance number.

Home

# 11. Live Chat

Multi-Modal Assisted Banking allows you to initiate a video or voice call and can share his / her screen with the Bank user in case they face an issue while completing a transaction or have any queries pertaining to their account. The multi-modal assisted banking feature is configurable. Below are the features being provided as part of the current release:

- Integration with Oracle Live Experience for assisting customer.
- An assisted banking icon across the application for end user, by clicking on which he/she
  can start the call.
- Business user can enable and disable this option from his user preferences.

Note: Live Chat is supported only when the user is logging from desktops.

### How to reach here:

Bottom right corner of the application

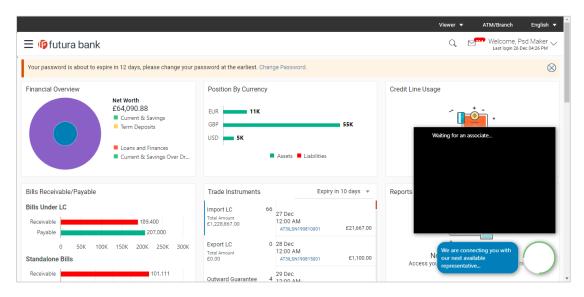
### To start a meeting:

- 1. Click 'Hey I am there to help if you need it' icon.
- 2. The session recording message is displayed, click **Ok** to continue with the modal assisted banking session.

OR

Click Cancel to close the session.

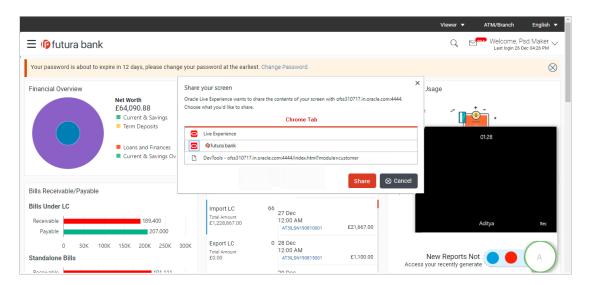
### **Live Chat**



 Once the connection is established, a screen sharing message is displayed. Click Ok. OR

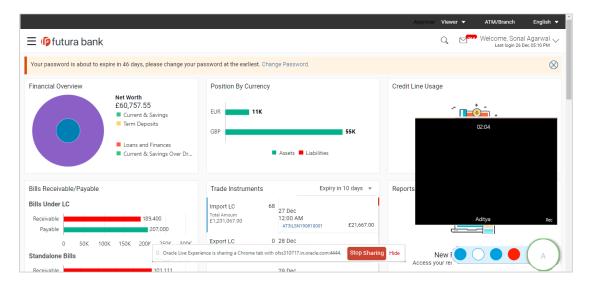
Click Cancel to abort the live chat session.

### **Live Chat Screen Share**



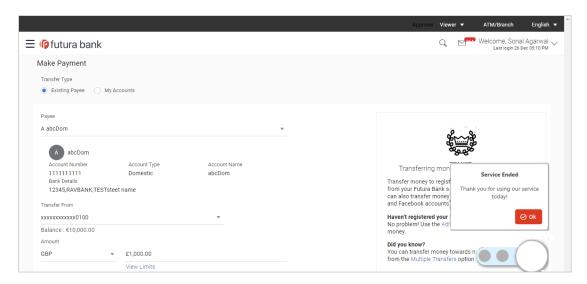
- Share your screen message is displayed. Select the application and click Share.
   OR
   Click Cancel to abort the live chat session.
- 5. The screen is shared with the customer support representative.

### Live Chat screen share



6. Business user can voice or video chat with the Bank executive basis on the configuration done by bank.

## **End Session**



7. Screen shows the confirmation message once the session gets ended.

**Home** 

# 12. My Preference

## 12.1 Profile

Using this option, the user can view his profile details. View the Primary Party ID, last login time, email id, phone number, and date of birth and address of the user.

## **Pre-requisites**

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

### **Features Supported In Application**

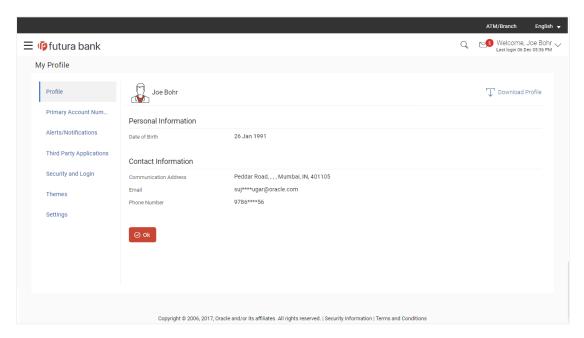
 View the details about user, such as name, email, phone number as registered with the bank

### How to reach here:

Dashboard > Toggle Menu > Account Settings > My Preferences > Profile OR

Dashboard > My Profile icon > Profile

### **Profile**



## **Field Description**

Field Name	Description
User Name	Name of the user who is currently logged in.

Field Name	Description
Personal Information	
Date of Birth	Date of birth of the user.
Contact Information	
Communication Address	Address of the user, as maintained with the bank, will be displayed.
Email	Email id of the user, in masked format.
Phone Number	Phone number of the user, in masked format.

1. Click  $\mathbf{OK}$  to navigate to the previous screen.

OR

Click  $\sqrt{\phantom{a}}$  Download Profile to download the profile.

# **FAQs**

1. Can the user edit his profile information?

No, user cannot edit his profile information; he can only view the profile details.

# 12.2 Primary Account Number

Primary account number for a user would be his main account to be used as a default for all transactional purposes. User has an option to choose a primary account if he is having multiple accounts mapped to him.

**Note**: The account number selected in this screen will appear as a default account in all the account number selection fields (applicable for all existing and new transactions).

## **Pre-requisites**

User must have a valid login credential to access the digital banking platform.

### **Features Supported In Application**

Select Primary Account Number

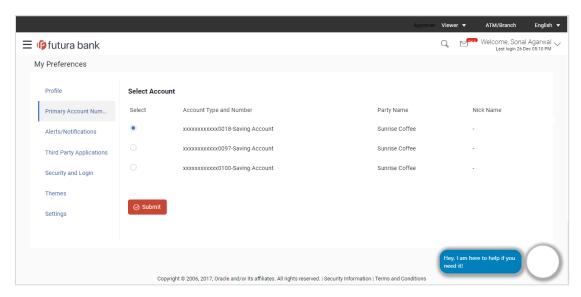
#### How to reach here:

Dashboard > Toggle Menu > Account Settings > My Preferences > Primary Account Number

### To select the primary account number:

1. All the user's account numbers with party name and nickname (if added) appear on the Primary Account Number landing screen.

## **Primary Account Number**



Field Name	Description
Select	Option to select the account number to be marked as a primary account number.
Account Type and Number	Account type and account number in masked format.
Party Name	Party name mapped to the account.
Nickname	The nickname given to the account by the account holder.

- 2. In the **Select** field, select the account number to be marked as primary account number.
- 3. Click Submit.

The success message of saving the account number as a primary account number appears.

# 12.3 Alerts/Notifications

Using this option, user can subscribe or unsubscribe from alerts. These alerts are triggered on events that are configured in the system for alerts.

The users can subscribe to alerts which can be delivered through E-mail, SMS, on screen alert or through push notifications.

### **Pre-requisites**

- User has provided his contact details such as email id and Mobile number
- User has subscribed to receive alerts, and or the bank sends certain mandatory alerts to all users.

## **Features Supported In Application**

- Alert Subscription
- Alert Un-subscription

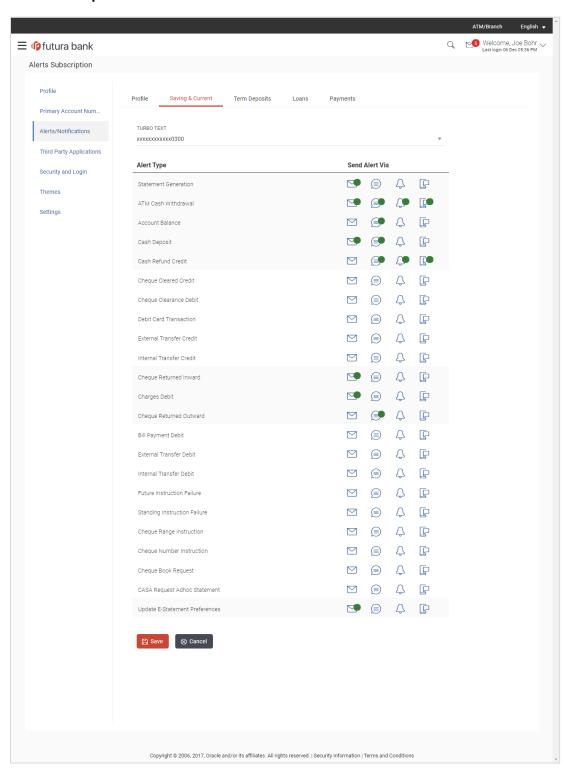
### How to reach here:

Dashboard > Toggle Menu > Account Settings > My Preferences > Alerts/ Notifications

### To subscribe to alert:

1. Click the desired module card. The Alert Subscription screen appears.

## **Alert Subscription**



Field Name	Description	
Account Number	Account number in masked format.	
Alert Type	Type of alert. Profile and Payments alerts, are default alerts	
Send Alert Via	The delivery mode through which the alert is to be sent.  The options are:  Email: alert is to be sent as an email  SMS: alert is to be sent as an SMS on the user's mobile number  On screen Mailbox: on screen, alert sent to user's mailbox  Push Notification: notifications are sent as a banner or pop-up message on the user's mobile number	

- 2. From the Account Number list, select the appropriate account.
- 3. Select the desired Alert Type and click the required Send Alert Via option.
- 4. Click Save Changes to save the changes.

against it.

OR

Click Cancel to cancel the transaction.

- The Review screen appears. Verify the details, and click Confirm. OR
  - Click Cancel to cancel the transaction and navigate back to 'Dashboard'.
- The success message along with the transaction reference number appears. Click Go to Dashboard, to navigate to the dashboard.
   OR

Note: The active mode is the delivery mode that has a

Click More Alert Options to access other alert options.

# 12.4 Third Party Consents

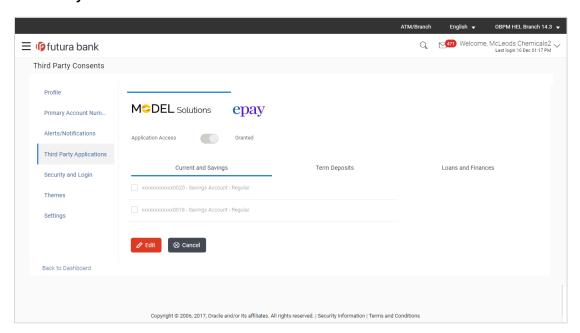
This option allows the user to manage the access provided to third party application(s). The user can define the fine-grained entitlements i.e. account level access along with a set of transactions for the third party. User can disable the access for a specific third party application whenever required.

**Note**: Third Party Applications will appear on this page only if the user has registered on any of the third party application and provided consent to the third party application to access accounts for inquiries and transactions.

### How to reach here:

Dashboard > Toggle Menu > Account Settings > My Preferences > Third Party Applications

## **Third Party Consents**



### **Field Description**

Field Name	Description
Third Party Application Name	The name of the third party applications are displayed. Select a third party application to define access to the application.
Application Process	The option to enable the access for the application. If access is granted, then the user can revoke access and if it was revoked, then the user can grant access whenever required.
Current and Savings/ Term Deposits/ Loans and Finances	The account level access provided for the set of Current and Savings / Term Deposits/ Loans and Finances account numbers to the third party. Select a product to define account and transaction level access to the third party.

1. Click **Edit** to enable the access. The **Third Party Consents – Edit** screen with values in editable form appears for user to modify account and transaction access.

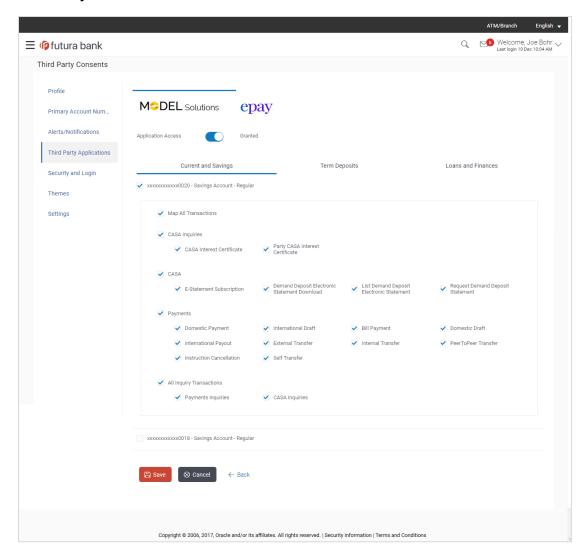
OR

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

OR

Click Back to Dashboard to go to the Dashboard.

### Third Party Consents - Edit



### **Field Description**

Field Name	Description
Third Party Application Name	The names of the third party applications are displayed. Select a third party application to define access to accounts and transactions
Application Process	The option to enable the access for the application.

Field Name	Description
Current and Savings/ Term Deposits/ Loans and Finances	The account level access provided for the set of Current and Savings / Term Deposits/ Loans and Finances account numbers to the third party.
Accounts	All the accounts of the user are displayed under the respective account type
Transactions	Once you select an account, all the transactions through which the account can be accessed are displayed. Select any or all transactions to provide account access for the transactions to the third party application.

- 2. Click the **Application Process** button to enable / disable the access to the third party application.
  - f. If you select Enable,
    - viii. Click an account type.

The account check boxes are enabled and you can select/deselect any check box to edit access of these accounts to the third party application

- ix. Select an account check box. The transactions for which the selected account can be accessed appear.
- x. Select/Deselect all or any of the transaction checkboxes to define the transactions through which the selected account can be accessed.
- 3. Click Save to save the changes.

OR

Click Back to go back to previous screen.

OR

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

4. The **Third Party Consents – Review** screen appears. Verify the details, and click **Confirm**.

OR

Click Back to go back to previous screen.

ΛR

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

5. 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.

# 12.5 Security and Login

Following options in security settings are available in the application:

- Set Security Questions
- Change Password
- SMS and Missed Call Banking

## 12.5.1 Set Security Questions

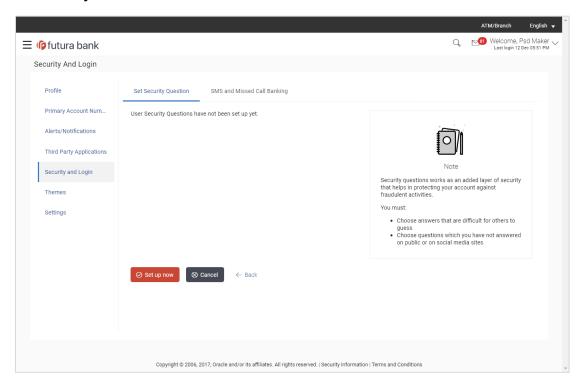
Using this option, the user can choose the security questions and maintain the corresponding answers. User will be asked to answer these questions to as the second level of authentication to complete the transaction (if Two FA is configured by Bank/System admin).

#### How to reach here:

Dashboard > Toggle Menu > Account Settings > My Preferences > Security and Login > Set Security Question

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

### **Set Security Question**

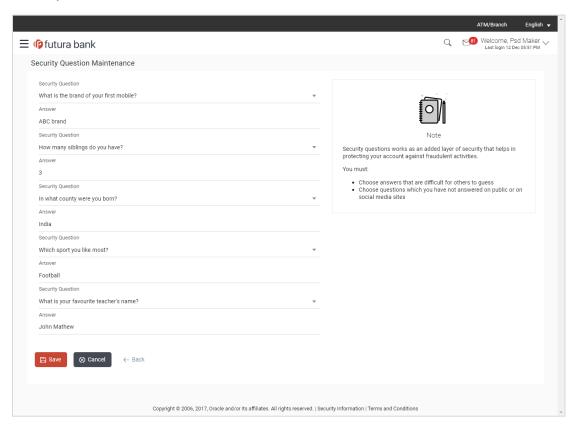


### To set up security questions:

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

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

## **Security Question Maintenance**



## **Field Description**

Field Name	Description	
User Security Questions		
Security Question	Questions available for selection to add to the set.	
Answer	The answers corresponding to the security question.	

- 2. From the **Security Questions** list, select the appropriate security question to be added in set.
- 3. In the **Answers** field, enter the answers corresponding to the security question.
- 4. Click **Save** to save the changes made.

OR

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

OR

Click Back to go back tom previous screen.

The Security Question Maintenance – Review screen appears. Verify the details, and click Confirm.

OR

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

OR

Click **Back** to make the changes if any.

The **Security Question Maintenance – Edit** screen with values in editable form screen appears.

The success message of submitting the request appears.

Click **OK** to complete the transaction and navigate back to 'Dashboard'.

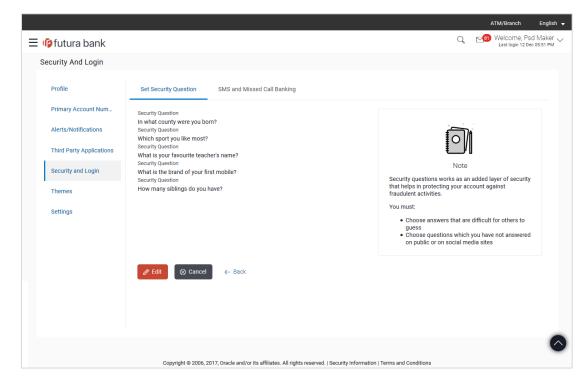
### **Security Questions Maintenance - Edit**

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

### To edit the set of security questions:

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

## **Security Questions Maintenance - View**



## 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 Security Questions Maintenance – Edit screen with values in editable form appears.

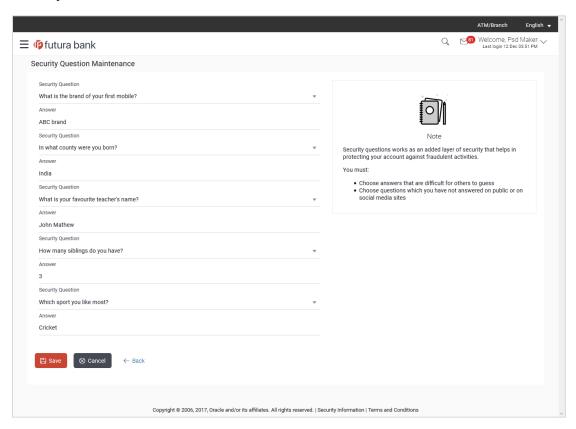
OR

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

OR

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

### **Security Questions Maintenance - Edit**



### **Field Description**

### Field Name Description

### **User Security Questions- Edit**

**Questions** The list of security question, which is the existing set, for the user.

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.

The Security Questions Maintenance – Review screen appears. Verify the details, and click Confirm.

OR

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

ΛR

Click **Back** to make the changes if any.

7. The **Security Questions Maintenance – Edit** screen with values in editable form screen appears.

OR

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

The success message of security question setup appears along with the transaction reference number.

Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## 12.5.2 SMS and Missed Call Banking

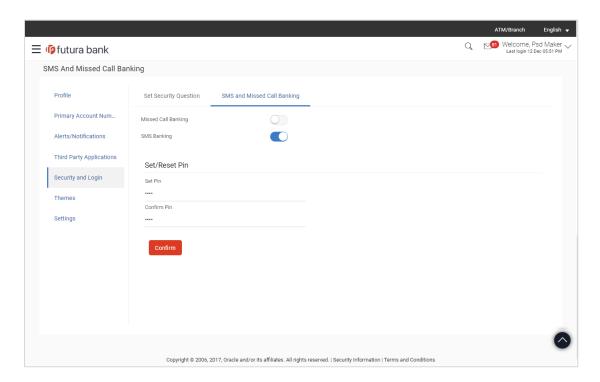
This option allows the user to enable/ disable missed call banking and sms banking. Registering for SMS and missed call banking, enables the user to perform certain inquiries /transactions by sending a short message consisting the PIN to the specified number or giving a missed call to the specified contact number.

Using this option the user can also set and reset his PIN of the SMS banking .

### How to reach here:

Dashboard > Toggle Menu > Account Settings > My Preferences > Security and Login > SMS and Missed Call Banking

## **SMS** and Missed Call Banking



## **Field Description**

Field Name	Description
Missed Call Banking	The option for registering / de-registering the user's device to the missed call banking.
SMS Banking	The option for registering / de-registering the user's device to the SMS banking.
Set/ Reset PIN	
Set PIN	Enter the PIN to access SMS banking.
Reset PIN	Re-enter the PIN to access SMS banking.

- 1. Click the **Missed Call Banking** toggle button to register.
  - Click the **SMS Banking** toggle button to register.
- 2. If you click SMS banking:
  - g. In the **Set PIN** field, enter the PIN.
  - h. In the Reset PIN field, enter the PIN.
  - i. Click Confirm. The success message appears

Note: The Confirm option appears only if SMS Banking is enabled and if a PIN is to be set.

## 12.6 Themes

Using this option, business user can personalize the view of their application with the desired themes. The list of theme templates are available to the business users for selection, the user can select the desired theme and activate it by clicking the Apply button.

At any point in time, the user can deactivate a theme and activate another one or revert to the default theme.

## **Pre-requisites**

- The user must be a customer of the bank and have valid login credentials
- Bank Administrator has created the themes that are available for business user for personalization

## Features supported in application

- Apply Theme
- Revert to default Theme

### How to reach here:

Dashboard > Toggle Menu > Account Settings > My Preference > Themes

### To apply the theme:

1. Navigate to the **Theme tab**.

#### **Themes**



- 2. All the themes defined by the bank users get listed here. User can view the colors of the themes in the theme templates being displayed.
- 3. Select the required theme from the list of available themes.
- Click **Apply** to apply the selected theme. The selected theme gets activated. OR
  - Click **Back** to navigate to previous screen.

## 12.6.2 Switch to Default Theme

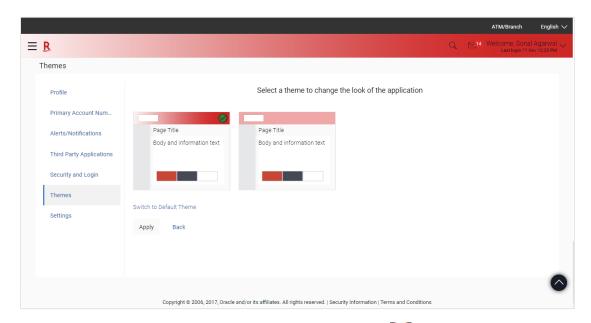
Using this option a corporate user can revert back to the default theme as defined by the bank.

### To switch to the default theme:

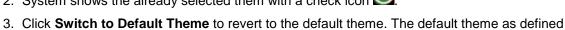
1. Navigate to the **Theme** tab.

by the bank gets activated.

### **Switch to Default Theme**



2. System shows the already selected them with a check icon 2.



# 12.7 Settings

This option lets the user to disable his alternate login options (Registered Phones/Tablets/ Wearables) incase if he loses his phone/device (on which bank's application was installed) and wants to disable his alternate login to prevent it from getting misused by anyone.

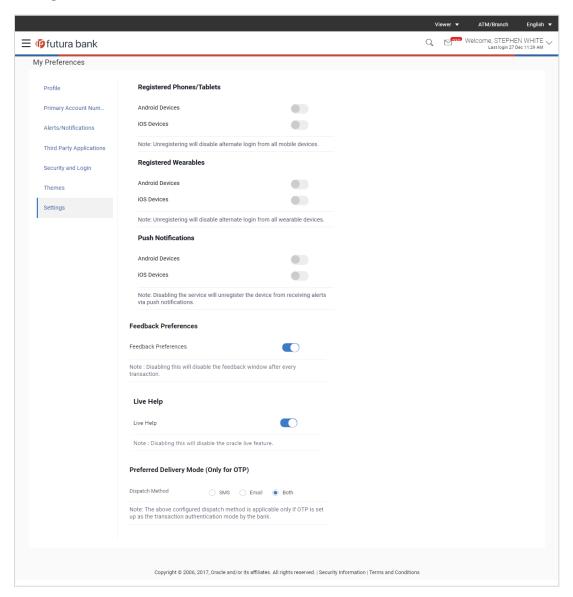
This option also lets the user to disable receiving alerts via push notification, disable his alternate login from all his wearable devices and disable feedback popup that appears after every transaction for security reasons.

Through this screen, user can set their preferred delivery mode for receiving One Time Password (OTP). By default 'Both' (SMS and email) mode is selected, the user can disable any of the option.

### How to reach here:

Dashboard > Toggle Menu > Account Settings > My Preference > Settings

### Settings



## Field Name Description

## **Registered Phones /Tablets**

Android Devices All the android devices on which the user has installed the application.

**iOS Devices** All the iOS devices on which the user has installed the application.

### **Push Notifications**

**Android Devices** All the android devices on which the user has enabled the push notifications.

iOS Devices All the iOS devices on which the user has enabled the push notifications.

### **Registered Wearables**

Android Devices All the android wearable on which the user has installed the application.

**iOS Devices** All the iOS wearable on which the user has installed the application.

### **Feedback Preferences**

**Feedback** All the Android and iOS devices on which the user has enabled the feedback preferences.

**Live Help** 

**Live Help** Select this option to enable/disable the live help after every transaction.

### **Preferred Delivery Mode (Only for OTP)**

### Dispatch Method

Select the preferred delivery mode to receive the one time password (OTP).

The options are:

- SMS
- Email
- Both

**Note**: The preference is applicable only for OTP defined as authentication mode for transactions by the bank.

 In the Registered Phones/ Tablets section, click the Android Devices toggle button to un-register.

User's alternate login gets disabled from all the android devices on which he has installed the application.

OR

Click the iOS Devices toggle button to un-register.

User's alternate login gets disabled from all the iOS devices on which he has installed the application.

2. In the **Push Notifications**, section, click the **Android Devices** toggle button to un-register. User's notification alerts gets disabled from all the android devices on which he has installed the application.

OR

Click the iOS Devices toggle button to un-register.

User's notification alerts gets disabled from all the iOS devices on which he has installed the application.

3. In the **Registered Wearables**, click the **Android Devices** toggle button to un-register. User's alternate login gets disabled from all the android wearable on which he has installed the application.

OR

Click the iOS Devices toggle button to un-register.

User's alternate login gets disabled from all the **iOS wearable** on which he has installed the application.

- 4. In the **Feedback Preferences** section, click the toggle button to un-register. The Feedback Preferences gets disabled and feedback pop up screen after every transactions will not appear in all the users android and ios devices.
- 5. In the **Live Help** section, click the **Live Help** toggle button to register/ deregister live help on your devices.
  - You will no longer the option of Live Help on your devices on which you have installed the application.
- 6. You can define delivery preference for dispatch of OTP i.e. whether you want it delivered on SMS or Email or Both. If there is a preference defined, system will dispatch the OTP on preferred delivery mode.

## <u>FAQs</u>

1. If I have more than one iOS devices and I need to deregister one of my devices from the Zigbank application, can I do so using 'Registered Device' option?

If you disable 'iOS Devices' in the 'Register Device' option, it will disable your alternate login from all the devices. You need to re-install the application if you want to use it again on that device.

2. Why there is a need to unregister the devices?

The unregistering of devices is done in case you have lost your device and you want to disable your alternate login from that device to prevent any misuse of your Bank account.

Home

# 13. Change Password

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

#### **Pre-requisites**

User must have existing login credentials

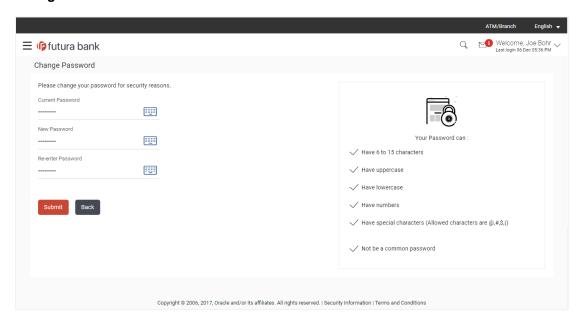
#### **Features Supported In Application**

· Changing of old password to new Password

#### How to reach here:

Dashboard > Toggle Menu > Account Settings > Change Password

# **Change Password**



# **Field Description**

Field Name	Description
Current Password	Old password for channel access.
New Password	New password for channel access.
Re-enter Password	Re-enter the new password to confirm.

# To reset the password:

1. In the Current Password field, enter the password.

OR

Click icon to enter the password using the virtual keyboard.

2. In the New Password field, enter the password.

OR

Click icon to enter the new password using the virtual keyboard. (See Password Condition section on the application screen to view the policy of setting a new password.)

3. In the Re-enter Password field, re-enter the password.

OR

Click icon to re-enter the password using the virtual keyboard.

4. Click Submit.

OR

Click Cancel to cancel the transaction.

5. The success message of changing the password appears. Click **Login** on confirmation screen to log in to the application.

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

**Home** 

# 14. Limits

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

The limit has two tabs:

- My Limits
- Corporate Limits

# **Pre-requisites**

Valid limits set up for various transactions.

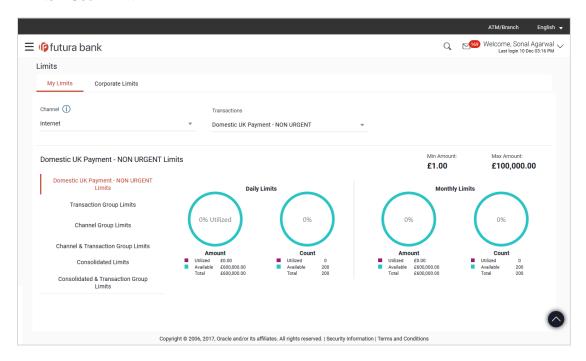
# **Features Supported In Application**

- View user transaction limits (Daily/Monthly)
- View corporate transaction limits (Daily/Monthly)

#### How to reach here:

Dashboard > Toggle Menu > Account Settings > My Limits

## Limits - User Limit



# **Field Description**

Field Name	Description
Channel	Channel for which user limits are displayed.
Transaction	Select the transaction from the list of transactions available to the corporate users for setting up the limits.
	For example transactions such as:
	<ul> <li>International Payment – File level approval</li> </ul>
	<ul> <li>Domestic UK payment – non urgent</li> </ul>
	File Upload – File Cancellation
	Peer to Peer Transfer
	International Draft
Transaction Name	The name of the transaction as selected in the above field is displayed.
Min Amount	The per transaction limit - minimum amount.
Max Amount	The per transaction limit - maximum amount.
Transaction Limit - Daily Limits	The daily amount limit and transaction count limit (available and utilized) of a transaction is displayed.
	This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.
	This section will be displayed if a limit package with selected channel and transaction is mapped to the user.
Transaction Limit - Monthly Limits	The monthly amount limit and transaction count limit (available and utilized) of a transaction is displayed.
	This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.
	This section will be displayed if a limit package with selected channel and transaction is mapped to the user.

#### **Description**

# **Daily Limits**

Transaction Group Limit - The daily amount limit and transaction count limit (available and utilized) of a transaction group is displayed.

> This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

> This section will be displayed if a limit package with selected channel and a transaction group (which has selected transaction) is mapped to the user.

# **Monthly Limits**

Transaction Group Limit - The monthly amount limit and transaction count limit (available and utilized) of a transaction group is displayed.

> This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

> This section will be displayed if a limit package with selected channel and a transaction group (which has selected transaction) is mapped to the user.

# **Channel Group Limit -Daily Limits**

The daily amount limit and transaction count limit (available and utilized) of a channel group is displayed.

This is represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with channel group (which has selected channel) and a transaction is mapped to the user.

# Channel Group Limit -**Monthly Limits**

The monthly amount limit and transaction count limit (available and utilized) of a channel group is displayed.

This is represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with channel group (which has selected channel) and a transaction is mapped to the user.

#### **Description**

# **Channel & Transaction**

The daily amount limit and transaction count limit (available Group Limit - Daily Limits and utilized) of a channel and transaction group is displayed.

> This is represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with channel group (which has selected channel) and a transaction group (which has selected transaction) is mapped to the user.

## **Channel & Transaction Group Limit - Monthly** Limits

The monthly amount limit and transaction count limit (available and utilized) of a channel and transaction group is displayed.

This is represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with channel group (which has selected channel) and a transaction group (which has selected transaction) is mapped to the user.

# Limits

Consolidated Limit - Daily The consolidated transaction amount limit and transaction initiation limit (available and utilized) of a transaction is displayed.

> This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

> This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction is mapped to the user.

# Consolidated Limit -**Monthly Limits**

The consolidated monthly transaction amount limit and transaction count limit (available and utilized) of a transaction is displayed.

This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction is mapped to the user.

#### **Description**

# Consolidated & **Transaction Group Limit -Daily Limits**

The consolidated daily amount limit and transaction count limit (available and utilized) of a transaction group is displayed.

This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction group (which has selected transaction) is mapped to the user.

# Consolidated & **Monthly Limits**

The consolidated monthly amount limit and transaction count Transaction Group Limit - limit (available and utilized) of a transaction group is displayed.

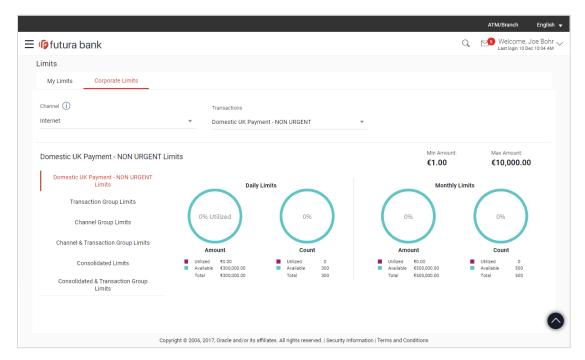
> This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

> This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction group (which has selected transaction) is mapped to the user.

#### To view the daily and monthly user limits of a transaction

- 1. From the **Channel** list, select the appropriate channel to view its limits.
- 2. From the **Transactions** list, select the transaction to view its limits.
- 3. Click the Transaction Limits / Transaction Group Limit/ Channel Group Limit/ Channel & Transaction Group Limit tabs to view the specific daily and monthly amount and count limit.
- 4. Click the **Corporate Limits** tab to view the corporate limits.

# **Limits - Corporate Limit**



# **Field Description**

Field Name	Description
Channel	Channel for which corporate limits are displayed.

Field Name	Description
Transactions	Select the transaction for which corporate limits are to be displayed.
	The options to select are:
	<ul> <li>International Payment – File level approval</li> </ul>
	Create Bill Payment
	<ul> <li>Domestic UK payment – non urgent</li> </ul>
	File Upload – File Cancellation
	Peer to Peer Transfer
	International Draft
	<ul> <li>Domestic UK payment – FASTER</li> </ul>
	Self Transfer
	<ul> <li>Domestic SEPA Payment – CREDIT</li> </ul>
	<ul> <li>Internal Transfer – File Level Approval</li> </ul>
	Create Forex Deal
	Bill Payment
	Domestic Draft
	<ul> <li>Domestic Payment – IMPS</li> </ul>
	<ul> <li>Domestic Payment – NEFT</li> </ul>
	<ul> <li>Domestic SEPA Payment – Card</li> </ul>
	<ul> <li>Domestic Payment – File Level Approval</li> </ul>
	International Payout
	<ul> <li>Mixed Payment – File Level Approval</li> </ul>
	External Transfer
	<ul> <li>Domestic UK Payment – Urgent</li> </ul>
	Internal Transfer
	Domestic Payment – RTGS
	QR Payment
Transaction Name	The name of the transaction as selected in the above field is displayed.
Min Amount	The per transaction limit - minimum amount.
Max Amount	The per transaction limit - maximum amount.

#### Description

#### **Transaction Limit - Daily** Limits

The daily amount limit and transaction count limit (available and utilized) of a transaction is displayed.

This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with selected channel and transaction is mapped to the user.

## Transaction Limit -**Monthly Limits**

The monthly amount limit and transaction count limit (available and utilized) of a transaction is displayed.

This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with selected channel and transaction is mapped to the user.

# **Daily Limits**

Transaction Group Limit - The daily amount limit and transaction count limit (available and utilized) of a transaction group is displayed.

> This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

> This section will be displayed if a limit package with selected channel and a transaction group (which has selected transaction) is mapped to the user.

# **Monthly Limits**

Transaction Group Limit - The monthly amount limit and transaction count limit (available and utilized) of a transaction group is displayed.

> This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

> This section will be displayed if a limit package with selected channel and a transaction group (which has selected transaction) is mapped to the user.

# Channel Group Limit -**Daily Limits**

The daily amount limit and transaction count limit (available and utilized) of a channel group is displayed.

This is represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with channel group (which has selected channel) and a transaction is mapped to the user.

#### **Description**

# **Channel Group Limit -Monthly Limits**

The monthly amount limit and transaction count limit (available and utilized) of a channel group is displayed.

This is represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with channel group (which has selected channel) and a transaction is mapped to the user.

## Channel & Transaction **Group Limit - Daily Limits**

The daily amount limit and transaction count limit (available and utilized) of a channel and transaction group is displayed.

This is represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with channel group (which has selected channel) and a transaction group (which has selected transaction) is mapped to the user.

## **Channel & Transaction Group Limit - Monthly** Limits

The monthly amount limit and transaction count limit (available and utilized) of a channel and transaction group is displayed.

This is represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with channel group (which has selected channel) and a transaction group (which has selected transaction) is mapped to the user.

# Limits

Consolidated Limit - Daily The consolidated transaction amount limit and transaction initiation limit (available and utilized) of a transaction is displayed.

> This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

> This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction is mapped to the user.

# Description

# Consolidated Limit - Monthly Limits

The consolidated monthly transaction amount limit and transaction count limit (available and utilized) of a transaction is displayed.

This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction is mapped to the user.

# Consolidated & Transaction Group Limit -Daily Limits

The consolidated daily amount limit and transaction count limit (available and utilized) of a transaction group is displayed.

This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction group (which has selected transaction) is mapped to the user.

# Consolidated & Transaction Group Limit -Monthly Limits

The consolidated monthly amount limit and transaction count limit (available and utilized) of a transaction group is displayed.

This is also represented in a graph - with a (colored) utilized amount (numeric figure below it) and the available limit allocated by the Bank (numeric figure below it) and the total of utilized and available limits.

This section will be displayed if a limit package with Global channels (A group of channels with all internal and external channels) and a transaction group (which has selected transaction) is mapped to the user.

#### To view the daily and monthly corporate limits of a transaction

- 5. From the **Channel** list, select the appropriate channel to view its limits.
- 6. From the **Transactions** list, select the transaction to view its limits.
- 7. Click the Transaction Limits / Transaction Group Limit/ Channel Group Limit/ Channel & Transaction Group Limit tabs to view the specific daily and monthly amount and count limit.

**Home** 

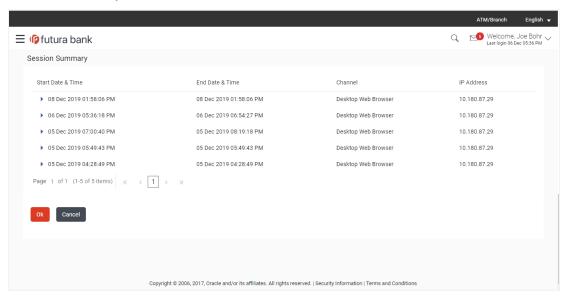
# 15. Session Summary

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

#### How to reach here:

Dashboard > Toggle Menu > Account Settings > Session Summary

#### **Session Summary**



## **Field Description**

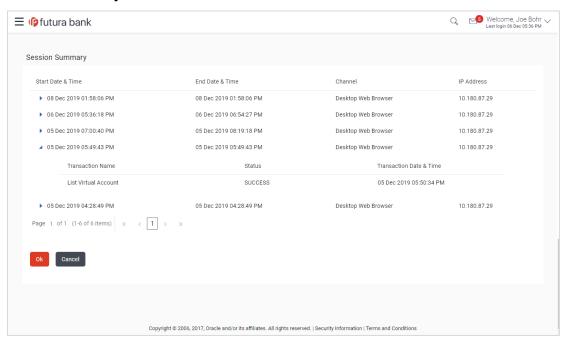
Field Name	Description
Start Date & Time	The start date and time of the session.
End Date & Time	The end date and time of the session.
Channel	The channel of access for the session (Desktop Browser / Mobile / Application etc.)
IP Address	IP address from where channel is accessed.

1. Click against a specific record to view the details of that session. The session details appear.

OR

Click **OK** to navigate to the Dashboard screen.

# **Session Summary - Details**



# **Field Description**

Field Name	Description	
Start Date & Time	The start date and time of the session.	
End Date & Time	The end date and time of the session.	
Channel	The channel of access for the session (Desktop Browser / Mobile / Application etc.).	
IP Address	IP address from where channel is accessed.	
Session Summary - Details		
Transaction Name	Name of the transaction, which is accessed in the session.	
Status	Status of the transaction.	
Transaction Date & Time	The date and time of the transaction.	

**Home** 

# 16. Personalize Dashboard

Dashboard personalization feature provides an ability to the business users to reconfigure and customize their dashboards around the tasks and information they use most frequently. This feature will enable business users to create their own dashboard that is easier to navigate, making every visit more efficient.

Corporate users can reconfigure/ customize their dashboards by dragging and dropping the desired widget at desired location while configuring new dashboard to add more widgets. The users can also move the widgets already present in the dashboard to the desired location using this function. The user can also change the size of the widget (expand and compress) and can remove the widget if desired. The widgets on the dashboard auto adjust itself according to the place available on the dashboard.

OBDX dashboards are responsive and can adapt to any size of device that Bank wants to enable for the customers. User can preview his dashboard for different form factors i.e. desktop, mobile and tablet. An option to revert to the default dashboard (configured by bank) is also provided.

**Note**: Widgets available for selection for users are on the basis of the widget access given to the associated application role of the user for Internet touch point.

## **Prerequisites**

- Transaction access is provided to the corporate user
- Widgets are available for designing the dashboard

## Features supported in application

- Personalize/ Customize the Dashboard
- Revert to default dashboard

#### How to reach here:

Dashboard > Toggle Menu > Account Settings > Personalize Dashboard

## 16.1 Personalize Dashboard

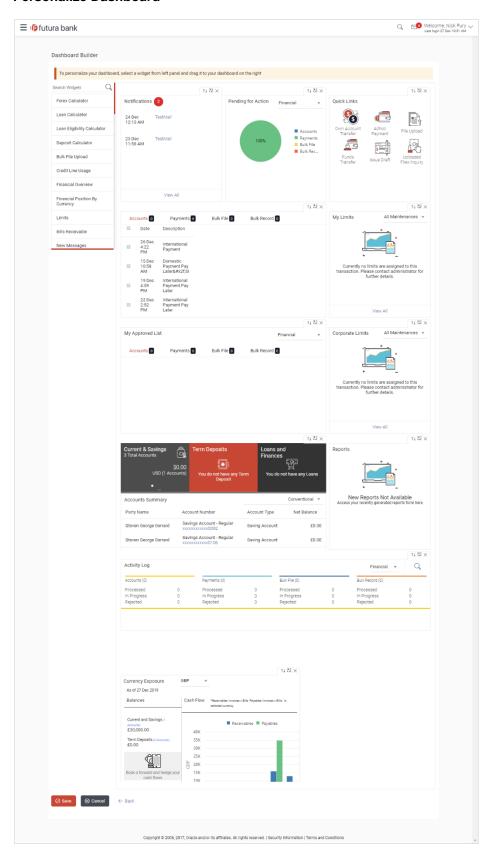
Using this option corporate users can customize their dashboard according to their convenience. A default dashboard is displayed as the user navigate to the Personalize Dashboard option. User can change the placing and even can drag and drop new widgets available from the list of widgets.

User can change the widget size (expand and compress) as per his requirement and can remove the widgets.

#### To customize the dashboard:

1. Navigate to the **Personalize Dashboard** screen.

# **Personalize Dashboard**



2. Drag and drop the desired widgets from the widget list.

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In the **Search Widget** field, enter the name of the widget that you want to appear on the dashboard and click  $^{\bigcirc}$  .

 $\cap R$ 

Drag and drop widgets of the dashboard to the desired location. System highlights the area where the widget can be dropped.

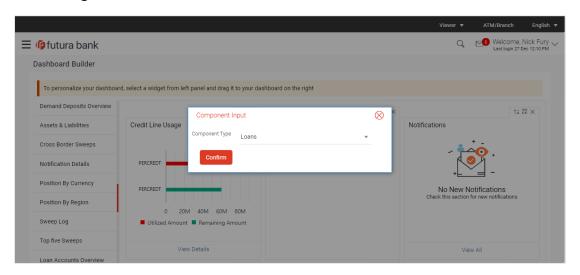
Click so on the upper right corner of the widget, if you want to expand the widget.
 OR

Click on the upper right corner of the widget, if you want to compress the widget.

Click  $\times$  on the upper right corner of the widget, if you want to remove the widget from the dashboard.

4. If the selected widget has multiple widgets on the same like quick links, select the required widget that you want to appear on the dashboard.

# Select Widget



#### **Field Description**

Field Name	Description
Component Type	Select the component type, which you want to appear on your dashboard. This field is applicable only if the selected widget has multiple components.

- j. From the **Component Type** list, select the widget component type that you want to appear on the dashboard.
- Click Confirm. The selected component appears as a widget on the selected location of your dashboard.
- 5. Click **Save** to save the template.

OR

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

OR

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

6. The **Review** screen appears. Verify the details, and click **Confirm**.

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

OR

Click Back to navigate to previous screen.

OR

Click the **Desktop**/ **Tab**/ **Mobile** icon to review the template in desktop, tab or mobile mode.

7. The success message appears.

Click Go to Dashboard to view your customized dashboard.

**Note**: Once the user personalizes his dashboard, the same is available as 'My Dashboard' under the Dashboard selection drop-down on the top navigation bar. His default dashboards (set by the bank depending upon his roles) will also be available for selection from the same drop-down.

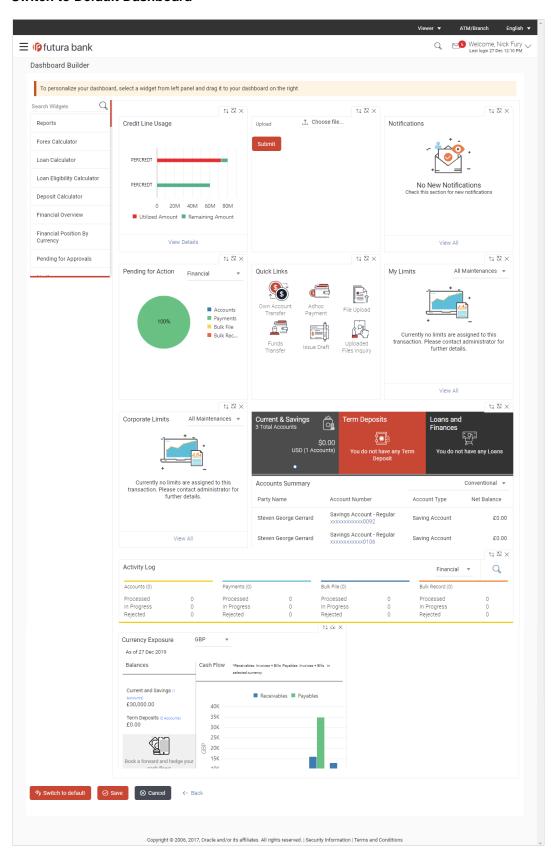
# 16.2 Revert to default dashboard

Using this option a corporate user can revert back to the default dashboard as defined by the bank.

#### To switch to the default dashboard:

1. Navigate to the Personalize Dashboard screen.

#### Switch to Default Dashboard



2. Click **Switch to default** to revert to the default Dashboard. The Dashboard Restore pop-up message, prompting the user to confirm the restoration of default Dashboard appears.

OR

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

OR

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

3. Click Confirm.

OR

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

4. The success message appears.

Click Go to Dashboard to view the default dashboard.

# **FAQs**

1. Can I design new widgets using Dashboard Builder functionality?

No, designing of a new widget is not allowed using this functionality. User can use the existing widgets and can design his dashboard.

2. Can I design different dashboards for different device types (desktop, mobile and tablet) using one template?

No, you cannot design different dashboards for different devices. However you can preview the designed dashboard for different devices on the review page.

Home

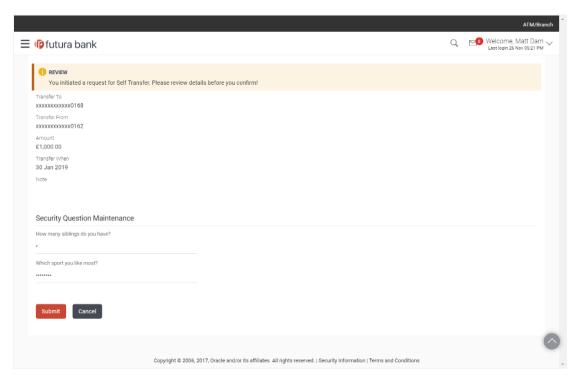
# 17. Security Question Authentication

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

# For security question authentication:

- In the transaction review screen, verify the details, and click Next. OR
  - Click Cancel to cancel the operation and navigate back to 'Dashboard'.
- 2. The Two Factor Authentication (2FA) screen appears.
- 3. For the Security Question based Two Factor Authentication, in the **Answers** field, enter the answers corresponding to the security question

# **Security Question Authentication**



#### **Field Description**

Field Name	Description
Questions	The list of security questions set for the Two Factor authentication.
Answer	The answers corresponding to the security question.

- Click Next to go to the next level of authentication (if applicable). OR
  - Click Cancel to cancel the operation and navigate back to 'Dashboard'.
- 5. Complete the Two Factor Authentication, and click **Confirm**

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

OR

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

# 17.1 One Time Password Authentication

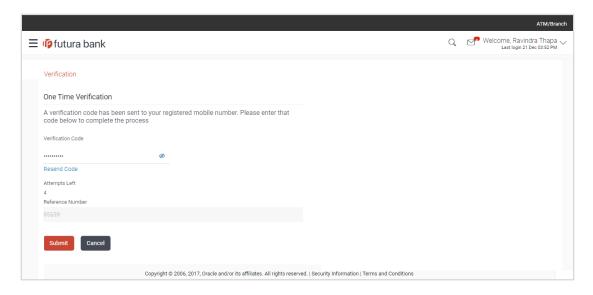
One Time Password is a second factor authentication method. It is a unique code that can be used only once. A verification code is sent to the registered mobile number or email ID of the account holder. User has to enter the received code to complete the process. User can click on Resend Code, to receive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

#### For OTP verification:

In the Verification Code field, enter the code as received.

Click **Resend Code**, if you wish to receive the verification code again or your verification code got expired.

#### Verification



# **Field Description**

Field Name	Description
Verification Code	The code sent to the customer's registered email id or on their mobile number.

- 2. Click Submit.
- 3. On successful authentication, the user is allowed to proceed with the transaction.

# **FAQs**

# 3. Why is there a need for a One-Time Password (OTP)?

An OTP helps to protect against online fraud. It is a secure way to authenticate whether a customer who is making an online transaction is the rightful owner of the credit / debit card being used.

# 4. When do I key in the OTP and how do I receive the OTP?

When you make an online transaction using your credit/debit card, OTP is set up will be required. OTP will be sent to your mobile phone via SMS or email.

**Home** 

# 18. E-Receipts

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

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

# **Pre-requisites**

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

# **Features Supported In Application**

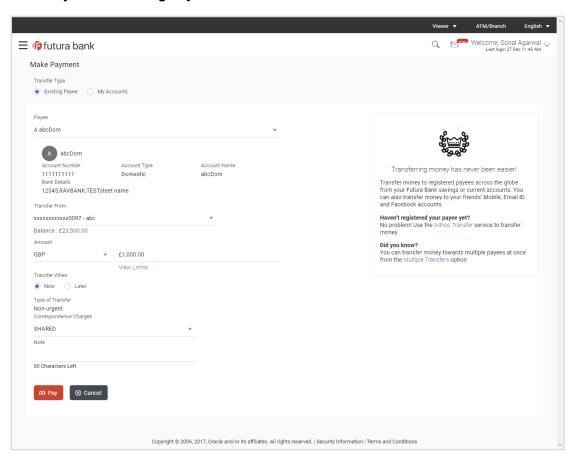
Provide e-receipts for a transaction

# 18.1 Example for e-receipt generation

# To transfer the money to existing payee:

1. In the **Transfer Type** field, select the **Existing Payee** option.

#### **Make Payment - Existing Payee**



- 2. From the **Payee** list, select the payee towards whom funds are to be transferred. The details of the selected payee appear.
- From the Transfer From account list; select the account from which the transfer needs to be made.
- 4. From the **Currency** list, select the appropriate currency for the amount to be transferred. (Applicable for international payees only. For domestic and internal payees, currency gets defaulted.)
- 5. In the **Amount** field, enter the transfer amount.
- 6. If user clicks **Book New Deal** to book the new forex deal. The **Initiate Forex Deal Booking** screen appears.
- 7. If user selects the checkbox Use Pre-Existing Deals to select an existing forex deal.
- 8. In the **Deal Number** field, enter the forex deal number.

Click Verify. The deal details of selected deal appear.

OR

Select deal from the Lookup by clicking the **Lookup Deal Number** link.

In the Search by Deal Number field, enter the forex deal number to be searched.

Click to search. The list existing forex deal appears.

Click on **Deal Number** field, to select the appropriate deal from the list.

Click **Proceed** to continue the transaction with selected deal.

The deal details of selected deal from Lookup appear.

Click Reset to clear the entered details.

- In the Transfer When field, select the option to indicate when the transfer is to take place.
  - a. If you select the option **Now**, the transfer will be made on the same day.
     OR

If you select the option **Later**, select the date on which you want the transfer to be initiated from the **Transfer Date** field.

10. If the transfer type is **Domestic**, in the **Pay Via** field, select the appropriate network for payment.

If the transfer type is Domestic India region, only those networks that are enabled, based on transfer details defined, will be selectable. Select a network of choice.

- 11. If the transfer type is **International**, select the appropriate option from the **Correspondence Charges** list.
  - In the **Transfer via Intermediary Bank** field, select the appropriate option.(Applicable for international payees only.)
  - m. If you have selected Yes option in the **Transfer via Intermediary Bank** field, select the appropriate network for payment in the Pay Via field.
    - xi. If you select **Swift** option:
      - i. In the **SWIFT Code** field, enter the SWIFT code or search and select it from the lookup.
      - ii. Click **Verify** to fetch bank details based on Bank Code (BIC).
    - xii. If you select **National Clearing code** option:
      - i. In the **National Clearing code** field, enter the National Clearing code or search and select it from the lookup.
      - ii. Click Verify to fetch bank details based on Bank Code (BIC).
    - xiii. If you select Bank details option:

- i. In the **Bank Name** field, enter the bank name.
- ii. In the **Bank Address** field, enter the complete address of the bank.
- iii. From the **Country** list, select the country of the bank.
- iv. From the City list, select the city to which the bank belongs.
- xiv. From the **Payment Details** list, select the appropriate purpose of transfer. (Applicable for international payees only.)
- 12. In the **Note** field, specify a note or remarks.
- 13. Click **Pay** to initiate the payment.

OR

Click Cancel to cancel the operation and to navigate back to the dashboard.

14. The Make Payment - Review screen appears. Verify the details, and click Confirm.

OR

Click Cancel to navigate to the dashboard.

OR

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

**Note**: If a standing instruction or a pay later transfer is due to the payee within the next X days (as configured), a warning message will appear on the review page intimating the user about the same. This is applicable only if the transfer being initiated is an internal or domestic transfer.

15. The success message appears along with the transaction reference number, status and transaction details.

Click Go to Dashboard to go to the Dashboard screen.

ΛR

Click **Add Favorite** to mark the transaction as favorite. The favorite transaction is added. For more information, refer **Favorite** transaction.

OR

Click the e-Receipt link to download the electronic receipt. E-receipt

McLeods M Chemicals	27 Dec 2019 07:04:18
INTERNATIONAL I	PAYMENT PAY NOW
Reference Number	1936114519800005
UETR	348d986e-31f4-493d-8961-a430dfc7eb8a
Transfer To	BankDetail
Account Type	International
Account Number	123456
Account Name	McLeods Bank
Payee Address	Address Line 1
	Address Line 2
	City
	US
Bank Details	Bank Details Name
	Bank Address 1
	Texas
	US
Transfer From	xxxxxxxxxxx0156
Amount	EUR1,000.00
Transfer When	30 Jan 2019
Correspondence Charges	Shared
Payment Details	434
Note	/ACC/
This is computer generated receipt n	

# **FAQs**

# 1. Can the user download or print e-receipt?

Yes, the user can download or print e-receipt.

**Home** 

# 19. Mailbox

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

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

## Prerequisites:

User has a valid account or relationship with bank with online banking enabled

#### **Features Supported In Application**

The major components of mailbox are:

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

#### How to reach here:

Dashboard > Toggle Menu > Mailbox > Mails

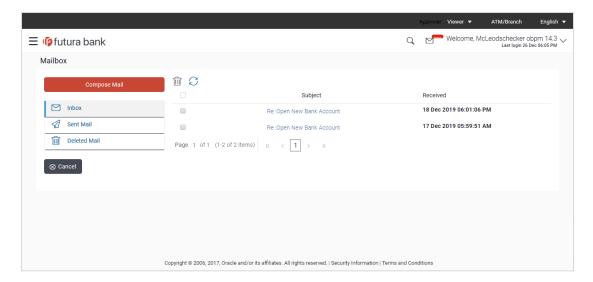
Dashboard > Click 545 > View All > Mails

## **19.1 Mails**

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

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

## Mailbox - Mails



# **Field Description**

Field Name	Description
Compose Mail	An option to compose new mail.
Inbox	Lists the messages sent by Bank.
Sent Mail	List the messages sent by logged in user.
Deleted Mail	List the messages deleted by logged in user from Inbox and Sent Mail.
Subject	The descriptive synopsis of the message.  Click the link on subject of the mail to access the message details
Received	Date and time when the message was exchanged.

#### To access the mails:

- 1. Click the required option.
  - a. If you click the **Inbox** option, the **Mailbox** screen with received messages appears; click individual message to view the details.
  - If you click the **Sent Mail** option, the Mailbox screen with sent messages appears; click individual message to view the details.
  - If you click the **Deleted Mail** option, the Mailbox screen with deleted messages appears; click individual message to view the details.
- 2. Click to refresh the mailbox. OR

To delete multiple messages, select the check box(s) and click



OR

Click Cancel to cancel the transaction.

# 19.1.2 Compose Mail

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

#### How to reach here:

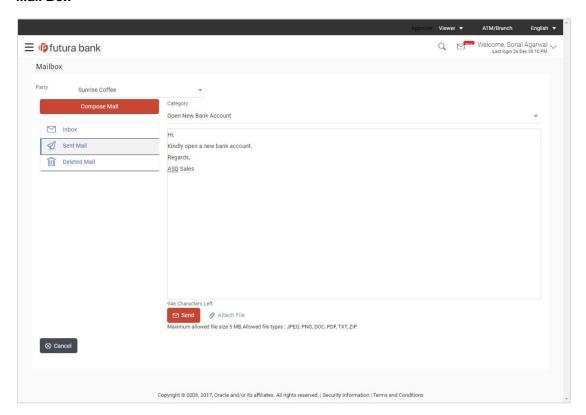
Dashboard > Toggle Menu > Mailbox > Mails > Compose Mail OR

Dashboard > Click View All > Mails > Compose Mail

# To send a message:

1. Click Compose Mail. The Mailbox screen appears.

## **Mail Box**



#### **Field Description**

Field Name	Description
Category	Select the category/ subject related to which the message has to be sent.

Field Name	Description
Party	Select the party with the reference to which the message has to be sent.
Message	The text message to be sent to the bank.

- 2. From the **Category** list, select the appropriate option.
- 3. From the Party list, select the desired party.
- 4. In the **Message** section, enter the message.
- 5. Click **Attach File**, to attach a file to be sent along with the mail.
- 6. Click Send.

The success message appears.

OR

Click Cancel to cancel the transaction and to go back to the dashboard.

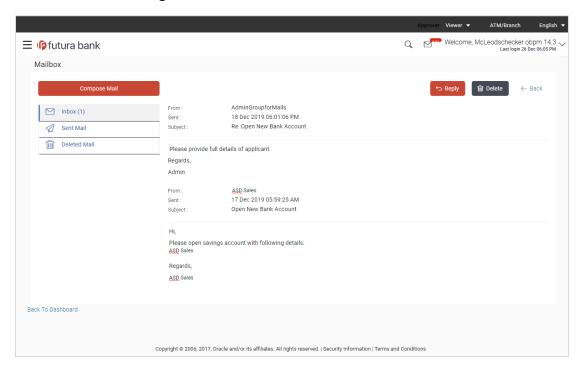
#### 19.1.3 Mailbox – Inbox

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

#### To view the received mails:

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

## Mailbox - Inbox Message Details



#### **Field Description**

# Field Name Description

# **Message Details**

From Name of the sender who has sent the mail.

**Sent** Date and time on which the message was received.

**Subject** Subject of the received message.

**Mail Chain** The message record contains:

- · Actual contents of the message
- Date and time on which each message was sent
- Sender of the message, that is the bank admin or the user

**Note**: A mail chain is formed when there are multiple mails with the same subject line.

3. Click the required message that you want to view.

OR

Click C to refresh the mailbox.

OR

Select message and click to delete the message.

The **Mailbox** screen with detailed message record appears; click **Reply** if you want to reply to the received message.

OR

Click **Delete** to delete the message.

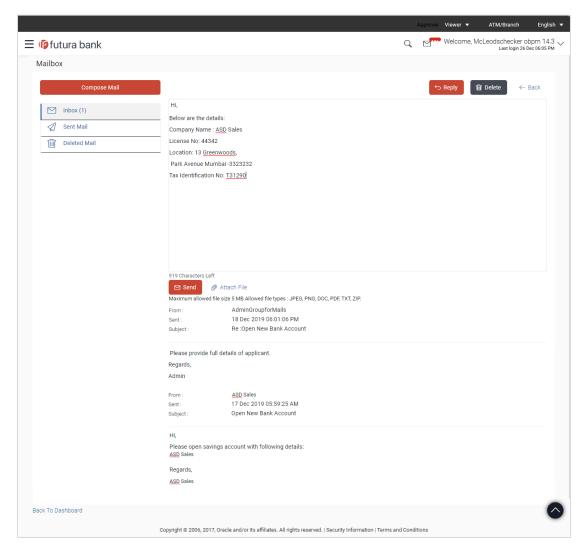
OR

Click Go Back to navigate to the previous page.

OR

Click **Cancel** to cancel the transaction and to go back to the dashboard.

# Mailbox - Inbox Reply Message



# **Field Description**

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

## Message - Reply

This section displays the reply section.

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

# 19.1.4 Mailbox - Sent

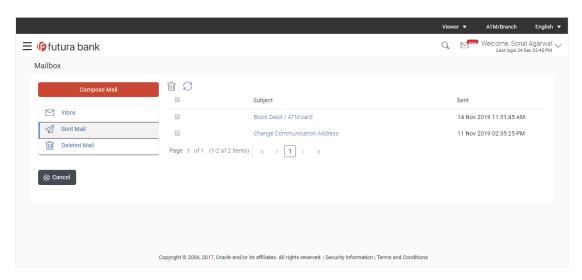
This option displays all the messages sent by the user. The messages are either sent to the UBS, if the mailbox is configured with the interaction module of UBS or sent to the OBDX system if the mailbox is configured with the OBDX.

# To view the sent messages

1. In the Mailbox screen, click Sent mail option.

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

#### Mailbox - Sent Mails



# **Field Description**

Field Name	Description
Subject	Subject of the message.
Sent	Date and time on which the message was sent.

3. Click the required sent message that you want to view.

OR

Click to refresh the mailbox. OR

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

4. The **Mailbox** screen with detailed message record appears; click **Reply** if you want to reply the received message. The success message appears.

OR

Click **Delete** to delete the message.

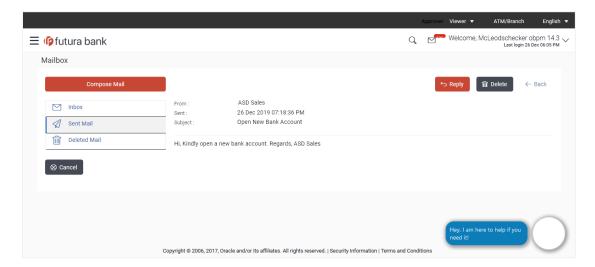
OR

Click Back to navigate to the previous screen.

OR

Click Cancel to cancel the transaction and to go back to the dashboard.

## 19.1.5 Mailbox - Sent Mails - Details



# **Field Description**

## Field Name Description

# **Message Details**

This section displays the detailed message.

**From** The name of the sender who has sent the mail.

**Sent** Date and time on which the message was sent.

**Subject** Subject of the sent message.

Mail Chain The message record contains:

- Actual contents of the message
- Date and time on which each message was sent
- Sender of the message, that is the bank admin or the user

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

#### Message - Reply

This section displays the reply section.

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

1. Click the required sent message that you want to view.

2. The **Mailbox** screen with detailed message record appears; click **Reply** if you want to reply to the received message. The success message appears.

OR

Click **Delete** to delete the message.

OR

Click Back to navigate to the previous page

Click Cancel to cancel the transaction and to go back to the dashboard.

#### 19.1.6 Mailbox - Deleted Mail

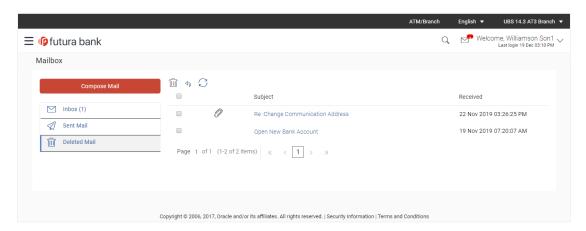
This option displays all the messages that are deleted by the user from Inbox and Sent Mail folders.

#### To view the deleted messages

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

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

#### Mailbox - Deleted Mail



## **Field Description**

Field Name	Description
Subject	Subject of the message.
Received	Date and time on which the message was received.

2. Click the required sent message that you want to view.

Click to refresh the mailbox. OR

To delete multiple mails, select the check box (s) against the mail, and click



the message permanently.

The Mailbox screen with detailed message record appears; Click Delete to delete the message.

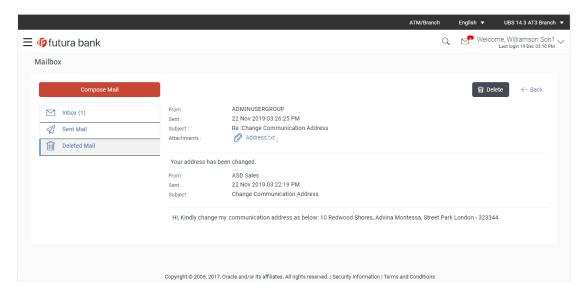
OR

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

ΛR

Click Cancel to cancel the transaction and to go back to the dashboard.

#### Mailbox - Deleted Mail Details



#### **Field Description**

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

#### **Message Details**

This section displays the detailed message.

**From** The name of the sender who has sent the mail.

**Sent** Date and time on which the message was sent.

**Subject** Subject of the message.

**Message Contents** The contents of the message.

Click **Delete** to delete the message.

OR

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

OR

Click **Cancel** to cancel the transaction and to go back to the dashboard.

## 19.2 Alerts

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

#### How to reach here:

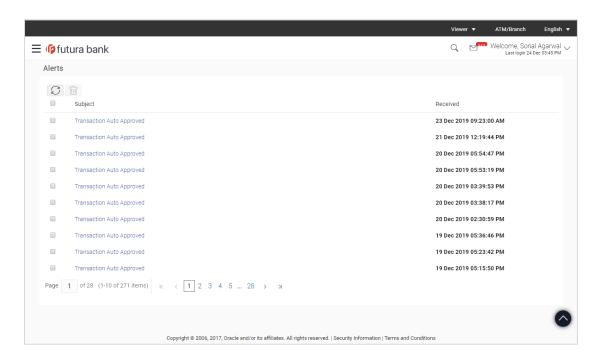
Dashboard > Toggle Menu > Mailbox > Alerts OR

Dashboard > Click 545 > View All > Alerts

### To view the alerts:

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

#### **Alerts**



## **Field Description**

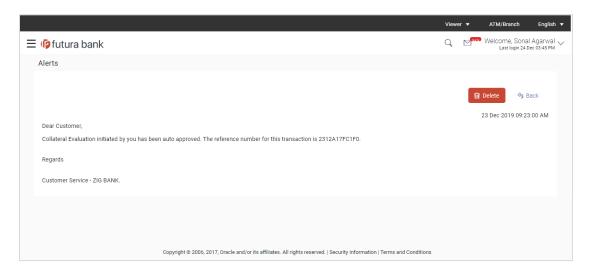
Field Name	Description
Subject	Subject of the alert.
Received	Date and time on which the alert was received.

2. Click individual alert to view the details.

OR
Click to refresh the mailbox.
OR

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

#### **Alerts Details**



## 19.3 Notifications

This section lists all the notifications received by the logged in user. The user can view the detailed notifications but cannot reply to these notifications. Number of unread notification count if any will be shown in this section.

### How to reach here:

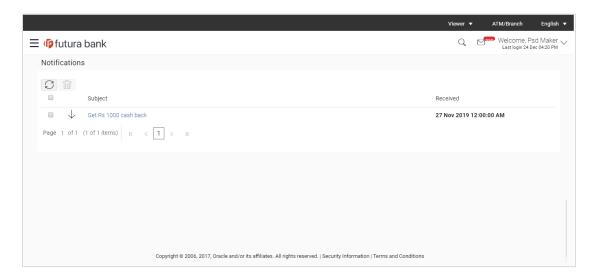
Dashboard > Toggle Menu > Mailbox > Notifications OR

Dashboard > Click 545 > View All > Notifications

#### To view the notifications:

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

## **Notifications**



## **Field Description**

Field Name	Description
Subject	Subject of the notification.
Received	Date and time on which the notification was received.

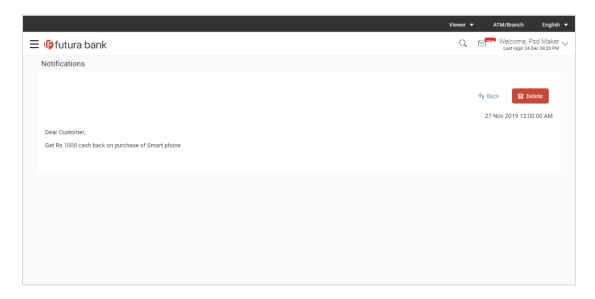
2. Click individual notification to view the details. The detailed message appears.

Click C to refresh the notifications.

To delete multiple notifications, select the check box (s) against the notification, and click



## **Notification Details**



## **Field Description**

Field Name Des
----------------

#### **Notification Details**

**Subject** Subject of the notification.

**Received** Date and time on which the notification was received.

**Message** Message body of the notification.

Click **Delete** to delete the notification. The delete warning message appears.
 OR

Click **Go Back** to navigate to the previous page.

## **FAQs**

#### 1. Can the user initiate a new mail?

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

### 2. Can the user delete multiple mails?

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

#### 3. Can the users retrieve the deleted mails?

Deleted mails from inbox and sent mail folder will be stored in Deleted Mails folder. User can view the details of deleted mail. Mails will get permanently deleted from user's view if further deleted from 'Deleted Mail folder'.

### 4. Can the user send a reply to the alerts sent by the Bank?

No, users will not be able to reply to the alerts sent by the bank (these alerts are auto generated by system)

Home

## 20. Calculators

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

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

## Features Supported In Application

The different calculators are:

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

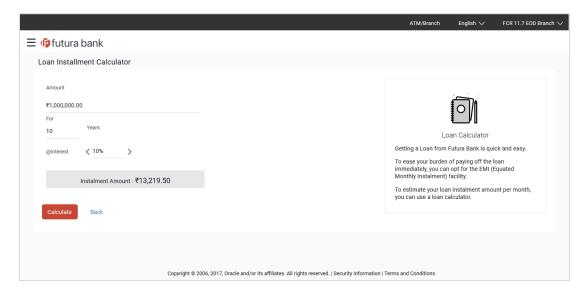
## 20.1 Loans Calculator

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

#### How to reach here:

Portal Page > Tools & Calculator > Loans

#### **Loan Calculator**



#### **Field Description**

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

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

Click Calculate.

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

# 20.2 Eligibility Calculator

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

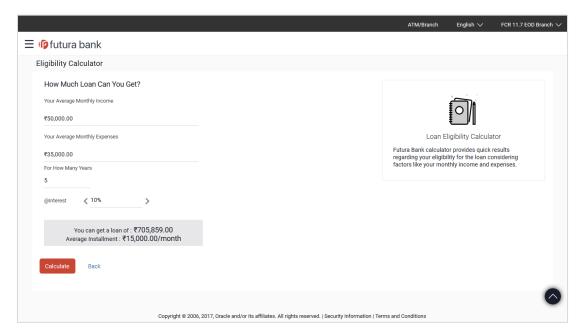
The eligibility is calculated on the basis of:

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

#### How to reach here:

Portal Page > Tools & Calculator > Eligibility

## Loan Eligibility



## **Field Description**

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

- 1. In the Your Average Monthly Income field, enter your monthly income.
- 2. In the Your Average Monthly Expenses field, enter your monthly expenses.
- 3. In the For How Many Years field, enter the tenure of loan.
- 4. In the **Interest** field, enter the rate of interest.
- 5. Click Calculate.

The application calculates and displays the eligible loan amount and the average installment amount.

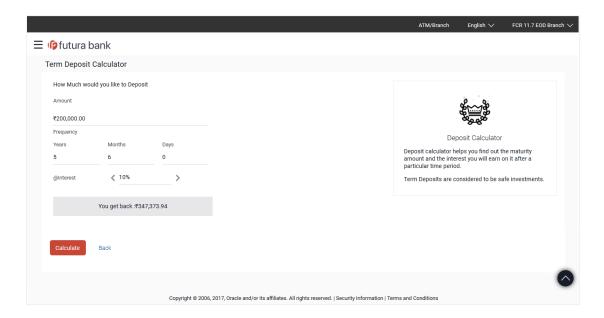
# 20.3 Term Deposits Calculator

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

#### How to reach here:

Portal Page > Tools & Calculator > Term Deposits

## **Deposit Calculator**



### **Field Description**

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

### To calculate deposit value at maturity:

1. In the **Amount** field, enter the deposit amount.

- 2. In the Frequency Years/ Months / Days fields, enter the relevant information.
- 3. In the Interest field, enter the rate of interest.
- 4. Click **Calculate**. The Deposit Value at maturity appears.

# 20.4 Foreign Exchange Calculator

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

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

#### **Features Supported In Application:**

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

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

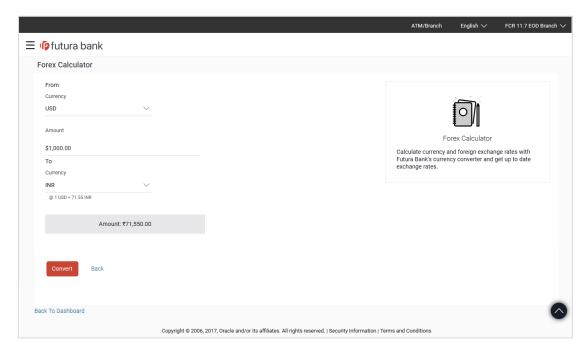
### **Pre-Requisites**

Support for the currencies provided by host

#### How to reach here:

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

#### Forex Calculator



## **Field Description**

Field Name	Description
From	
Currency	Currency to be sold for which the exchange rate is to be inquired.
Amount	Amount for which conversion is required.
То	
Currency	Buy currency
Amount	Amount (in the To Currency) which you will get post conversion.

## To calculate currency exchange rate:

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

**Home** 

## 21. ATM / Branch Locator

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

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

## **Features Supported In Application**

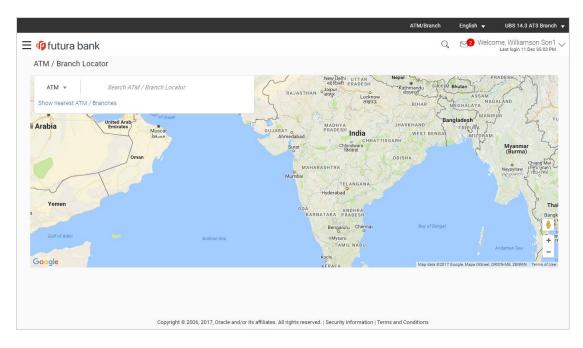
- Locate Branches
- Locate ATM

#### How to reach here:

Login Page > ATM/ Branch Locator

Dashboard > Toggle Menu > ATM/ Branch Locator

#### ATM /Branch Locator



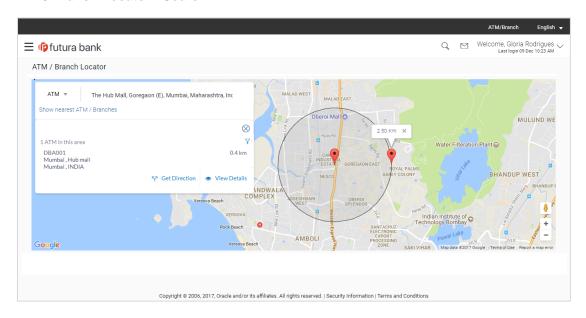
## **Field Description**

Field Name	Description
ATM/ Branch	Select if the search is for a branch or ATM.  The options are:
	<ul><li>Branch</li><li>ATM</li></ul>

### To locate ATM / Branch

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

## ATM/ Branch Locator - Search



## **Field Description**

Field Name	Description
Enter Search Location	Key in the address or pin-code or city to search the ATM / Branch.
	User can select the option 'Or show nearest Branches/ ATMs to me' to search the nearby locations.
Show nearest ATM/ Branches	The link to view the nearest ATM or branch with respect to the user's current location.

Field Name	Description
Refine Services	Click the <b>Refine Services</b> icon to filter the search results according to the services offered - All or any of the services maintained in Host for Branch/ ATMs are listed, with a checkbox against them. User can select/ deselect the required check box(es) to search the ATM / branches providing specific services.
Name	The name of the ATM / branch.
Distance	The distance to the ATM / branch selected from the user's current location.
Address	The address of the ATM / branch that you have searched for.

#### **View Details**

Clicking this link displays the below details.

Name	The name of the ATM /branch of the bank.
Address	Detail address of the ATM /branch of the bank.

Phone	The phone number of the branch.
Number	This field appears for <b>Branch</b> option.

**Work Timings** The operating hours of the branch.

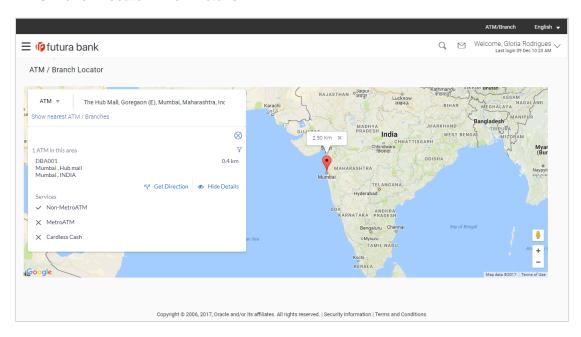
This field appears for **Branch** option.

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

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

- 2. In the Search box, enter the current location. The list of ATM / branches with Name and Distance details appear.
- Click the <u>Show nearest ATM/ Branches</u> to view the nearest ATM/ branches with respect to your current location.
   OR
  - Click the  $\gamma$  icon to view the search results according to the services offered filter results according to all or any of the services maintained in Host for Branch/ ATMs.
- Click the <u>View Details</u> link, to view the detailed address, phone number (applicable for a branch), work timings (applicable for a branch) and services provided by the bank branch/ ATM.
- 5. Click and drag to view the distance of ATM/ branch from your current location, and increase and decrease the radius of your search.

## ATM/ Branch Locator - View Details



6. Click the Map/ Satellite to view the map of the Branch/ ATM location respectively.

# **FAQs**

1. Can I view ATM/ Branches of other cities/ states/ countries?

Yes, you can view them in map as well as get their details such as address and phone numbers, working hours, services offered.

**Home** 

# 22. Feedback Capture

Feedback option enables you to provide feedback on various aspects of the application as well as specific to transactions. You will be asked a feedback question on which you need to rate on a rating scale and answer subsequent questions if defined for a scale weight that you rate. The feedback captured is analyzed by the bank administrator to decide on the course corrections in case of issues.

Feedback can be provided by the user through the following options in the system:

- General Feedback
- Transaction Specific Feedback

#### **General Feedback**

General feedback is available as an option to provide feedback on generic aspects about the application.

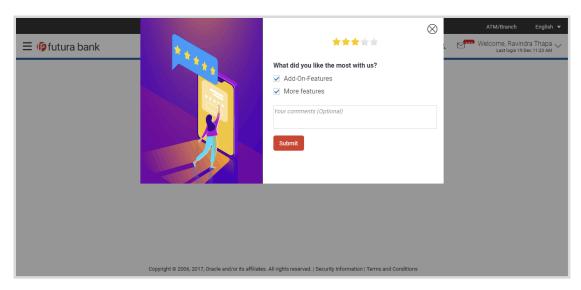
#### How to reach here

Toggle Menu > Leave Feedback

#### To provide general feedback:

- 1. Click Leave Feedback. The Feedback pop-up screen appears.
- 2. A feedback question appears along with a rating scale.
- 3. Select an appropriate rating on the scale.
- 4. Depending on the rating, the system will provide you with a question along with a set of options.
- 5. Select an appropriate option corresponding to the question.
- 6. You can also add comments, if required.

#### General Feedback



Click Submit. A message confirming successful submission of feedback appears.

### **Transaction Specific Feedback**

You can capture feedback specific to a transaction provided the transaction has been enabled for feedback capture by the bank. Feedback will be available as an option post transaction confirmation. Transaction specific feedback is recorded and stored for further analysis.

## To provide transaction specific feedback:

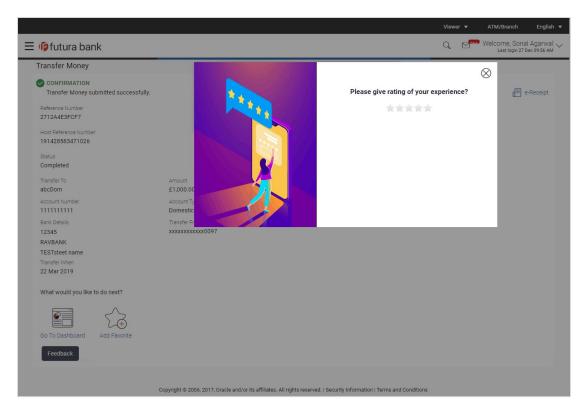
- 1. Once the transaction is successfully submitted, feedback as an option is displayed on confirmation page.
- Click Feedback. The Feedback pop-up screen appears. OR
  - Click Go to Dashboard link to navigate to the Dashboard.
- 3. A feedback question appears along with a rating scale.
- 4. Select an appropriate rating on the scale.
- 5. Depending on the rating, the system will provide you with a question along with a set of options.
- 6. Select an appropriate option corresponding to the question.
- 7. You can also add comments, if required.

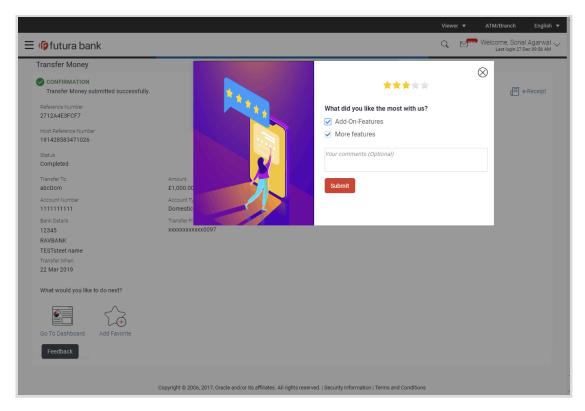
OR

Click **Skip** to skip the feedback process. The **Dashboard** screen is displayed. OR

Click **Never ask me again** if you do not wish to be asked to provide for any transaction. The system will suspend the feedback process for all transactions and you can enable the same again (if required) through 'My Preferences' from the toggle menu.

#### **Transaction Feedback**





8. Click Submit. A message confirming successful submission of feedback appears.

**Home** 

# 23. My Reports

Corporate User logs into the system and navigates to My Reports screen. On accessing 'My Reports' menu, last 10 reports which generated by the user or by other users of a party are listed with the respective report status. User can choose to search the specific report using the search criteria or can opt to view/ download detailed report.

Reports are categorized as:

- Adhoc Reports
- Scheduled Reports

#### How to reach here:

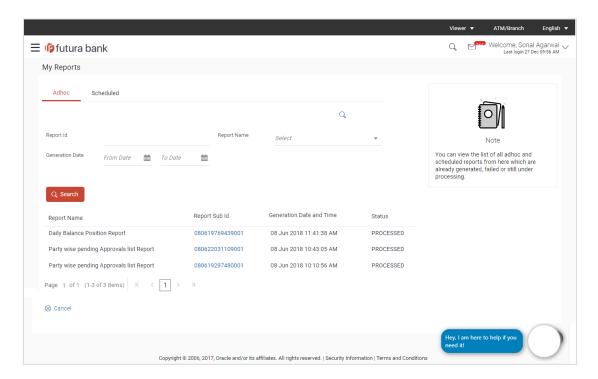
Corporate Dashboard > Toggle menu > Reports > My Reports

## 23.1 My Reports - Adhoc

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

To view and download the generated adhoc reports:

#### My Reports - Adhoc



## **Field Description**

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

- 1. Click search icon to search the reports with given search criteria. The search results matching to the search criteria are shown on the same screen.
- Click on Report Sub ID hyperlink to view the detailed report. (Refer specimen provided for each report)

# 23.2 My Reports - Scheduled

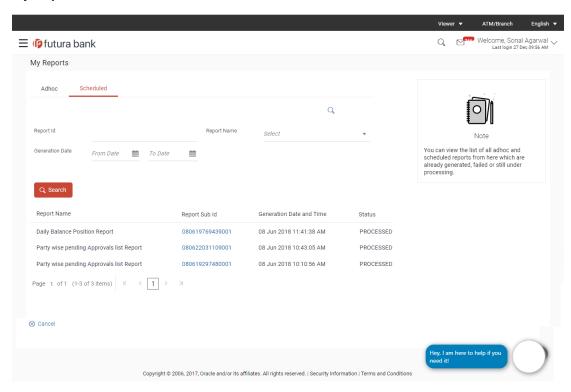
The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

## To view and download the generated scheduled reports:

 Click the **Scheduled** tab. The list of scheduled reports appears. OR

Click search icon to search the reports with given search criteria. The search results matching to the search criteria are shown on the same screen.

## My Reports - Scheduled



### **Field Description**

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

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

<sup>2.</sup> Click on **Report Sub ID** hyperlink to view the detailed report. (Refer specimen provided for each report)

# **FAQs**

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.

**Home** 

# 24. Report Generation

Corporate user logs into the system and navigates to Report Generation screen. On accessing 'Report Generation' menu, corporate user has to select a type of a report which needs to be generated. Other reports parameters with respect to each report are displayed on the screen as input fields so that report can be requested with specific data.

Reports are categorized as:

- Adhoc Reports
- Schedule Reports

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

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

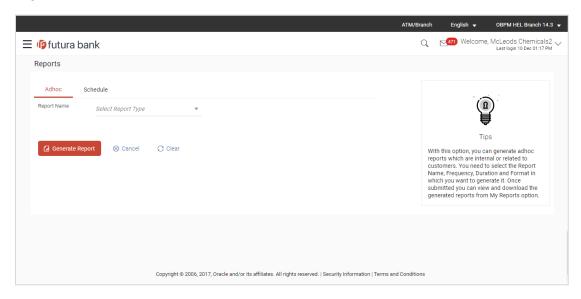
The lists of reports are:

- Daily Balance Position Report
- Party wise Payee Maintenance Report
- Party wise Pending Approvals list Report
- Transaction Summary Report

#### How to reach here:

Corporate Dashboard > Toggle menu > Reports > Report Generation

### **Report Generation**



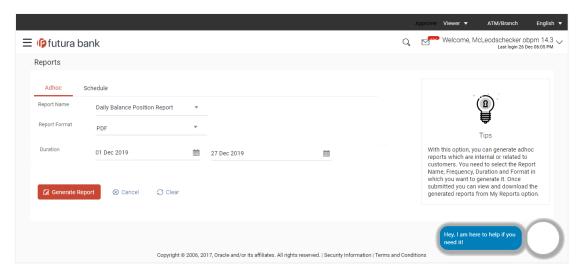
### **Field Description**

Field Name	Description
Report Name	Select the report that is to be generated.

# 24.1 Adhoc Reports

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

## **Adhoc Reports**



### **Field Description**

**Report Name** The report type selected to generate the report.

**Report Format** The format in which report is to be generated.

The options with Oracle Business Intelligence (BI) Publisher are:

- PDF
- XLS

The options with Internal Reporting Application are:

- PDF
- CSV

## **Duration** The period for which the report is to be generated.

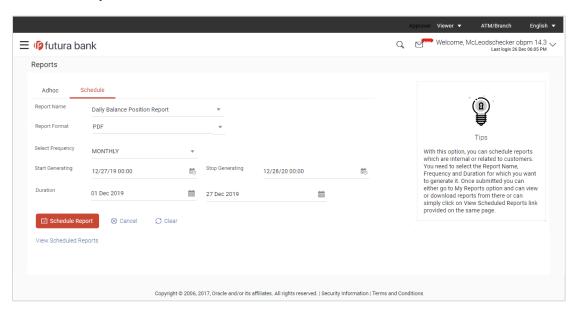
Start date of the date range from which you want to generate the report.

End date of the date range up-to which you want to generate the report.

## 24.2 Scheduled Reports

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

### **Scheduled Reports**



## **Field Description**

### Field Name Description

**Report Name** The report type selected to generate the report.

**Report Format** The format in which report is to be generated.

The options with Oracle Business Intelligence (BI) Publisher are:

- PDF
- XLS

The options with Internal Reporting Application are:

- PDF
- CSV

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

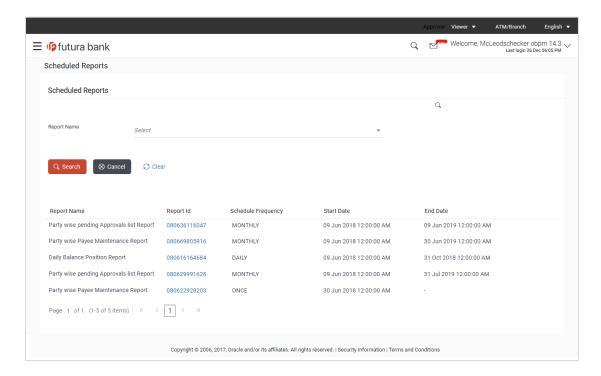
## 24.2.1 View Scheduled Reports

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

## To view the scheduled reports:

- 1. In the **Report Generation** screen, click the **Scheduled** tab. The scheduled report generation screen appears.
- Click the View Scheduled Reports link.
   The Scheduled Reports screen appears.

## **Scheduled Reports**

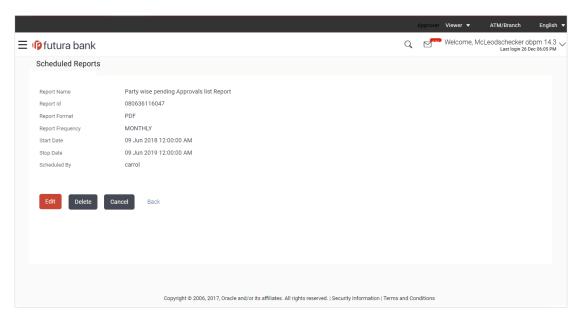


## **Field Description**

Field Name	Description
Report Name	Name of the scheduled reports.
Report Id	lds of the reports that are scheduled.
Schedule Frequency	The frequency that has been scheduled to generate the report.
Start Date	Start date of the date range for the scheduled report.
End Date	End date of the date range for the schedule report.

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

## **View Scheduled Reports**



## **Field Description**

Field Name	Description
Report Name	Name of the scheduled report.
Report Id	ld of the scheduled report.
Report Format	The report format of the scheduled report.
Report Frequency	The frequency at which the reports are scheduled to run.
Start Date	Start date of the date range for the scheduled report.
Stop Date	End date of the date range for the schedule report.
Scheduled By	The id of the user who scheduled the report generation.

## 24.2.2 Edit Scheduled Reports

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

### To edit the scheduled reports:

- 1. Click the **Scheduled** tab. The scheduled report generation screen appears.
- 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.
  - Click **Delete** to delete the report schedule.

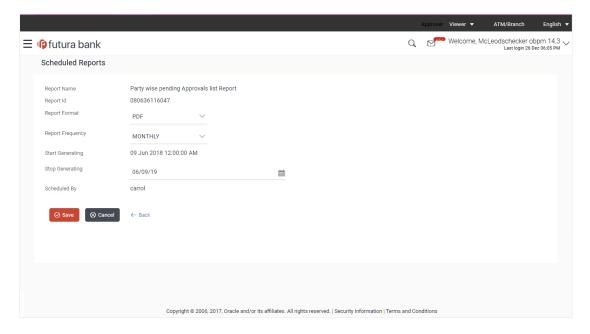
OR

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

OR

Click Cancel to cancel the transaction.

### **Edit Scheduled Reports**



### **Field Description**

Field Name	Description
Report Name	Name of the scheduled reports.
Report Id	lds of the reports that are scheduled.
Report Format	The report format of the scheduled report.

Field Name	Description
Report Frequency	The frequency of the scheduled report.
	The options are:
	• Once
	• Daily
	Weekly
	• Monthly
Start Generating	The start date of the scheduled report.
End Generating	The end date of the scheduled report.
Scheduled By	The id of the user who scheduled the report generation.

- 5. Modify the details, if required. You can modify the Report Format, Report Frequency and Stop Generating date and time.
- Click Save to save the changes. The Confirm Edit Scheduled Report screen appears.
   OR

Click Cancel to cancel the transaction.

OR

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

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 complete the transaction.

## 24.2.3 Delete Scheduled Reports

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

#### To delete the scheduled reports

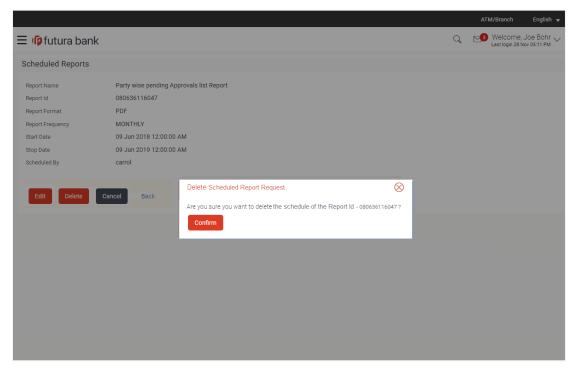
- 1. In the **Reports** screen, click the **Scheduled** tab. The scheduled report generation screen appears.
- 2. Click the View Scheduled Reports link.

The **Scheduled Reports** screen appears.

- 3. Click on desired **Report ID** to delete the scheduled report. The **View Scheduled Report** screen appears.
- 4. Click Delete.

The application will prompt the user with a deletion message.

## **Delete Reports Schedule**



- Click Confirm to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.
- 6. Click **OK** to complete the transaction.

# 24.3 Daily Balance Position Report

Daily balance position report provides the information on opening balance, total credits, total debits and closing balance. A user can request to generate an adhoc and scheduled report.

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

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

- Adhoc Report
- Schedule Report

#### How to reach here:

Corporate Dashboard > Toggle menu > Report > Report Generation

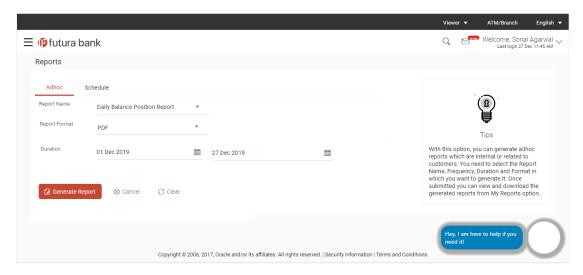
### 24.3.1 Daily Balance Position Report

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

### To generate the daily balance position adhoc report:

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

#### **Daily Balance Position - Adhoc Reports**



## **Field Description**

Field Name	Description
Report Name	The report type selected to generate the report.

## Field Name Description

### **Report Format** The format in which report is to be generated.

The options with Oracle Business Intelligence (BI) Publisher are:

- PDF
- XLS

The options with Internal Reporting Application are:

- PDF
- CSV

#### **Duration**

The period for which the report is to be generated.

Start date of the date range from which you want to generate the report.

End date of the date range up-to which you want to generate the report.

- 3. From the **Report Format** list, select the appropriate report output format.
- 4. From the **Duration From** and **Duration To** list, select the appropriate duration.
- 5. Click **Generate Report** to view and generate the report.

OR

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

 The success message of request along with the status, Report Request Id and Reference Number appears. Click **Ok** to complete the transaction.
 OR

Click the **View Reports** link to download the report. User is directed to **My Reports** screen. The list of reports appears.

Click on desired Report Sub ID to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

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

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

	ance Position corp User1   Party Id: 13-10-30   End Date: 2					futura bank  Digital Banking
Account Number: AT30011640014   Account Currency: GBP   Branch Code: AT3						
Date	Opening Balance	Total Credits	Credit Count	Total Debits	Debit Count	Closing Balance
02 Jan 2014	£0.00	£0.00	9	£0.00	351.0	£0.00
Account Numb	per: <b>AT30011640025</b>	Account Currency:	GBP   Branch Cod	e: <b>AT3</b>		
Date	Opening Balance	Total Credits	Credit Count	Total Debits	Debit Count	Closing Balance
02 Jan 2014	£0.00	£40.00	4	£230.00	23.0	-£190.00
Account Numb	per: AT30011640036	Account Currency:	USD   Branch Code	e: AT3		
Date	Opening Balance	Total Credits	Credit Count	Total Debits	Debit Count	Closing Balance
02 Jan 2014	£0.00	£0.00	1	£0.00	31.0	£0.00
Date 02 Jan 2014	Opening Balance	Total Credits	Credit Count	Total Debits	Debit Count	Closing Balance
02 Jan 2014 Account Numl	£0.00 per: <b>AT30011640069</b>	£0.00  Account Currency:	2  GBP   Branch Cod	£0.00 e: <b>AT3</b>	8.0	£0.00
Date	Opening Balance	Total Credits	Credit Count	Total Debits	Debit Count	Closing Balance
Date 02 Jan 2014	Opening Balance	Total Credits	Credit Count	Total Debits £0.00	Debit Count 20.0	£0.00
02 Jan 2014		£0.00	1	£0.00		
02 Jan 2014	£0.00	£0.00	1	£0.00		
02 Jan 2014 Account Numl	£0.00 Der: <b>AT30011640078</b>	£0.00 Account Currency:	1 GBP   Branch Cod	£0.00 e: <b>AT3</b>	20.0	£0.00
02 Jan 2014 Account Numl Date	£0.00  Der: AT30011640078  Opening Balance	£0.00    Account Currency:   Total Credits	1  GBP   Branch Cod  Credit Count	£0.00 e: AT3  Total Debits	20.0  Debit Count	£0.00  Closing Balance
02 Jan 2014 Account Numl Date	£0.00  Der: AT30011640078  Opening Balance	£0.00    Account Currency:   Total Credits	1  GBP   Branch Cod  Credit Count	£0.00 e: AT3  Total Debits	20.0  Debit Count	£0.00  Closing Balance
02 Jan 2014 Account Numl Date	£0.00  Der: AT30011640078  Opening Balance	£0.00    Account Currency:   Total Credits	1  GBP   Branch Cod  Credit Count	£0.00 e: AT3  Total Debits	20.0  Debit Count	£0.00  Closing Balance
02 Jan 2014 Account Numl Date	£0.00  Der: AT30011640078  Opening Balance	£0.00    Account Currency:   Total Credits	1  GBP   Branch Cod  Credit Count	£0.00 e: AT3  Total Debits	20.0  Debit Count	£0.00  Closing Balance
02 Jan 2014 Account Numl Date	£0.00  Der: AT30011640078  Opening Balance	£0.00    Account Currency:   Total Credits	1  GBP   Branch Cod  Credit Count	£0.00 e: AT3  Total Debits	20.0  Debit Count	£0.00  Closing Balance
02 Jan 2014 Account Numl Date	£0.00  Der: AT30011640078  Opening Balance	£0.00    Account Currency:   Total Credits	1  GBP   Branch Cod  Credit Count	£0.00 e: AT3  Total Debits	20.0  Debit Count	£0.00  Closing Balance

# **Field Description**

Field Name Description

## **Report Parameters**

Field Name	Description	
Party Name	The name of the party for whom the report is generated.	
Party ID	The ld of party for whom the report is generated.	
Start Date	The start date of the generated report.	
End Date	The end date of the generated report.	
Account Number	Account number of the user for whom report is generated and is select at the time of report generation.	
Account Currency	Currency of the account.	
Branch Code	Branch code of the user's account.	
Date	Report creation date.	
Opening Balance	Opening balance of the user's account.	
Total Credits	Total amount credited on the user's account	
Credit Count	otal Credit count of the account at the time of transaction.	
Total Debits	otal amount debited on the user's account	
Debit Count	Total Debit count of the account at the time of transaction.	
Closing Balance	Closing balance of the user's account.	

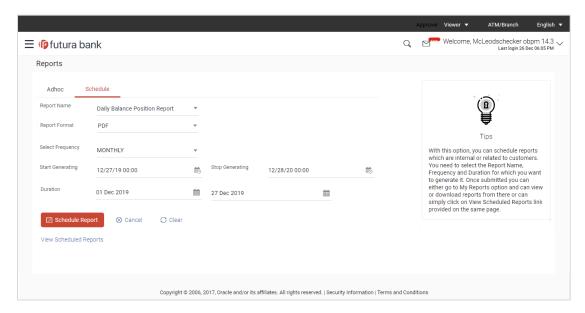
## 24.3.2 Daily Balance Position Report - Schedule Reports

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

## To generate the Daily Balance Position 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.

# **Daily Balance Position Report - Scheduled Report**



### **Field Description**

Field Name	Description
Report Name	The report type selected to generate the report.
Report Format	The format in which report is to be generated.
	The options with Oracle Business Intelligence (BI) Publisher are:
	• PDF
	• XLS
	The options with Internal Reporting Application are:
	• PDF
	• CSV
Select Frequency	The frequency at which the reports are generated.
	The options are:
	Once
	• Daily
	Weekly
	• Monthly
Start Generating	Start date of the date range from which you want to generate the report.
Stop Generating	End date of the date range up-to which you want to generate the

report.

Field Name	Description
Duration	The period for which the report is to be generated.
	Start date of the date range from which you want to generate the report.
	End date of the date range up-to which you want to generate the report.
View Scheduled Reports	Link to view all the reports that are scheduled.

- 3. From the **Report Format** list, select the appropriate report output format.
- 4. From the **Select Frequency** list, select the appropriate option.
- 5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- 6. From the **Duration From** and **Duration To** list, select the appropriate duration.
- 7. Click **Schedule Report** to view and generate the report.

OR

Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.

OR

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

 The success message of request along with the status, Report Request Id and Reference Number appears. Click **Ok** to complete the transaction.
 OR

Click the **View Reports** link to download the report. User is directed to **My Reports** screen. The list of reports appears.

9. Click on desired **Report Sub ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

# 24.4 Party wise Payee Maintenance Report

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

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

- Adhoc Report
- Scheduled Report

#### How to reach here:

Corporate Dashboard > Toggle menu > Reports > Report Generation

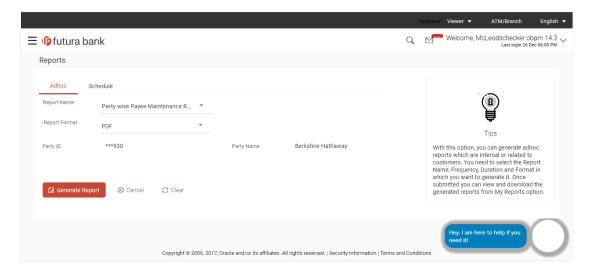
## 24.4.1 Party wise Payee Maintenance - Adhoc Report

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

#### To generate the Party wise Payee Maintenance adhoc report:

- 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



### **Field Description**

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

- 3. From the **Report Format** list, select the appropriate report output format.
- 4. Click Generate Report to view and generate the report.

OR

Click Clear to reset the search parameters.

OR

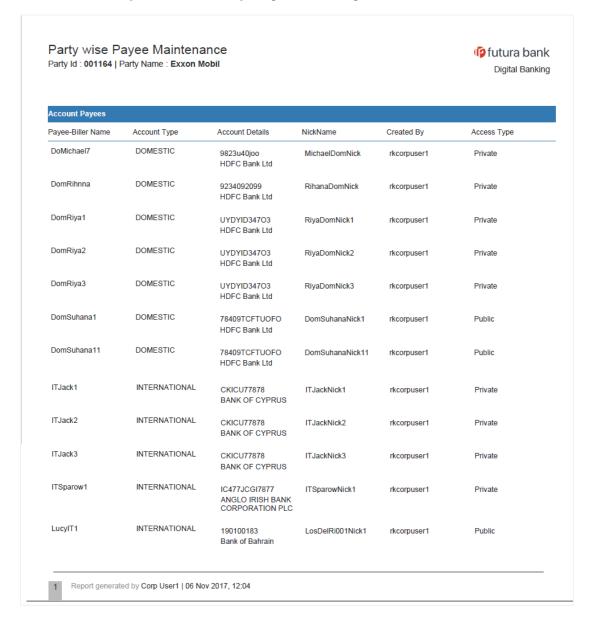
Click Cancel to cancel the transaction.

 The success message of request along with the status, Report Request Id and Reference Number appears. Click **Ok** to complete the transaction.
 OR

Click the **View Reports** link to download the report. User is directed to **My Reports** screen. The list of reports appears.

Click on desired Report Sub ID to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

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



Field Name	Description
Report Parameters	
Party ID	The ld of party for whom the report is to be generated.
Party Name	The name of the party for whom the report is to be generated.
Report Parameters	
Below field appears for <b>Account</b> type payee	

Field Name	Description	
Payee Biller Name	Name of the Payee for identification.	
Account Type	The account type.	
Account Details	The account details.	
Nickname	Account nickname to identify the account.	
Created By	Name of the payee creator.	
Access Type	The access type.	
Report Parameters  Below field appears for <b>Demand Draft</b> type payee		
Payee Biller Name	Name of the Payee for identification.	
Draft Type	Type of draft associated with the Payee.	
Draft Favoring	Name of the payee of the draft.	
Created By	Name of the payee creator.	
Access Type	The access type.	

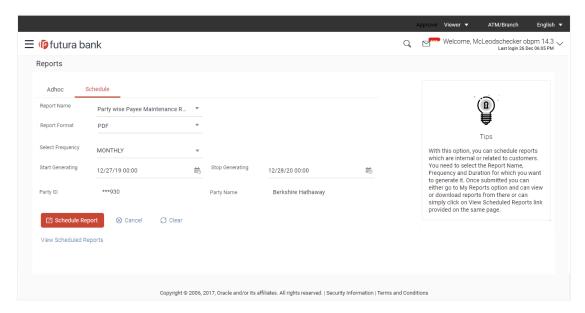
# 24.4.2 Party wise Payee Maintenance – Schedule Reports

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

# To generate the Party wise Payee Maintenance schedule report:

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

# Party wise Payee Maintenance - Scheduled Report



Field Name	Description
Report Name	The report type selected to generate the report.
Report Format	The format in which report is to be generated.
	The options with Oracle Business Intelligence (BI) Publisher are:
	• PDF
	• XLS
	The options with Internal Reporting Application are:
	• PDF
	• CSV
Select Frequency	The frequency at which the reports are generated.
	The options are:
	Once
	• Daily
	• Weekly
	<ul> <li>Monthly</li> </ul>
Start Generating	Start date of the date range from which you want to generate the report.
Stop Generating	End date of the date range up-to which you want to generate the report.

Field Name	Description
Party ID	The party id of the user for whom report is to be generated.
Party Name	The name of party for whom the report is to be generated.
View Scheduled Reports	Link to view all the reports that are scheduled.

- 3. From the **Report Format** list, select the appropriate report output format.
- 4. From the **Select Frequency** list, select the appropriate option.
- 5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- 6. Click **Schedule Report** to view and generate the report.

OR

Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.

OR

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

 The success message of request along with the status, Report Request Id and Reference Number appears. Click **Ok** to complete the transaction. OR

Click the **View Reports** link to download the report. User is directed to **My Reports** screen. The list of reports appears.

8. Click on desired **Report Sub ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

# 24.5 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.

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

- Adhoc Report
- Schedule Report

#### How to reach here:

Corporate Dashboard > Toggle menu > Reports > Report Generation

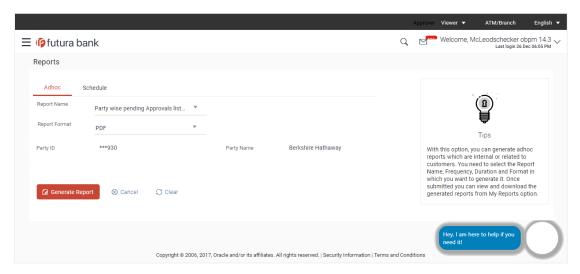
### 24.5.1 Party wise Pending Approvals list - Adhoc Report

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

#### To generate the party wise pending approvals list adhoc report:

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

## Party wise Pending Approvals List - Adhoc Report



## **Field Description**

Field Name	Description
Report	The type of report to be generated.
Report Format	The format in which report is to be generated.  The options with Oracle Business Intelligence (BI) Publisher are:  PDF  XLS  The options with Internal Reporting Application are:  PDF  CSV
Party ID	The party id of the user for whom report is to be generated.
Party Name	The name of party for whom the report is to be generated.

- 3. From the **Report Format** list, select the appropriate report output format.
- 4. Click Generate Report to view and generate the report.

OR

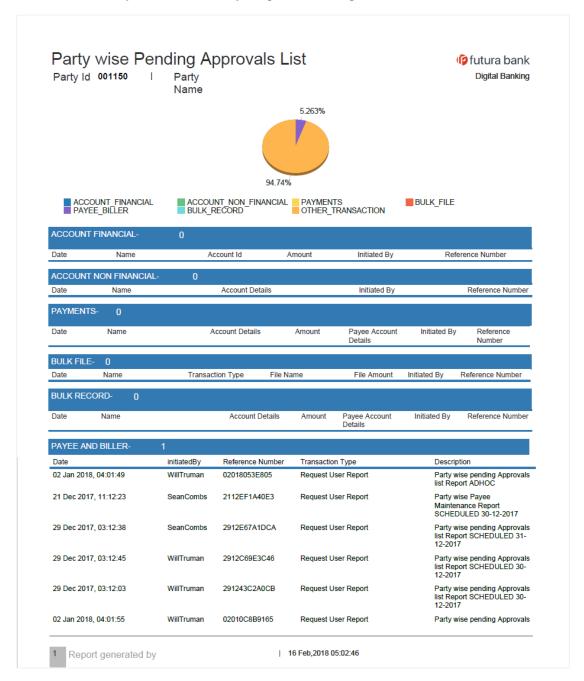
Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

- The success message of request along with the status, Report Request Id and Reference Number appears. Click **Ok** to complete the transaction.
   OR
  - Click the **View Reports** link to download the report. User is directed to **My Reports** screen. The list of reports appears.
- 6. Click on desired **Report Sub ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

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



#### **Field Description**

**Party Name** 

Field Name	Description
Report Paramet	ers
Party ID	The ld of party for whom the report is to be generated.

The name of the party for whom the report is to be generated.

Graph

The graph represents the type of transactions performed that is Financial, Accounts Non Financial, Payments, Bulk File, Bulk Record and Payee and Biller.

### **Report Parameters- Account Financial**

**Date** Date of the transaction initiation.

Name of the user.

**Account ID** Account ID of the transaction.

**Amount** Amount for transactions allowed for the user.

**Initiated By** Initiator type who initiates the transaction.

Reference Number Reference number of transaction.

### **Report Parameters- Accounts Non Financial**

**Date** Date of transaction initiation.

Name of the user.

Account Details Accounts details of the transaction.

**Initiated By** Initiator type who initiates the transaction.

Reference Number Reference number of transaction.

#### **Report Parameters - Payments**

**Date** Date of the transaction initiation.

Name Name of the user.

**Account Details** Accounts details of the transaction.

**Amount** Transactions allowed for the user.

Payee Account The payee account details.

Details

**Initiated By** Initiator type who initiates the transaction.

**Reference** Reference number of transaction. **Number** 

**Field Name** Description

**Status** Status of the transaction.

**Report Parameters- Bulk File** 

Date Date of the transaction initiation.

Name Name of the user.

**Transaction** 

**Type** 

Transaction Type.

**File Name** File name of the bulk file.

**File Amount** File amount.

**Initiated By** Initiator type who initiates the transaction.

Reference Number

Reference number of transaction.

**Report Parameters- Bulk Record** 

**Date** Date of the transaction initiation.

Name Name of the user.

Account Details Accounts details of the transaction.

**Amount** Transactions allowed for the user.

**Payee Account** 

Details

Payee account details.

**Initiated By** Initiator type who initiates the transaction.

Reference Number

Reference number of transaction.

**Report Parameters- Payee and Biller** 

**Date** Date of the transaction initiation.

**Initiated By** Initiator type who initiates the transaction.

Reference

Number

Reference number of transaction.

**Transaction** 

Type

Type of transaction.

Field Name	Description
Description	Description about the transaction.

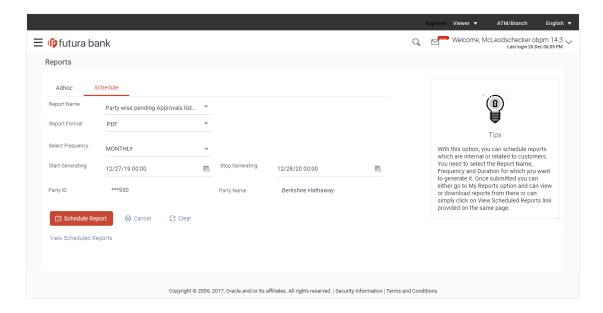
### 24.5.2 Party wise Pending Approvals List - Schedule Reports

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

#### To generate the Party wise Pending Approvals List schedule report:

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

# Party wise Pending Approvals List - Scheduled Report



Field Name	Description
Report Name	The report type selected to generate the report.

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

- 3. From the **Report Format** list, select the appropriate report output format.
- 4. From the **Select Frequency** list, select the appropriate option.
- 5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- 6. Click **Schedule Report** to view and generate the report.

OR

Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.

OR.

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

7. The success message of request along with the status, Report Request Id and Reference Number appears. Click **Ok** to complete the transaction.

OR

Click the **View Reports** link to download the report. User is directed to **My Reports** screen. The list of reports appears.

8. Click on desired **Report Sub ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

# 24.6 Transaction Summary Report

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

- Account Number
- Frequency
- Date Range

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

Reports are categorized under:

- Adhoc Report
- Scheduled Report

#### How to reach here:

Corporate Dashboard > Toggle menu > Report > Report Generation

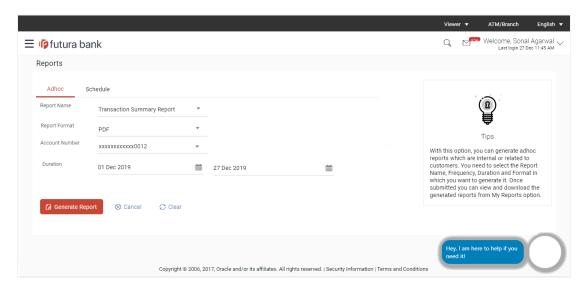
#### 24.6.1 Transaction Summary Report

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

### To generate the transaction summary adhoc report:

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

#### **Transaction Summary - Adhoc Reports**



#### **Field Description**

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

- 3. From the **Report Format** list, select the appropriate report output format.
- 4. From the **Account Number** list, select the appropriate account number.
- 5. From the **Duration From** and **Duration To** list, select the appropriate duration.
- 6. Click **Generate Report** to view and generate the report.

ΟR

Click Clear to reset the search parameters.

OR

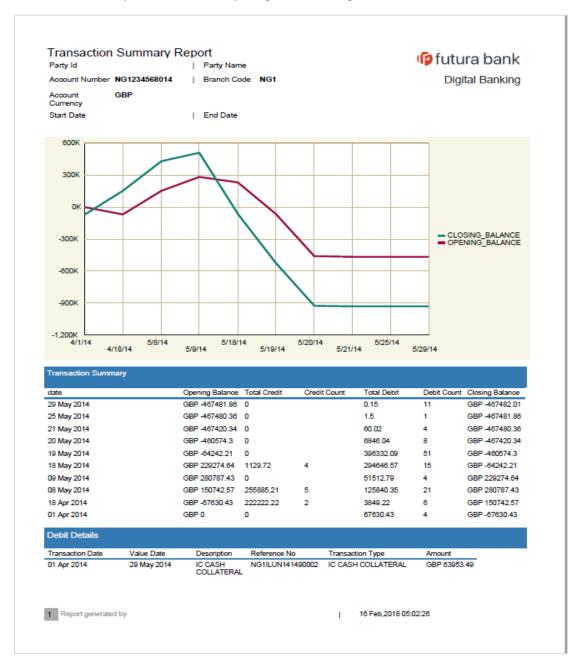
Click **Cancel** to cancel the transaction.

 The success message of request along with the status, Report Request Id and Reference Number appears. Click **Ok** to complete the transaction.

Click the **View Reports** link to download the report. User is directed to **My Reports** screen. The list of reports appears.

8. Click on desired **Report Sub ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

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



Field Name	Description
Report Parameters	
Party ID	The Id of party for whom the report is generated.
Party Name	The name of the party for whom the report is generated.

Field Name	Description	
Account Number	Account number of the transaction.	
Account Currency	Account currency of the transaction.	
Branch Code	Branch code of the bank.	
Start Date	The start date of the generated report.	
End Date	The end date of the generated report.	
Transaction Summary		
Date	The date of the generated report.	
Opening Balance	Opening Balance of the transaction.	
Total Credit	Total credit of the transaction.	
Credit Count	Credit Count of the transaction.	
Total Debit	Total debit of the transaction.	
Debit Count	Debit Count of the transaction.	
Closing Balance	Closing Balance of the transaction.	
Debit Details		
Transaction Date	The date of the transaction.	
Value Date	The value date of the transaction.	
Description	The description of the transaction.	
Reference No	The reference number of the transaction.	
Transaction Type	The type of transaction.	
Amount	The amount of transaction.	

# 24.6.2 Transaction Summary - Schedule Reports

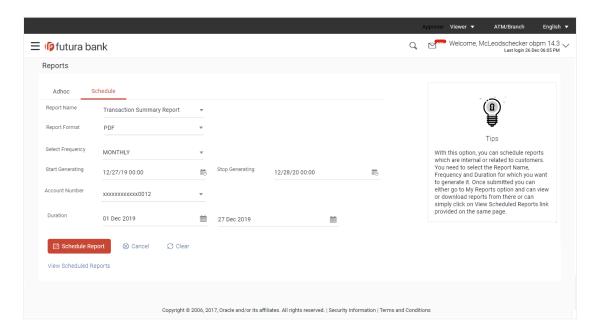
The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

## To generate the transaction summary scheduled report:

1. Click the **Schedule** tab.

2. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

## **Transaction Summary - Scheduled Report**



Field Name	Description
Report Name	The report type selected to generate the report.
Report Format	The format in which report is to be generated.
	The options with Oracle Business Intelligence (BI) Publisher are:
	• PDF
	• XLS
	The options with Internal Reporting Application are:
	• PDF
	• CSV
Select Frequency	The frequency at which the reports are generated.
	The options are:
	• Once
	• Daily
	• Weekly
	Monthly

Field Name	Description
Start Generating	Start date of the date range from which you want to generate the report.
Stop Generating	End date of the date range up-to which you want to generate the report.
Account Number	The account number selected for which you want to generate report.
Duration	The period for which the report is to be generated.
	Start date of the date range from which you want to generate the report.
	End date of the date range up-to which you want to generate the report.
View Scheduled Reports	Link to view all the reports that are scheduled.

- 3. From the Report Format list, select the appropriate report output format.
- 4. From the **Select Frequency** list, select the appropriate option.
- 5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- 6. From the **Account Number** list, select the appropriate account number.
- 7. From the **Duration From** and **Duration To** list, select the appropriate duration.
- 8. Click **Schedule Report** to view and generate the report.

OR

Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.

OR

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the transaction.

 The success message of request along with the status, Report Request Id and Reference Number appears. Click **Ok** to complete the transaction.
 OR

Click the **View Reports** link to download the report. User is directed to **My Reports** screen. The list of reports appears.

10. Click on desired **Report Sub ID** to view and download the generated report. You can download the report in PDF, XLS, and CLV formats.

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

**Home**