# Retail Accounts User Manual Oracle Banking Digital Experience Patchset Release 21.1.1.0.0

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Retail Accounts User Manual

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## 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 **Documentation Accessibility**

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

## 1.3 Access to Oracle Support

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

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

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

## 1.4 Structure

This manual is organized into the following categories:

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

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

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

Each transaction is explained in the following manner:

- Introduction to the transaction
- 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 Patchset Release 21.1.1.0.0, 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.
<b>✓</b>	Pre integrated Host interface available.
×	Pre integrated Host interface not available.

Sr No	Transaction / Function Name	Oracle FLEXCUBE Core Banking 11.8.0.0.0	Oracle FLEXCUBE Universal Banking 14.5.0.0.0
1	Current & Savings Account Widget	✓	*
2	Account Details (Except Accrued Interest and Average Balance)	1	<b>√</b>
3	Account Details (with Accrued Interest and Average Balance information)	1	×
4	Account Details - Nickname updation	NH	NH
5	Debit Cards	×	<b>✓</b>
6	New Debit Card	×	NH
7	Debit Card Details	×	<b>√</b>
	Debit Card - International Transactions check update	×	×
	Update Daily Limits	×	<b>√</b>
8	Block Card	NH	NH
9	Unblock Card	NH	NH
10	Request PIN	NH	NH
11	Reset PIN	NH	NH



Sr No	Transaction / Function Name	Oracle FLEXCUBE Core Banking 11.8.0.0.0	Oracle FLEXCUBE Universal Banking 14.5.0.0.0
12	Reissue Card	NH	NH
13	Upgrade Card	NH	NH
14	Cheque Book Request	✓	×
15	Cheque Status Inquiry - Number	✓	✓
	Cheque Status Inquiry – Range/ Status	×	<b>√</b>
16	Stop/ Unblock Cheque - Number	✓	✓
	Stop/ Unblock Cheque – Range / Status	✓	✓
17	View Statements		
	View Statements- E-statements	×	✓
	View Statements- Request Statement	✓	✓
	View Statements- Pre-generated Statement	×	✓
18	Request Statement	×	✓
19	Inactive Accounts	✓	✓
20	Sweep-in		
	Sweep-in- View	<b>√</b>	×
	Sweep In - Add	✓	×
	Sweep In - Delete	✓	×

<u>Home</u>



## 3. Accounts

Current and savings accounts are the most basic and critical products of retail banking. Most banking customers hold either a current or a savings account with their banks. Banks, in turn, encourage the use of current or savings accounts as it results in a higher profit margin for the bank.

This application provides a platform by which banks are able to offer their customers an enriching online banking experience in performing activities on their accounts.

Through the online banking application, customers can perform various activities on their accounts. Customers can view account balances and statements, initiate service requests and perform other inquiries as well as perform financial transactions on their accounts.

### Features Supported In the Application:

The retail accounts module of the application supports the following features:

- Accounts Widget
- Account Details
- Debit Card Details
- Apply for New Debit Card
- Block/ Unblock Debit Card
- Upgrade Debit Card
- Update Debit Card Limits
- Re-issue Debit Card
- Request for new Debit Card PIN
- Reset Debit Cards PIN
- Cheque Book Request
- Cheque Status Inquiry
- Stop/Unblock Cheque
- View Account Statement
- E-Statement Subscription
- Request Statement
- Download Pre-Generated Statements
- Sweep-In
- Forex Calculator
- View Inactive Accounts



### **Pre-Requisites**

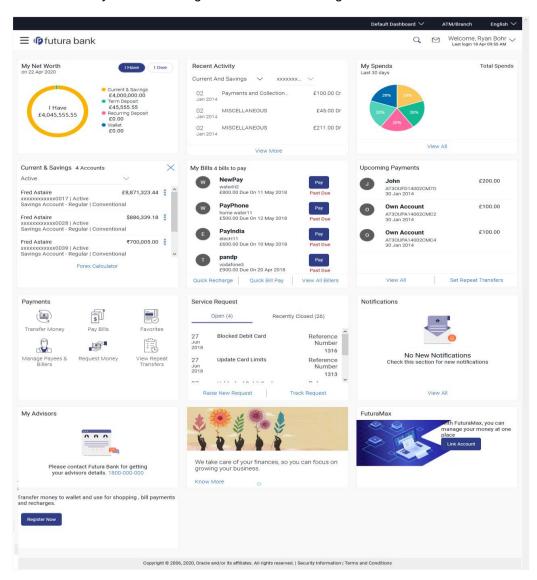
- Transaction access is provided to retail users
- CASA (Current and Savings Account) accounts are maintained in the host system under a party ID mapped to the user

## 3.1 Current & Savings Widget

The Current & savings accounts widget showcases a summary of the accounts held by the customer. It provides the facility for users to access all the important features and information related to the account.

### How to reach here:

Dashboard > My Accounts Widget > Current and Savings





### **Widget Overview**

### **Current & Savings**

This section lists down all the active and inactive current and savings accounts that the customer holds with the bank.

- Active Accounts: Each account displays the basic details such as the name of the
  primary account holder, account product or offer name, the masked account number
  and account nickname, if defined, along with the net balance of the account. If the
  customer holds both conventional as well as Islamic accounts, the type of account is
  also identified on each card. The customer is able to view further details of an account
  by clicking on the account.
- **Inactive / Closed Accounts:** This displays the number of accounts of the customer that are in inactive status. The customer is able to view further details of an account by clicking on the 'More Options' link available against each account.
- More options: It provides the facility for users to access all the important features like:
  - Account Details
  - View Statement
  - Cheque Book Request
  - Cheque Status Inquiry
  - > Stop/Unblock Cheque
  - Debit Cards
  - Request Statement
  - Sweep In

### **Forex Calculator**

The forex calculator link, provided on the Current & Savings Account widget enables the customer to access the Forex Calculator.



## 4. Demand Deposit Details

The customer can navigate to this screen by selecting any active account card on the accounts dashboard. The account details screen displays important information pertaining to a current or savings account such as the account holding pattern and the names of all the account holders, the current status of the account and the branch in which the account is held along with details on various balances and limits applicable on the account.

### How to reach here:

Dashboard > My Accounts Widget > Current and Savings > Active Account > Current and Savings Account > More options > Account Details

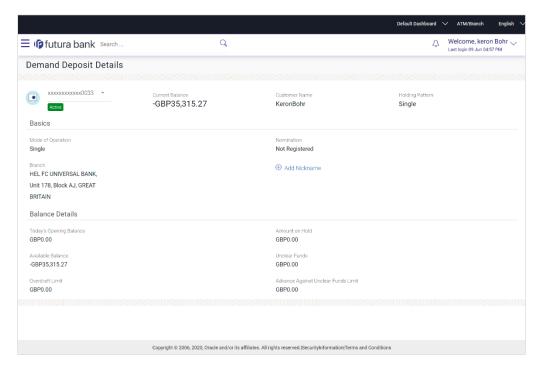
OR

Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Demand Deposit Details

### To view account details:

- 1. Select the option Active from the provided filter option on the Current & Savings widget.
- 2. All the active current & savings accounts held by the user appear.
- 3. Click on a specific account record, and click on the more option icon, and then select **Account Details** option to view details of that account.

### **Demand Deposit Details**





### **Field Description**

**Balance Details** 

Field Name	Description
Account Number	Select the account of which you want to view details.
Status	The current status of the account.
	The possible values are:
	Active
	• Closed
Current Balance	The current available balance in the account.
<b>Customer Name</b>	Name of the primary account holder.
Holding Pattern	The holding pattern of the account i.e. single or joint.
	The possible values are:
	For single owner - single
	For joint ownership - joint
Basics	
Joint Account Holder	Name of the joint account holder. This field appears only if the holding pattern of the account is Joint.
Mode of Operation	Operation mode of the account.
	The possible values are:
	Mandate Holder
	• Single
	Either Anyone or Survivor
	Former or Survivor
	<ul> <li>Jointly</li> </ul>
Nomination	Whether the account has a registered nominee or not.
Branch	Branch name in which the account is held along with address.
Nickname	The nickname given to the account by the account holder. This nickname can be changed or deleted. In case no nickname has been defined for the account, the option to add nickname will be displayed here.
	For more information on Account Nickname, refer <u>Account Nickname</u> .



Field Name	Description
Today's Opening Balance	The opening balance in the account for the day.
Amount on Hold	Displays the earmarked amount or the amount on hold in the account.
Available Balance	The current available balance in the account.
Unclear Funds	That amount of funds that have not yet been credited to the account. This amount will include the amount deposited through cheques and drafts that have not yet completed the bank's clearing cycle.
Overdraft Limit	The maximum credit allowed by the bank for the account.
Average Balance	The average balance in the account.
	<b>Note</b> : This field will appear only in case of Third Party integration.
Advance Against Unclear Funds Limit	The maximum amount that can be utilized as advance against funds that have not yet been cleared.



You can also perform the following account related transaction:

Add account nickname/ modify/ delete nickname. For more information refer <u>Account Nickname</u> section.



## 5. Debit Cards

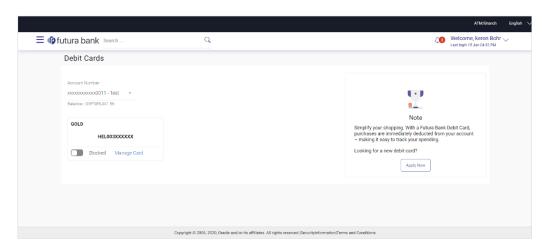
Debit cards are used for funds withdrawal at ATMs and for making purchase transactions at Point of sale (POS) terminals. Since debit cards are used for most basic banking transactions, it is essential for the bank to provide a means by which customers can view the details of their debit cards as well as apply for new debit cards online.

This feature enables customers to view details of debit cards linked to their current or savings accounts and also to apply for a new debit card on any of their accounts.

### How to reach here:

Dashboard > Toggle menu > Menu > Accounts > Current & Savings > Debit Cards

### **Debit Cards**



### **Field Description**

Field Name	Description
Account Number	Select the account number of which you want to view linked debit cards.
Balance	The balance of the account number will be displayed below the Account Number field once an account number is selected.

### **Debit Cards**

The Debit cards linked to the selected account number will be displayed as follows:

Card Product The debit card product name.

Card Number The debit card number in masked format.

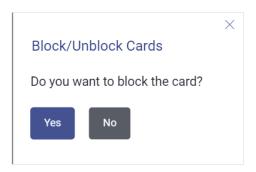
**Status** The current status of the debit card will be displayed i.e. whether it is blocked.



You can also perform the following actions:

To block the debit card, slide the toggle button of the desired debit card to **Blocked**.
 A pop up window appears with a message asking the user to confirm whether the card has to be blocked.

### **Block Debit Card**

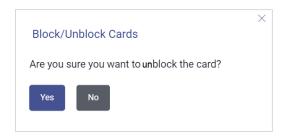


Click **Yes** to confirm blocking the debit card. The user will be redirected to the **Block/ Hotlist Card** screen where the user can proceed with blocking the card. OR

Click **No** to cancel blocking the card.

 To unblock the blocked debit card, slide the toggle button of the desired debit card from Blocked to Unblock. A pop up window appears with a message asking the user to confirm whether the card has to be unblocked.

### **Unblock Debit Card**



Click Yes to unblock the debit card.

The success message of unblock debit card appears.

OR

Click **No** to cancel unblocking the debit card.

 To view the details of a debit card, click the Manage Card option provided against the specific card.

The user will be redirected to the **Debit Card Details** screen.



## 6. New Debit Card

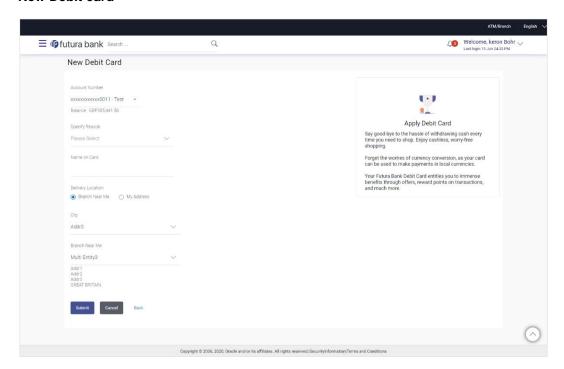
This feature enables customers to submit requests for new debit cards to be issued against their operating accounts. Customers can request for new debit cards to be issued against any of their current or savings accounts. While initiating the request for a new debit card, the customer must specify the reason for which a new card is being requested and also define the name to be embossed on the card. The customer must also specify where the new card has to be delivered.

This feature acts as a service request (SR) and an SR number is generated when the customer submits the request. Customers can track the status of their service requests by clicking on the Track Request link provided on the Service Request widget or by directly selecting the Track Request option from the toggle menu.

### How to reach here:

Dashboard > Toggle menu > Accounts > Current & Savings > Debit Cards > Apply Now Link

#### **New Debit card**



### **Field Description**

### **Field Name Description**

**Account** Select an account for which you wish to apply a debit card. **Number** 



### **Field Name Description**

### Balance

The net balance of the selected CASA account.

This amount is displayed once a CASA account is selected in the **Account Number** field.

### Specify Reason

The reason for which a new debit card is being applied.

The options can be:

- New Card
- Previous card was hotlisted
- Previous card not working

# Name on Card

The name to be embossed on the card.

### Delivery Location

The customer is required to specify where the new card is to be delivered.

The options are:

- Branch Near Me
- My Address

This section appears if the customer selects **My Address** option in the **Delivery Location** field.

### Select Address

The address at which the new card is to be delivered.

The options are:

- Work
- Residence
- Postal

### Address

The complete address of the primary account holder's work place, residence or that defined as postal address will be displayed based on which option has been selected in the address selection field.

This section appears if the customer selects Branch Near Me option in the Delivery Location field.

**City** The customer can filter branches based on city.

### Branch Near Me

The customer can select a branch at which the new card is to be delivered. The names of all the branches in the city selected in the previous field will be displayed.

### Branch Address

The complete address of the branch selected will be displayed once the customer selects a branch.



### To apply for a new debit card:

- 1. From the Account Number list, select the current or savings account number against which you want to apply for a new debit card.
- 2. From the **Specify Reason** list, select the appropriate reason to apply for a new card.
- 3. In the Name on Card field, enter the name to be embossed on the card.
- 4. In the **Delivery Location** field, select the appropriate delivery mode.
  - a. If you select the **Branch Near Me** option:
    - i. From the Select City list, select the appropriate option.
    - ii. From the **Select Branch** list, select the appropriate option. The branch address appears.
  - b. If you select the My Address option:
    - i. From the **Select Address** list, select the appropriate delivery address.
- 5. Click Submit.

OR

Click Cancel to cancel the transaction.

OR

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

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

OR

Click Cancel to cancel the transaction.

7. The success message along with the service request number appears.

Click Go to Account Details to go to Account Details screen.

OR

Click Go to Dashboard to go to Dashboard screen.



## 7. Block / Hotlist Card

Debit card fraud costs individuals and businesses millions of dollars every year globally. The speed at which fraudulent transactions can be performed on a stolen debit card is incredible; hence customers need a means by which to communicate the status of a lost or stolen card to the bank in the fastest possible manner with least amount of friction.

The Block Debit Card feature enables users to report stolen or lost debit cards to the bank, so that the bank can block the processing of any transaction performed on the debit card immediately.

This feature also enables the user to replace damage cards or stolen/lost cards with new card by requesting request for a replacement debit card which will have the same attributes as that of the debit card that is being blocked.

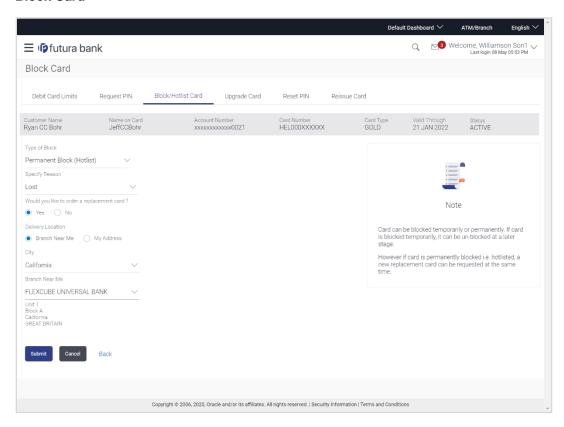
#### How to reach here:

Dashboard > Toggle menu > Accounts > Current and Savings > Debit Cards > Manage Card link > Block / Hotlist Card

OR

Dashboard > My Accounts Widget > Current and Savings > Current and Savings Account > More options > Debit Cards > Manage Card link > Block / Hotlist Card

### **Block Card**





### **Field Description**

Field Name	Description	
Customer Name	Name of the primary account holder.	
Name on Card	Name of the user as displayed on the card.	
Card Type	The debit card product name.	
Account Number	Account number in masked format.	
Card Number	The card number in masked format.	
Valid Through	The date on which the debit card expires.	
Status	Status of the debit card.  The status can be:      Active     Inactive     Blocked     Issued     Lost     Add-on-Request	
	Specify whether the card is to be temporarily blocked or is to be permanently blocked.  The options are:  • Temporary Block • Permanent Block (Hotlist)  s are enabled if you select the <b>Permanent Block</b> option in the <b>Type of</b>	
Block list.		

**Specify Reason** Specify the reason for which you want to permanently block the debit card.

The options are:

- Damaged
- Lost
- Stolen



Description
Specify whether you want to order a replacement card.  The options are:  Yes  No

The following fields appear only if you have selected the option **Yes** against the field **Would** you like to order a replacement card?

# Delivery Location

Specify where the new replacement debit card is to be delivered.

The options are:

- My Address
- Branch Near Me

This section appears if you select the My Address option in the Delivery Location field.

**Select Address** The address at which the replacement card is to be delivered.

The options are:

- Residence
- Postal

Address The complete address of the primary account holder's work place,

residence or that defined as postal address will be displayed based on which option has been selected in the address selection field.

This section appears if you select the Branch Near Me option in the Delivery Location field.

**City** The customer can filter branches based on city.

Branch Near Me The customer can select a branch at which the new card is to be delivered.

The names of all the branches in the city selected in the previous field will

be displayed.

Branch Address The complete address of the branch selected will be displayed once the

customer selects a branch.



### To block a debit card:

- 1. From the **Type of Block** list, select the appropriate option to block the card.
  - a. If user selects the Permanent Block (Hotlist) option:
    - From the Specify Reason list, select the appropriate reason to block the card.
    - ii. In the **Would you like to order a replacement card?** field, select the option **Yes** to opt for a replacement card.

OR

Select option **No** if you do not want a replacement card.

- iii. If you have selected option **Yes** against the field **Would you like to order a** replacement card?:
  - a. From the **Delivery Location** list, select the appropriate delivery location.
    - If you select the My Address option as delivery location:
       From the Select Address list, select the appropriate option. The complete address of the card holder's residence, work or that defined as postal address will be displayed.
    - ii. If you select the Branch Near Me option as delivery location, the fields by which to select the branch of choice appear.
      From the City list, select the city where the branch located.
      From the Branch Near Me list, select a branch at which the new card is to be delivered. The branch address based on selection is displayed.
- 2. Click Submit.

OR

Click Cancel to cancel the transaction.

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

ΟR

Click Back to go back to previous screen.

ΛD

Click Cancel to cancel the transaction.

4. The confirm screen with a message confirming successful submission of the request to block the card appears. The service request number also appears on this screen. Click **Go to Dashboard** to navigate to the dashboard.

OR

Click Go to Account Details to navigate to the Accounts Details screen.



## 8. Debit Card Upgrade

Using this option, the user can upgrade or downgrade his existing debit card.

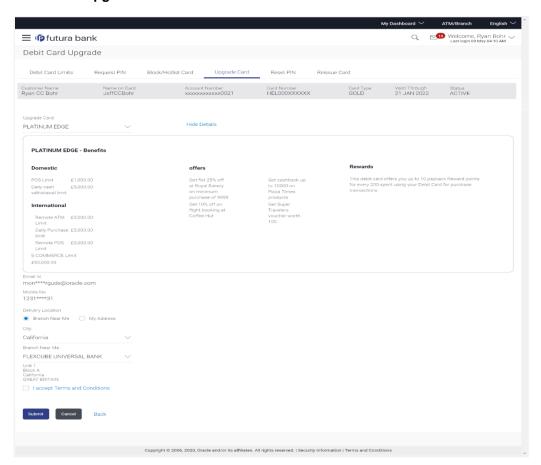
A user might want to upgrade his debit card so as to avail better benefits and facilities. This feature enables the user to view details of the different upgrade options available (such as charges, offers, and terms and conditions) so that the user is able to make an informed decision before deciding on a specific upgrade.

### How to reach here:

Dashboard > Toggle menu > Accounts > Current and Savings > Debit Cards > Manage Card link > Upgrade Card OR

Dashboard > My Accounts Widget > Current and Savings > Current and Savings Account > More options > Debit Cards > Manage Card link > Upgrade Card

### **Debit Card Upgrade**



### **Field Description**



Field Name	Description
<b>Customer Name</b>	Name of primary account holder.
Name on Card	The name to be embossed on the card.
Card Type	The debit card product name.
Account Number	Account number in masked format.
Card Number	The card number in masked format.
Valid Through	The date on which the debit card expires.
Status	Status of the debit card.  The status can be:      Activated     Inactive     Blocked     Issued     Lost     Add-on-Request
Upgrade Card	Select a variant of the debit cards available to upgrade the debit card.
View Details	Link to view the features of the debit card selected in the <b>Upgrade Card</b> list.
Hide Details	Link to hide the features of the debit card selected in the <b>Upgrade Card</b> list.
The following section appears, if user selects a debit card variant in the <b>Upgrad</b> and clicks on the <b>View Details</b> link.	
Name of the Debit Card Variant	The name of the debit card variant available for selection.

### **Domestic**

The limits applicable on the debit card for use within the country.

POS Limit	The daily usage limits on the cumulative amount allowed for payment at a Point of Sales (PoS) terminal of own bank.
Daily cash withdrawal limit	The daily limits on the cumulative amount allowed for withdrawal at an ATM of own bank.



#### International

The limits applicable on the debit card for international usage.

Remote ATM Limits The daily usage limits on the cumulative amount allowed for withdrawal at

an remote ATM.

Daily purchase limit

The daily limits on the cumulative amount allowed for purchase.

Remote POS Limits

The daily limits on the cumulative amount allowed for payment at a Point

of Sales (PoS) terminal of another bank.

E COMMERCE Limit The daily Usage limits on the cumulative amount allowed for e-

Commerce.

Offers Displays the offers available on the debit card variant.

**Rewards** Displays the details of reward points accumulation based on purchase

transactions using the debit cards.

**Email ID** The email ID of the debit card holder is displayed.

**Mobile No** The mobile number of the debit card holder is displayed.

Delivery Location

Select a location where the new card is to be delivered.

The options are:

• Branch Near Me

My Address

This section appears if you select the My Address option in the Delivery Location field.

**Select Address** The address at which the replacement card is to be delivered.

The options are:

- Residence
- Postal
- Work

**Address** The complete address of the primary account holder's work place,

residence or that defined as postal address will be displayed based on

which option has been selected in the address selection field.

This section appears if you select the Branch Near Me option in the Delivery Location field.

**City** The customer can filter branches based on city.



**Branch Near Me** The customer can select a branch at which the new card is to be delivered.

The names of all the branches in the city selected in the previous field will

be displayed.

Branch Address The complete address of the branch selected will be displayed once the

customer selects a branch.

### To upgrade the debit card:

1. From the **Upgrade Card** list, select the desired debit card to upgrade.

Click on <u>View Details</u> link to view the features of the debit card selected in the **Upgrade** Card list. The feature of the selected debit card appears.

Note: Click on <u>Hide Details</u> link to hide the features of the debit card selected in the **Upgrade Card** list.

- 3. From the **Delivery Location** list, select the delivery location of choice.
  - a. If you select the My Address option as delivery location:
    - From the Select Address list, select the appropriate option. The complete address
      of the card holder's residence, work or that defined as postal address will be
      displayed.
  - b. If you select the Branch Near Me option as delivery location,
    - i. From the City list, select the city where the branch located.
      - ii. From the **Branch Near Me** list, select a branch at which the new card is to be delivered. The branch address based on selection is displayed.
- 4. Click Submit.

OR

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

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

ΟR

Click Back to modify details if any.

OR

Click Cancel to cancel the transaction.

- 6. The confirm screen with a message confirming successful submission of the request to upgrade the card appears. The service request number also appears on this screen.
- 7. Click **Go to Dashboard** to navigate to the dashboard.

OR

Click Go to Account Details to navigate to the Accounts Details screen.



## 9. Debit Card Details

A customer can view the details of an existing debit card linked to his current or savings account by selecting the manage card option against a specific card on the Debit Card (summary) page. The debit card details page displays important information pertaining to the debit card such as the card status, validity and limit details.

The customer can view the various transaction limits associated with the debit card. The system displays limits in terms of count and amount in each category, which are as defined below:

- Own ATM Limits
- Remote ATM Limits
- Own Point of Sale Limits (PoS)
- Remote Point of Sale Limits (PoS)
- E-commerce Limits

The customer can view the existing limits and has the option to update the limits of the debit card selected. In addition to the existing limits, the screen also displays the maximum limit count/ amount that can be set for the card.

Customer also has the provision to configure a combined limit on his debit card. It is the maximum allowed limit across all sections and if this limit is breached, user will not be allowed for any further transaction on the day irrespective of the individual daily limits set under various categories.

### How to reach here:

Dashboard > Toggle menu > Dashboard > Accounts > Current & Savings > Debit Cards > Manage Cards

OR

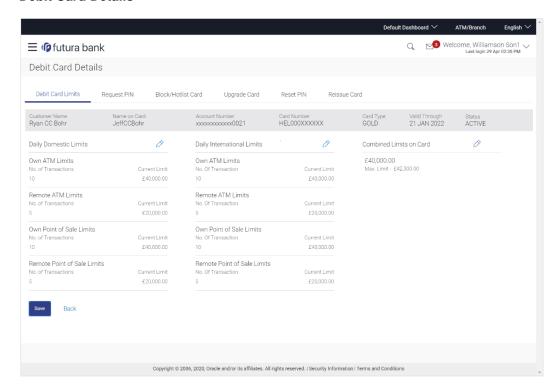
Dashboard > My Accounts Widget > Current and Savings > Current and Savings Account > More Options > Debit Cards > Manage Cards

#### To view the debit card details:

Click on the <u>Manage Cards</u> link. The <u>Debit Card Details</u> screen along with the <u>Daily Limits</u> details appears.



### **Debit Card Details**



### **Field Description**

Field Name	Description
<b>Customer Name</b>	Name of primary account holder.
Name on Card	Name of the customer as displayed on the card.
Account Number	Account number in the masked format.
Card Number	The debit card number in the masked format.
Card Type	The debit card product name.
Valid Through	The date on which the debit card expires.
Status	Status of the debit card.  The status can be:  • Active
	Inactive
	<ul><li>Blocked</li><li>Issued</li></ul>
	• Lost



	Dobit Gard Do
Field Name	Description
International Usage	The international transactions flag - whether international transactions are allowed or not on the card.
	The options are:
	<ul> <li>Active</li> </ul>
	<ul> <li>Inactive- Disable all international transactions on the debit card</li> </ul>
	Note: This field appears only in case of Third Party integration.
Daily Domestic Limit	s / International Usage Limits
This section includes of	own and remote ATM Limits, POS limits, and e- Commerce limits etc.
Facility: Own ATM	
Number of	The daily Domestic / International Usage limits of transactions

Number of Transactions	The daily Domestic / International Usage limits of transactions allowed at an ATM of own bank.
Amount	The daily Domestic / International Usage limits on the cumulative amount allowed for withdrawal at an ATM of own bank.
Maximum Limit	The maximum amount allowed for withdrawal at an ATM of own bank for the daily Domestic / International Usage limits.
Facility: Remote ATM Limits	

Tubility. Nombte Atia Emilio	
Number of Transactions	The daily Domestic / International Usage limits of transactions allowed at an remote ATM.
Amount	The daily Domestic / International Usage limits on the cumulative amount allowed for withdrawal at a remote ATM.
Maximum Limit	The maximum amount allowed for withdrawal at a remote ATM for the daily Domestic / International Usage limits .
Facility: Own Point of Sale (PoS)	

Number of Transactions	The daily Domestic / International Usage limits of transactions allowed at a Point of Sales (PoS) terminal of own bank.
Amount	The daily Domestic / International Usage limits on the cumulative amount allowed for withdrawal at a Point of Sales (PoS) terminal of own bank.



Field Name	Description	
Maximum Limit	The maximum amount allowed for withdrawal at a Point of Sales (PoS) terminal of own bank for the daily / International Usage limits.	
Facility: Remote Poin	t of Sale Limits (PoS)	
Number of Transactions	The daily Domestic / International Usage limits of transactions allowed at a Point of Sales (PoS) terminal of another bank.	
Amount	The daily Domestic / International Usage limits on the cumulative amount allowed for withdrawal at a Point of Sales (PoS) terminal of another bank.	
Maximum Limit	The maximum amount allowed for withdrawal at a Point of Sales (PoS) terminal of another bank for the daily Domestic / International Usage limits.	
Facility: e-Commerce	Facility: e-Commerce Limits	
Number of Transactions	The daily Domestic / International Usage limits of transactions allowed for e-Commerce.	
Amount	The daily Domestic / International Usage limits on the cumulative amount allowed for e-Commerce.	
Maximum Limit	The maximum amount allowed for e-Commerce for the daily Domestic / International Usage limits.	
Combined Limits on Card	The combined daily and International Usage limits allowed for withdrawal at own and remote ATM Limits, POS limits, and e-Commerce limits etc.	
Maximum Limit	The maximum amount allowed for withdrawal at own and remote ATM Limits, POS limits, and e- Commerce limits etc. for the daily and International Usage limits .	
the debit card.	ne Daily Domestic Limits header to update the daily domestic limits of	
OR		
Click against the <b>Daily International Limits</b> header to update the daily international limits of the debit card.		

**ORACLE** 

Click against the **Combined Limits on Card** header to update the combined daily domestic and international limits of the debit card.

OR

OR

Click Save to save the modified limits.

OR

Click Back to go back to the previous screen.

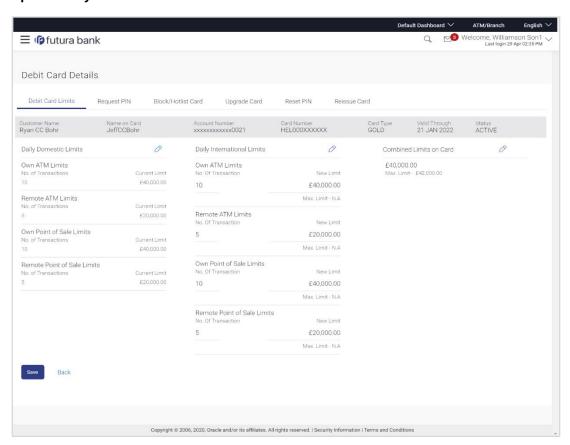
## 9.1 **Update Daily Limits**

Users can modify Daily Domestic, Daily International and Combined Daily Limits assigned to their cards.

### To modify the daily limits of the debit card:

- 1. Click on the <u>Manage Cards</u> link. The <u>Debit Card Details</u> screen along with the <u>Daily Limits</u> details appears.
- 2. Click to update the daily limits of the debit card. The **Debit Card Details** page appears with the limit fields in editable format.

### **Update Daily Limits**



- Update the ATM, POS and e-commerce limits details as required in Daily Domestic Limits,
   Daily International Limits, or Combined Limits on Cards sections.
- Click Save to save the modified limits. OR

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



5. A pop up message appears asking the user to confirm updating the debit card limits.

Click **Proceed** to proceed with updating the debit card limits.

OR

Click Cancel to cancel updating the debit card limits.

6. The review screen appears.

Click Confirm to confirm updating the debit card limits. .

OR

Click Cancel to cancel updating the debit card limits.

OR

Click Back to go back to the Debit Card Details screen.

- 7. The confirm screen appears with a message stating that the request to update debit card limits has been submitted successfully.
- 8. Click Go to Account Details to go to Account Details screen.

OR

Click Go to Dashboard to go to the Dashboard screen.



## 10. Debit Card Re-Issue

This feature enables the user to replace damage cards or stolen/ lost cards with new card by requesting for a replacement debit card which will have the same attributes as that of the debit card that is being blocked.

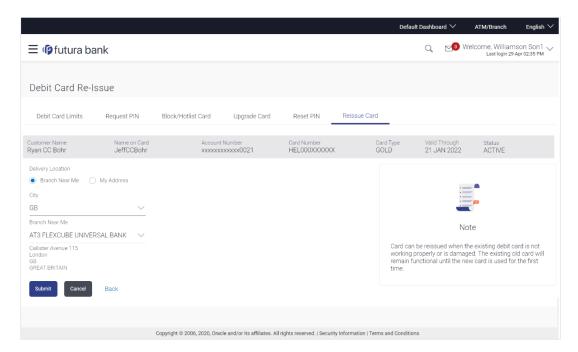
### How to reach here:

Dashboard > Toggle menu > Accounts > Current and Savings > Debit Cards > Manage Card link > Reissue Card

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Dashboard > My Accounts Widget > Current and Savings > Current and Savings Account > More options > Debit Cards > Manage Card link > Reissue Card

### **Debit Card Re-Issue**



### **Field Description**

Field Name	Description
<b>Customer Name</b>	Name of primary account holder.
Name on Card	The name to be embossed on the card.
Account Number	Account number in masked format.
Card Number	The card number in masked format.
Card Type	The debit card product name.



Field Name	Description
Valid Through	The date on which the debit card expires.
Status	Status of the debit card.
	The status can be:
	Activated
	Inactive
	Blocked
	<ul> <li>Issued</li> </ul>
	• Lost
	Add-on-Request
Delivery Location	Select the location where the new card is to be delivered.
Location	The options are:
	My Address
	Branch Near Me
This section appear	ars if you select the <b>My Address</b> option under the <b>Delivery Location</b> field.
Select Address	The address at which the replacement card is to be delivered.
	The options are:
	Postal
	Residence
	• Work
Address	The complete address of the primary account holder's work place, residence or that defined as postal address will be displayed based on which option has been selected in the address selection field.
This section apperfield.	ars if you select the <b>Branch Near Me</b> option under the <b>Delivery Location</b>
City	The customer can filter branches based on city.
Branch Near Me	The customer can select a branch at which the new card is to be delivered. The names of all the branches in the city selected in the previous field will be displayed.

Branch Address The complete address of the branch selected will be displayed once the



customer selects a branch.

#### To re-issue debit card:

- 1. From the **Delivery Location** list, select the option of choice.
  - a. If you select the My Address option as delivery location:
    - From the **Select Address** list, select the appropriate option. The complete address
      of the card holder's residence, work or that defined as postal address will be
      displayed.
  - b. If you select the **Branch Near Me** option as delivery location,
    - i. From the **City** list, select the city where the branch is located.
      - ii. From the **Branch Near Me** list, select a branch at which the new card is to be delivered. The branch address based on selection is displayed.
- 2. Click Submit.

OR

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

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

OR

Click **Back** to modify details if any.

OR

Click **Cancel** to cancel the transaction.

- The confirm screen is displayed with a message confirming that the request for debit card reissue has been successfully submitted. The service request number also appears on this screen.
- 5. Click Go to Account Details to go to the Account Details screen.

OR

Click Go to Dashboard to go to the Dashboard screen.



# 11. Request PIN

A debit card PIN is required to authenticate any debit card transaction. Without a PIN, the customer will not be able to withdraw funds from his account or make any Point of Sale purchases. This feature enables a customer to request for a new debit card PIN to be delivered at the address of his choice.

The debit card PIN request is a service request transaction and on initiating the request, an SR number is generated, which can be used by the customer to track the status of the request. Duplicity checks are done by the system to ensure that no duplicate requests are being initiated.

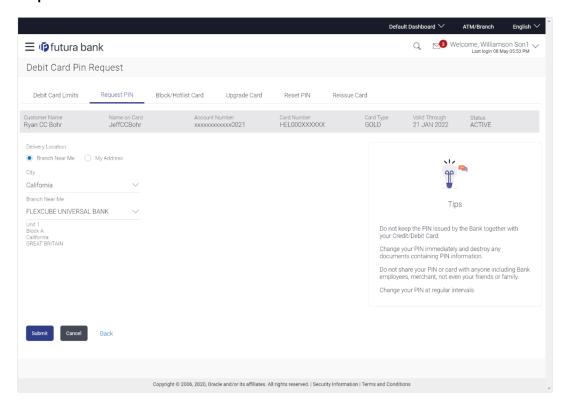
#### How to reach here:

Dashboard > My Accounts Widget > Current and Savings > Current and Savings Account > More Options > Debit Cards > Request PIN OR

Dashboard > My Accounts Widget > Current and Savings > Current and Savings Account > More options > Debit Cards > Manage Cards > Request PIN OR

Dashboard > Toggle menu >Accounts >Current & Savings >Debit Cards > Request PIN

## **Request PIN**





# **Field Description**

Field Name	Description
Customer Name	Name of primary account holder.
Name on Card	The debit card holder's name as embossed on the card.
Account Number	Account number in masked format.
Card Number	The card number in masked format.
Card Type	The debit card product name.
Valid Through	The date on which the debit card expires.
Status	Status of the debit card.  The status can be:      Activated     Inactive     Blocked     Issued     Lost     Add-on-Request
Delivery Location	Select the location where the debit card PIN is to be delivered.  The options are:  Branch Near Me  My Address
This section	appears if you select My Address option in the Delivery Location field.
Select Address	The address at which the debit card PIN is to be delivered.  The options are:  • Postal



Residence

• Work

#### Field Name Description

#### Address

The complete address of the card holder's work place, residence or that defined as postal address will be displayed based on which option has been selected in the address selection field.

This section appears if the customer selects Branch Near Me option in the Delivery Location field.

City The customer can filter branches based on city.

Branch Near The customer can select a branch at which the PIN is to be delivered. The names of all the branches in the city selected in the previous field will be displayed.

Branch Address The complete address of the branch selected will be displayed once the customer selects a branch.

#### To request for a debit card PIN:

- 1. In the **Delivery Location** field, select the delivery location of choice.
  - a. If you select the Branch Near Me option:
    - From the **City** list, select the appropriate option.
      - From the **Branch Near Me** list, select the appropriate option.
  - b. If you select the My Address option:
    - From the **Address** list, select the address where the PIN is to be delivered.
- 2. Click Submit.

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

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

Click Back to modify details, if required.

Click Cancel to cancel the transaction.

- 4. The success message of debit card PIN request along with the service request number appears.
- 5. Click Go to Account Details to go to Account Details screen.

Click Go to Dashboard to go to the Dashboard screen.



# 12. Reset PIN

A debit card PIN is required to authenticate any debit card transaction. Without a PIN, the customer will not be able to withdraw funds from his account or make any Point of Sale purchases. This feature enables you to reset the Debit Card PIN anytime at your convenience.

Note: This transaction appears only in case of Third Party integration.

#### How to reach here:

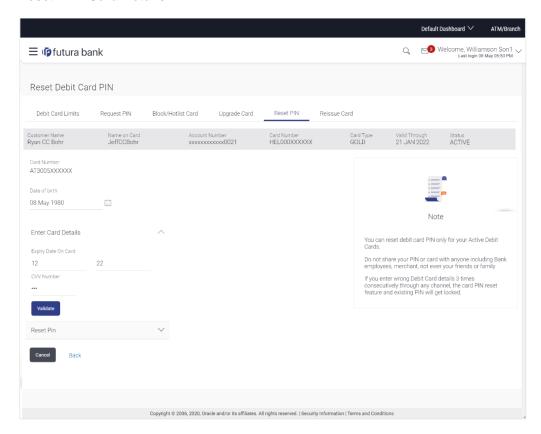
Dashboard > Toggle menu > Accounts > Current & Savings > Debit Cards > Manage Cards > Reset PIN
OR

Dashboard > My Accounts Widget > Current and Savings > Current and Savings Account > More options > Debit Cards > Manage Cards > Reset PIN

#### To reset the debit card PIN:

- 1. Click on the <u>Manage Cards</u> link of the debit card whose PIN to be changed. The **Debit Card Details** screen appears.
- 2. Click Reset PIN from the tab.
- 3. In the **Date of Birth** calendar field, specify the card holder's date of birth.
- 4. Click Enter Card Details .

#### **Reset PIN- Card Details**





#### **Field Description**

#### **Field Name** Description

Customer Name Name of primary account holder.

Name on Card The debit card holder's name as embossed on the card.

Account Number

Account number in masked format.

**Card Number** The card number in masked format.

**Card Type** The debit card product name.

**Valid Through** The date on which the debit card expires.

**Status** Status of the debit card.

The status can be:

- Activated
- Inactive
- **Blocked**
- Issued
- Lost
- Add-on-Request

**Date Of Birth** Specify the date of birth of the card holder.

It is used to verify the identity of the card holder.

#### **Enter Card Details**

Card

**Expiry Date on** The expiry date of the debit card in format - MM/YY.

**CVV Number** Enter the CVV number of the card.

The Card Verification Value number (CVV) is the 3 digit number printed on

the reverse of most credit cards.

5. In the Expiry Date on Card field, enter the Card Expiry Date (MMYY).

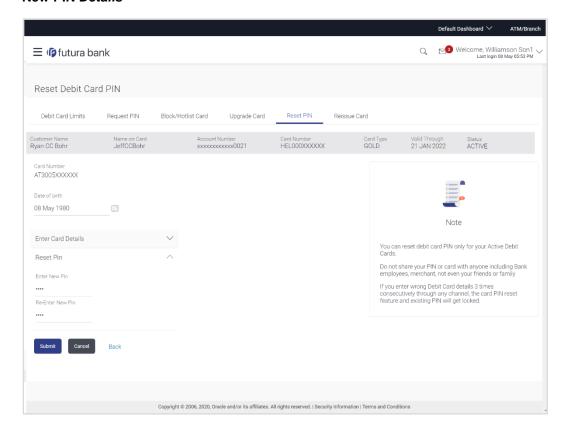
- 6. In the CVV Number field, enter the numeric digit code printed on the back of card.
- 7. Click Validate. The entered card details are verified, and Reset PIN section appears.

Click Cancel to cancel the transaction.

8. Click **Reset PIN** to assign new PIN for the debit card.



## **New PIN Details**



### **Field Description**

Field Name	Description
Reset PIN	
Enter New PIN	Enter a new PIN of your choice.
Re-enter New PIN	Re-enter the new PIN in this field to confirm the same.

- 9. Enter the new PIN as per your choice in **Enter New PIN** and **Re-enter New PIN** fields respectively.
- 10. Click **Submit**. The Authentication screen appears.

OR

Click Cancel to cancel the transaction.

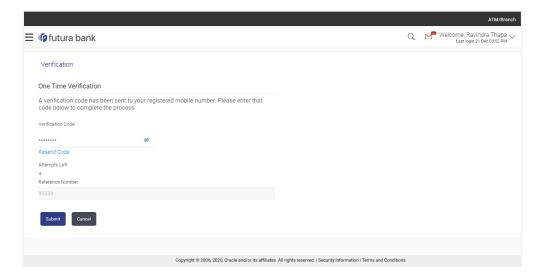
OR

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

11. You will receive an OTP code as a message on your registered mobile and or an email at your registered email ID. Enter the OTP code in the **Verification Code** field and click on **Submit**. For more information on OTP, refer the OTP section.



## **Debit Card PIN- One Time Verification**



## **Field Description**

# Field Name Description

Verification Code The OTP received on the user's registered mobile number & or email.

12. Click Submit.

OR

Click Cancel to cancel the transaction.

- 13. The success message of debit card PIN generation appears.
- 14. Click **Go to Account Details** to go to the Account Details screen.

Click Go to Dashboard to go to the Dashboard screen.



# 13. Cheque Book Request

Cheques are the most widely used instruments that are used to make different kinds of payments.

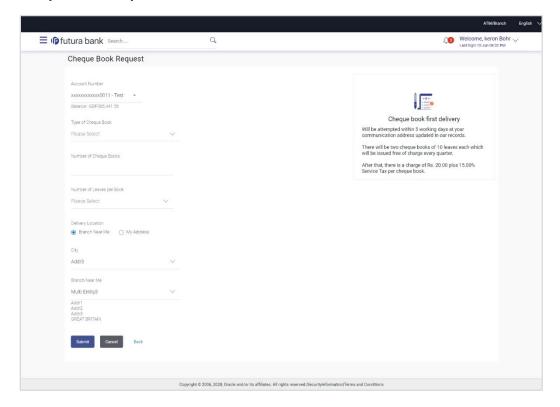
The **Cheque Book Request** feature enables customers to request for a new cheque book online. This feature is enabled only for those accounts for which cheque book facility is enabled.

Customers can specify the number of cheque books required, leaves per cheque book, cheque book type and also the delivery location as to where the cheque book is to be delivered, while initiating a cheque book request.

#### How to reach here:

Dashboard > Toggle menu > Menu > Accounts > Current & Savings > Cheque Book Request

#### **Cheque Book Request**





#### **Field Description**

Field Name	Description
Account Number	Select the current or savings account number for which cheque book request is to be done.
	For more information on Account Nickname, refer <u>Account Nickname</u> .
Balance	The balance in the account in the account currency.
Type of Cheque Book	The type of cheque book required.
Number of	Number of cheque books required.
Cheque Books	This field appears if you have the facility to request for multiple cheque books.
Number of	Number of cheque leaves required in each cheque book.
Leaves per Book	The options are:
Door	Cheque book with 10 leaves
	Cheque book with 25 leaves
	Cheque book with 50 leaves
Delivery Location	Delivery location of the cheque book.
	The options are:
	Branch Near Me
	My Address
This section app	pears if the customer selects Mv Address option in the Delivery Location

This section appears if the customer selects **My Address** option in the **Delivery Location** field.

### Select Address

The address at which the cheque book is to be delivered.

The options are:

- Postal
- Residence
- Work

#### **Address**

The complete address of the primary account holder's work place, residence or that defined as postal address will be displayed based on which option has been selected in the address selection field.

This section appears if the customer selects Branch Near Me option in the Delivery Location field.

**Select City** The customer can filter branches based on city.



Field Name	Description
Select Branch	The customer can select a branch at which the cheque book is to be delivered. The names of all the branches in the city selected in the previous field will be displayed.
Branch Address	The complete address of the branch selected will be displayed once the customer selects a branch.

#### To request for a cheque book:

- 1. From the **Account Number** list, select the current or savings account number for which cheque book request is to be done.
- 2. From the **Type of Cheque Book** list, select the appropriate option.
- 3. From the **Number of Cheque Book** list, select the required number of cheque books.
- 4. From the **Number of Leaves per Book** list, select the number of leaves required in each cheque book.
- 5. In the **Delivery Location** field, select the appropriate delivery address.
  - a. If you select the Branch Near Me option:
    - i. From the **Select City** list, select the appropriate option.
    - ii. From the **Select Branch** list, select the appropriate option.
  - b. If you select the My Address option:
    - i. From the **Address** list, select the cheque book delivery address.
- 6. To submit the cheque book request, click **Submit**.

OR

Click **Cancel** to cancel the transaction.

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

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to make changes if any. User is directed to **Cheque Book Request** – screen with values in editable form.

8. The success message of cheque book request along with the service request number appears.

Click Go to Account Details to go to Account Details screen.

OR

Click Go to Dashboard to go to Dashboard screen.



# 14. Cheque Status Inquiry

The **Cheque Status Inquiry** transaction enables customers to view the status of cheques written by them, at any point of time. The customer can view the status of either a single cheque by providing a cheque number or that of a cheque series by defining a cheque range.

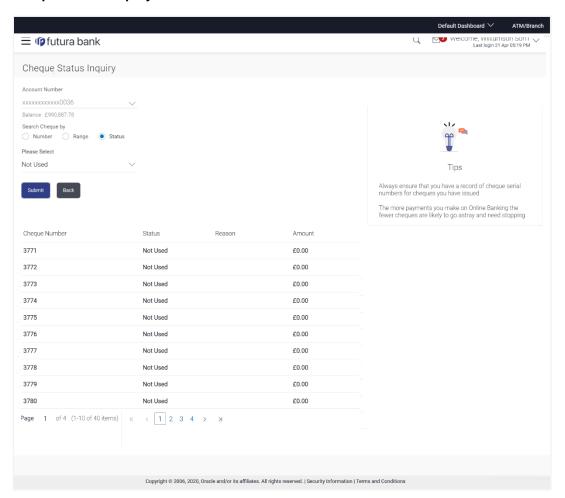
Customers can also search for cheques based on their status i.e. used, not used, stopped, etc.

**Note:** The **Range** and **Status** fields are displayed if the Oracle Banking Digital Banking Experience application is integrated with **Universal Banking Solutions** and the region is not **India**.

#### How to reach here:

Dashboard > Toggle menu > Menu > Accounts > Current & Savings > Cheque Status Inquiry

#### **Cheque Status Inquiry**





# **Field Description**

Field Name	Description
Account Number	Select an account number to view the status of cheques associated with that account.
Balance	The balance of the CASA account will be displayed in the account currency.
Search Cheque by	Allows the customer to specify the criteria by which to view the status of cheques.
	The options are:
	Number
	Range
	Status
	<b>Note:</b> The <b>Range</b> and <b>Status</b> fields are displayed if the Oracle Banking Digital Banking Experience application is integrated with <b>Oracle FLEXCUBE Universal Banking</b> and the region is not <b>India</b> .
Cheque Number	The customer can define the cheque number for which he wants to view the status.
	This field appears if you select <b>Number</b> option from the <b>Search Cheque by</b> list.
From	The customer is required to define the starting cheque number of the range for which to view cheque status.
	This field is appears if you select <b>Range</b> option from the <b>Search Cheque by</b> list.
То	The customer is required to define the last cheque number of the range for which to view cheque status.
	This field appears if you select <b>Range</b> option from the <b>Search Cheque by</b> list.
Select Status	The customer is required to identify a specific status in order to view cheques that belong to that status.
	The options are:
	• Used
	Not Used
	Stopped
	Rejected
	Cancelled



Field Name	Description
	This field appears if you select the <b>Status</b> option from the <b>Search Cheque By</b> list.
	The <b>From Date</b> and <b>To Date</b> search fields will be disabled if the customer selects either the <b>Not Used</b> or <b>Cancelled</b> status.
From Date	The customer is required to specify the start date in a date range from which cheques of a particular status are to be fetched.
	This field appears if you select <b>Status</b> option from the <b>Search Cheque By</b> list.
To Date	The customer is required to specify the last date in the date range for which cheques of a particular status are to be fetched.
	This field appears if you select <b>Status</b> option from the <b>Search Cheque By</b> list.

#### **Cheque Status Inquiry Results**

Cheque Number	The cheque number of which status is being viewed.
Status	The current status of the cheque is displayed against it.
Reason	The reason for which the cheque has been stopped, rejected or cancelled. A value will be displayed here only if the cheque is in any of these three statuses.
Amount	The amount for which the cheque was issued.

## To inquire about the cheque status:

- 1. From the **Account Number** list, select an account to view the status of cheques associated with that account.
- 2. From the **Search Cheque** by list, select the appropriate option.
  - a. If you select the Number option:
    - i. In the **Cheque Number** field, enter the cheque number.
  - b. If you select the **Range** option:
    - i. In the **From** field, enter the cheque start number.
    - ii. In the **To** field, enter the cheque end number.
  - c. If you select the **Status** option:
    - i. From the **Select Status** list, select the appropriate option.
    - ii. From the **From Date** list, select the appropriate date.
    - iii. From the **To Date** list, select the appropriate date.



3. To inquire about the cheque request, click **Submit**. OR

Click **Cancel** to cancel the transaction.

4. The results of the cheque status inquiry appear.



# 15. Stop/ Unblock Cheque

Cheques are physical instruments used for the purpose of making payments. A customer might require to block a cheque payment in case the cheque has been lost or stolen. Hence it is critical to provide an option to stop such cheques so that they cannot be misused.

The Stop/ Unblock cheque feature enables a customer to stop a cheque that has been issued for making payment. In order to request for a cheque to be stopped, the customer will have to specify the account number from which the cheque has been issued as well as the cheque number and the reason for which the request is being raised. In addition to requesting for a stop cheque on a specific cheque, the customer can also request for a stop cheque to be performed on a cheque series by specifying the cheque range.

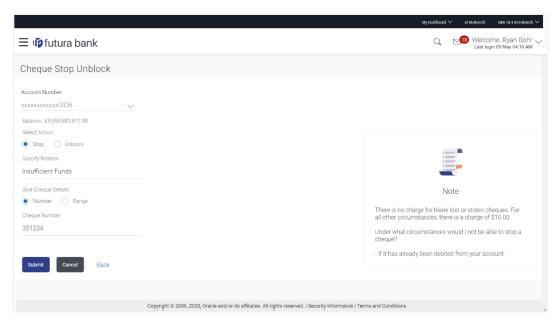
Additionally customers can also request for a cheque or cheque range that has been stopped or blocked to be unblocked.

Both stop cheque as well as unblock cheque requests are online i.e. do not require manual intervention by a bank official and the specific cheque or cheque range is immediately stopped or unblocked based on the request raised.

#### How to reach here:

Dashboard > Toggle menu > Menu > Accounts > Current & Savings > Cheque Stop Unblock

# Stop /Unblock Cheque





# **Field Description**

Field Name	Description
Account Number	Select an account number in order to raise a request to stop or unblock associated cheques.
Balance	The balance in the account in the account currency.
Select Action	The action to be taken on the cheque or cheque range.
	The options are:
	• Stop
	• Unblock
Specify Reason	The customer is required to specify the reason for which the request to stop or unblock a cheque or cheque range is being raised.
Give Cheque Details	The customer can specify whether action is to be taken on a specific cheque or a cheque range.
	The options are:
	<ul> <li>Number</li> </ul>
	• Range
Cheque Number	The cheque number that is to be stopped or unblocked.
	This field appears if you select the <b>Number</b> option in the <b>Give Cheque Details</b> field.
From	Start number of the cheque range to be blocked.
	This field appears if the customer selects the <b>Range</b> option in the <b>Give Cheque Details</b> field.
То	End number of the cheque range to be blocked.
	This field appears if the customer selects the <b>Range</b> option in the <b>Give Cheque Details</b> field.



#### To stop or unblock a cheque or cheque range:

- 1. From the **Account Number** list, select an account number in order to raise a request to stop or unblock associated cheques.
- 2. In the **Select Action** field, select the appropriate option.
- 3. In the **Specify Reason** field, specify the reason for which stop/unblock request is being raised.
- 4. In the **Give Cheque Details** field, select the appropriate option:
  - a. If you select the Number option:
    - i. In the Cheque Number field, enter the cheque number.
  - b. If you select the **Range** option:
    - i. In the From field, enter the cheque start number.
    - ii. In the To field, enter the cheque end number.
- 5. Click Submit.

 $\cap R$ 

Click Cancel to cancel the transaction.

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

OR

Click **Back** to make changes if any. User is directed to **Stop / Unblock Cheque** – screen with values in editable form.

OR

Click Cancel to cancel the transaction.

- 7. The success message of stopping/ unblocking the check along with the service request number appears.
- 8. Click Go to Account Details to go to Account Details screen.

ΟR

Click Go to Dashboard to go to the Dashboard screen.



# 16. Transactions

Customers can track the transactions taking place in their accounts. This feature enables customers to view the details of all the transactions performed in their accounts. All the debit and credit entries along with each transaction amount and reference details are displayed.

Customers can also undertake the following from this screen:

- Request for Statements The customer can avail this option by selecting the Request Statement option from the kebab menu. The user will be able to define the period for which he/she requires to receive statements at his/her registered address.
- Download Pre-Generated Statements The customer can select the Pre-Generated Statement option from the kebab menu on this page, in order to be provided with the facility to define the period for which he/she would like to download pre-generated statements.
- Subscribe for E-Statements By selecting the **E-Statement** option from the kebab menu, the user will be able to either subscribe or unsubscribe (if subscription is active) for estatements for the specific account. If the user opts to subscribe for e-statements, he/she will receive monthly e-statements on his/her registered email address.

#### How to reach here:

Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Transactions OR

Dashboard > My Accounts Widget > Current and Savings > Current and Savings Account > More options > Transactions

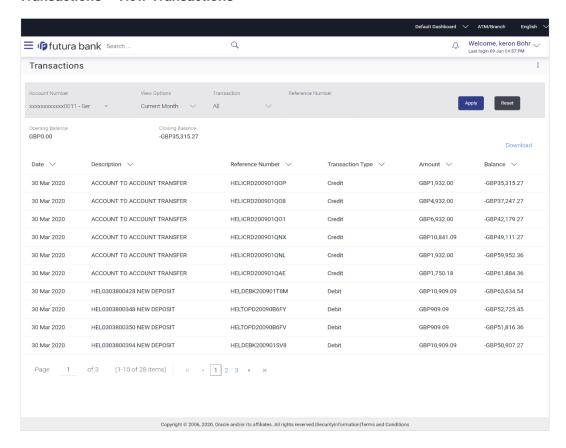
#### To view the account statement:

- 1. From the account number list, select the account of which you wish to view transactions.
- 2. From the View Options list, select the desired transaction period.
  - a. If the option Date Range has been selected in the **View Options** list, specify the date range in the **Date From** and **Date To** fields.
- From the Transaction list, select the types of transactions to be displayed i.e. either debit or credit or all transactions.
- 4. In the **Reference Number** field, enter a transaction reference number if you wish to view a specific transaction record.
- Click Apply to view transactions based on the defined criteria. OR

Click Reset to clear the details entered.



#### **Transactions - View Transactions**



#### **Field Description**

### Field Name Description

**Account Number** Select an account of which you wish to view transactions.

#### **View Options**

Filters to view the transactions of a specific period.

The options are:

- Current Period
- Previous Month
- Previous Quarter
- Date Range

# Date From – Date To

Specify the period for which you wish to view transactions.

These fields will be displayed only if you have selected the option **Date Range** from the **View Options** list.



Field Name	Description
Transaction	Filters to view the transactions based on description.
	The options are:
	• All
	Credits Only
	Debits Only
Reference Number	Reference number of the transaction.
Opening Balance	The opening balance in the account for the specific period.
Closing Balance	Closing balance in the account for the specific period.
Results	
Download	Click the link to download the statement.
Date	Date on which the activity was performed.
Description	Short description of the transaction.
Reference Number	Reference number of the transaction.
Transaction Type	The type of transaction performed, i.e. if it was a debit or credit transaction.
Amount	The transaction amount.
Balance	Balance in the account.
	The Balance column appears only if the option <b>All</b> has been selected as a filter criteria in <b>View Options</b> field.

6. Click **Download** and select the format in which the statement is to be downloaded. The statement gets downloaded.

The following actions can also be performed in the screen:

- Subscribe for E-Statements.
- Request for a specific statement
- Download Pre-Generated Statements.



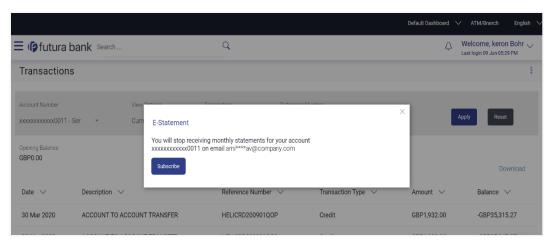
# 16.1 E-statements

A customer might wish to receive regular e-statements at his email address instead of physical copies. In this case, the customer can select the option to subscribe for an e-statement. Once a request for an e-statement is made, the customer will begin to receive regular statements at his email address maintained with the bank.

#### To subscribe / unsubscribe for e-statements:

1. Click on the icon on the **Transactions** screen, and click **E-Statement** to subscribe / unsubscribe for e-statements.

#### E-statement



- 2. The Pop-up Message appears. (Subscribe to E-Statement You will receive monthly statements for your account <Number in masked format> by email at <User's email address>)
  - a. Click **Subscribe** to opt to receive monthly statements on your registered email address.
  - The success message of request submission appears. Click **OK** to complete the transaction.
- 3. If the user has already subscribed for e-statements, the pop up message contains a message stating that the user is subscribed to receive e-statements. The option to unsubscribe for e-statements is provided.
  - Click **Unsubscribe** to opt out of receiving monthly statements on your registered email address.
  - The success message of request submission appears. Click **OK** to complete the transaction.
  - c. Click Proceed to Unsubscribe.
- 4. The success message of request submission appears.

Click on Go to Account Details link to go back to Account Details page.



# 16.2 Request Statement

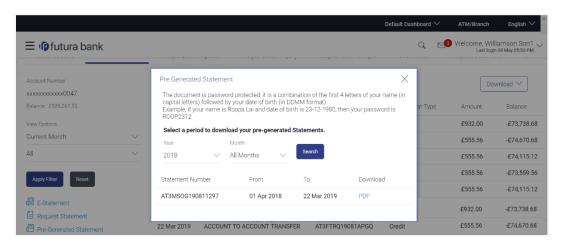
For more information on Request Statement, refer Request Statement transaction.

# 16.3 Pre-generated Statement

To download pre-generated statements:

 Click on the icon on the Transactions screen, and click Pre-generated Statement to download a pre-generated statement. The pre-generated statement screen appears.

## **Pre-generated Statement**



## **Field Description**

Field Name	Description
Select a period to o	lownload your pre-generated Statements
Period	
Year	The year for which the statement is required
Month	The month for which the statement is required.
Statement Number	The statement reference number.
From	Start date of the date period for which the statement is generated.
То	End date of the date period for which the statement is generated.



Field Name	Description
Download	Click the link against a statement to download the specific statement.

- 2. From the **Period** list, select the desired year and month for which pre-generated statement is to be required.
- 3. Click **Search** to search amongst the pre-generated statements for the selected period.
- 4. Click **Download** link against any record (.pdf) to download the statement in password protected pdf format.



# 17. Request Statement

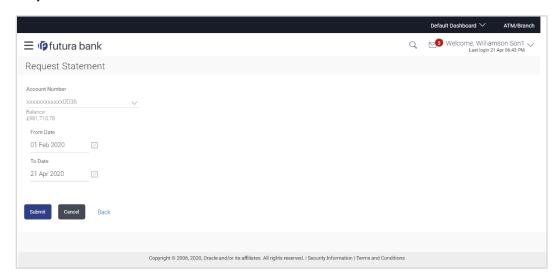
At times, a customer might require the physical copy of an account statement for a certain period. The statement request feature enables customers to request the bank for a physical copy of the statement of an account for a specific period. This physical copy will be mailed to the user's address registered with the bank.

#### How to reach here:

Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Transactions > More Options > Request Statement OR

Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Request Statement

#### Request Statement



#### **Field Description**

Field Name	Description
Account Number	Select the account number for which statement has to be requested.
Balance	The balance in the account in the account currency.
From Date	The customer is required to specify the start date from which the account statement is required.
To Date	The customer is required to specify the date until when the statement is required.



#### To request for a physical statement:

- 1. From the Account Number list, select the account number for which statement has to be requested.
- 2. From the **From Date** list, select the start date of the account statement.
- 3. From the **To Date** list, select the end date of the account statement.
- 4. Click Submit.

OR

Click Cancel to cancel the transaction.

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

Click Back to make changes if any. User is directed to Request Statement screen with values in editable form.

OR

Click Cancel to cancel the transaction.

- 6. The success message of Request Statement appears along with the transaction reference number.
- 7. Click Go to Account Details to go to Account Details screen.

Click Go to Dashboard to go to the Dashboard screen.



# 18. Sweep In

A sweep in facility enables customers to link their Current and Savings/ Term Deposit account to another Current and Savings account held with the bank. Whenever there is insufficient funds, the shortfall in the account is swept in from the linked Term Deposit/current and savings account, thereby providing the customer the convenience of getting payments processed with ease.

The Manage Sweep-in option enables the user to manage all his linked current and savings accounts and fixed deposit accounts. With this option, the user can add his Current and Savings / Fixed deposit accounts held with the bank, as a sweep-in account. There is also an option to delete or delink sweep-in from an existing Current and Savings account / Fixed deposit accounts, which has sweep in facility. After logging in to the application, when the user clicks the Sweep-in option, the user has to select his provider account, which directs him to the Sweep-in summary page. This page has options to add and delete the sweep-in accounts.

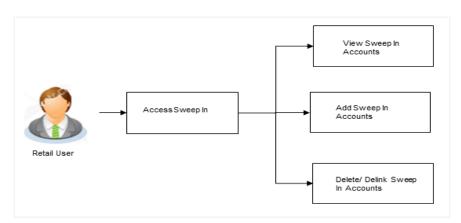
#### **Pre-Requisites**

Transaction access is provided to the retail user

#### Features supported in the application

- View Sweep In
- Add Sweep In
- Delete Sweep In

#### Workflow



#### How to reach here:

Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Manage Sweep-in

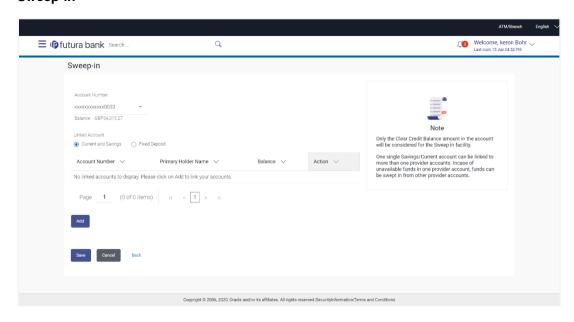


#### To manage sweep-in accounts:

If navigating to this screen from the toggle menu, after selecting the Manage Sweep-in option, select the beneficiary account number from the Select Account list in the Choose Account pop up and click Proceed. The Sweep In screen with all the linked provider Current and Savings/ Fixed Deposit accounts appear.
 OR

Click Cancel to cancel the transaction.

#### Sweep-in



## **Field Description**

Field Name Description

Account Number Select a sweep-in beneficiary account number from the list.

**Balance** The net balance in the beneficiary account.

**Linked Account** The option to select and view either provider Current or Savings account or provider Fixed Deposit account details.

#### **Current and Savings**

Below fields appear if you select Current and Savings option in the Linked Account field.

**Account Number** Provider Current and Savings account number in masked format.

**Primary Holder** The name of the primary account holder. **Name** 



Field Name	Description
Balance	The net balance of the provider account.
Action	The action to delete the linked account is displayed against each account.
Fixed Deposits	
Below fields appea	ar if you select Fixed Deposits option in the Linked Account field.
Account Number	Deposit account number in masked format, which is linked as a provider account number for sweep-in facility.
Primary Holder Name	The name of the primary account holder.
Action	The action to delete the linked account is displayed against each account.

- 2. From the Account Number list, select an account to view accounts linked to that account.
- 3. In the **Linked Account** field, select the desired option. All the linked CASA/ Fixed Deposit accounts appear on the **Sweep-in** screen.
- 4. In the **Action** column, select and click against the account, which you want to delete. OR
  Click **Add** to select and link a new account as a sweep in account.



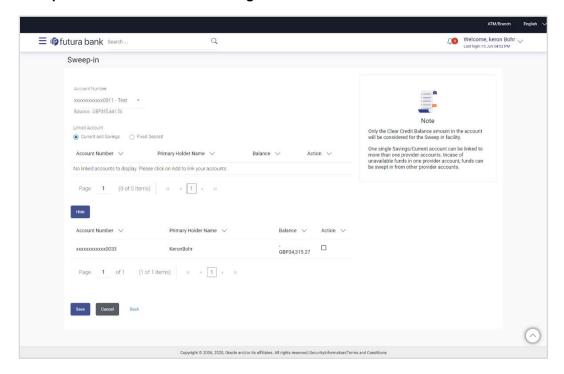
# 18.1 Sweep In - Add

Using this option, the user can link his beneficiary Current and Savings account or Fixed Deposit accounts to his provider account to set up a sweep in facility.

### To add a new account as a sweep in:

1. In the **Sweep In** summary screen, click **Add**. The list of provider Current and Savings/ Fixed Deposit account numbers that are not linked as sweep in appears.

### Sweep In - Add - Current and Savings



#### **Field Description**

Field Name	Description
Account Number	Select a sweep-in beneficiary account number from the list.
Balance	The net balance in the beneficiary account.
Linked Account	The option to select and view either Current or Savings account or Fixed Deposit account details.

#### **Current and Savings**

The following fields appear for Current and Saving accounts.



Field Name Description

Account Number Current and Savings account number in masked format, that is linked as

a provider account number for sweep-in facility.

**Primary Holder** 

Name

The name of the primary account holder.

Balance The net balance of the account.

Action The action to delete the linked account is displayed against each account.

#### Current and Savings - Add Sweep In

The following fields appear if the user clicks **Add** button.

Account Number Current and Savings account number in masked format, that can be

added as a provider account number for sweep-in facility.

**Primary Holder** 

Name

The name of the primary account holder.

Balance The net balance of the account.

**Action** The action to select the account number (s) that is to be linked.

2. In the **Action** column, select the account number (s) that you want to link.

3. Click Save.

OR

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

4. The **Review** screen appears, along with the added account numbers and label as 'New'. Verify the details, and click **Confirm**.

OR

Click Cancel to cancel the transaction.

OR

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

5. The success message appears.

Click Click Here to view the status of sweep in request.

The **Multiple Sweep-In Instruction Status** screen appears on which the status of each individual sweep in request appears. In case any sweep in request has failed, the reason for failure also appears against the specific record.

OR

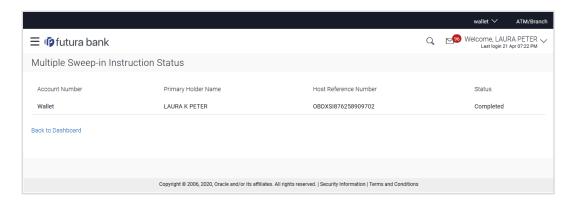
Click Go to Dashboard, to navigate to the dashboard.

OR

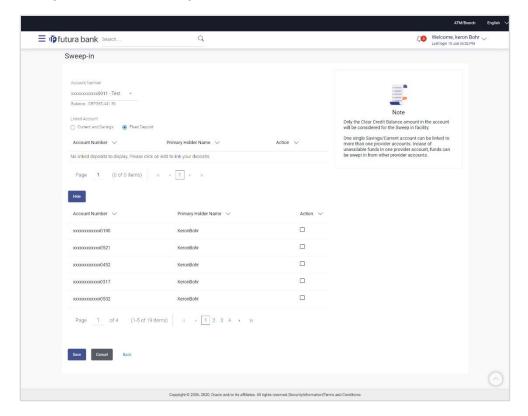
Click Manage Another Account to navigate to the Manage Sweep-In screen.

#### **Multiple Sweep-In Instruction Status**





## Sweep In - Add - Fixed Deposit





#### **Field Description**

Customer Name Name of primary account holder.

Account Number Sweep-in beneficiary account number in masked format.

Net Balance The net balance in the beneficiary account.

Nickname The nickname given to the account by the account holder. This nickname can be changed or deleted.

Click Add Nickname, to add nickname, for more information click here.

**Linked Account** The option to select and view either Current or Savings account or Fixed Deposit account details.

#### **Fixed Deposit**

Below fields appear for Current and Saving accounts.

**Account Number** Fixed Deposit account number in masked format that is linked as a provider account number for sweep-in facility.

**Primary Holder** The name of the primary account holder. **Name** 

**Action** The action to delete the linked account is displayed against each account.

### Fixed Deposits - Add Sweep In

Below fields appear if the user clicks Add button.

**Account Number** Fixed Deposit account number in masked format that can be added as a provider account number for sweep-in facility.

**Primary Holder** The name of the primary account holder. **Name** 

**Action** The action to select the account number (s) that is to be linked.

- 1. In the Action column, select the account number (s) that you want to link.
- 2. Click Save.

OR

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



3. The **Review** screen appears, along with the added account numbers and label as 'New'. Verify the details, and click **Confirm**.

OR

Click Cancel to cancel the transaction.

OR

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

4. The success message appears.

Click Click Here to view the status of sweep in request.

The **Multiple Sweep In Instruction Status** screen appears on which the status of each individual sweep in request appears. In case any sweep in request has failed, the reason for failure also appears against the specific record.

OR

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

OR

Click Manage Another Account to navigate to the Manage Sweep-In screen.

# 18.2 Sweep In - Delete

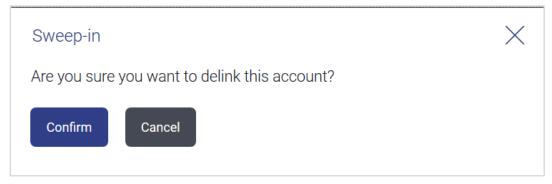
The user can delete or delink an account linked to a current or savings account for sweep-in.

### To delete a Sweep In account:

1. In the **Action** column, select and click against the account of which sweep-in linkage you want to delete.

The **Delete Sweep In** message box with a message prompting the user to confirm the deletion appears.

#### Sweep In - Delete



2. Click **Confirm** to proceed with the deletion request.

OR

Click **Cancel** to cancel the deletion process.

 The success message of deletion appears along with the transaction reference number. Click Go to Dashboard, to navigate to the dashboard.

Click Manage another Account to navigate to the Manage Sweep-In screen.



# 19. Forex Calculator

The foreign exchange calculator provides a comparison between two currencies. It provides the equivalent value of one currency can be exchanged with another currency. With the help of forex calculator user can determine the buying and selling price between two currencies. It displays the currency exchange rate for the selected currencies. 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:**

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

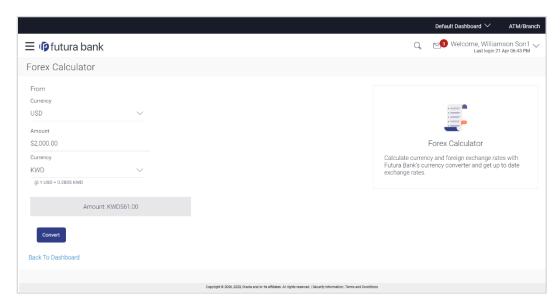
### **Pre-Requisites**

Support for the currencies provided by host

#### How to reach here:

Dashboard > My Accounts Widget > Current and Savings Widget > 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 for which the exchange rate is to be inquired.
Amount	Amount which you will get post conversion.

# To calculate currency exchange amount:

- 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 and enter the amount in the next field.
- 4. To calculate the currency exchange value, click **Convert**. The exchange rate for both the buy and sell options for currency pair entered, appears.



# 20. Inactive Accounts

Customers can view details of all current and savings account held with the bank, including those that are in an inactive status. The current and savings dashboard, hence, displays a widget that displays the number of inactive current and savings accounts as well.

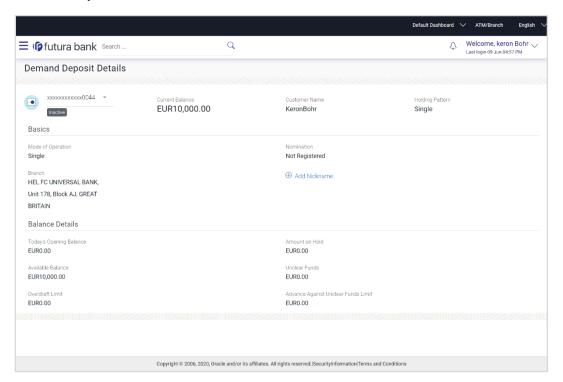
#### How to reach here:

Dashboard > My Accounts Widget > Current and Savings > Inactive Accounts > Current and Savings Account > More options > Account Details

#### To view inactive account details:

- Select the option Inactive/Closed from the provided filter option on the Current & Savings widget.
- 2. All the inactive current & savings accounts held by the user appear.
- Click on a specific account record and select the option Account Details in order to view details of that account.

#### **Demand Deposit Details-Inactive /Closed**



#### Field Description



Field Name	Description
Account Number	Select the account of which you want to view details.
Status	The current status of the account.  The possible values are:  Inactive  Dormant
Current Balance	The current available balance in the account.
Customer Name	Name of primary account holder.
Holding Pattern	The holding pattern of the account i.e. single or joint.  The possible values are:  • For single owner - single  • For joint ownership - joint or multiple
Basics	
Joint Account Holder	Name of the joint account holder. This field appears only if the holding pattern of the account is Joint.
Mode of Operation	Operation mode of the account.  The possible values are:  • Mandate Holder  • Single  • Either Anyone or Survivor  • Former or Survivor  • Jointly
Nomination	Status of nominee registration for an account.
Branch	Branch name in which the account is held along with the address.
Nickname	The nickname given to the account by the account holder. This nickname can be changed or deleted. In case no nickname has been defined for the account, the option to add nickname will be displayed here.
	For more information on Account Nickname, refer Account Nickname.
Balance Details	



Today's Opening Balance	The opening balance in the account for the day.
Amount on Hold	Displays the earmarked amount or the amount on hold in the account.
Available Balance	The current available balance in the account.
Unclear Funds	That amount of funds that have not yet been credited to the account. This amount will include the amount deposited through cheques and drafts that have not yet completed the bank's clearing cycle.
Overdraft Limit	The maximum credit allowed by the bank for the account.
Advance Against Unclear Funds Limit	The maximum amount that can be utilized as advance against funds that have not yet been cleared.



# 21. Account Nickname

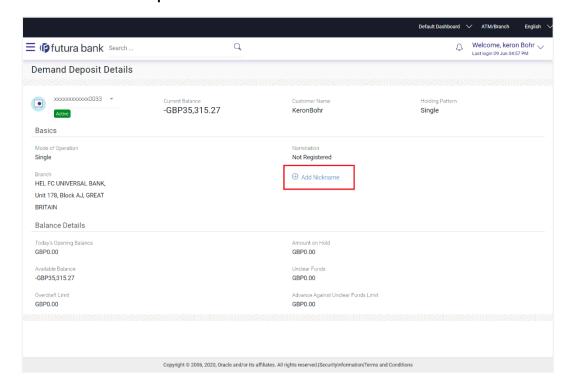
Customer can assign a specific name to a current or savings account. This is useful if customer wishes to remember accounts with a particular name instead of account numbers. Once a nickname is assigned to an account, it is displayed on various transactions instead of the standard account description. The application also allows customer to modify or delete the nickname whenever required.

#### To add nickname to account:

- 1. Click 

  Add Nickname, to add nickname to an account.
- 2. In the ADD Nickname field, enter the nickname you want to use.

### Add Nickname- Example



## **Field Description**

#### Field Name Description

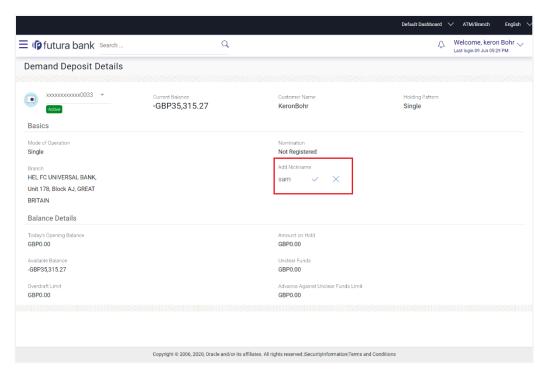
Add Customer's preferred description or name to an account which will be displayed instead of the standard account description.

3. Click ✓ to save your changes. Nicknames will be displayed on various transactions instead of the standard account description.



#### To edit / delete nickname to account:

#### Add Nickname - Edit/ Delete



Click ∅, to modify nickname.
 OR
 Click X, to delete nickname.

# **FAQs**

# 1. What is advantage of assigning a nickname to an account?

You can personalize your account by giving it a nickname. This way you will be able to easily identify it when viewing account summary.

### 2. Can I assign a nickname to a joint account?

Yes, you can add nickname to any account of which you are the primary holder.

#### 3. Can I have multiple debit cards linked to a CASA account?

This depends on the features of the specific current or savings account. Generally, in joint accounts, both the primary account holder as well as the joint holder are provided a debit card each.

# 4. If a lost debit card is found and restored to the cardholder, can it be reactivated?

If the card is hotlisted, it cannot be reactivated, you can make a request for a new debit card. However, if the card was blocked, it can be unblocked and reused.

