Core – Corporate Admin User Manual Oracle Banking Digital Experience Release 21.1.0.0.0

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Core - Corporate Admin User Manual

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1. Preface

1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.2 **Documentation Accessibility**

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

1.3 Access to Oracle Support

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

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

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

1.4 Structure

This manual is organized into the following categories:

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

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

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

Each transaction is explained in the following manner:

- Introduction to the transaction
- 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 21.1.0.0.0, refer to the following documents:

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



2. Transaction Host Integration Matrix

Legends

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

| Sr. No. | Transaction Name / Function Name | Oracle FLEXCUBE Core Banking 11.8.0.0.0 | Oracle FLEXCUBE Universal Banking 14.5.0.0.0 | Oracle Banking SCF 14.4.0.0.0/ Oracle Banking Cash Management 14.4.0.0.0 |
|------------|--|---|--|---|
| 1 | Corporate Administrator Dashboards | NH | NH | NH |
| 2 | Limits Definition | | | |
| | Limits Definition – View | NH | NH | NH |
| | Limits Definition – Create | NH | NH | NH |
| | Limits Definition - Delete Limit | NH | NH | NH |
| 3 | Limits Package Management | | | |
| | Limit Package Management – View | NH | NH | NH |
| | Limit Package Management – Create | NH | NH | NH |
| | Limit Package Management - Edit | NH | NH | NH |
| | Limit Package Management – Delete | NH | NH | NH |
| 4 | Party Preferences | | | |



| Sr. No. | Transaction Name / Function Name | Oracle FLEXCUBE Core Banking 11.8.0.0.0 | Oracle FLEXCUBE Universal Banking 14.5.0.0.0 | Oracle Banking SCF 14.4.0.0.0/ Oracle Banking Cash Management 14.4.0.0.0 |
|------------|--|---|--|---|
| | Party Preferences- View | √ | ✓ | NH |
| | Party Preferences for non-customer- View | NH | NH | ✓ |
| 5 | User Management | | | |
| | User Management- Create | ✓ | ✓ | NH |
| | User Management- View | ✓ | ✓ | NH |
| | User Management- Edit | ✓ | ✓ | NH |
| | User Management – Non Customer Corporate | NH | NH | ✓ |
| 6 | Party Account Access | | | |
| | Party Account Access - Create | * | ✓ | NH |
| | Party Account Access- View | ✓ | ✓ | NH |
| | Party Account Access - Edit | NH | NH | NH |
| | Party Account Access - Delete | NH | NH | NH |
| 7 | User Account Access | | | |
| | User Account Access - Create | 4 | ✓ | NH |
| | User Account Access- View | * | ✓ | NH |
| | User Account Access - Edit | NH | NH | NH |



| Sr. No. | Transaction Name / Function Name | Oracle FLEXCUBE Core Banking 11.8.0.0.0 | Oracle FLEXCUBE Universal Banking 14.5.0.0.0 | Oracle Banking SCF 14.4.0.0.0/ Oracle Banking Cash Management 14.4.0.0.0 |
|------------|--|---|--|---|
| | User Account Access - Delete | NH | NH | NH |
| 8 | Party Resource Access | | | |
| | Party Resource Access - Mapping (Create) | ✓ | ✓ | NH |
| | Party Resource Access- View | ✓ | ✓ | NH |
| | Party Resource Access- Edit | NH | NH | NH |
| | Party Resource Access- Delete | NH | NH | NH |
| 9 | User Resource Access | | | |
| | User Resource Access - Mapping (Create) | ✓ | ✓ | NH |
| | User Resource Access - Search | ✓ | ✓ | NH |
| | User Resource Access – Edit | NH | NH | NH |
| | User Resource Access - Delete | NH | NH | NH |
| 10 | Party to Party Linkage | | | |
| | Party to Party Linkage- View | ✓ | ✓ | NH |
| 11 | User Group Management | | | |
| | User Groups - Summary | ✓ | ✓ | NH |
| | User Groups – Create | ✓ | ✓ | NH |



| Sr. No. | Transaction Name / Function Name | Oracle FLEXCUBE Core Banking 11.8.0.0.0 | Oracle FLEXCUBE Universal Banking 14.5.0.0.0 | Oracle Banking SCF 14.4.0.0.0/ Oracle Banking Cash Management 14.4.0.0.0 |
|------------|---|---|--|---|
| | User Groups - View | ✓ | ✓ | NH |
| | User Groups - Edit Group | NH | NH | NH |
| | User group Management for Corporate – Non Customer | NH | NH | ✓ |
| 12 | Approvals | | | |
| 12.1 | Workflow Management | | | |
| | Workflow Management – Summary | ✓ | ✓ | NH |
| | Workflow Management - Create | ✓ | ✓ | NH |
| | Workflow Management - View | ✓ | ✓ | NH |
| | Workflow Management - Edit | NH | NH | NH |
| | Workflow Management - for Corporate – Non Customer | NH | NH | ✓ |
| 12.2 | Approval Rules | | | |
| | Approval Rules – Summary | √ | ✓ | NH |
| | Approval Rules – Create | √ | ✓ | NH |
| | Approval Rules – View | ✓ | ✓ | NH |
| | Approval Rules - Edit | NH | NH | NH |
| | Approval Rules - Delete | NH | NH | NH |



| Sr. No. | Transaction Name / Function Name | Oracle FLEXCUBE Core Banking 11.8.0.0.0 | Oracle FLEXCUBE Universal Banking 14.5.0.0.0 | Oracle Banking SCF 14.4.0.0.0/ Oracle Banking Cash Management 14.4.0.0.0 |
|------------|---|---|--|---|
| | Approval Rules-for Corporate Non Customer | NH | NH | ✓ |
| 13 | Alerts Subscription | ✓ | ✓ | NH |
| 14 | File Upload Maintenance | | | |
| | File Identifier Maintenance – Summary | 1 | 1 | NH |
| | File Identifier Maintenance - Create | ✓ | ✓ | NH |
| | File Identifier Maintenance - View | √ | ✓ | NH |
| | File Identifier Maintenance - Edit | NH | NH | NH |
| 15 | User File Identifier Mapping | | | |
| | User File Identifier Mapping - User Interface Details | ✓ | √ | NH |
| | User File Identifier Mapping - Summary | ✓ | ✓ | NH |
| | User File Identifier Mapping - Create | 1 | ✓ | NH |
| | User File Identifier Mapping – Edit | NH | NH | NH |
| 16 | Mailbox – Alerts (Summary and Details) | NH | NH | NH |
| 16.1 | Notifications | NH | NH | NH |
| 17 | Reports | | | |



| Sr. No. | Transaction Name / Function Name | Oracle FLEXCUBE Core Banking 11.8.0.0.0 | Oracle FLEXCUBE Universal Banking 14.5.0.0.0 | Oracle Banking SCF 14.4.0.0.0/ Oracle Banking Cash Management 14.4.0.0.0 |
|------------|-------------------------------------|---|--|---|
| 17.1 | Report Generation | | | |
| | View Scheduled Reports | ✓ | ✓ | NH |
| | Edit Schedule Reports | NH | NH | NH |
| 17.2 | My Reports | | | |
| | My Reports - Adhoc | ✓ | ✓ | NH |
| | My Reports - Schedule | ✓ | ✓ | NH |
| 18 | User Report Mapping | | | |
| | User Report Mapping - Create | ✓ | ✓ | NH |
| | User Report Mapping - Summary | ✓ | ✓ | NH |
| | User Report Mapping – View | ✓ | ✓ | NH |
| | User Report Mapping – Edit | NH | NH | NH |
| 19 | Session Summary | NH | NH | NH |
| 20 | Audit Log | ✓ | ✓ | NH |
| 21 | My Profile | NH | NH | NH |
| 22 | Security Settings | | | |
| | Change Password | NH | NH | NH |
| | Set Security Questions | NH | NH | NH |
| 23 | Forgot Password | NH | NH | NH |
| 24 | Forgot Username | NH | NH | NH |

Home



3. Corporate Administrator

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

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

Following administrative functions are extended for Corporate Administrator.

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

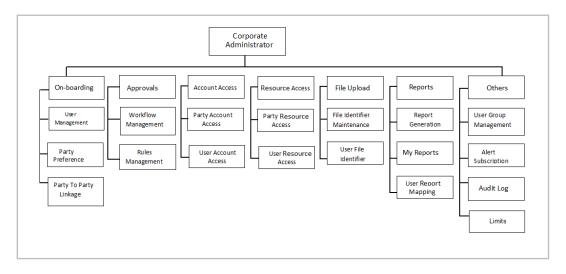
Home



4. Corporate Administrator Dashboard

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

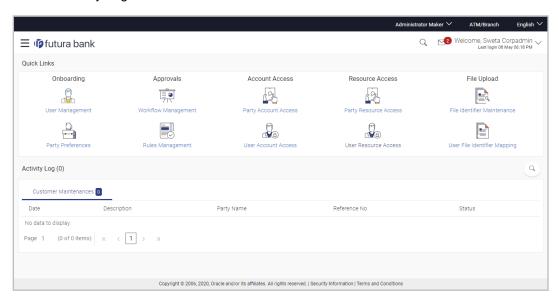
Summary



Corporate Admin Dashboard - Overview

The Corporate Administrator dashboard comprises of

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





Dashboard Overview

Icons

Following icons are present on the corporate administrator dashboard:

- Clicking this icon takes you to the dashboard.
- Clicking this icon takes you to the Mailbox screen.
- Click this icon to search the transactions.
- Welcome, Sweta Thakur

 Last login 04 May 02:44 PM

 : Click this icon to get option to log out from the application.

 Displays the welcome note with last login details. Click this icon to view the logged in user's profile or log out from the application.

Menus

Following menus are present on the dashboard:

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



- Security Settings : Click here for security settings.
- : Click this to launch the online help.
- About : Click this to view the information about the application like version number, copyright etc.

Quick Links

Onboarding

(a) User Management

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

(b) Party Preferences

Corporate Administrators can view the preferences set for his party by accessing the Party Preferences screen.

Approvals

(a) Workflow Management

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

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

(b) Rules management

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

Account Access

(a) Party Account Access



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

(b) User Account Access

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

Resource Access

(a) Party Resource Access

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

(b) User Resource Access

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

File Upload

(a) File Identifier Maintenance

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

(b) User File Identifier Mapping

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



Options accessible only via Toggle Menu

Onboarding

(a) Party to Party linkage

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

Limits

(a) Limit Definition

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

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

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

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

(b) Limits Package

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

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

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

Reports

(a) Report Generation

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



(b) My Reports

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

(c) User Report Mapping

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

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

Others

(a) User Group Management

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

(b) Audit Log

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

(c) Alert Subscription

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

Note:

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

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



Activity Log

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

Icons

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

(a) Corporate Activity Log

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

Date: Date of the maintenance

> Description: Description of the maintenance

Party Name: Party Name

Reference Number: Reference Number of the maintenance.

Status: Status of the maintenance

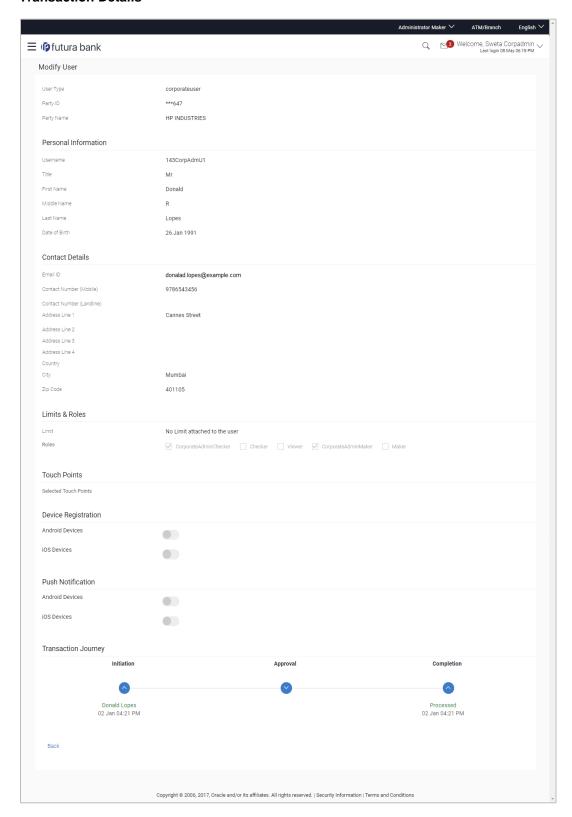
Activity Log



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



Transaction Details





Transaction Details

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

Transaction Journey

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

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

Home



5. User Management

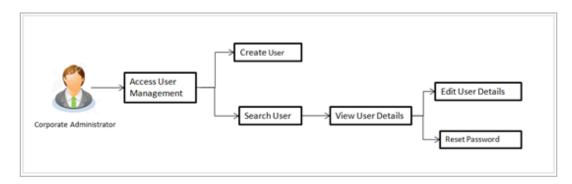
User Management function enables Corporate Administrator to onboard and manage users along with their login credentials for channel banking access. This module facilitates channel banking access to corporate users of a party that the Corporate Administrator belongs to.

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

Prerequisites:

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

Workflow:



Features supported in application

The User Management module allows the Corporate Administrator to:

- Create User
- Search User
- Edit User

How to reach here:

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

Corporate Administrator Dashboard > Toggle menu > OnBoarding > User Management

Note: Non Customer Corporate users (for which the linked party id is not maintained in UBS or in Core banking system), can also be on boarded on OBDX. For such cases i.e. for non customer corporate users (counterparties on boarded by Corporates) the system will look for the party ID in OBSCF/OBCMS.



5.1 User Management - Create User

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

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

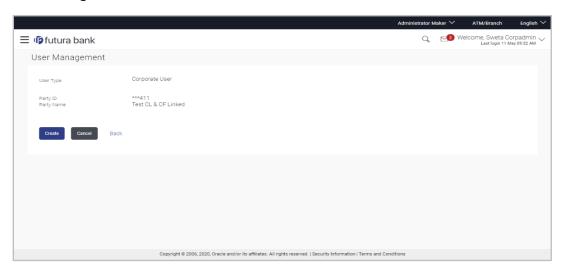
- Personal Information
- Contact Details
- Assign Transaction Limits
- Assign Child Roles
- Define User Status

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

To create a new user:

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

User Management - Create New User



Field Description

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



| Field Name | Description |
|------------|--|
| Party Name | Party name of the party mapped to the logged in Corporate Administrator. |

2. Click **Create** to create new corporate user. The **Create New User** screen appears.

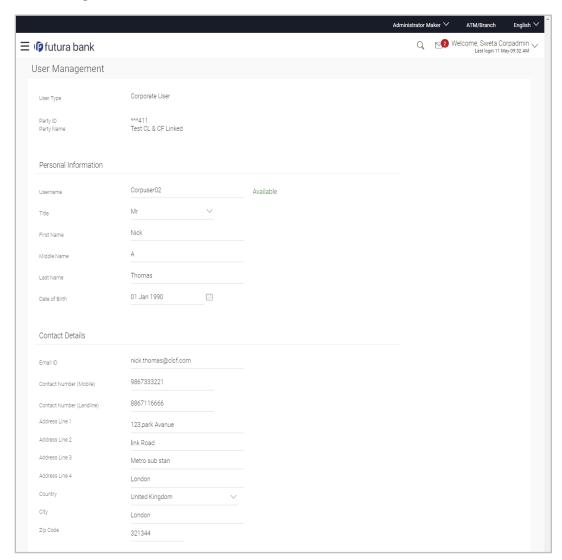
OR

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

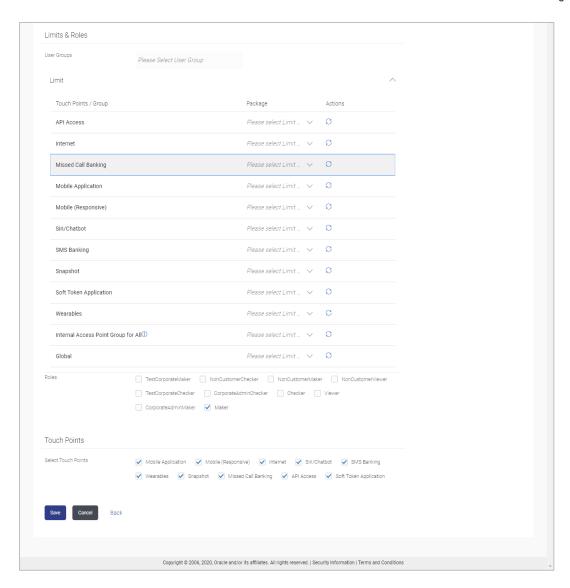
OR

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

User Management – Create New User







Field Description

| Field Name | Description |
|----------------------|---|
| User Type | User type is always defaulted to 'Corporate User'. |
| Party ID | Party ID mapped to the logged in Corporate Administrator. |
| | Note: For Non Customer Corporates (counterparties on boarded by Corporates) the system will look for the party ID in OBSCF/OBCMS |
| Party Name | Party name of Party ID mapped to the logged in Corporate Administrator. |
| Personal Information | |



| Field Name | Description |
|----------------------------|--|
| User Name | Define the name of the user (login ID) which is to be created. It is case insensitive. |
| | Note: Usernames are case insensitive i.e. User can login in OBDX with any case. |
| Title | Title of the user. |
| | The options are: |
| | • Mr |
| | • Mrs |
| | • Miss |
| | • Ms |
| | • Dr |
| | Master |
| First Name | Specify first name of the user. |
| Middle Name | Specify middle name of the user. |
| Last Name | Specify last name/ surname of the user. |
| Date of Birth | Specify date of birth of the user. |
| Contact Details | |
| Email ID | Specify an email ID of the user. |
| Contact Number (Mobile) | Specify mobile number of the user. |
| Contact Number (Land Line) | Specify phone number (land line) number of the user. |
| Address Line 1-4 | Address of the user. |
| Country | Country of the user. |
| City | Specify city in which the user resides. |
| Zip Code | The postal code of the city in which the user resides. |
| Limits & Roles | |



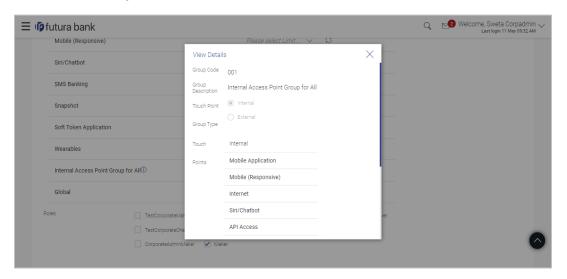
| Field Name | Description |
|---|---|
| User Groups | Indicates an option to add the user being onboarded to existing user groups. |
| Limits - Touch Point/G | Group |
| If limit check is required, assign a limit package for applicable touch points. All the touch points and touch point groups maintained in the system are listed. Packages can be mapped for each touch point and for touch point group. Also an option is provided to map the limit package at Global level (a system created group with all internal and external touch points). | |
| Touch Points/ Group | Name of touch points/ groups under a specific entity to which the limit packages are to be mapped. Also an option is provided to map the limit package at Global level (a group created with all internal and external touch points). |
| Package | List of the packages which can be mapped to touch points/ groups. Only limit packages maintained for the selected touch point/group will get listed here. |
| Roles | Application roles like maker, checker etc. maintained under respective user type are listed. |
| | Multiple application roles can be mapped to the user. |
| | Application roles mapped to the corporate in Party preference screen will be available for selection here. |
| Touch Points | |
| Select Touch Points | The touch points (banking channels) allows a user to perform transactions using the touch points. |
| | The touch points could be: |
| | Mobile Application |
| | Mobile (Responsive) |
| | Internet |
| | Missed Call Banking |
| | SMS Banking |
| | Wearables |
| | Snapshot Significant at the state of the state o |
| | Siri / Chatbot ABL Assess |
| | API Access Soft Token Application |
| | Soft Token Application |

- 3. In the **User Name** field, enter the name of the user.
- 4. Click **Check Availability** to check the uniqueness of the user ID, to ensure that it has not already been used.



- 5. In the Personal Information section, enter the relevant information.
- 6. In the **Contact Details** section, enter the relevant information.
- 7. Add the user groups to be assigned to the user in the **User Groups** field.
- 8. In the **Limits** section, select the limit packages to be mapped to touch points from the limit package list.
 - a. Click to reset the limit package assigned.
 - b. Click to view the details of touch points group. The View Details -Touch Point Group popup window appears. For more information, refer the Touch Point Group View Details section below.
- 9. Select the roles to be mapped from the **Roles** section.
- 10. Select the touch points to be mapped to the user from the **Touch Points** section.

Touch Point Group - View Details



Field Description

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

11. To enable the various touch points (banking channels) to a user, select the Select Touch Points check box.



12. Click **Save** to save the user details.

OR

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

OR

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

The Create New User - Review screen appears. Verify the details, and click Confirm.

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

OR

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

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

Click **OK** to complete the transaction.

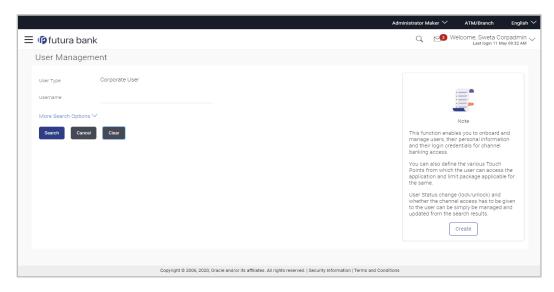
5.2 <u>User Management – Search/ View User</u>

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

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

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

User Management - Search User





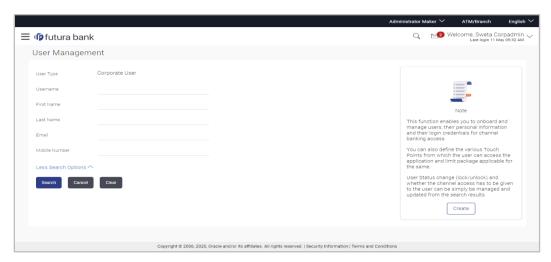
Field Description

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

To search and view details of the existing users

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

User Management – Search User - More Search Options



Field Description

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



2. **Enter** the search criteria, click **Search**.

The search results appear on the **User Management** screen based on the search parameters.

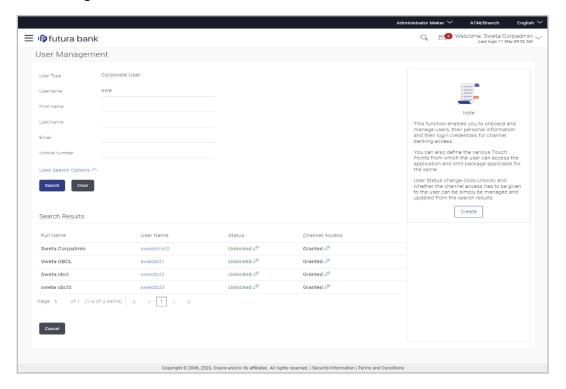
OR

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

OR

Click Clear to clear the input search parameters.

User Management - Search Results



Field Description

| Field Name | Description |
|----------------|---|
| Search Results | |
| Full Name | First name and last name of the user. |
| User Name | User Name of the user. |
| Status | Status of the user, Locked or Unlocked. |
| Channel Access | Indicates whether channel access is granted. Click to grant / revoke access rights. |
| | Note: Channel access feature will only be available with DB |

authenticator as Identity Management System.



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

Click the User Name link to view the user details.

To view the user details:

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

User Management - View





Field Description

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



| Field Name | Description |
|---|---|
| City | City in which the user resides. |
| Zip Code | The postal code of the city in which the user resides. |
| Limits & Roles | |
| User Groups | Displays the user groups that are assigned to the user. |
| Limits - Touch Point/Gr | oup |
| If limit check is required, assigned limit packages for applicable touch points get displayed here. | |
| Touch Points/ Group | Name of touch points/ groups maintained for which the limit packages are mapped. |
| Package | Name of the limit package mapped against specific touch points /touch point groups |
| Roles | Application roles mapped to the user. |
| Touch Points | |
| Select Touch Points | The touch points (banking channels) allows a user to perform transactions using the touch points. |
| | The touch points could be: |
| | Mobile Application |
| | Mobile (Responsive) |
| | Internet |
| | Missed Call Banking |
| | SMS Banking |
| | Wearables |
| | • Snapshot |
| | Siri / Chatbot |
| | API Access |

Soft Token Application

Device Registration



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

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

registered mobile number.

Click Edit to edit the user details. The User Management - Edit User screen appears.
 OR

Click **Reset Password** to reset user's password. A warning message 'Do you want to reset the password?' appears on the screen. If user clicks 'Yes', a reset password confirmation screen is displayed. New password gets communicated to the user on registered email address (if the alert for the same is maintained) and the record for that user gets available in the Print password screen, from where it can be printed. If user clicks 'No', the action gets cancelled.

OR

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

OR

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





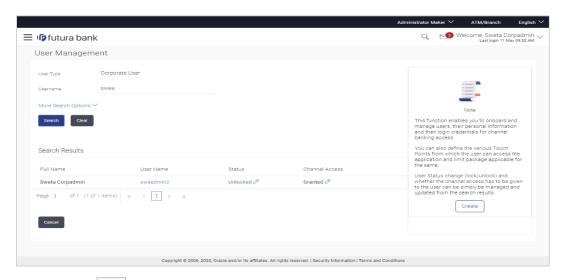
User Management - Change user status

This section allows you to lock and unlock a user.

To lock or unlock a user:

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

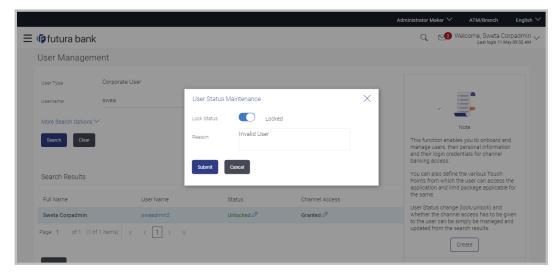
Lock / Unlock User



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



User Status Maintenance



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

User Management - Channel Access Permission

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

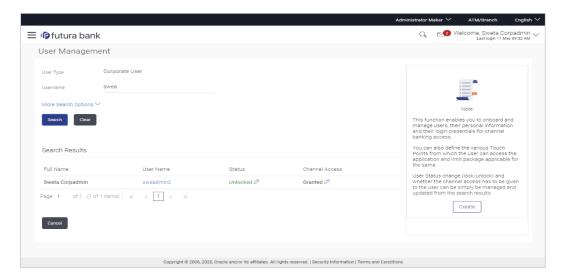
Note: Channel Access feature is only available and displayed if the Application is configured on DB Authenticator as Identity Management system.

To grant or revoke channel access:

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

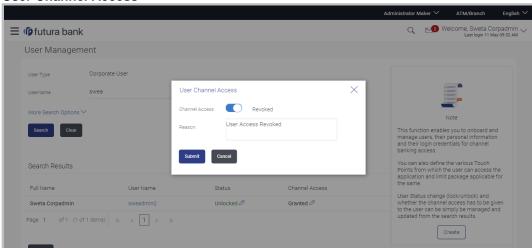


Channel Access



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

User Channel Access



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

5.3 <u>User Management – Edit User</u>

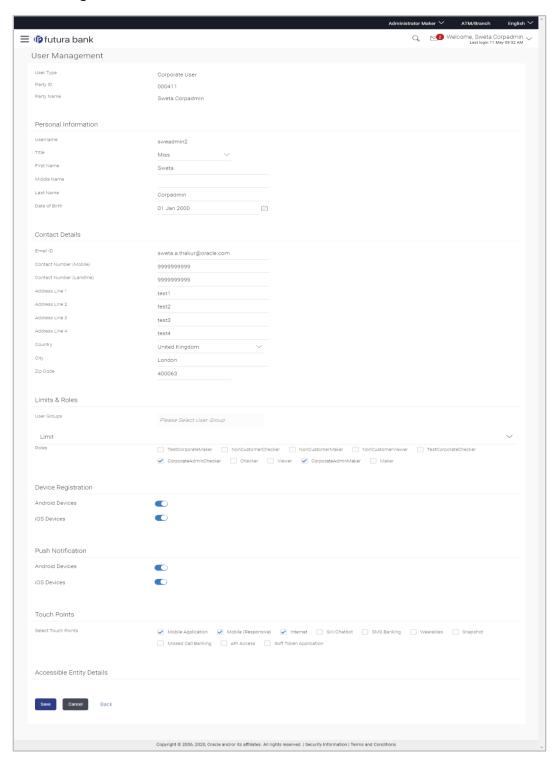
This function enables Corporate Administrator to edit the existing user details.

To edit or update user details:



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

User Management - Edit User





Field Description

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



| Field Name | Description |
|------------------|--|
| Address Line 1-4 | Address of the user. |
| Country | Country of the user. |
| City | City in which the user resides. |
| Zip Code | The postal code of the city in which the user resides. |
| Limits & Roles | |
| User Groups | Indicates the user groups assigned to the user. |

Limit

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

| Touch Points/ Group | Name of touch points/ groups under a specific entity to which the limit packages are to be mapped. |
|---------------------|---|
| Package | List of the packages which is to be mapped to the touch point/group. Only limit packages maintained for the selected touch point will get here. |
| Roles | Application roles like maker, checker etc. maintained under respective user types are listed. |
| | Multiple Application roles can be mapped to the user. |
| | Application roles mapped to the corporate in Party preference screen will be available for selection here. |
| Touch Points | |



Field Name

Description

Select Touch Points

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

The touch points could be:

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

Device Registration

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

Android Devices

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

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

iOS Devices

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

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

Push Notifications

Android Devices

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

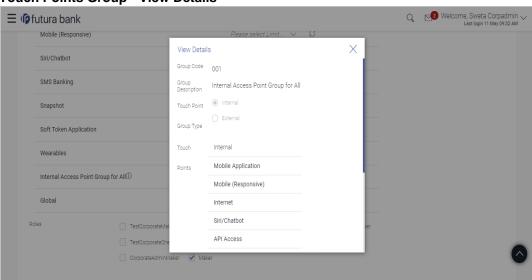
If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.



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

- 3. In the **User Name** filed, enter the required details. Click **Check Availability** to check the uniqueness of the user ID, to ensure that it has not already been used.
- 4. In the **Personal Information** section, enter the required details.
- 5. In the **Contact Details** section, enter the required details.
- 6. Add the user groups to be assigned to the user, in the **User Groups** field.
- 7. In the **Limit** section, select the limit packages to be mapped to touch points from the limit package list.
 - a. Click to reset the limit package assigned.
 - b. Click to view the details of touch points group. The View Details popup window appears. For more information, refer the Touch Points Group View Details section below.
- 8. Select the roles to be mapped to the user from the Roles section.
- 9. Select the touch points to be mapped to user from the **Touch Points** section.

Touch Points Group - View Details





Field Description

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

10. Click **Save** to update the changes.

OR

Click Cancel to cancel the transaction.

OR

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

11. The **Review User Details** screen appears. Verify the details, and click **Confirm**.

OR

Click Cancel to cancel the transaction.

OR

Click Back to navigate to the previous screen.

12. The success message of updates appears.

Click **OK** to complete the transaction.



FAQ

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

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

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

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

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

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

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

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

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

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

| User Type | Application Roles |
|---|---------------------------------|
| Corporate User | Maker |
| | Checker |
| | Viewer |
| | Corporate Admin Maker |
| | Corporate Admin Checker |
| Corporate Non Customer (This falls under Corporate User Type) | Non Customer Maker |
| | Non Customer Checker |
| | Non Customer Viewer |
| | Non Customer Corp Admin Maker |
| | Non Customer Corp Admin Checker |



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

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

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

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

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

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

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

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

Home



6. Party Preference

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

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

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

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

Prerequisites

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

Features Supported In Application

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

View Party Preferences

How to reach here:

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

Corporate Administrator Dashboard > Quick Links > OnBoarding > Party Preferences

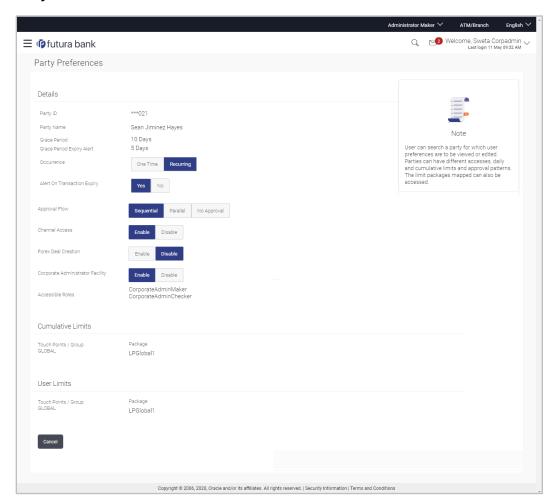
6.1 Party Preferences - View

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

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



Party Preferences



Field Description

| Field Name | Description |
|------------------------------|---|
| Party ID | Party ID mapped to the logged in Corporate Administrator. |
| Party Name | Party name of Party ID mapped to the logged in Corporate Administrator. |
| Grace Period | Provision of time period is made to allow user to approve the transaction after the actual due date. |
| | Note : The tooltip with information will appear on dashboard in the Pending for Approvals section only when the user hovers on grace period. |
| Grace Period Expiry Alert | Displays the days prior to Grace Period Expiry ,to alert Maker and Approver regarding transaction approval expiry period. |



| Field Name | Description |
|-------------------------------------|--|
| Occurrence | Displays the alert preference set is recurring or needs to be sent once. |
| Alert on Transaction Expiry | Displays the alert is required to be sent on the transaction expiry date or not. |
| Approval Flow | The approval type for the party. |
| | It can be one of the following options: |
| | Sequential |
| | Parallel |
| | No Approval |
| Channel Access | Whether the corporate user can transact through channel banking. It can be one of the following: |
| | Enable: Allows corporate administrator to enable the party for channel access |
| | Disable: Allows corporate administrator to disable the party for channel access |
| Forex Deal Creation | Whether users associated with a party can create forex deals. It can be one of the following: |
| | Enable: If this option is enabled, corporate user associated with this party can create forex deals. |
| | Disable: If this option is disabled, corporate user associated with this party cannot create forex deals. |
| Corporate Administrator Facility | Whether the corporate has Corporate Administrator rights and can one of the user perform the administrator functionalities on behalf of Party. It can be one of the following: |
| | Enable |
| | Disable |
| Accessible Roles | This field lists the type of roles that will be available to the Corporate Administrator while on-boarding a user for the corporate party. |
| | Corporate administrator will be able to onboard, modify, reset password, enable/disable user ID and grant/deny channel access (using User Management screen) only for the users having the roles assigned in this field. |
| | Corporate Administrator will be able to view the details of all the users using User Management screen) associated to his party irrespective of the roles assigned here. |



Description

Out of the box Application roles available for a corporate are:

- Corporate Admin Maker If this is selected, Corporate
 Administrator will be able to onboard a user in corporate admin
 maker role.
- Corporate Admin Checker If this is selected, Corporate Administrator will be able to onboard a user in corporate admin checker role.
- Maker If this is selected, Corporate Administrator will be able to onboard a user in corporate maker role.
- Checker If this is selected, Corporate Administrator will be able to onboard a user in corporate maker role.
- Viewer If this is selected, Corporate Administrator will be able to onboard a user in corporate viewer role.

For Non Customer Corporate, the options are:

- Non Customer Corporate Admin Maker If this is selected, non-customer corporate administrator will be able to onboard a user in non-customer corporate admin maker role.
- Non Customer Corporate Admin Checker If this is selected, non-customer corporate administrator will be able to onboard a user in corporate non-customer admin checker role.
- Non Customer Corporate Maker If this is selected, noncustomer corporate administrator will be able to onboard a user in corporate maker role.
- Non Customer Corporate non-customer Checker If this is selected, corporate administrator will be able to onboard a user in non-customer corporate maker role.
- Non Customer Corporate Viewer If this is selected, corporate administrator will be able to onboard a user in non-customer corporate viewer role.

Cumulative Limit

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

Touch Points/ Group

Name of touch points/ groups maintained, for which the limit package is to be mapped. Also the limit package mapped at Global level can be seen (a system created group with all internal and external touch points).

Package

Limit packages mapped for the selected touch point will get listed here.



Field Name Description

User Limits

This field displays customer user level limits (CUL) mapped to the party. All the touch points and touch point groups for which the limit package is associated are displayed here. Also an option is provided to show the limit package mapped at Global level (a system created group with all internal and external touch points).

Touch Points/ Group Name of touch points/group maintained, for which the limit packages are mapped.

Package List of the packages mapped to touch points/ group are listed here.

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



FAQ

1. What is sequential type of approval flow?

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

2. What is Parallel type of approval flow?

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

3. What is cumulative daily limit package?

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

4. What is User limit package?

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

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

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

<u>Home</u>



7. Party to Party Linkage

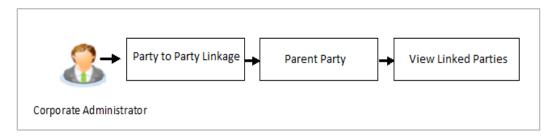
Party to Party linkage is required by medium and large corporates if the user(s) of the parent company needs to access accounts of the subsidiary companies. For e.g. consider a case wherein say 'ABC Industries' is the parent company with a subsidiary company 'PQR Enterprises' and the users of ABC Industries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

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

Pre-Requisites

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

Workflow



Features Supported In Application

The following options are available as part of P2P linkage maintenance

View an existing Party to Party Linkage

How to reach here:

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

Once the logged in user navigates to the Party to Party Linkage screen, they can view linkages that have been maintained for the parent party. A corporate admin user can only view the linkages. Linkage creation rights are not provided.



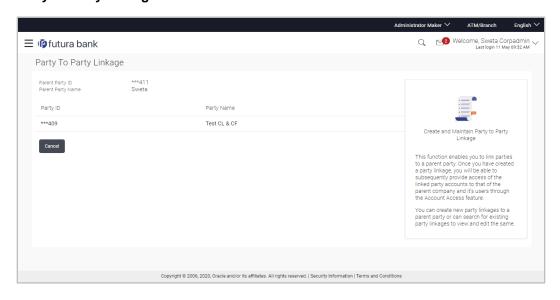
7.1 Party to Party Linkage- View

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

To view the party to party linkage:

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

Party to Party Linkage



Field Description

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

 The Party To Party Linkage screen with search results with parent party identified and list of linked parties appears. It will have party ID and party name of the linked party. OR

Click Cancel to cancel the transaction.

<u>Home</u>



8. Limits Definition

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

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

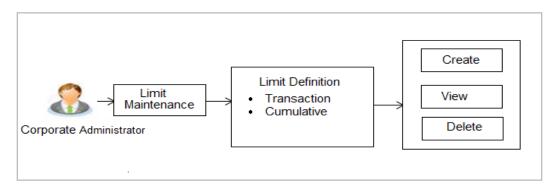
- Transaction: It is the initiation limit with minimum and maximum amount defined
- Cumulative: It is the collective transaction amount limit for all the transactions that can be performed during a day and maximum number of transaction in a day

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

Pre-Requisites

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

Workflow



Features supported in application

Using this option Corporate Administrator can perform the following actions:

- Search/ View Limits
- Create Limit
- Delete Limits

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Limits > Limits Definition



8.1 Limits Definition - View

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

To search and view limits:

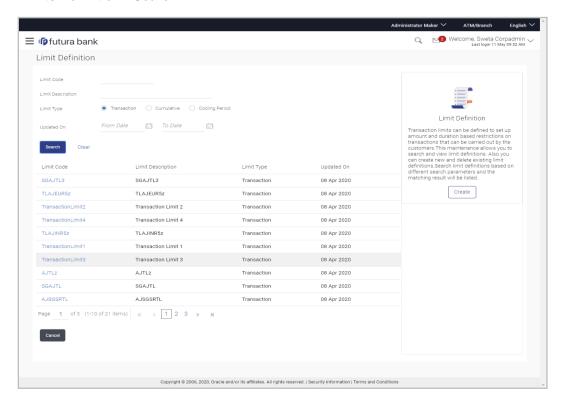
 In the Limits Definition screen, enter the search parameters and click Search. The Limits Definition screen with search results appears based on the searched criteria.

Click Cancel to cancel the search process.

OR

Click Clear to reset the search parameters.

Limits Definition - Search



Field Description

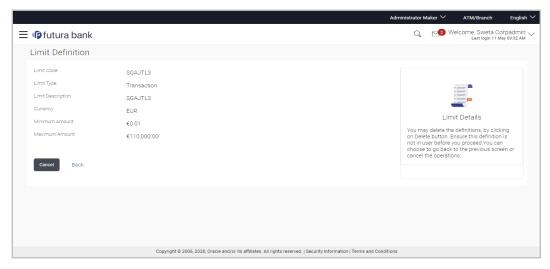
| Field Name | Description |
|-------------------|--------------------------------------|
| Limit Code | Name/unique identifier of the limit. |
| Limit Description | Description of the limit. |



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

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

Limits Definition - View



3. Click **Delete** to delete the limit.

OR

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

OR

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



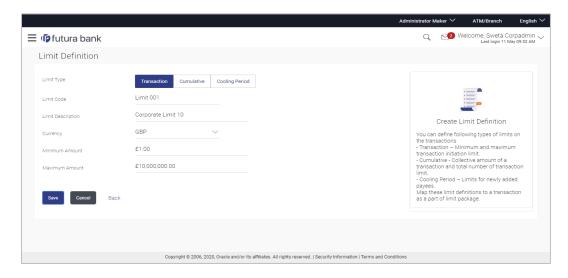
8.2 <u>Limits Definition - Create</u>

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

To create a transaction limit:

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

Limits Definition - Transaction - Create



Field Description

| Field Name | Description |
|-------------------|--|
| Limit Type | The limit type for selection are: |
| | Transaction – It is the initiation limit with minimum and maximum amount |
| | Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month |
| Limit Code | Name/unique identifier of the limit. |
| Limit Description | Description of the limit. |
| Currency | The currency to be set for the limit. |
| Minimum Amount | The minimum amount for a transaction in local currency. |
| Maximum Amount | The maximum amount for a transaction in local currency. |

2. In the **Transaction** tab screen, enter the code in the **Limit Code** field.



- 3. In the **Limit Description** field, enter the description of the limit.
- 4. From the **Currency** field, select the appropriate currency for the limits.
- 5. In the **Minimum Amount** and **Minimum Amount** field, enter the minimum and maximum amount for a transaction in local currency.
- 6. Click **Save** to save the created limit.

OR

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

OR

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

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

OR

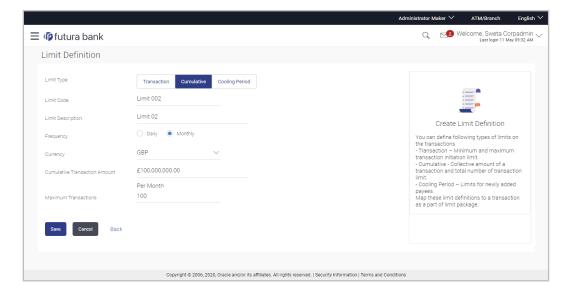
Click Cancel to cancel the transaction.

OR

Click Back to navigate to previous screen.

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

Limits Definition - Cumulative - Create



Field Description

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



| Field Name | Description |
|----------------------------------|--|
| Limit Description | Description of the limit. |
| Frequency | The specific duration for which the limits can be utilized and available. |
| | The options are: |
| | • Daily |
| | • Monthly |
| Currency | The currency to be set for the limit. |
| Cumulative Transaction Amount | The collective amount in local currency for transactions that can be performed in a day. |
| Maximum Transactions | The maximum number of transactions that can be performed per day. |

To create a cumulative limit:

- Click the Cumulative tab. The Limits Definition Create screen with Cumulative tab appears.
- 2. Enter the relevant information in **Limit Code** and **Limit Description** field.
- 3. From the **Frequency** field, select the appropriate duration for the limits.
- 4. From the **Currency** field, select the appropriate currency for the limits.
- 5. In the **Cumulative Transaction Amount** field, enter the collective amount of transaction in local currency.
- 6. In the **Maximum Transactions** field, enter the value for maximum number of transactions.
- 7. Click **Save** to save the created limit.

OR

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

OR

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

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

OR

Click Cancel to cancel the transaction.

OR

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

9. The success message of transaction submission appears.

Click **OK** to complete the transaction.



8.3 Limits Definition - Delete Limit

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

To delete a limit:

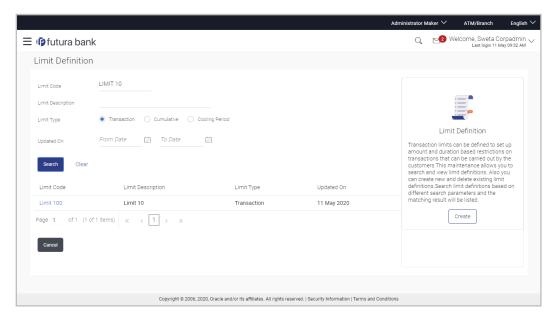
 In the Limits Definition screen, enter the search parameters and click Search. The Limits Definition screen with search results appears based on the searched criteria.

Click Cancel to cancel the search process.

OR

Click Clear to reset the search parameters.

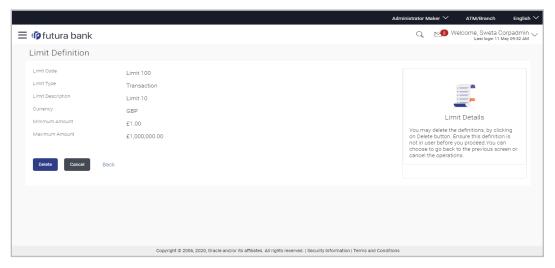
Limits Definition - Search



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



Limits Definition - View



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

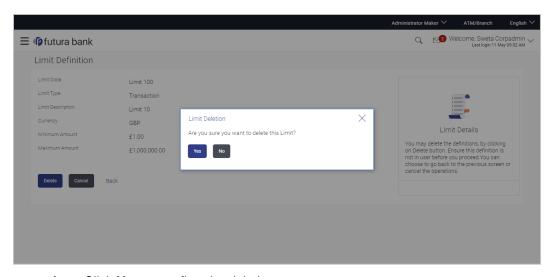
OR

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

OR

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

Delete Limit



4. Click **Yes** to confirm the deletion.

OR

Click **No** to cancel the deletion process.

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

Home



9. Limits Package Management

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

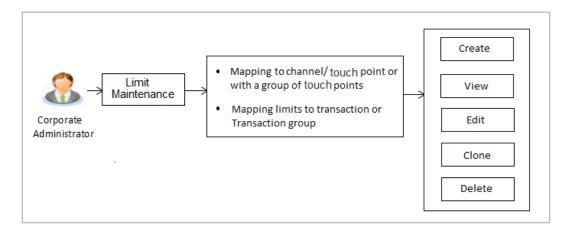
The limits packages once created can be mapped to

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

Prerequisites:

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

Workflow



Features supported in application

The administrator can perform the following actions:

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

How to reach here:

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



9.1 <u>Limit Package Management - View</u>

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

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

To search and view limit package:

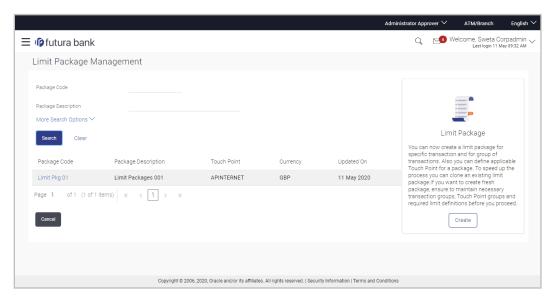
 In the Limit Package Management screen, click Search. The Limit Package Management screen with search results appears based on the searched criteria.

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the search process.

Limit Package Management - Search



Field Description

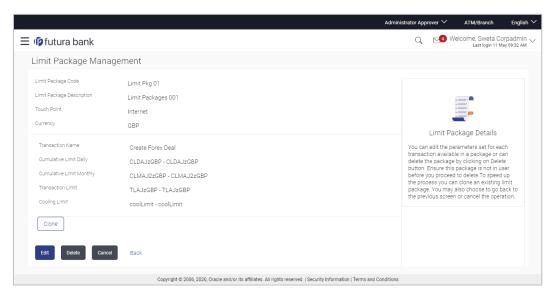
| Field Name | Description |
|---------------------|--|
| Package Code | The unique code /name of the limit package. |
| Package Description | Description of the limit package. |
| Role | The limit is applicable to specific party or role (s). |



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

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

Limit Package Management - View





Field Description

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

3. Click **Clone** to make another copy of details.

OR

Click **Edit** to edit the limit package.

OR

Click **Delete** to delete the limit package.

OR

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

OR

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



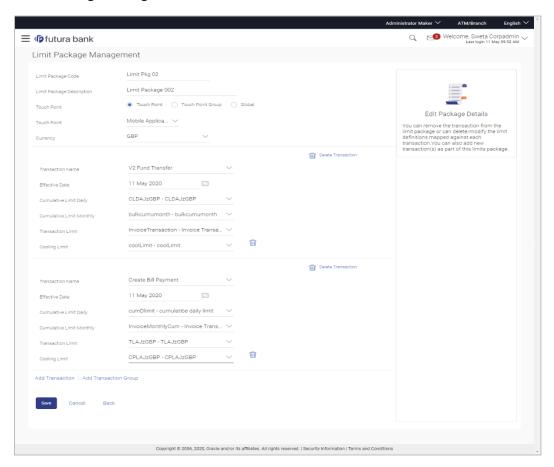
9.2 Limit Package Management - Create

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

To create a limit package:

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

Limit Package Management - Create



Field Description

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



| Field Name | Description |
|--|--|
| Touch Point | Touch points and the group of touch points mapped with the limit package. |
| | The options are: |
| | Touch Point |
| | Touch Point Group |
| | Global: This a group of touch points created automatically (default touch point group has all internal and external touch points). |
| Touch Point | Touch points mapped to the limit package. |
| | This field is displayed and enabled if you select Touch Point option in the Touch Point field. |
| Touch Point Group | Touch point group mapped to the limit package. |
| | This field is displayed and enabled if you select Touch Point Group option in the Touch Point field. |
| Currency | The currency to be set for the limit package. |
| Transaction Name/ Transaction Group Name | Transaction or Transaction Group name, to which the limit has to be assigned. |
| Effective Date | The effective date of the limit package, for the selected transaction. |
| Cumulative Limit Daily | Select the Cumulative Limit Definition for the selected transaction/transaction group for daily limits. |
| Cumulative Limit Monthly | Select the Cumulative Limit Definition for the selected transaction/transaction group for monthly limits. |
| Transaction Limit | Select the Transaction Limit Definition for the selected transaction/ transaction group for daily limits. |
| | |

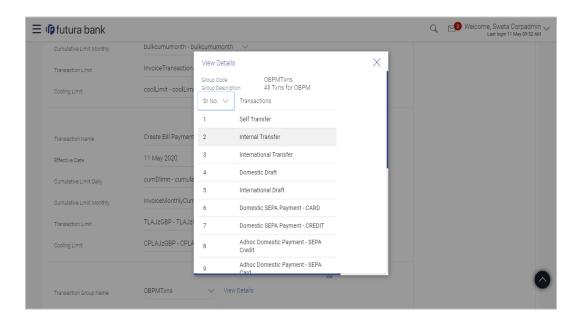
- 2. In the **Limit Package Code** field, enter the code for the limit package.
- 3. In the **Limit Package Description** field, enter the description of the limit package.
- 4. In the **Touch Point** field, select the appropriate option.
 - a. If you select Touch Point;
 - i. From the **Touch Point** list, select the appreciate option.
 - b. If you select Touch Point Group;
 - i. From the **Touch Point Group** list, select the appreciate option.
- 5. From **Currency** list, select the appropriate currency to be associated with the Limit Package. It enables the **Transactions / Transaction Group Limits** section.



- 6. Click the **Add Transaction Group** link to assign limits to a transaction group. By default system displays Transactions option for assigning the limit.
- 7. From the **Transaction Name/Transaction Group Name** list, select the appropriate option.

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

View Details - Transaction Group Details



Field Description

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

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

OR

- Click **Add Transaction Group** and repeat the steps 4 to 6, if you want to assign limits for more transactions groups.
- Click **Save** to save the limit package.
 OR



Click Cancel to cancel the transaction.

OR

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

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

 \cap R

Click **Cancel** to cancel the transaction.

OR

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

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

Note: You can click



to delete a transaction limit of a transaction.

9.3 Limit Package Management - Edit

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

To edit a limit package:

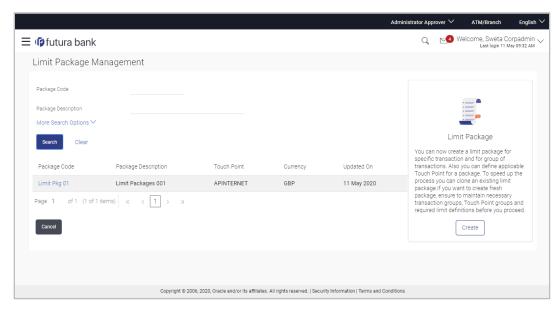
 In the Limit Package Management screen, click Search. The Limits Package Management screen with search results appears based on the searched criteria.

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the search process.

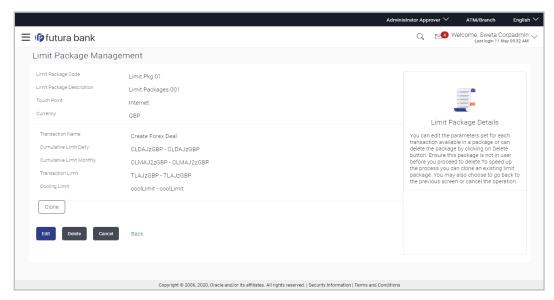
Limit Package Management - Search



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

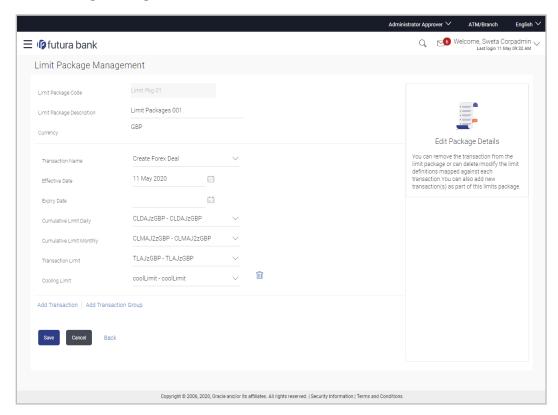


Limit Package Management - View



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

Limit Package Management - Edit





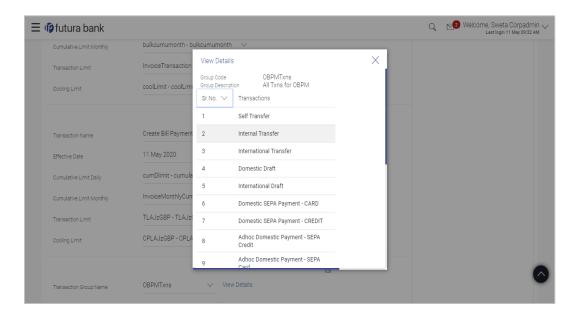
| Field Name | Description |
|--|---|
| Limit Package Code | The unique code /name of the limit package. |
| Limit Package Description | Description of the limit package. |
| Touch Point / Group | Touch points and the group of touch points mapped with the limit package. |
| | The options are: |
| | Touch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

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



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

View Details - Transaction Group Details



Field Description

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

5. Click **Add Transaction**, if you want to add a new transaction.

OR

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

OR

Click to delete an existing transaction.

6. Click **Save** to save the changes made to the limit package.

OR

Click Cancel to cancel the transaction.

OF

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

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

OR

Click Cancel to cancel the transaction.

OR

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



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

9.4 Limit Package Management - Clone

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

To clone a limit package:

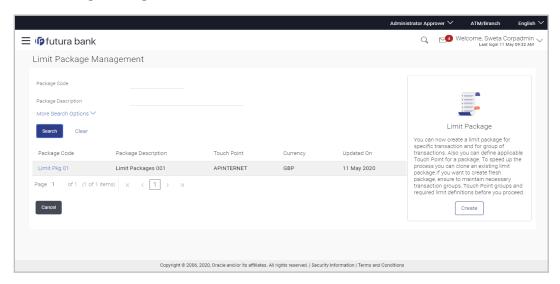
 In the Limit Package Management screen, click Search. The Limits Package Management screen with search results appears based on the searched criteria. OR

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the search process.

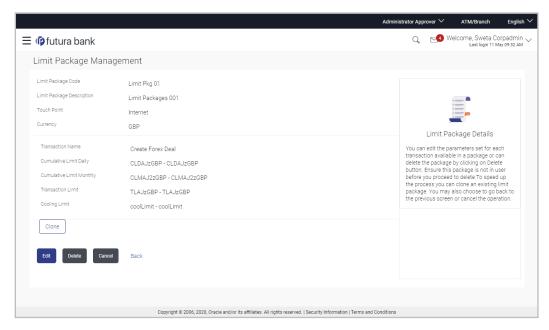
Limit Package Management - Search



Click the <u>Limit Package Code</u> of the record for which you want to clone the details. The <u>Limits Package Management-View</u> screen appears.

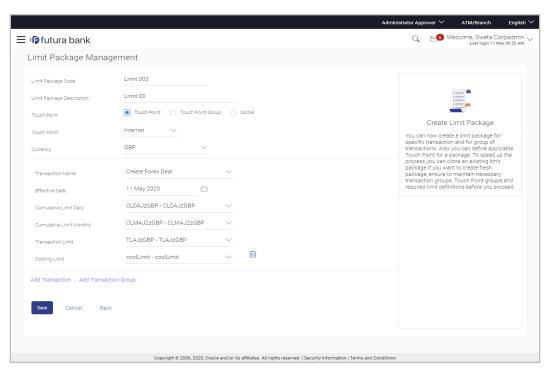


Limit Package Management - View

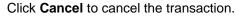


Click Clone. The Limits Package Management-Create screen appears with existing limit package details.

Limits Package Management - Create



- 4. Update limit package with required changes.
- Click **Save** to save the limit package. OR





OR

Click Back to navigate back to previous screen.

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

The user will be navigated back to the create screen.

OR

Click Cancel to cancel the transaction.

OR

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

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

9.5 <u>Limit Package Management - Delete</u>

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

To delete a limit package:

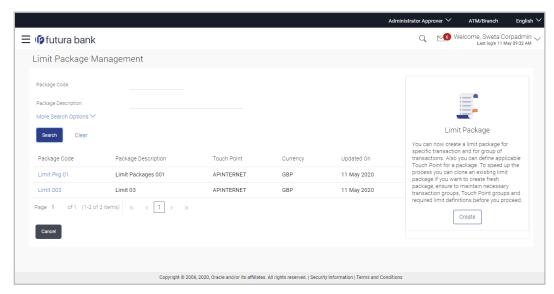
 In the Limit Package Management screen, click Search. The Limits Package Management screen with search results appears based on the searched criteria.

Click Clear to reset the search parameters.

OR

Click Cancel to cancel the search process.

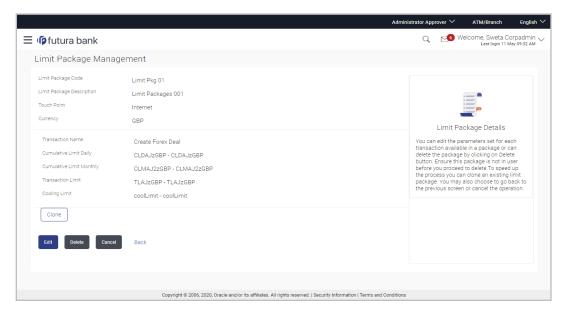
Limit Package Management - Search



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

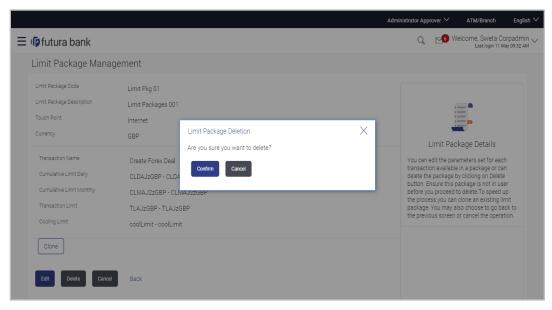


Limit Package Management - View



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

Delete Limit Package



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



FAQ

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

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

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

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

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

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

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

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

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

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

Home



10. Approvals

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

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

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

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

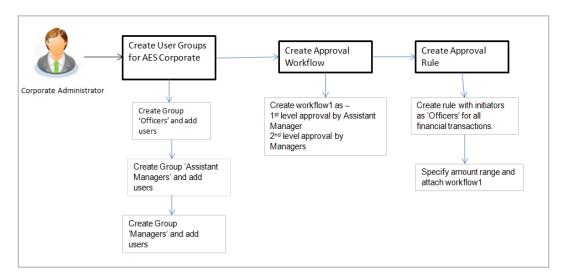
Features supported in application

Approval management supported for Corporate Administrator users in OBDX includes;

- Workflow Management
- Rule Management

Business scenario

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





10.1 Workflow Management

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

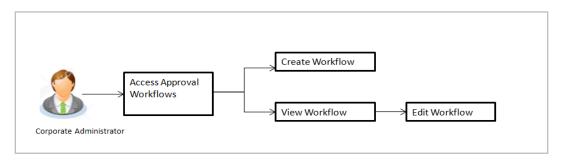
The Workflow Management allows Corporate Administrator to:

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

Prerequisites:

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

Workflow



How to reach here:

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

Corporate Administrator Dashboard > Toggle Menu > Approvals > Workflow Management

Note:

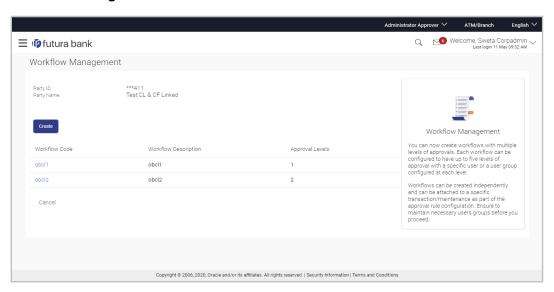
- 1) Once a transaction is initiated by the Corporate maker, system checks for the account access of all the approver/s (found as part of approval rule/workflow maintained). In case approver/s at one or more level does not have the required account access for the account/s involved in the transaction, system rejects the transaction and an alert will be triggered to initiator notifying the same.
- 2) Approval Workflow can also be maintained for Non Customer Corporate users (for which the party id is not maintained in UBS or in Core banking system). For such cases i.e. non customer corporates (counterparties on boarded by Corporates) the system will look for the party ID in OBSCF/OBCMS.



10.1.1 Workflow Management - Summary

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

Workflow Management



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



1. Click the **Workflow Code** link to view details of the selected Approval Workflow.

OR

Click Create to create new Approval Workflow.

OR

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

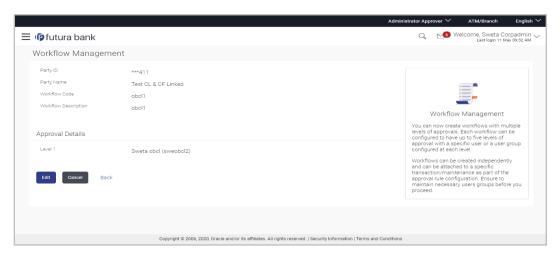
10.1.2 Workflow Management - View

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

To view the approval workflow:

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

Workflow Management - View



| Field Name | Description |
|----------------------|--|
| Party ID | Party ID mapped to the logged in Corporate Administrator is displayed. |
| Party Name | Party name of Party ID mapped to the logged in Corporate Administrator is displayed. |
| Workflow Code | Workflow code is displayed. |
| Workflow Description | Workflow description is displayed. |
| Approval Details | |



| Field Name | Description |
|-------------------|---|
| Approval Level | Approval levels for a user / user group. There can be up to five levels of approval levels. |
| User / User Group | User or a user group maintained at each level of approval. |

2. Click **Edit** to edit the workflow. The **Workflow Management - Edit** screen with values in editable form appears.

OR

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

OR

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

10.1.3 Workflow Management - Create

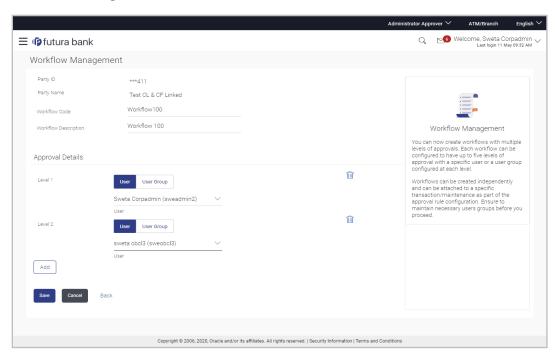
Corporate Administrator can create approval workflows for the corporate users. By default, user can specify minimum one and maximum five levels of approvals as a part of workflow.

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

To create an approval workflow:

1. Click Create. The Workflow Management - Create screen appears.

Workflow Management - Create





Field Description

| Field Name | Description |
|-----------------------------|--|
| Party ID | Party ID mapped to the logged in Corporate Administrator is displayed. |
| | Note: For Non Customer Corporates (counterparties on boarded by Corporates) the system will look for the party ID in OBSCF/OBCMS. |
| Party Name | Party name of Party ID mapped to the logged in Corporate Administrator is displayed. |
| Workflow Code | To specify the approval workflow code. |
| Workflow Description | To specify the approval workflow description. |
| Approval Details | |
| Approval Level | Approval levels for a user / user group. You can click Add for adding another level of approval process. |
| User / User Group | User group name or code who is a part of user group. |

- 2. In the Workflow Code field, enter the workflow code.
- 3. In the Workflow Description field, enter the name and description of the workflow.
- 4. In the **Approval Details** section, from the **Level 1** field, click appropriate user / user group.
- 5. From the **User / User Group** list, select the approver user name.
- 6. Click **Add** to add the selected user/ user group at specific level of approval.

Click icon to remove specific approval level.

7. Click **Save** to save the Approval Workflow.

OR

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

OR

Click Back to go back to previous screen.

8. The **Workflow Management – Create** - **Review** screen appears post necessary validations. Verify the details, and click **Confirm**.

OR

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

OR

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

9. The success message of saving the approval level group creation appears along with the transaction reference number and status.

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



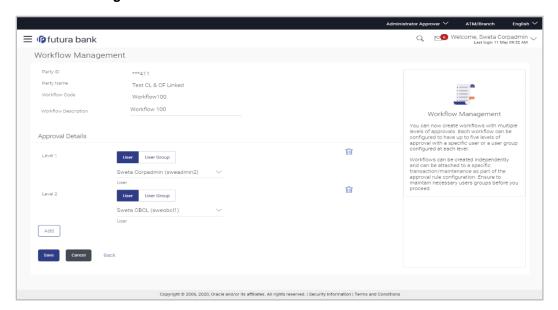
10.1.4 Workflow Management - Edit

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

To edit an approval workflow:

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

Workflow Management - Edit



| Field Name | Description |
|-----------------------------|--|
| Party ID | Party ID mapped to the logged in Corporate Administrator is displayed. |
| Party Name | Party name of Party ID mapped to the logged in Corporate Administrator is displayed. |
| Workflow Code | Workflow code is displayed. |
| Workflow Description | Workflow description is displayed in editable form. |
| Approval Details | |



| Field Name | Description |
|-------------------|---|
| Approval Level | Approval levels for a user / user group. Administrator can remove or add approval levels in a workflow. |
| User / User Group | User or a user group maintained at each level of approval. Administrator can edit an existing user/user group maintained at each level and can also specify user/user group for additional approval level. |

- 3. Edit the required details.
- 4. Click **Add** to add the selected user/ user group at specific level of approval.
 - Click icon to remove specific approval level.
- 5. Click Save to save Approval Workflow.

OR

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

OR

Click Back to go back to previous screen.

6. The **Workflow Management - Edit - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.

OR

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

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Click Back to go back to previous screen.

7. The success message of saving the approval level modification appears along with the transaction reference number and status.

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

10.2 Rules Management

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

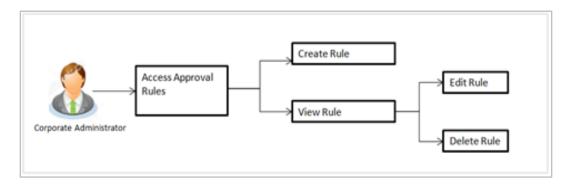
Prerequisites:

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



Necessary user groups and approval workflows are maintained

Workflow



Features supported in application

The Approval Rule maintenances allow the Corporate Administrator to:

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

How to reach here:

Corporate Administrator Dashboard > Quick Links > Approvals > Rules Management OR

Corporate Administrator Dashboard > Toggle Menu > Approvals > Rules Management

Note:

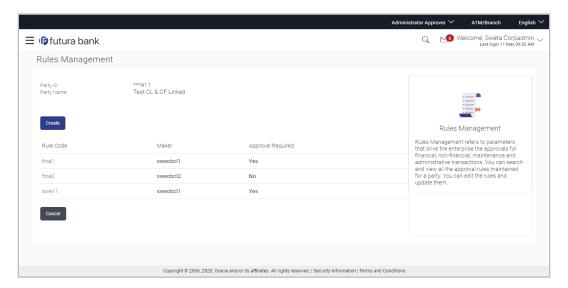
- 1) Once a transaction is initiated by the Corporate maker, system checks for the account access of all the approver/s (found as part of approval rule/workflow maintained). In case approver/s at one or more level does not have the required account access for the account/s involved in the transaction, system rejects the transaction and an alert will be triggered to initiator notifying the same.
- 2) Approval rules can also be maintained for Non Customer Corporates (for which the party id is not maintained in UBS or in Core banking system). For such cases i.e. non customer corporate (counterparties on boarded by Corporates.

10.2.1 Rules Management – Summary

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



Rules Management



Field Description

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

1. Click the **Rule Code** link to view details of the selected Approval Rule.

OR

Click Create to create new approval rule.

OR

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



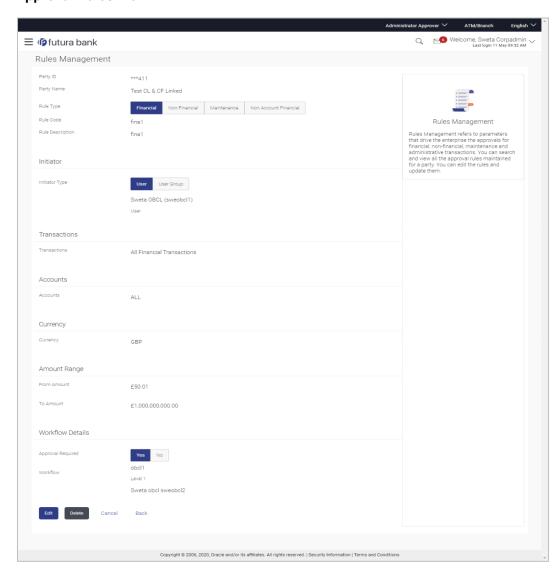
10.2.2 Rules Management - View

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

To view the approval rules:

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

Approval Rules View



| Field Name | Description |
|------------|---|
| Party ID | Party ID mapped to the logged in Corporate Administrator. |



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



| Field Name | Description |
|-------------------|---|
| Currency | Currency type in which the financial approval rule for a corporate is defined. |
| | This field appears if you select Financial and Non Account Financial in the Rule Type field. |
| | Note: 1) Entity's base currency (maintained in System Configuration) will be defaulted in the currency field. 2) User will be able to select the currency other than the default currency from the currency list. |
| Amount Range | |
| From Amount | Transactions allowed for the user from (beginning of the amount ranges). |
| | This field appears if you select Financial and Non Account Financial in the Rule Type field. |
| To Amount | Transactions allowed for the user to (end of the amount ranges). |
| | This field appears if you select Financial and Non Account Financial in the Rule Type field. |
| Workflow Details | |
| Approval Required | Field displays whether approval is required or not. |
| Workflow Details | Field displays the approval workflow details along with the defined approval levels. |
| | This field appears if you select Yes in the Approval Required field. |

1. Click **Edit** to edit the approval rule. The **Rules Management - Edit** screen with values in editable form appears.

OR

Click **Delete** to delete the approval rules.

OR

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

OR

Click Back to go back to previous screen.

10.2.3 Rules Management- Create

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

Rules management can be done based on the following parameters.

Type of Transactions



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

Initiator

- Specific User
- User Group

Accounts

Transactions

Currency

Amount Range

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

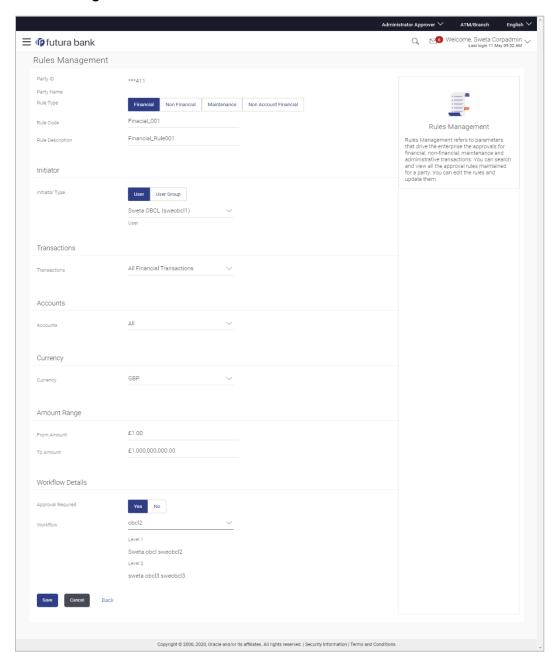
User can further define if for a condition, the transaction should be auto approved (which means there is no approval workflow and the transaction gets approved as soon as initiator submits it) or should follow a set approval workflow and should get approved by the defined set of approvers. The same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

To create an approval rule:

Click Create. The Approval Rules - Create screen appears.



Rules Management - Create



| Field Name | Description |
|------------|---|
| Party ID | Party ID mapped to the logged in Corporate Administrator. |
| | Note: For Non Customer Corporate (counterparties on boarded by Corporates) the system will look for the party ID in OBSCF/OBCMS. |



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



| Field Name | Description |
|-------------------|---|
| Currency | Name of currency in which the financial approval rule for a corporate is defined. |
| | This field appears if you select Financial and Non Account Financial in the Rule Type field. |
| | Note: 1) Entity's base currency (maintained in System Configuration) will be defaulted in the currency field. 2) User will be able to select the currency other than the default currency from the currency list. |
| Amount Range | |
| From Amount/ | Transactions allowed for the user from (beginning of the amount ranges). |
| | This field appears if you select Financial and Non Account Financial in the Rule Type field. |
| To Amount | Transactions allowed for the user to (end of the amount ranges). |
| | This field appears if you select Financial and Non Account Financial in the Rule Type field. |
| Workflow Details | |
| Approval Required | Option to decide whether approval is required or not for the set condition. |
| Workflow | Field has description of the approval workflow. All workflows maintained for the party are listed here along with the defined approval level for each of them. |
| | This field appears if you select Yes in the Approval Required field. |
| | |

- 2. In the **Rule Type** field, select the appropriate transaction rule type.
- 3. In the **Rule Code** field, enter the code.
- 4. In the **Rule Description** field, enter the rule name.
- 5. From the **Initiator Type** field, click appropriate user / user group and select the user/ user group.
- 6. From the **Transaction** list, select the transactions to be mapped to the rule.
- 7. From the **Accounts** list, select the appropriate account, if you have selected **Financial** option in the **Rule Type** field.
- 8. From the **Currency** list, select the appropriate account currency, if you have selected **Financial** option in the **Rule Type** field.
- 9. In the **Amount Range** section, enter the appropriate amount if you have selected **Financial** and **Non Account Financial** option in the **Rule Type** field.



- In the Workflow Details section, select whether approval is required for the mapped transactions.
 - a. If you select **Yes** option, select the appropriate **Workflow**.
- 11. Click **Save** to create the approval rule.

OR

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

OR

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

12. The **Rules Management - Create - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.

OR

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

OR

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

13. The success message of saving the approval rule creation appears along with the transaction reference number and status.

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

10.2.4 Rules Management - Edit

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

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

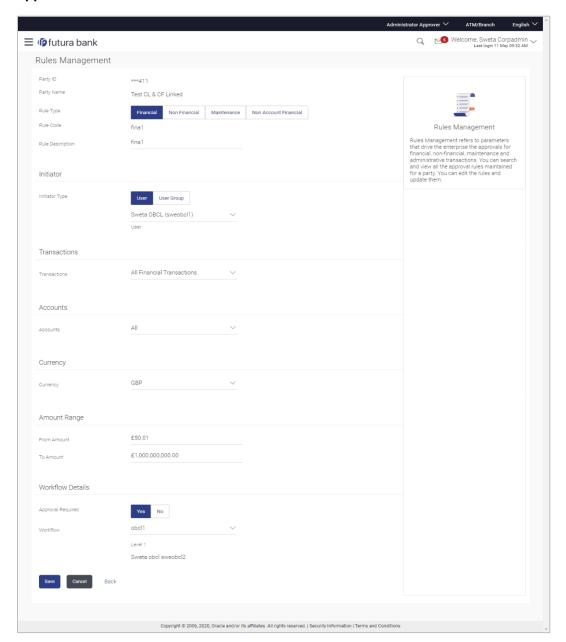
Edited rules are applicable for new transactions that are initiated post rule updation. Previously initiated transactions which are pending approval will follow a rule which was applied at the time of transaction initiation.

To edit an approval rule:

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



Approval Rules - Edit



| Field Name | Description |
|------------|---|
| Party ID | Party ID mapped to the logged in Corporate Administrator will be displayed. |
| Party Name | Party name of Party ID mapped to the logged in Corporate Administrator will be displayed. |



| Field Name | Description |
|------------------|--|
| Rule Type | Transaction rule type for which the approval rule is set up will be displayed. |
| | The transaction rule types for a corporate user are: |
| | Financial |
| | Non Financial |
| | Maintenance |
| | Non Account Financial |
| | The transaction rule types for a non-customer-corporate user are: |
| | Maintenance |
| | Non Account Financial |
| Rule Code | Approval rule code provided by the user. |
| Rule Description | Approval rule description provided by the user in editable form. |
| Initiator | |
| Initiator Type | Initiator type who initiates the transaction will be displayed and it will be one of these User / User Group Name of the user or user group as initiator will be displayed in editable form. |
| | If initiator is selected as User, then all the users belonging to the party will be listed for selection. |
| | If initiator is selected as User Group, then all the user groups belonging to the party will be listed for selection. |
| Transactions | |
| Transactions | Type of transactions to set the approval rules will be displayed in editable form. |
| | Type of transactions depends on the selection of rule type. |
| Accounts | |
| Accounts | List of accounts will be displayed in editable form. |
| | This field appears if you select Financial and Non Financial in the Rule Type field. |
| Currency | |
| Currency | Name of Currency in which the financial approval rule for a corporate is defined. |



| Field Name | Description |
|-------------------|---|
| Amount Range | |
| From Amount | Transactions allowed for the user from (beginning of the amount ranges). |
| | This field appears if you select Financial and Non Account Financial in the Rule Type field. |
| To Amount | Transactions allowed for the user to (end of the amount ranges). |
| | This field appears if you select Financial and Non Account Financial in the Rule Type field. |
| Workflow Details | |
| Approval Required | Whether approval is required or not will be displayed in editable form. |
| Workflow Details | Details of the approval workflow along with the defined approval levels for a condition will be displayed in editable form. |
| | This field appears if you select Yes in the Approval Required field. |

- 3. Edit the required details.
- 4. Click **Save** to save the approval rule.

OR

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

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

5. The **Rules Management - Edit - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.

OR

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

OR

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

6. The success message of saving the approval rule modification appears along with the transaction reference number and status.

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

10.2.5 Rules Management - Delete

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

To delete an approval rule:

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



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

Rules Management - Delete



FAQ

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

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

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

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

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

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

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

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

Home



11. Account Access

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

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

- Party Account Access
- User Account Access
- Party Resource Access
- User Resource Access



12. Party Account Access

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

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

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

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

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

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

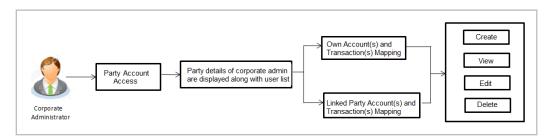
- 2) Linked Party Access Management can be provided to parent party or users of the parent party only for Account Types CASA, TD and Loans.
- 3) Linked party account mapping is not supported for Account Types 'VAM-Real Accounts, Virtual Accounts and Liquidity Management'.

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

Pre-Requisites

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

Workflow



Features Supported In Application

The following options are available as part of this maintenance:



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

How to reach here:

Corporate Administrator Dashboard > Account Access > Party Account Access OR

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

12.1 Party Account Access - Mapping (Create)

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

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

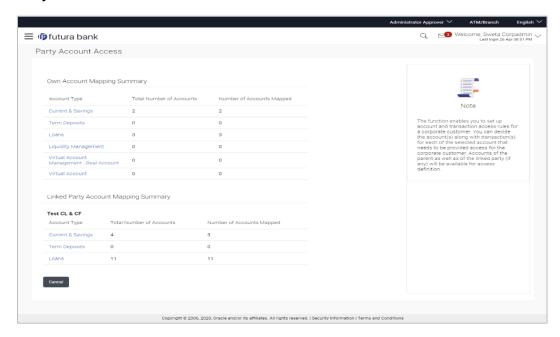
To provide the party with account and transaction access:

- Navigate to the screen, account access summary page with two sections Own Account
 Mapping Summary and Linked Party Account Mapping Summary appears.
 Linked party account mapping will only be available if the selected party has Party to
 Party Linkage maintained.
- Click on Map to map the transactions and account OR

Click Cancel to cancel the transaction.



Party Account Access



Field Description

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

Own Account Mapping Summary

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

Account Type All account types available under the party. The account type can be: **Current & Savings**

- Term Deposits
- Loans
- Liquidity Management
- Virtual Account Management Real Account
- Virtual Account

| Total Number of Accounts | Total number of accounts available under the party. |
|------------------------------|---|
| Number of Accounts Mapped | Number of accounts mapped to the particular account type. |



Field Name Description

Linked Party Account Mapping Summary

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

- 3. If there is no mapping done for a party (own/ linked), there will be a message **No Accounts mapped for the party** with **Map**.
- 4. Click Map. The Party Account Access Create screen appears.

OR

Click Cancel to cancel the transaction.

OR

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

- 5. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management, Virtual Account Management Real Account, Virtual Account... In case of mapping of linked party accounts to the parent party, user will select the parent party as part of party search section and click Map against the linked party of which account access is to be provided.
- 6. Navigate to the specific category tab viz. Current Savings, Term Deposits, Loans, Liquidity Management, Virtual Account Management Real Account, Virtual Account etc., and select a global check box of **Map all accounts** to enable all the existing accounts under the selected category for channel banking (on screen, it will serve as a **Select All** function).

OR

If specific accounts are required to be given access then the user needs to select the respective check boxes preceding the account number.

 To map the new accounts, select appropriate option from Map Accounts field; Select Auto if you wish to allow access to all future Current and Savings/Term Deposits/ Loans, Liquidity Management/ Virtual Account Management – Real Account/ Virtual Account.

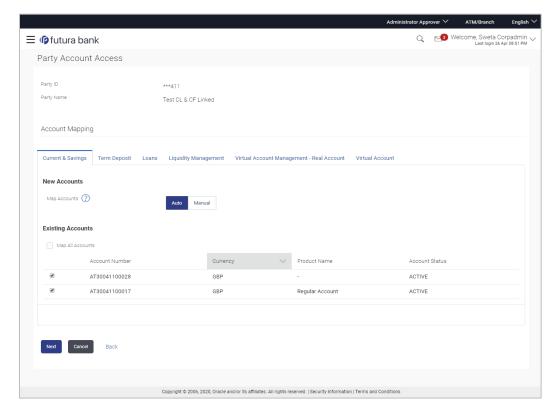
OR

Select Manual if you wish to explicitly map new accounts and transactions.

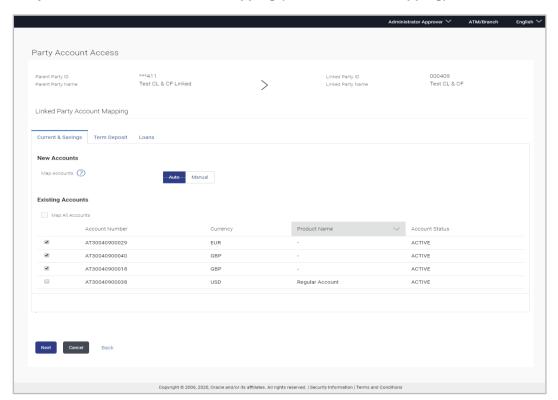
8. The cookie message appears at the bottom of the category tab indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.



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



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





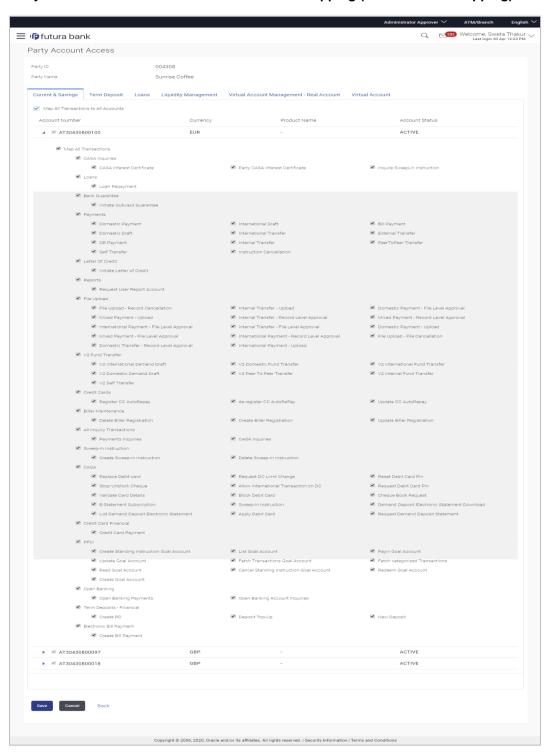
 Click Next. The Party Account Access - Create (Transaction Mapping) screen appears. OR

Click Cancel to cancel the transaction.

OR

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

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





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



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



11. Select the respective check boxes preceding the transaction to be mapped.

OR

Select Map All Transactions, if you want to map all the transactions to all accounts.

12. Click **Save** to save the changes.

OR

Click **Cancel** to cancel the transaction.

OR

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

 The Party Account Access - Review screen appears. Verify the details, and click Confirm.

OR

Click Cancel to cancel the transaction.

OR

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

14. The screen with success message appears. Click **OK** to complete the transaction. After following above steps the summary of mapped accounts and transactions available for party.

12.2 Party Account Access- View

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

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

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

Field Description

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

To view the party account and transaction access:

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

OR

Click Cancel to cancel the transaction.

2. Click **Account Type** i.e. Current and Savings / TD / Loans/ Liquidity Management/ Virtual Account Management – Real Account/ Virtual Account in the summary details for the party, which will navigate to the view page.

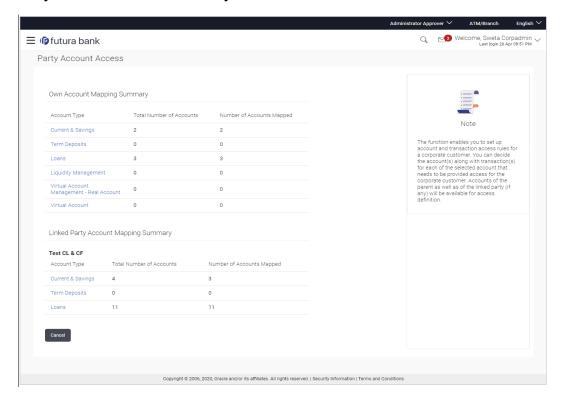
OR

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

OR



Party Account Access - Summary



Field Description

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

Own Account Mapping Summary

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

Account Type

All account types available under the party. The account type can be:

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

Total Number of Accounts

Total number of accounts available under the party.



| Field Name | Description |
|------------------------------|---|
| Number of Accounts Mapped | Number of accounts mapped to the particular account type. |

Linked Party Account Mapping Summary

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

- 3. Click **Account Type** i.e. Current and Savings / TD / Loans/ Liquidity Management/ Virtual Account Management Real Account/ Virtual Account, all the accounts held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management, Virtual Account Management Real Account, Virtual Account..
 - In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
- 4. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, Liquidity Management, Virtual Account Management Real Account, Virtual Account etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.

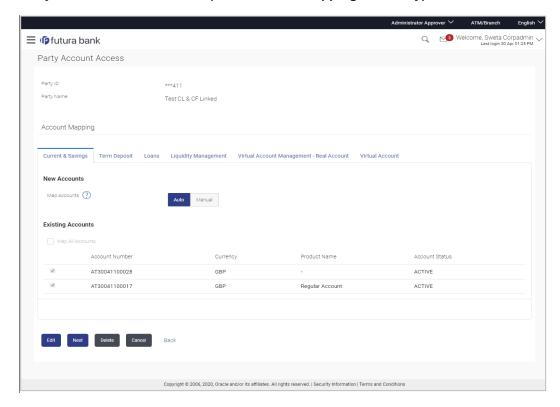
 Can also view the selection done for New Accounts mapping i.e. Auto/Manual.
- 5. The cookie message appears at the bottom of the category tab indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.
- Click Next. The Party Account Access View (Transaction Mapping) screen appears.
 OR

Click Cancel to cancel the transaction.

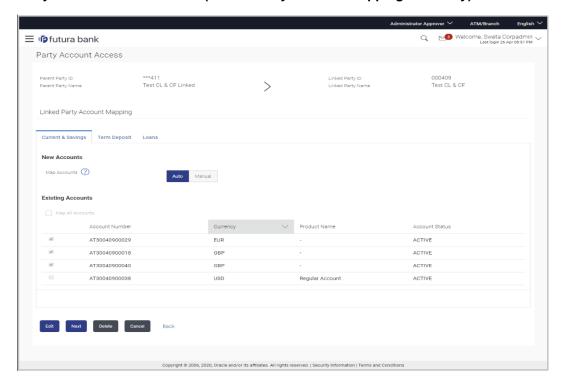
OR



Party Account Access - View (Own Account Mapping Summary)



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





Field Description

Field Name Description

Current and Savings / Term Deposits/ Loans

New Accounts

Map Accounts Mapping of the accounts.

The options can be:

 Auto: gives default access to the all future newly added accounts and transactions of the party as soon as the account is opened.

 Manual: gives specific access to future accounts. This is to explicitly map new accounts and transactions if access needs to be provided

Existing Accounts

Map All Accounts Mapping all the existing accounts under the selected category to

enable for channel banking.

Account Number List of account numbers present in a particular account type.

Currency Account currency.

Product Name Name of the product available under the party.

Account Status Status of the account access for the party

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

OR

Click Edit to modify the account access.

OR

Click **Delete** to delete the Party Account Access setup.

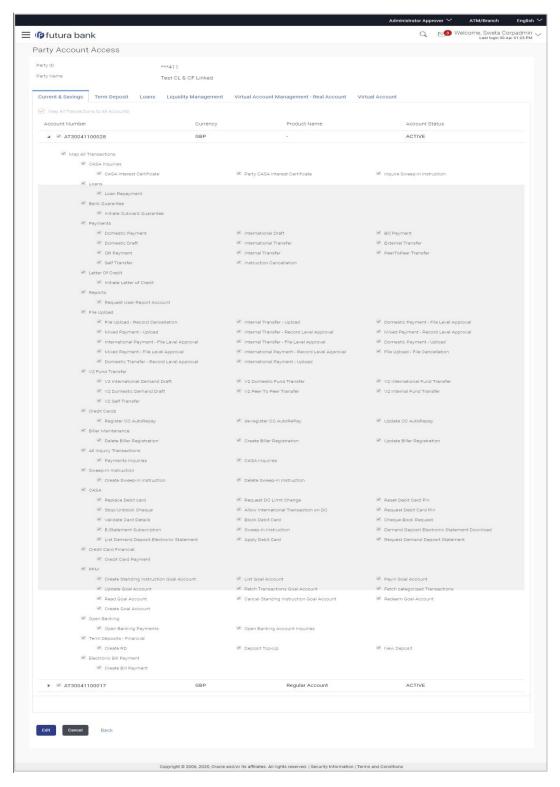
OR

Click Cancel to cancel the transaction.

OR

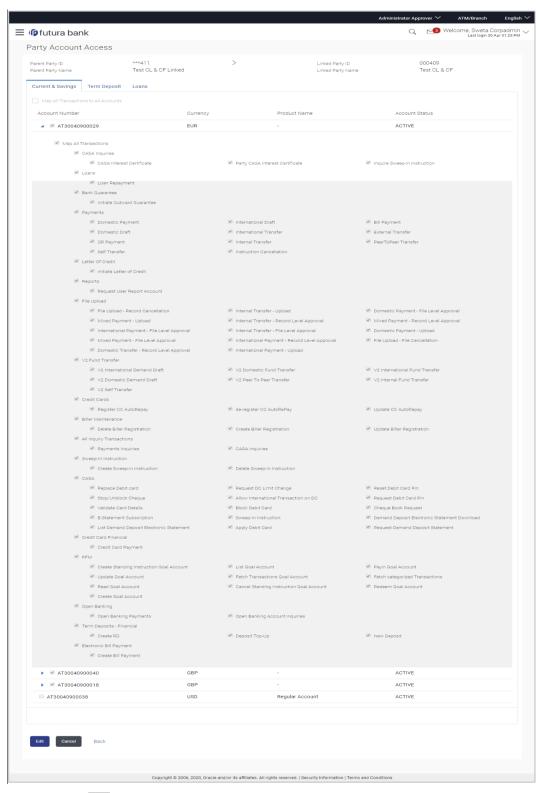


Party Account Access - Transaction- Own Account Mapping- View





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



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



Click Edit to update transaction mapping.

OR

Click Cancel to cancel the transaction.

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

OR

Click Cancel to cancel the transaction.

OR

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

12.3 Party Account Access - Edit

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

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

To edit account and transaction access for the party:

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

OR

Click Cancel to cancel the transaction.

 Click Account Type i.e. Current and Savings/ Term Deposits/ Loans/ Liquidity Management/ Virtual Account Management – Real Account/ Virtual Account in the summary details for the party, which will navigate to the view page.

OR

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

ΟR

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

- 3. If there is no mapping done for a party (own/ linked), the message **No Accounts** mapped for the party with **Map** appears.
- 4. Click Account Type i.e. Current and Savings/ Term Deposits/ Loans/ Liquidity Management/ Virtual Account Management Real Account/ Virtual Account in the summary details for the party, which will navigate to the view page. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or respective mid-office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management, Virtual Account Management Real Account, Virtual Account. OR

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

OR

- 5. In case the selected party is mapped as a parent party to another party, select on the account type in the linked party summary section.
- 6. Click on **Account type** link to view/edit the details.
- 7. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.



8. Click Edit. The Party Account Access - Edit screen appears.

This enables the selection and de-selection option against the accounts and also allow changing the map accounts from Auto to Manual and vice-versa.

OR

Click **Next** to next tab (Current and Savings/ Term Deposits/ Loans/ Liquidity Management/ Virtual Account Management – Real Account/ Virtual Account) OR

Click **Delete** to delete the Party Account Access setup.

OR

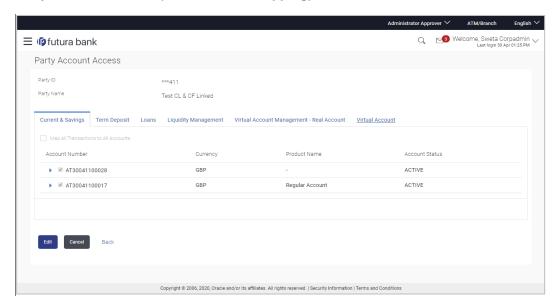
Click **Cancel** to cancel the transaction.

OR

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

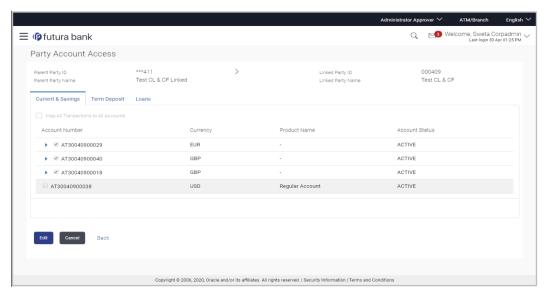
- 9. Click **Account Type** for which you want to edit the mapping of the accounts.
- 10. The cookie message displayed indicating the administrator that account mapping for other category tabs can be viewed by visiting the respective tabs.

Party Account Access (Own Account Mapping) - Edit





Party Account Access (Linked Party Account Mapping) - Edit



11. To map the new accounts, select appropriate option from Map Accounts field; Select Auto if you wish to allow access to all future Current and Savings/ Term Deposits/ Loans/ Liquidity Management/ Virtual Account Management – Real Account/ Virtual Account.

OR

Select **Manual** if you wish to allow specific access to all future Current and Savings/ Term Deposits/ Loans/ Liquidity Management/ Virtual Account Management – Real Account/ Virtual Account.

Select the respective check boxes preceding the **Account Number** to be mapped.
 OR

Select Map All Accounts, if you want to map all the account numbers.

13. Click **Next**. The **Party Account Access - Edit** screen with mapped transaction - account appears.

OR

Click Cancel to cancel the transaction.

OR

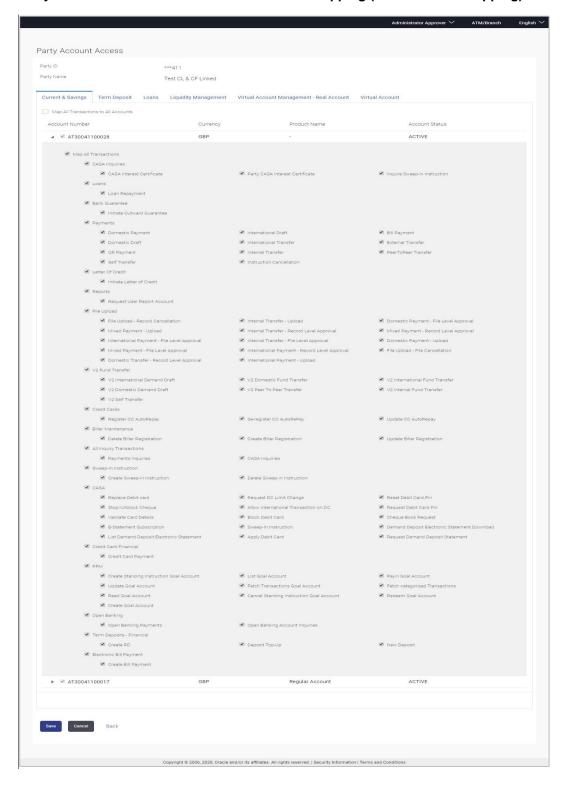
Click **Back** to navigate to the previous screen.

- 14. To map the transactions to the account, click against the particular account number to view the transaction mapping.
- Select the respective check boxes preceding the transaction to be mapped.
 OR

Select **Map All Transactions**, if you want to map all the transactions to all accounts.



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





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



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

OR

Click Cancel to cancel the transaction.



OR

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

 The Party Account Access - Review screen appears. Verify the details, and click Confirm.

OR

Click Cancel to cancel the transaction.

OR

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

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

12.4 Party Account Access - Delete

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

To delete account and transaction access for the party:

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

OR

Click Cancel to cancel the transaction.

- 2. If there is no mapping done for a party (own/ linked), the message **No Accounts** mapped for the party with **Map** appears.
- 3. Click Account Type i.e. Current and Savings/ Term Deposits/ Loans/ Liquidity Management/ Virtual Account Management Real Account/ Virtual Account in the summary details for the party, which will navigate to the view page. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or respective mid office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management, Virtual Account Management Real Account, Virtual Account. OR

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

OR

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

- 4. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
- 5. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, Liquidity Management, Virtual Account Management Real Account, Virtual Account., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
- 6. Click **Delete**. The application prompt the administrator with a message 'Are you sure you want to delete Party Account Access setup for linked Party ID Party name' with an option of Yes / No.
- 7. Click **Yes** to proceed with the deletion request.

It will navigate to confirmation page with a success message and the status. OR

Click No if you do not wish to proceed with deletion.

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



FAQ

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<u>Home</u>



13. User Account Access

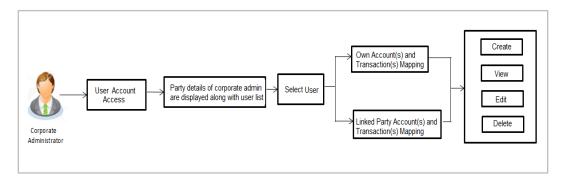
Using this option the Corporate Administrator can set up account and transaction access for user(s) of the corporate party. This maintenance can be done only after the Party Account Access is setup for the party of the user(s). The user level mapping of accounts and transactions must be done in order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

Note: User Account Access is a non-mandatory step. If the Admin does not maintain the user account access for any of the corporate users, system will refer to the party account access rules maintained for his associated party ID.

Pre-Requisites

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

Workflow



Features Supported In Application

The following options are available as part of this maintenance:

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



How to reach here:

Corporate Administrator Dashboard > Account Access > User Account Access OR

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

13.1 <u>User Account Access - Mapping (Create)</u>

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

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

To provide the user with account and transaction access:

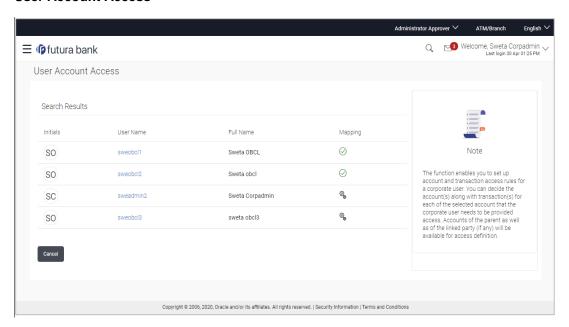
 In the User Account Access screen, click the <u>User ID</u> link, to navigate to Account Access summary section with two sections Own Account Mapping Summary and Linked Party Account Mapping Summary.

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

OR

Click Cancel to cancel the transaction.

User Account Access





Field Description

| Field Name | Description |
|---------------|--|
| Search Result | |
| Initials | Initials of the selected user. |
| User Name | User name of the selected user. |
| Full Name | Full name of the selected user. |
| Mapping | Displays the whether mapping of the accounts is done or not. |
| | denotes that the account mapping is done |
| | denotes that the account mapping is not done |

2. Click the link of the user name for which you want to view the details. The **User Account Access – Mapping Summary** screen appears.

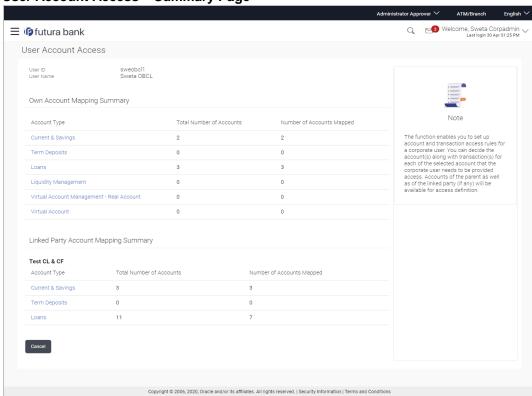
OR

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

OR

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

User Account Access – Summary Page





Field Description

| Field Name | Description |
|------------|--------------------------------|
| User ID | User ID of the selected user. |
| User Name | User name of the selected user |

Own Account Mapping Summary

| Account Type | All account ty | | available | under | the | party. |
|-----------------|----------------------------|---------------|---------------|--------------|-----|--------|
| | • Curre | nt & Savings | | | | |
| | • Term | Deposits | | | | |
| | Loans | | | | | |
| | Liquid | ity Managem | ent | | | |
| | Virtua | Account Ma | nagement – R | eal Accou | nt | |
| | Virtua | I Account | | | | |
| Total Number of | Total number | of accounts a | vailable unde | r the party. | | |

Accounts

Mapped

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

Linked Party Account Mapping Summary

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

- If there is no mapping done for the user for a party (own/linked), there will be a message 3. No Accounts mapped for the party with Map.
- 4. If the access for the party to which the user belongs to is not done, then there will be no Map button.
- 5. Click Map. The User Account Access - Create screen appears.

OR

Click Cancel to cancel the transaction.

- 6. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or respective mid office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management, Virtual Account Management - Real Account, Virtual Account... In case of mapping of linked party accounts to the user, corporate administrator will select the parent party as part of party search section, select the user of the parent party and click Map against the linked party of which account access is to be provided.
- 7. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, Liquidity Management, Virtual Account Management - Real Account, Virtual Account ... and select a global check box of Map all accounts to enable all the existing accounts



under the selected category for channel banking (on screen, it will serve as a **Select All** function).

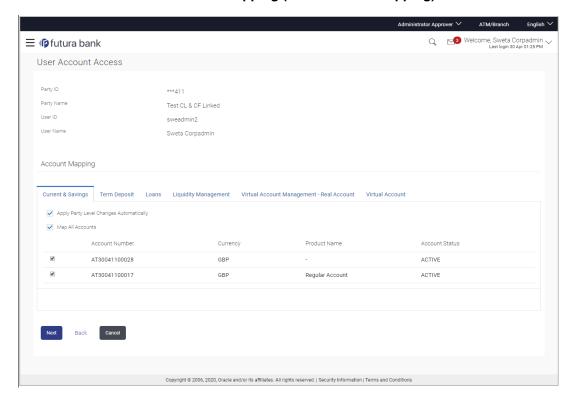
OR

If specific accounts are required to be given access to the user, then the corporate administrator needs to select the respective check boxes preceding the account number.

8. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.

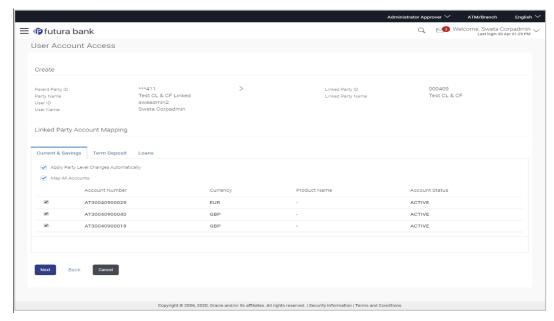
The cookie message appears indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.

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





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



9. Click **Next**. The **User Account Access - Create** (Transaction Mapping) screen appears.

OR

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

OR

Click Cancel to cancel the transaction.

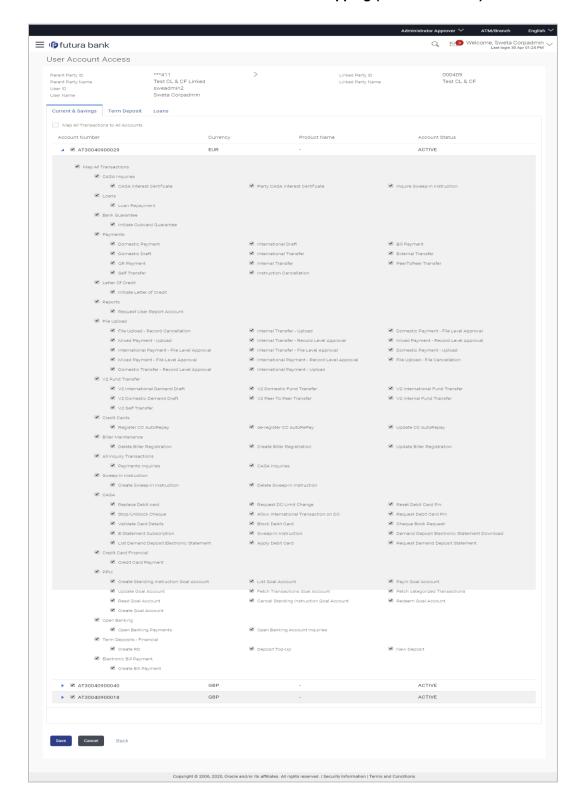


User Account Access - Transaction- Account Mapping (Own Account Mapping) - Create





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





Field Description

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

^{10.} To map the transactions to the account, click against the particular account number to view the transaction mapping.



11. Select the respective check boxes preceding the transaction to be mapped.

OR

Select Map All Transactions, if you want to map all the transactions to all accounts.

- 12. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.
- 13. Click Save.

OR

Click Cancel to cancel the transaction.

OR

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

 The User Account Access - Review screen appears. Verify the details, and click Confirm.

OR

Click Cancel to cancel the transaction.

OR

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

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

13.2 User Account Access- Search

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

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

To view the account and transaction access:

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

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

OR

Click Cancel to cancel the transaction.

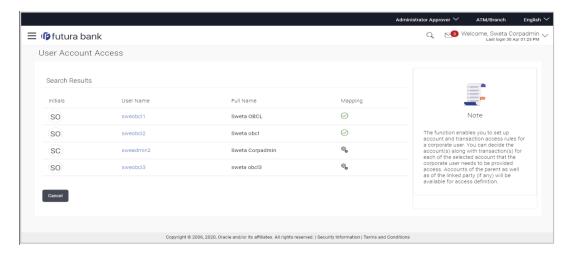
Click Account Type i.e. Current and Savings/ Term Deposits/ Loans/ Liquidity
 Management/ Virtual Account Management – Real Account/ Virtual Account in the
 summary details for the party, which will navigate to the view page.
 OR

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

OR



User Account Access



Field Description

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

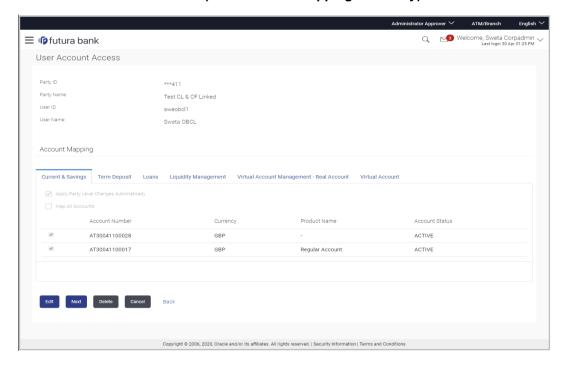
- 3. Click Account Type i.e. Current and Savings/ Term Deposits/ Loans/ Liquidity Management/ Virtual Account Management Real Account/ Virtual Account, all the accounts held by the selected party as a relationship with the bank as available in the core banking system or respective mid-office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management, Virtual Account Management Real Account, Virtual Account. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
- 4. The cookie message appears indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.
- Click Next. The User Account Access View (Transaction Mapping) screen appears.
 OR

Click Cancel to cancel the transaction.

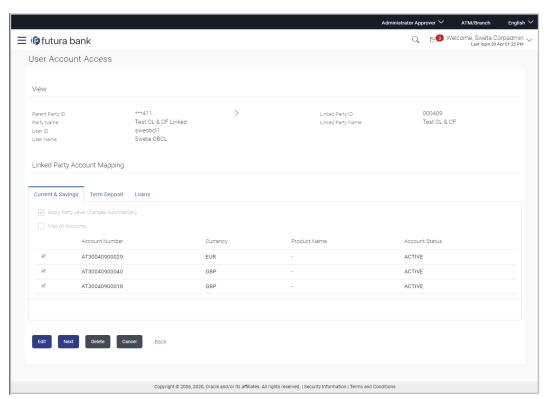
OR



User Account Access – View (Own Account Mapping Summary)



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





Field Description

| Field Name | Description |
|------------|---|
| View | |
| Party ID | The party ID searched by the Corporate Administrator. |
| Party Name | The name of the party. |
| User ID | User ID of the user of selected party. |
| User Name | User name of the user of the selected party. |
| | |

Account Mapping

Current and Savings/ Term Deposits/ Loans/ Liquidity Management/ Virtual Account Management – Real Account/ Virtual Account

| Apply Party Level Changes Automatically | User will get access to accounts that are allowed/ disallowed at the party level. |
|---|--|
| Map All Accounts | Mapping all the existing accounts under the selected category to enable for channel banking. |
| Account Number | List of account numbers present in a particular account type. |
| Currency | Account currency. |
| Product Name | Name of the product. |
| Account Status | Status of the account access for the party |

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

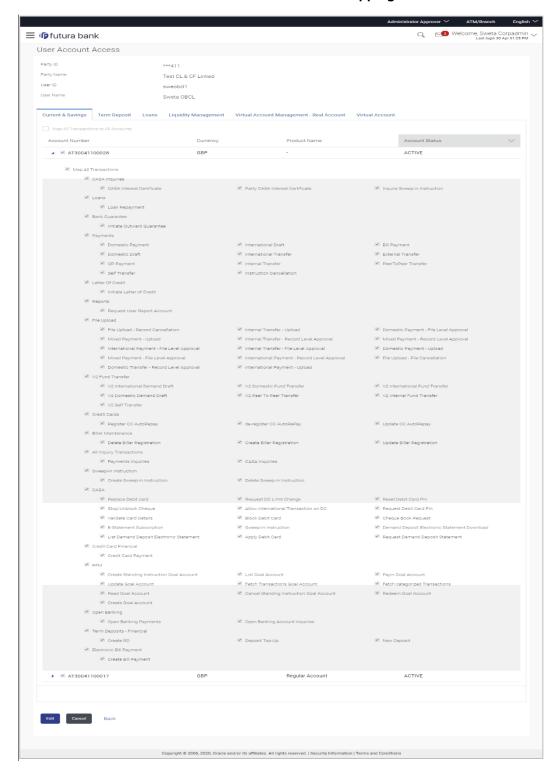
OR

Click Cancel to cancel the transaction.

OR



User Account Access - Transaction- Own Account Mapping- View





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



7. Click against the particular account number to view the mapped transactions. OR
Click Edit to update transaction mapping.



OR

Click Cancel to cancel the transaction.

 Click Edit to update the User Account Access account mapping for new accounts and existing accounts.

OR

Click Cancel to cancel the transaction.

OR

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

13.3 User Account Access - Edit

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

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

To edit account and transaction access for the user:

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

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

OR

Click Cancel to cancel the transaction.

OR

Click **Clear** to clear the search parameters.

Click Account Type i.e. Current and Savings/ Term Deposits/ Loans/ Liquidity
 Management/ Virtual Account Management – Real Account/ Virtual Account in the
 summary details for the party, which will navigate to the view page.
 OR

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

OR

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

- 3. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
- 4. Navigate to the specific category tab, namely, Current and Savings, Term Deposits, Loans, Liquidity Management, Virtual Account Management – Real Account, Virtual Account, the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
- 5. Click Edit. The User Account Access Edit screen appears.

This enables the selection and de-selection option against the accounts. There is also an option to edit check box 'Apply Party Level Changes Automatically' to apply/ remove the party changes.

OR

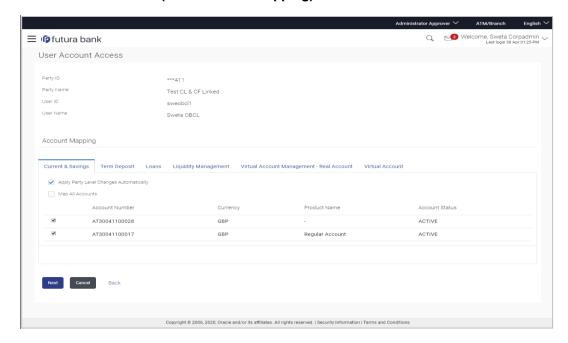
Click Cancel to cancel the transaction.

OR

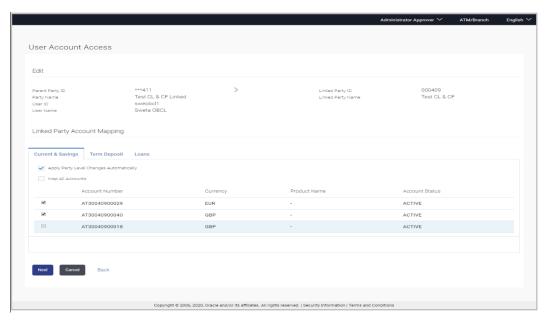


6. Click **Account Type** for which you want to edit the mapping of the accounts. The cookie message displayed indicating the administrator that account mapping for other category tabs can be viewed by visiting the respective tabs.

User Account Access (Own Account Mapping) - Edit



User Account Access (Linked Party Account Mapping) - Edit



Select the respective check boxes preceding the **Account Number** to be mapped.
 OR

Select **Map All Accounts**, if you want to map all the account numbers. Select/Unselect check box '**Apply Party Level Changes Automatically**' to apply/remove the party changes.



 Click Next. The User Account Access - Edit screen with mapped account appears. OR

Click Cancel to cancel the transaction.

OR

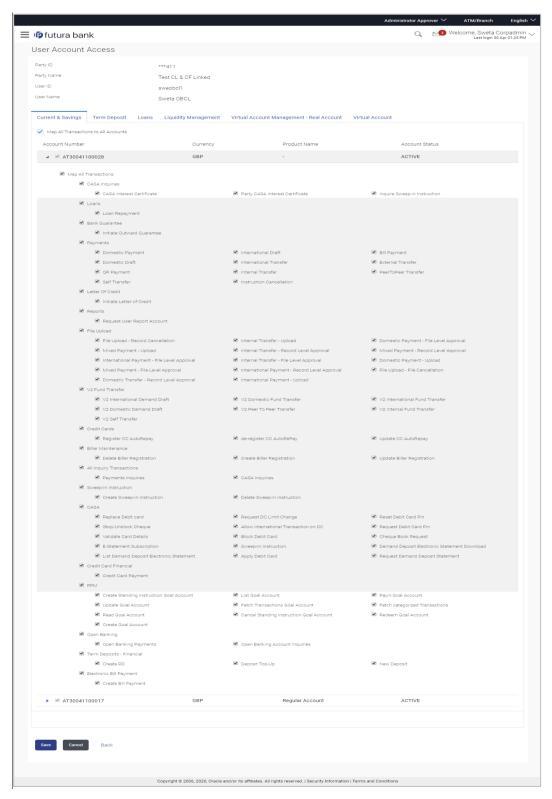
Click **Back** to navigate to the previous screen.

- 9. To map the transactions to the account, click against the particular account number to view the transaction mapping.
- Select the respective check boxes preceding the transaction to be mapped.
 OR

Select Map All Transactions, if you want to map all the transactions to all accounts.

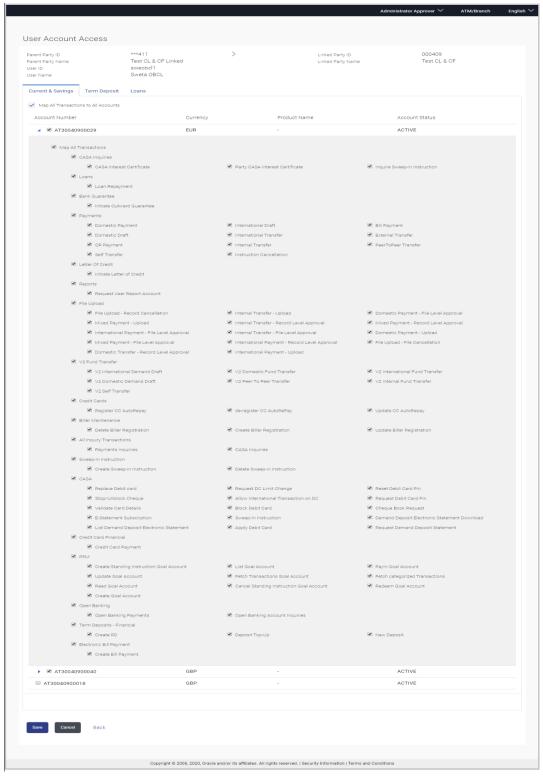


User Account Access - Transaction- Account Mapping (Own Account Mapping) - Edit





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



11. Click **Save**. OR



Click Cancel to cancel the transaction.

OR

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

 The User Account Access - Review screen appears. Verify the details, and click Confirm.

OR

Click **Edit** to edit the transaction.

OR

Click Cancel to cancel the transaction.

- 13. The **User Account Access Confirmation** screen with success message appears.
- 14. Click **OK** to complete the transaction.

13.4 <u>User Account Access - Delete</u>

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

To delete account and transaction access for the user:

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

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

OR

Click Cancel to cancel the transaction.

OR

Click Clear to clear the search parameters.

2. Click **Account Type** i.e. Current and Savings/TD/Loan/ Liquidity Management/ Virtual Account Management – Real Account/ Virtual Account in the summary details for the party, which will navigate to the view page.

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

OR

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

- 3. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
- 4. Navigate to the specific category tab viz. CASA, Term Deposits, Loans etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
- Click **Delete**.

The application will prompt the administrator with a deletion message with an option of Yes / No.

6. Click **Yes** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.

OR

Click **No** if you do not wish to proceed with deletion.

7. Click **OK** to complete the transaction.



FAQ

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

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

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

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

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

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

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

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

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

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

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

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

Home



14. Party Resource Access

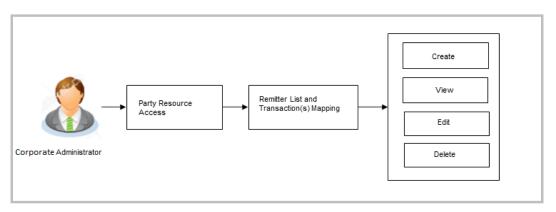
Using this maintenance, the Corporate Administrator can provide access to Virtual Account Management Resource 'Remitter List'.

The Party Resource Access screen lists the remitter IDs for the selected Corporate. The Corporate administrator can select a global check box of 'Map All Remitter List' to enable all the existing remitter list under the party for channel banking. If specific remitters are required to be given access then the user needs to select the respective check boxes preceding the remitter ID.

Pre-Requisites

- Party preferences should be created for the party for which access is to be maintained
- Channel Access should be enabled for party for which resource access is to be maintained
- Transaction access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.

Workflow



Features Supported In Application

The following options are available as part of this maintenance:

- Party Resource Access Mapping
- Party Resource Access View
- Party Resource Access Edit
- Party Resource Access Delete

How to reach here:

Corporate Administrator Dashboard > Resource Access > Party Resource Access OR

Corporate Administrator Dashboard > Toggle menu > Access Management > Resource Access > Party Resource Access



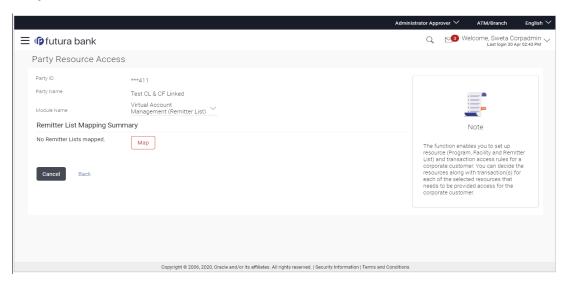
14.1 Party Resource Access - Mapping (Create)

The Corporate Administrator gets a request with the Virtual Account Management Remitter list for which access needs to be provided to the party.

To provide the party with remitter's access:

 If there is no mapping done for a party, there will be a message No Remitter List mapped with Map button.

Party Resource Access



Field Description

| Field Name | Description |
|-------------|---|
| Party ID | The party ID of the user. |
| Party Name | The name of the party. |
| Module Name | The name of the module. Only Virtual Account Management (Remitter List) is supported. |

Remitter List Mapping Summary

2. Click Map. The Party Resource Access - Create screen appears.

OR

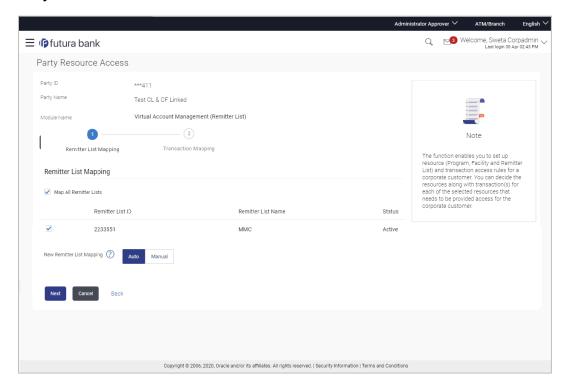
Click **Cancel** to cancel the transaction.

OR

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



Party Resource Access - Create



| Field Name | Description |
|-----------------------|---|
| Party ID | The party ID of the user. |
| Party Name | The name of the party. |
| Module Name | The name of the module. |
| Remitter List Mapping | |
| Map All Remitter List | Mapping all the existing remitter list IDs to enable for channel banking. |
| Remitter List ID | List of remitter IDs present for the selected party. |
| Remitter List Name | Name of the remitter list available under the party. |
| Status | Status of the remitter list. |



| Field Name | Description |
|------------------------------|--|
| New Remitter List Mapping | Mapping of the remitters. |
| | The options can be: |
| | Auto: gives default access to the all future newly added remitter list IDs and transactions of the party |
| | Manual: gives specific access to future remitter list IDs. This is to explicitly map new remitter lists and transactions if access needs to be provided |

- 3. All the Remitter List IDs of the selected party as a relationship with the bank as available in the VAM mid-office system will be fetched and displayed.
- Select a global check box of Map All Remitter List to enable all the existing remitters for channel banking (on screen, it will serve as a Select All function).
 OR
 - If specific remitter list IDs are required to be given access then the user needs to select the respective check boxes preceding the remitter ID.
- To map the new remitter list, select appropriate option from New Remitter List Mapping field:

Select **Auto** if you wish to allow access to all future Remitter List.

OR

Select Manual if you wish to explicitly map new remitter list and transactions.

6. Click **Next**. The **Party Resource Access - Create** (Transaction Mapping) screen appears.

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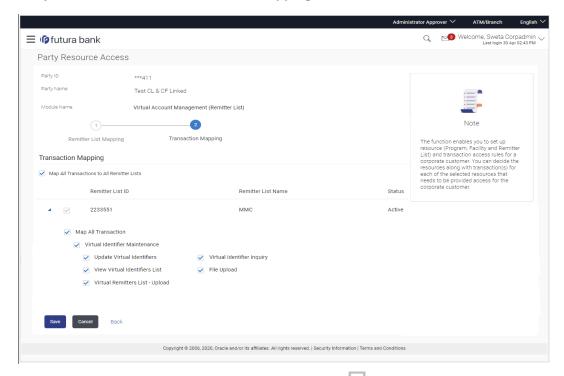
Click Cancel to cancel the transaction.

OR

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



Party Resource Access - Transaction Mapping - Create



- 7. To map the transactions to the remitter ID, click against the particular remitter list ID to view the transaction mapping.
- 8. Select the respective check boxes preceding the transaction to be mapped.

Select **Map All Transactions to All Remitter List**, if you want to map all the transactions to all remitter lists.

9. Click **Save** to save the changes.

OR

Click Cancel to cancel the transaction.

OR

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

10. The **Party Resource Access - Review** screen appears. Verify the details, and click Confirm.

OR

Click Cancel to cancel the transaction.

OR

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

11. The screen with success message appears along with the reference number and status of the transaction. Click **OK** to complete the transaction.



14.2 Party Resource Access- View

The Corporate Administrator can view the remitter lists and transactions under each remitter list ID for which access has been provided to the party.

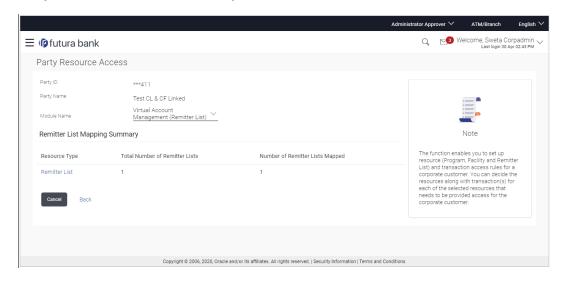
Field Description

| Field Name | Description |
|------------|-----------------------------------|
| Party ID | Party ID of the corporate user. |
| Party Name | Party name of the corporate user. |

To view the remitter and transaction access:

 Navigate to the Party Resource Access screen. The Party Resource Access -Summary screen with Remitter List Mapping Summary appears that provides details of the Total no. of Remitter List IDs and the number of Remitter List IDs mapped.

Party Resource Access - Summary



| Field Name | Description |
|--|---------------------------|
| Party ID | The party id of the user. |
| Party Name | The name of the party. |
| Module Name | The name of the module. |
| Remitter List Mapping Summary | |
| Click on Resource Type to view the respective mapping details. | |



| Field Name | Description |
|------------------------------------|---|
| Resource Type | The resource types available under the party for the selected module. Resource type for Virtual Account Management module is Remitter List. |
| Total Number of Remitter Lists | Total number of remitter lists available under the party. |
| Number of Remitter Lists Mapped | Number of remitter lists mapped to the party. |

2. Click the **Remitter List** link, which will navigate to the view page.

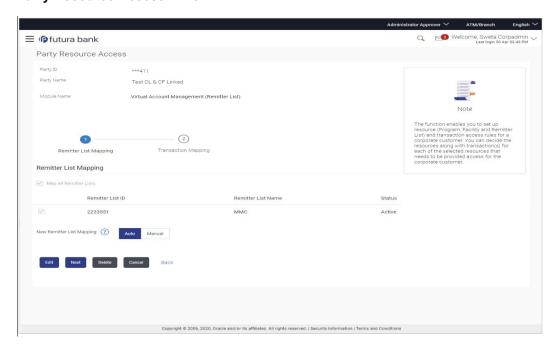
OR

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

OR

Click Back to navigate to the previous screen.

Party Resource Access - View



| Field Name | Description |
|-----------------------|--|
| Remitter List Mapping | |
| Map All Remitter List | Mapping all the remitters of the VAM module to enable for channel banking. |



| Field Name | Description |
|------------------------------|---|
| Remitter List ID | List of remitter IDs present in a particular resource type. |
| Remitter List Name | Name of the remitter list available under the party. |
| Status | Status of the remitter list. |
| New Remitter List Mapping | Mapping of the remitters. The options can be: Auto: gives default access to the all future newly added remitter lists and transactions of the party Manual: gives specific access to future remitter lists. This is to explicitly map new remitter lists and transactions if access needs to be provided |

3. Click **Next**. The **Party Resource Access- View** screen to view the selected remitter lists and transactions enabled for the selected remitter lists appears.

OR

Click **Edit** to modify the remitter list mapping.

OR

Click **Delete** to delete the Party Resource Access setup.

OR

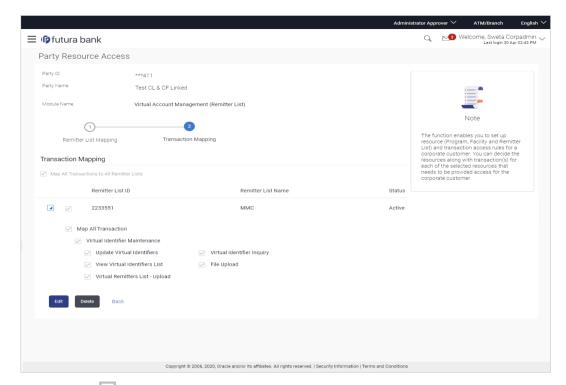
Click Cancel to cancel the transaction.

OR

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



Party Resource Access - Transaction Mapping- View



4. Click against the particular Remitter List to view the mapped transactions.

OR

Click Edit to update transaction mapping.

OR

Click Cancel to cancel the transaction.

OR

Click Back to navigate to the previous screen.

14.3 Party Resource Access - Edit

The Corporate Administrator gets a request with the list of remitter lists and transactions under each Remitter List for which access details needs to be edited for the party.

To edit remitter lists and transaction access for the party:

- 1. Navigate to the **Party Resource Access Summary** screen.
- 2. If there is no mapping done for a party, the message **No Resource mapped for the party** with **Map** option appears.
- Click the Remitter Type link to view/ edit the details. The Party Resource Access- View screen appears.
- 4. Click Edit. The Party Resource Access Edit screen appears.

This enables the selection and de-selection option against the Remitter List IDs and allows changing the map remitters from Auto to Manual and vice-versa.

OR

Click **Next** to go to the next tab (Transaction Mapping).

OR



Click **Delete** to delete the Party Resource Access setup.

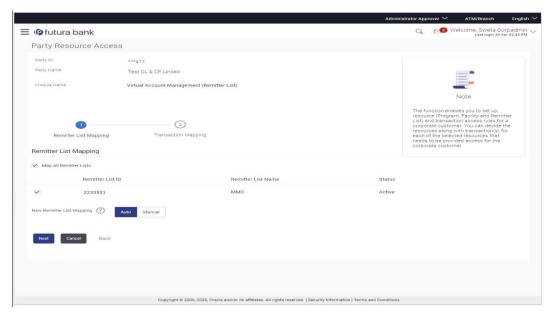
OR

Click Cancel to cancel the transaction.

OR

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

Party Resource Access - Remitter List Mapping - Edit



5. To map the new resources (remitter lists), select appropriate option from **New Remitter List Mapping** field;

Select Auto if you wish to allow access to all future remitter list.

OR

Select Manual if you wish to allow specific access to all future remitter list.

 Select the respective check boxes preceding the Remitter List ID to be mapped. OR

Select Map All Remitter List, if you want to map all the remitters.

7. Click **Next**. The **Party Resource Access - Edit** screen with mapped transaction - to the remitter appears.

OR

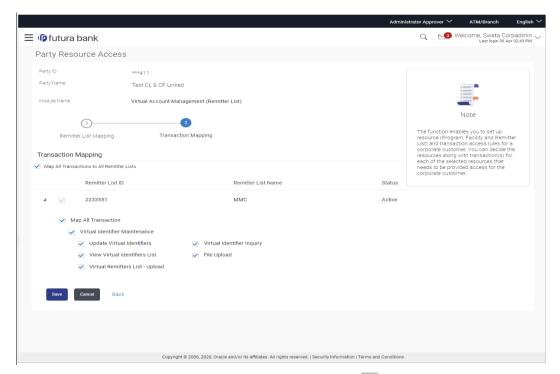
Click Cancel to cancel the transaction.

OR

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



Party Resource Access - Transaction Mapping - Edit



- 8. To map the transactions to the Remitter lists, click against the particular remitter list ID to view the transaction mapping.
- 9. Select the respective check boxes preceding the transaction to be mapped.

Select **Map All Transactions**, if you want to map all the transactions to all remitter list IDs.

10. Click **Save** to save the changes.

OR

Click Cancel to cancel the transaction.

OR

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

 The Party Resource Access - Review screen appears. Verify the details, and click Confirm.

OR

Click Cancel to cancel the transaction.

OR

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

12. The screen with success message appears along with the reference number and status of the transaction. Click **OK** to complete the transaction.

14.4 Party Resource Access - Delete

As part of this option, remitter list mapping and /transaction mapping can be deleted.

To delete remitter list and transaction access for the party:

Navigate to the Party Resource Access - Summary screen.



- 2. If there is no mapping done for a party (own/ linked), the message **No Remitters** mapped for the party with **Map** option appears.
- 3. Click the **Remitter List** link to view/ delete the details. The **Party Resource Access** View screen appears.
- 4. Click **Delete**. The application prompt the administrator with a message 'Are you sure you want to delete Remitter List Mapping setup for Party ID Party name' with an option of Yes / No.
- Click Yes to proceed with the deletion request.
 It will navigate to confirmation page with a success message and the status.
 OR
 Click No if you do not wish to proceed with deletion.
- 6. The success message and the status appears. Click **OK** to complete the transaction.



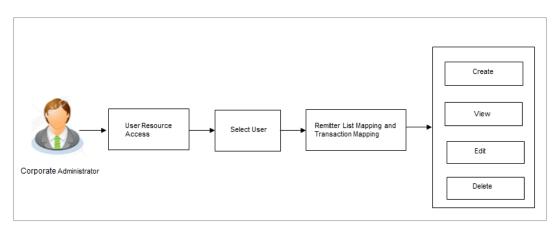
15. User Resource Access

Using this option the Corporate Administrator can set up remitter list mapping and transaction access for user(s) of the corporate party. This maintenance can be done only after the Party Resource Access is setup for the party of the user(s).

Pre-Requisites

- Resource Access should be maintained for the party of the user for which access is to be maintained
- Party preferences should be created for the party of the user for which access is to be maintained
- Channel Access should be enabled for party of the user for which resource access is to be maintained
- Transaction access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.

Workflow



Features Supported In Application

The following options are available as part of this maintenance:

- User Resource Access Mapping
- User Resource Access View
- User Resource Access Edit
- User Resource Access Delete

How to reach here:

Corporate Administrator Dashboard > Resource Access > User Resource Access OR

Corporate Administrator Dashboard > Toggle menu > Access Management > Resource Access > User Resource Access



15.1 <u>User Resource Access - Mapping (Create)</u>

This option allows the Corporate administrator to provide access to specific users of a party.

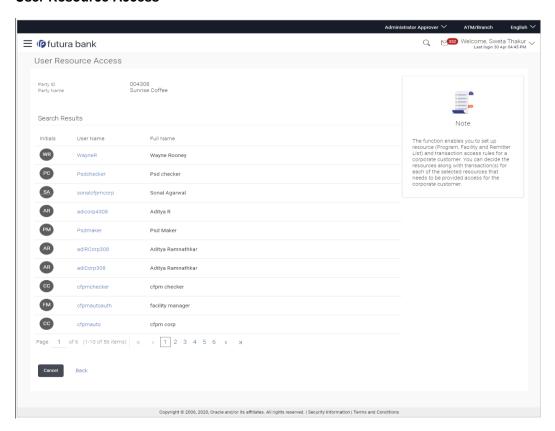
To provide the user with account and transaction access:

1. In the **User Resource Access** screen, click the **User Name** link, to navigate to **Account Access summary** screen.

OR

Click Cancel to cancel the transaction.

User Resource Access



| Field Name | Description |
|---------------|---------------------------|
| Party ID | The party ID of the user. |
| Party Name | The name of the party. |
| Search Result | |
| Initials | Initials of the user. |
| User Name | User name of the user |



| Field Name | Description |
|------------|------------------------|
| Full Name | Full name of the user. |

 Click the User Name link against the user record for which you want to create the mapping. The User Resource Access – Mapping Summary screen appears. OR

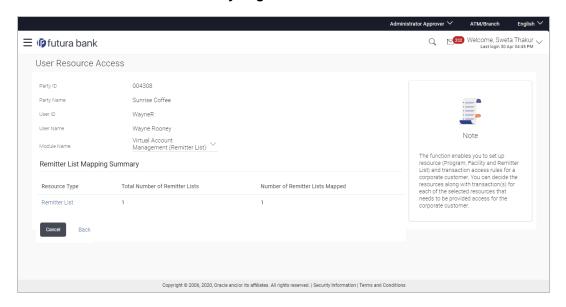
Click Cancel to cancel the transaction.

OR

Click Back to navigate to the previous screen.

- 3. If there is no mapping done for the user for a party, there will be a message **No Remitter** List mapped with **Map** button.
- 4. If the access for the party to which the user belongs to is not done, then there will be no Map button.

User Resource Access - Summary Page



| Field Name | Description |
|-------------|---|
| Party ID | The party ID of the corporate administrator. |
| Party Name | The name of the party. |
| User ID | User ID of the selected user. |
| User Name | User name of the selected user |
| Module Name | The name of the module. Only Virtual Account Management (Remitter List) is available. |



Field Name Description

Remitter List Mapping Summary

5. Click Map. The User Resource Access - Create screen appears.

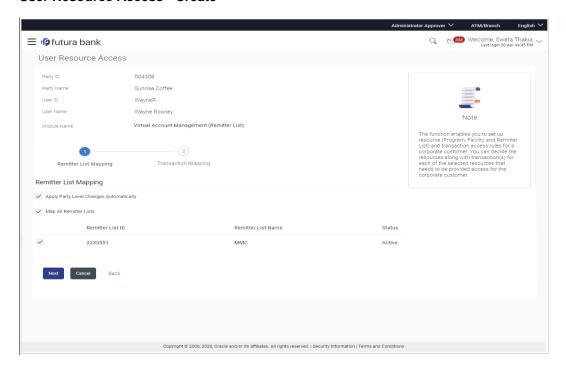
OR

Click Cancel to cancel the transaction.

OR

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

User Resource Access - Create



| Field Name | Description |
|-----------------------|--|
| Party ID | The party ID of the corporate administrator. |
| Party Name | The name of the party. |
| User ID | User ID of the selected user. |
| User Name | User name of the selected user |
| Module Name | The name of the module. |
| Remitter List Mapping | |



| Field Name | Description |
|---|---|
| Apply Party Level Changes Automatically | User will get access to remitter lists that are allowed/ disallowed at the party level. |
| Map All Remitter List | Mapping all the remitters lists to the user that are allowed at the party level. |
| Remitter List ID | Remitter List Identifier. |
| Remitter List Name | Name of the remitter list available under the party. |
| Status | Status of the remitter access for the party |

- 6. All the remitters held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed.
- Select a global check box of Map All Remitter List to enable all the existing remitters for channel banking (on screen, it will serve as a Select All function).
 OR
 - If specific remitter is required to be given access to the user, then the Corporate administrator needs to select the respective check boxes preceding the remitter ID.
- 8. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.
- 9. Click **Next**. The **User Resource Access Create** (Transaction Mapping) screen appears.

OR

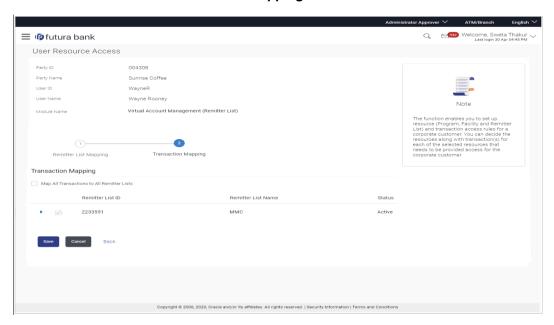
Click **Back** to navigate to the previous screen.

ΩR

Click Cancel to cancel the transaction.



User Resource Access - Transaction Mapping - Create

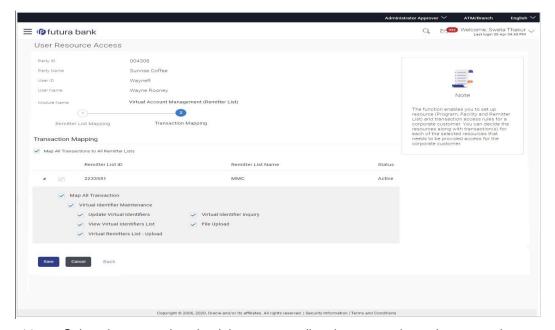


| Field Name | Description |
|---|---|
| Party ID | The party ID searched of the Corporate Administrator. |
| Party Name | The name of the party. |
| User ID | User ID of the selected user. |
| User Name | User name of the selected user |
| Module Name | The name of the module. |
| Transaction Mapping | |
| Map All Transactions to All Remitter List | Mapping all the transactions to all the remitter list. |
| Remitter List ID | List of remitter IDs present in a particular resource type. |
| Remitter List Name | Name of the remitter list available under the party. |
| Status | Status of the remitter access for the party |

^{10.} To map the transactions to the account, click against the particular remitter ID to view the transaction mapping.



User Resource Access - Transaction Mapping (Map Transaction) - Create



- 11. Select the respective check boxes preceding the transaction to be mapped.

 OR
 - Select Map All Transactions, if you want to map all the transactions to all accounts.
- 12. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.
- 13. Click Save.

OR

Click Cancel to cancel the transaction.

OR

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

 The User Resource Access - Review screen appears. Verify the details, and click Confirm.

OR

Click Cancel to cancel the transaction.

OR

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

15. The screen with success message appears along with the reference number and status of the transaction. Click **OK** to complete the transaction.

15.2 User Resource Access- Search

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

To view the remitter and transaction access:

 Navigate to the User Resource Access screen. The list of users displayed with information like user ID, full name of the user and initials of the user. OR

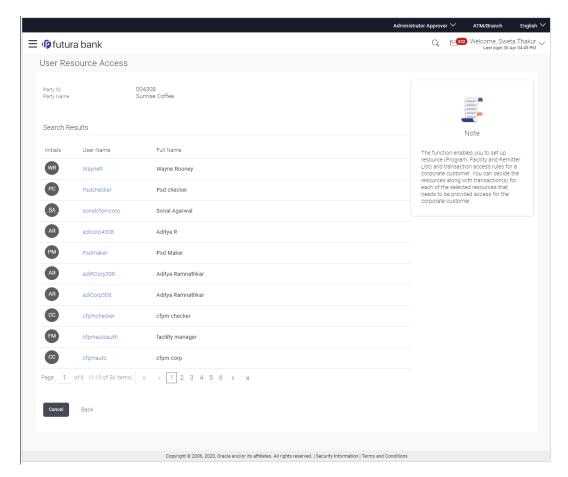


Click Cancel to cancel the transaction.

OR

Click Clear to clear the search parameters.

User Resource Access - Search Result



| Description |
|---------------------------|
| The party ID of the user. |
| The name of the party. |
| |
| Initials of the user. |
| User name of the user |
| Full name of the user. |
| |



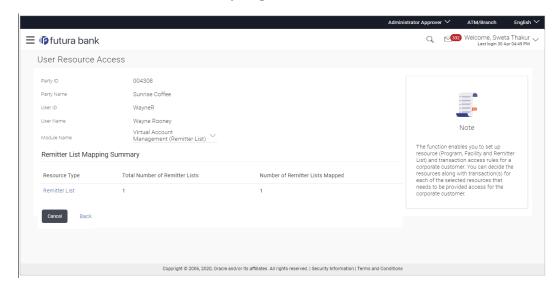
Click the User Name link against the user record for which you want to view the details.
 The User Resource Access – Mapping Summary screen appears.
 OR

Click Cancel to cancel the transaction.

OR

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

User Resource Access – Summary Page



| Field Name | Description | |
|-----------------------------------|---|--|
| Party ID | The party ID of the user. | |
| Party Name | The name of the party. | |
| User ID | User ID of the selected user. | |
| User Name | User name of the selected user | |
| Module Name | The name of the module. | |
| Remitter List Mapping Summary | | |
| Resource Type | The resource types available under the party. The resource type can be: | |
| | Remitter List | |
| Total Number of Remitter Lists | Total number of remitter lists available under the party. | |



| Field Name | Description |
|------------------------------------|--|
| Number of Remitter Lists Mapped | Number of remitter lists mapped to the particular resource type. |

3. Click the **Remitter List** link to view the remitter mapping. The **User Resource Access – View** screen, displaying remitter list mapping appears.

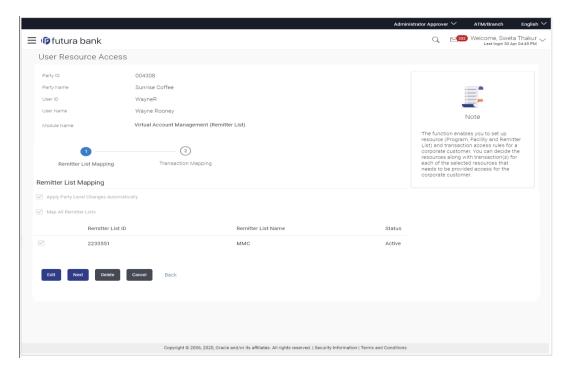
OR

Click Cancel to cancel the transaction.

OR

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

User Resource Access - View



| Field Name | Description |
|-------------|--------------------------------|
| Party ID | The party ID of the user. |
| Party Name | The name of the party. |
| User ID | User ID of the selected user. |
| User Name | User name of the selected user |
| Module Name | The name of the module. |



| Field Name | Description |
|---|--|
| Remitter List Mapping | |
| Apply Party Level Changes Automatically | User will get access to remitters that are allowed/ disallowed at the party level. |
| Map All Remitter List | Mapping all the remitters of the VAM module to the existing resource. |
| Remitter List ID | List of remitter IDs present in a particular resource type. |
| Remitter List Name | Name of the remitter list available under the party. |
| Status | Status of the remitter access for the party |

 Click Next. The User Resource Access – View (Transaction Mapping) screen appears.

OR

Click **Edit** to modify the remitter list mapping.

OR

Click **Delete** to delete the User Resource Access setup.

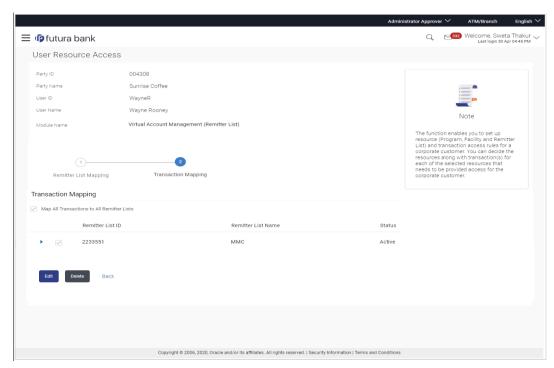
OR

Click Cancel to cancel the transaction.

OR

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

User Resource Access - Transaction Mapping - View





5. Click against the particular Remitter List to view the mapped transactions.

OR

Click Edit to update transaction mapping.

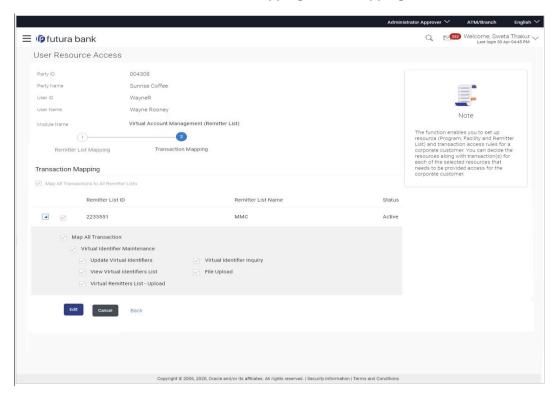
OF

Click Cancel to cancel the transaction.

OR

Click Back to navigate to the previous screen.

User Resource Access - Transaction Mapping - View Mapping



6. Click **Edit** to update the User Resource Access mapping.

OR

Click Cancel to cancel the transaction.

ΛR

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

15.3 User Resource Access - Edit

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

To edit remitter list and transaction access for the user:

- Navigate to the User Resource Access screen.
- Click the User Name link against the user record for which you want to edit the details.
 The User Resource Access Mapping Summary screen appears.
 OR
 - Click Cancel to cancel the transaction.



OR

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

- 3. Click the <u>Remitter List</u> link. The **User Resource Access View** screen, displaying remitter list mapping appears.
- 4. Click Edit. The User Resource Access Edit screen appears.

This enables the selection and de-selection option against the remitter list. There is also an option to edit check box **Apply Party Level Changes Automatically** to apply/ remove the party changes.

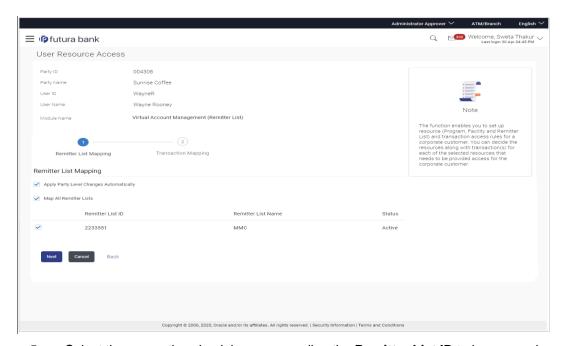
OR

Click Cancel to cancel the transaction.

OR

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

User Resource Access - Edit



 Select the respective check boxes preceding the Remitter List ID to be mapped. OR

Select **Map All Remitter List**, if you want to map all the Remitter Lists available. Select/ De-select check box **Apply Party Level Changes Automatically** to apply/remove the party changes.

 Click Next. The User Resource Access - Edit screen with mapped remitter list appears. OR

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

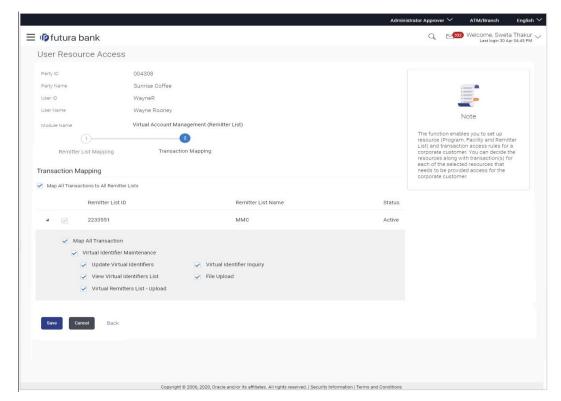
OR

Click Cancel to cancel the transaction.

7. To map the transactions to the remitter lists, click against the particular **Remitter List ID** to view the transaction mapping.



User Resource Access - Transaction- Resource Mapping - Edit



8. Select the respective check boxes preceding the transaction to be mapped.

Select Map All Transactions, if you want to map all the transactions to all Remitter Lists.

9. Click Save.

OR

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

Click **Cancel** to cancel the transaction.

10. The User Resource Access - Review screen appears. Verify the details, and click Confirm.

OR

Click Edit to edit the transaction.

OR

Click Cancel to cancel the transaction.

11. The User Resource Access - Confirmation screen with success message appears along with the reference number and status of the transaction.

Click **OK** to complete the transaction.



15.4 User Resource Access - Delete

The Corporate Administrator gets a request with the user information of a party for which access details needs to be deleted. As part of this option, remitter list mapping can be deleted for a user.

To delete remitter and transaction access for the user:

- Navigate to the User Resource Access screen.
- 2. Click the <u>User Name</u> link against the user record for which you want to delete the details. The **User Resource Access Mapping Summary** screen appears.
- Click the Remitter List link. The User Resource Access View screen, displaying remitter list mapping appears.
- 4. Click **Delete**. The application will prompt the administrator with a deletion message with an option of Yes / No.

OR

Click **Edit** to modify the remitter list mapping.

OR

Click **Next** to go to the next screen. The **User Resource Access – View (Transaction Mapping)** screen appears.

OR

Click Cancel to cancel the transaction.

OR

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

5. Click **Yes** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.

OR

Click **No** if you do not wish to proceed with deletion.

6. Click **OK** to complete the transaction.

<u>Home</u>



16. File Upload Maintenance

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

The File Upload functionality enables users to process:

- Internal payments (within the bank)
- Domestic payments (within the country)
- International payments (cross border)
- Mixed payments
- Create Payees / Beneficiaries
- Create Virtual Accounts, Structure & Identifiers

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

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



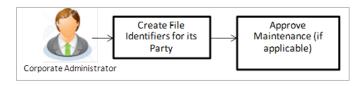
17. File Identifier Maintenance

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

Prerequisites

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

Workflow



Features Supported In Application

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

How to reach here:

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

Corporate Administrator Dashboard > Toggle Menu > File Upload > File Identifier Maintenance

17.1 File Identifier Maintenance - Summary

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

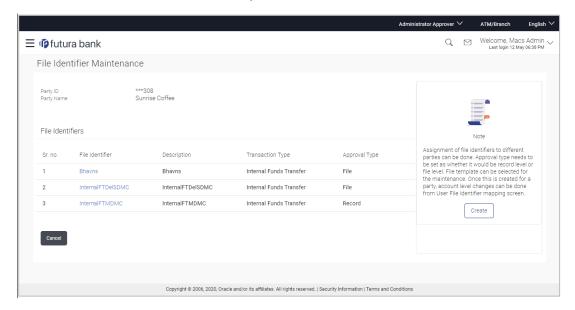
To view the file identifiers:

View File Identifier Maintenance screen with FI's mapped to the users.

Click Cancel to cancel the transaction.



File Identifier Maintenance - Summary



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

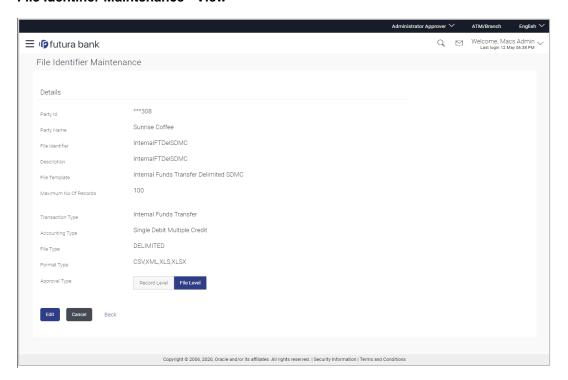


| Field Name | Description |
|------------------|---|
| Transaction Type | Type of transaction: |
| | The Transaction type can be: |
| | Internal funds Transfer |
| | Domestic Funds Transfer |
| | International Funds Transfer |
| | Mixed Transfer |
| | Internal Payee |
| | Domestic Payee |
| | International Payee |
| | Mixed Payee |
| | Demand Draft Payee |
| | Create Virtual Accounts |
| | Create Virtual Account Structure |
| | Create Virtual Identifiers |
| | Delete Virtual Accounts |
| | Mixed Payments |
| | Create Invoices |
| Approval Type | The approval type is at file level or record level. |

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



File Identifier Maintenance - View



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



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



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

3. Click **Edit** to modify the file identifier.

OR

Click Cancel to cancel the transaction.

OR

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

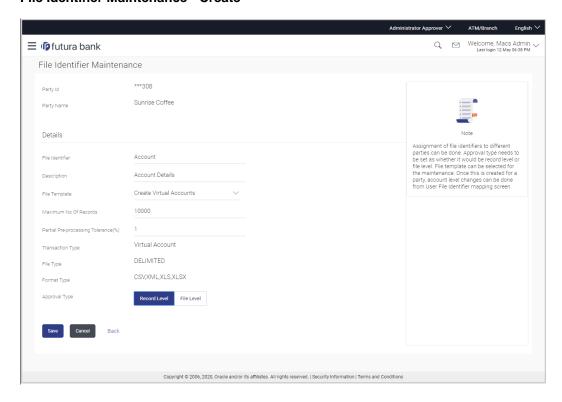
17.2 File Identifier Maintenance - Create

Using this option corporate administrator can create a file identifier.

To create a file identifier:

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

File Identifier Maintenance - Create





| Field Name | Description | |
|-------------------------------------|---|--|
| Party ID | Party ID of the corporate. | |
| Party Name | Party name corresponding to the party ID. | |
| Details | | |
| File Identifier | Unique code assign to the uploaded file. | |
| Description | Descriptions corresponding to the file upload code. | |
| File Template | Predefined file templates. Few examples of file templates are: Internal funds Transfer Domestic Funds Transfer International Funds Transfer Mixed Transfer Internal Payee Domestic Payee International Payee Mixed Payee Mixed Payee Create Virtual Accounts Create Virtual Identifier | |
| Maximum No of Records | Create Invoices Maximum number of records in the uploaded file. | |
| Partial Processing Tolerance (%) | The partial processing tolerance for a file (in percentage terms). Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected. This field will be displayed only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit. | |



| Field Name | Description |
|-------------------------|--|
| Debit Account Number | Account number of the account to be debited. |
| | This field appears only for file templates having Account ID defined at FI level . |
| Transaction Type | Type of transaction: |
| | The transaction type can be: |
| | Internal funds Transfer |
| | Domestic Funds Transfer |
| | International Funds Transfer |
| | Mixed Transfer |
| | Internal Payee |
| | Domestic Payee |
| | International Payee |
| | Mixed Payee |
| | Demand Draft Payee |
| | Create Virtual Accounts |
| | Create Virtual Account Structure |
| | Create Virtual Identifiers |
| | Delete Virtual Accounts |
| | Mixed Payments |
| | Create Invoices |
| File Type | The file type - delimited or fixed length. |
| Format Type | The format in which file is uploaded. |
| | The format could be CSV, XML, XLS, XLSX. |
| Approval Type | The approval type is at file level or record level. |
| | File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse |
| | Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records |

- 2. In the **File Identifier** field, enter the code of the file to be uploaded.
- 3. In the **Description** field, enter the file description corresponding to the file code.
- 4. From the **File Template** list, select the file template.
 - a. If you select a file templates having Account ID defined at FI level, enter the Debit Account Number.



- 5. Select the appropriate **Approval Type**.
- 6. Click Save.

Click Cancel to cancel the transaction.

OR

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

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

OR

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

OR

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

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

17.3 File Identifier Maintenance - Edit

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

To edit file identifier:

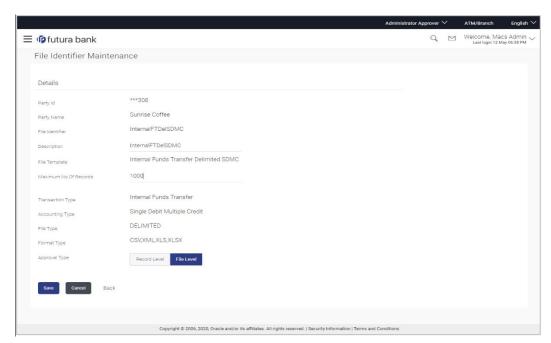
In the File Identifier Maintenance screen, click the file identifier record, for which you
want to view the details.

The File Identifier Maintenance - View screen appears.

2. Click **Edit** to edit the file identifier mapping.

The File Identifier Maintenance - Edit screen appears.

File Identifier Maintenance - Edit





| Field Name | Description |
|--------------------------|---|
| Party ID | Party ID of the file identifier is displayed. |
| Party Name | Party name corresponding to the party ID is displayed. |
| Details | |
| File Identifier | Unique code assign to the uploaded file is displayed. |
| Description | Descriptions corresponding to the file upload code. |
| File Template | Predefined file templates is displayed. |
| Maximum No of Records | Maximum number of records in the uploaded file. |
| Partial Processing | The partial processing tolerance for a file (in percentage terms). |
| Tolerance (%) | Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected. |
| | This field will be displayed only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit. |
| Debit Account Number | Account number of the account to be debited is displayed. |
| | This field appears only for file templates having Account ID defined at FI level . |



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

- 3. Edit the required file identifiers. e.g. Description, Maximum Number of Records, and Partial Processing Tolerance if required.
- 4. Click **Save** to save the modified details.

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate to previous screen

5. The **File Identifier Maintenance – Edit - Review** screen appears. Verify the details, and click **Confirm**.

OR

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



Click Back to navigate to previous screen

6. The success message of saving the file identifier modification appears along with the transaction reference number and status.

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

FAQ

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

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

| Sr No. | Parameter | Туреѕ |
|--------|------------------|--|
| 1 | Transaction Type | Internal funds Transfer |
| | | Domestic Funds Transfer |
| | | International Funds Transfer |
| | | Mixed Transfer |
| | | Payee Files |
| | | Create Virtual Accounts, Structure, Identifier |
| | | Create Invoices |
| 2 | Accounting Type | Single Debit, Single Credit (SDSC) |
| | | Single Debit, Multi Credit (SDMC) |
| | | Multi Debit, Multi Credit (MDMC) |
| 3 | Approval Type | File Level |
| | | Record Level |
| 4 | Format Type | CSV, XML, XLS, XLSX |

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

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



| Sr No. | Accounting Type | Business Example | Approval Type |
|--------|---------------------------------------|--|------------------|
| 1 | Single Debit, Single Credit (SDSC) | A corporate may want to make monthly payments to its various vendors from one central account. So though the debit account is the same across all records, the credit accounts are different and the debit accounting entry is not consolidated. | or File Type |
| 2 | Single Debit, Multi Credit (SDMC) | A corporate may want to make monthly salary payments to all its employees. A single consolidated debit entry is passed, against multiple credits to different accounts. | |
| 3 | Multi Debit, Multi Credit (MDMC) | This file format caters to a lot of one to one transfers between two parties for various payments. Organizations that are brokers or intermediaries in trade contracts, may find this format more suitable for their business needs. | , |

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

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

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

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

5. What is a 'File Upload Template'?

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

Home



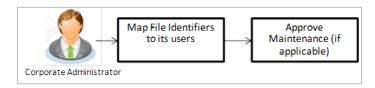
18. User File Identifier Mapping

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

Prerequisites

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

Workflow



Features Supported In Application

This option allows the corporate administrator to:

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

How to reach here:

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

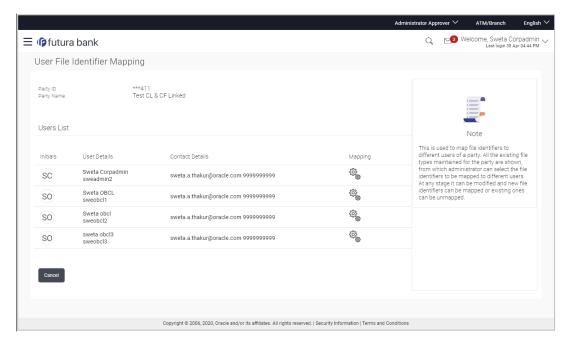
Corporate Administrator Dashboard > Toggle Menu > File Upload > User File Identifier Mapping

18.1 <u>User File Identifier Mapping - Details</u>

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



User File Identifier Mapping - Details

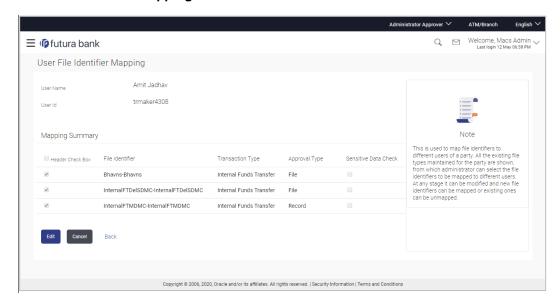


| Field Name | Description |
|------------------------|---|
| Party ID | Party ID of the corporate. |
| Party Name | Party name corresponding to the party ID. |
| Users List | |
| Initials | The initials of the user id. |
| User Details | The details of the user like user name or user id. |
| Contact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

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



User File Identifier Mapping - View



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



Approval Type The approval type is at file level or record level. • File Level - The approver accepts or rei

- File Level The approver accepts or rejects the entire file, and all records are either processed or rejected.
- Record Level The approver could approve some records, and rejects others. Payments are processed only for approved records.

Sensitive Data Check If selected, the users are barred from viewing the contents of the file.

2. Click **Edit** to modify the user file identifier mapping.

OR

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

OR

Click Cancel to cancel the transaction.

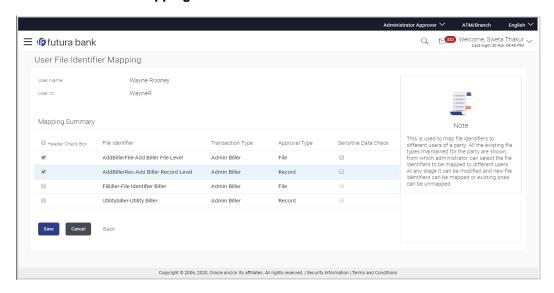
18.2 <u>User File Identifier Mapping - Create</u>

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

To map a user to a file identifier:

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

User File Identifier Mapping - Create





Field Description

| Field Name | Description | |
|----------------------|---|--|
| User Name | User name of the corporate user. | |
| User Id | User ID of the user. | |
| Mapping Summary | | |
| File Identifier | Unique code assigned to the uploaded file. | |
| Transaction Type | Type of transaction: | |
| | The Transaction type can be: | |
| | Internal funds Transfer, | |
| | Domestic Funds Transfer, | |
| | International Funds Transfer, | |
| | Mixed Transfer | |
| | Internal / Domestic / International / Mixed Payees | |
| | Create Virtual Accounts | |
| | Create Virtual Accounts Structure | |
| | Create Virtual Identifier | |
| | Create Invoices | |
| Approval Type | The approval type is at file level or record level. | |
| | File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected. | |
| | Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records. | |
| Sensitive Data Check | If selected, the users are barred from viewing the contents of the file. | |

3. In the **Mapping Summary** section, select the file identifier which you want to map to the user.

4. Click Save.

OR

Click Cancel to cancel the transaction.

OR

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

5. The **User File Identifier Mapping – Create - Review** screen appears. Verify the details and click **Confirm**.

OR

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



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

6. The success message of submitting the File Identifier Mapping appears along with the transaction reference number and status.

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

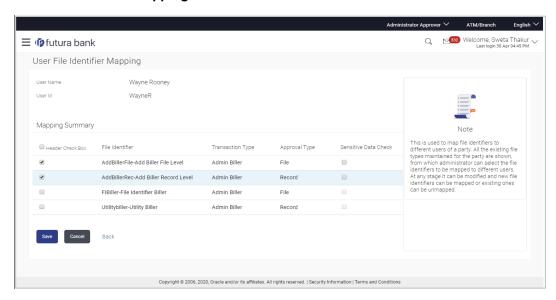
18.3 <u>User File Identifier Mapping – Edit</u>

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

To edit a file identifier:

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

User File Identifier Mapping - Edit



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



Field Name Description **Transaction Type** Type of transaction: The Transaction type can be: Internal funds Transfer, Domestic Funds Transfer, International Funds Transfer, Mixed Transfer Internal / Domestic / International / Mixed Payees Create Virtual Accounts Create Virtual Accounts Structure Create Virtual Identifier Create Invoice **Approval Type** The approval type is at file level or record level. File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected. Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.

- 3. View the details of File Identifier mapping already saved.
- 4. Select the check box to map / un-map a File Identifier to a user and to enable or disable the **Sensitive Data Check**, select the check box.

Sensitive Data Check If selected, the users are barred from viewing the contents of the

5. Click **Save** to save the modified details.

OR

Click Cancel to cancel the transaction.

file.

ΟR

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

 The User File Identifier Mapping – Edit – Review screen appears. Verify the details, and click Confirm.

OR

Click Cancel to cancel the transaction.

ЭR

Click Back to navigate to previous screen.

7. The success message of submitting the File Identifier Mapping appears along with the transaction reference number and status.

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



FAQ

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

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

Mapping File Identifier's to users thus enables access of certain types of file, to certain users.

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

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

<u>Home</u>



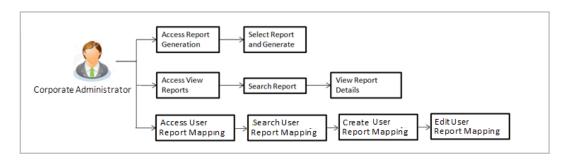
19. Reports

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

Prerequisites:

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

Workflow



Features supported in application

Report module allows Corporate Administrator to:

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

Home



20. Report Generation

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

Reports generation is categorized as:

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

After selecting the report generation category, user has to select a type of a report which needs to be generated. Other reports parameters with respect to each report are displayed on the screen as input fields so that report can be requested with specific data.

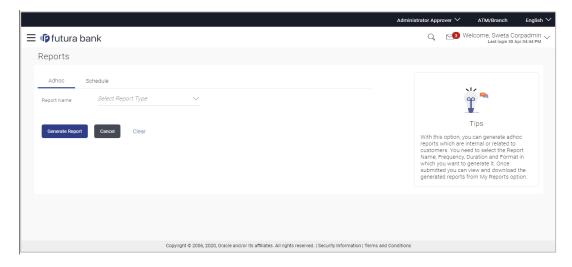
Note: If 2 factor authentication is enabled, the reports get generated only after successful authentication.

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

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Reports > Report Generation

Report Generation



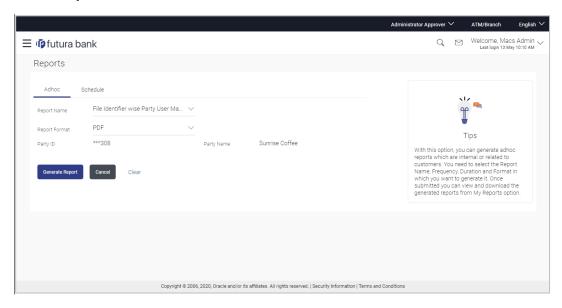
| Field Name | Description |
|-------------|--|
| Report Name | Select the type of report to be generated. |



20.1 Adhoc Reports

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

Adhoc Reports



Field Description

| Field Name | Description |
|---------------|---|
| Report Name | Select the type of report to be generated. |
| Report Format | Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: PDF XLS The options with Internal Reporting Application are: PDF CSV |

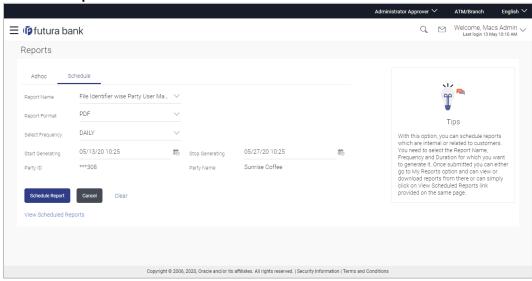
Note: Other reports parameters with respect to each report are displayed on the screen as input fields except party ID and party name (party ID and party name gets defaulted for the corporate) so that report can be requested with specific data. The input fields for each reports are mentioned under specific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



20.2 Schedule Reports

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

Schedule Reports



| Field Name | Description |
|------------------|--|
| Report Name | Select the type of report to be generated. |
| Report Format | Select the format in which the report is to be generated. |
| | The options with Oracle Analytics Publisher are: |
| | • PDF |
| | • XLS |
| | The options with Internal Reporting Application are: |
| | • PDF |
| | • CSV |
| Select Frequency | Select the frequency at which the report is to be generated. |
| | The options are: |
| | Once |
| | • Daily |
| | Weekly |
| | Monthly |



| Field Name | Description |
|--------------------------|---|
| Start Generating | Start date of the date range from which you want to generate the report. |
| Stop Generating | End date of the date range up-to which you want to generate the report. |
| View Scheduled Report | Link to view all the reports that are scheduled under a party mapped to the logged in user. |

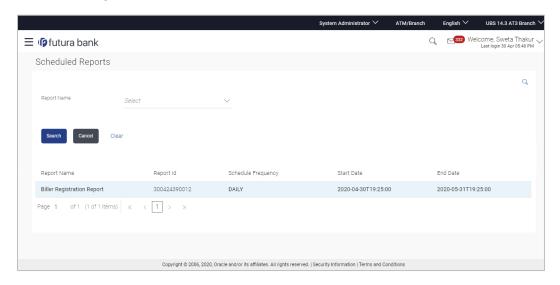
20.2.1 View Scheduled Reports

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

To view the scheduled reports:

- 1. Click the **Scheduled** tab. The scheduled report generation screen appears.
- Click the <u>View Scheduled Reports</u> link.
 The <u>Scheduled Reports</u> screen appears.

Scheduled Reports



| Field Name | Description |
|------------|-------------|
| Search | |

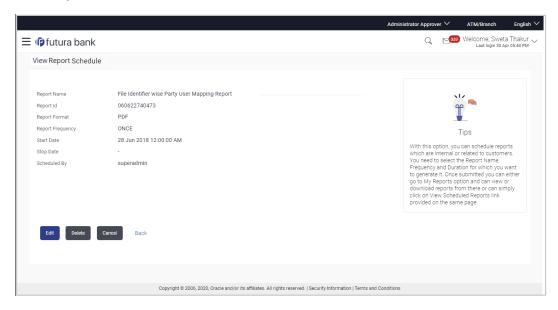


| Field Name | Description |
|--------------------|--|
| Report Name | Name of the scheduled reports. |
| Search Results | |
| Report Name | Name of the scheduled reports. |
| Report ID | IDs of the reports that are scheduled. |
| Schedule Frequency | The frequency at which the report is scheduled. |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

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

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

View Reports Schedule





Field Description

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

20.2.2 Edit Scheduled Reports

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

To edit the scheduled reports:

- 1. Click the **Schedule** tab. The scheduled report generation screen appears.
- 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

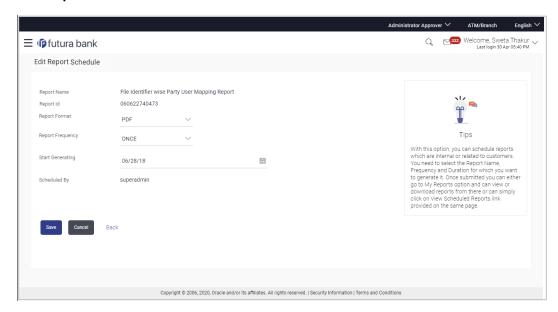
Click Cancel to cancel the transaction.

OR

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



Edit Reports Schedule



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



- 5. Modify the details, if required. You can modify the Report Format, Report Frequency Start generation date and time (if future date) and Stop Generating date and time.
- 6. Click **Save** to save the changes. The **Confirm Edit Report Schedule** screen appears. OR

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

OR

Click Cancel to cancel the transaction.

7. Click Confirm.

The user will be navigated back to the create screen.

OR

Click **Cancel** to cancel the transaction.

8. The success message of goal category creation appears. Click **Ok** to close the screen and navigate to the dashboard.

20.2.3 Delete Scheduled Reports

The Corporate Administrator can delete the scheduled reports which are no longer required.

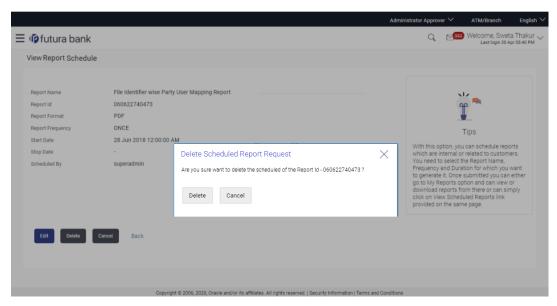
To delete account and transaction access for the user:

- 1. In the **Reports** screen, click the **Schedule** tab. The scheduled report generation screen appears.
- Click the View Scheduled Reports link.
 The Scheduled Reports screen appears.
- 3. Click on desired **Report ID** to delete the scheduled report. The **View Report Schedule** screen appears.
- 4. Click Delete.

The application will prompt the administrator with a deletion message.



Delete Reports Schedule



- 5. Click **Confirm** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.
- 6. Click **Ok** to close the screen and navigate to the dashboard.

20.3 List of Reports

Below are the list of reports that the corporate admin can schedule for generation or can download on an adhoc basis

- File Identifier wise Party User Mapping Report
- Party User wise File Identifiers Mapping Report
- Party wise File Identifiers Mapping Report
- Party wise Payee Maintenance Report
- Party wise User Groups Report
- Party wise Workflows Report
- Party wise Approval Rules Report



20.4 File Identifier wise Party User Mapping Report

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

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

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Report > Report Generation

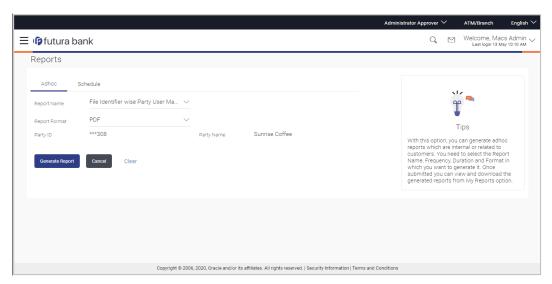
20.4.1 File Identifier wise Party User Mapping - Adhoc Report

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

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

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

File Identifier wise Party User Mapping - Adhoc Report



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



| Field Name | Description |
|---------------|---|
| Report Format | Select the format in which the report is to be generated. |
| | The options with Oracle Analytics Publisher are: |
| | • PDF |
| | The options with Internal Reporting Application are: |
| | • PDF |
| | • CSV |
| Party ID | Party ID of the corporate. |
| Party Name | Party name of the corporate. |

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. Click **Generate Report** to view and generate the report.

Click Cancel to cancel the transaction.

OR

Click Clear to reset the search parameters.

 The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.

OR

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

OR

Click **Generate another report** to generate another report.

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

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



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



| Field Name | Description |
|----------------------|--|
| Report Parameters | |
| Party ID | The party ID of the corporate. |
| Party Name | Party name of the corporate. |
| File Identifier Code | The file identifier code mapped to the users. |
| Transaction Type | The transaction type associated with the file identifier code. |
| Approval Type | Approval type for the file - either Record or File. |
| Sr. No | Serial number of the records. |
| User Name | Name of the user to whom the file identifiers are mapped. |



| Field Name | Description |
|------------|-----------------|
| User ID | ID of the user. |

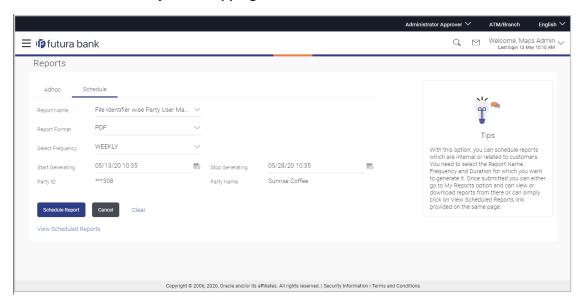
20.4.2 File Identifier wise Party User Mapping - Schedule Report

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

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

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

File Identifier wise Party User Mapping



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



| Field Name | Description |
|--------------------------|--|
| Report Format | Select the format in which the report is to be generated. |
| | The options with Oracle Analytics Publisher are: |
| | • PDF |
| | The options with Internal Reporting Application are: |
| | • PDF |
| | • CSV |
| Select Frequency | Select the frequency at which the report is to be generated. |
| | The options are: |
| | • Once |
| | • Daily |
| | Weekly |
| | Monthly |
| Start Generating | Date from which the report is to be generated as per the frequency defined. |
| Stop Generating | Date till which the report is to be generated as per the frequency defined. |
| Party ID | Party ID of the corporate. |
| Party Name | Party name of the corporate. |
| View Scheduled Report | Link to view all the reports that are scheduled. |
| 0 5 | and Farmer (Part and a state of the Council State o |

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. From the **Select Frequency** list, select the appropriate option.
- 5. From the Start Generating and Stop Generating list, select the appropriate duration.
- 6. Click **Schedule Report** to view and generate the report.

Click Cancel to cancel the transaction.

OR

Click Clear to reset the search parameters.

OR

Click the <u>View Scheduled Reports</u> link to view all the scheduled reports. The Scheduled Reports screen appears.

The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.
 OR

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



Click **Schedule another Report** to generate another report.

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

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

20.5 Party wise File Identifiers Mapping Report

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

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

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Reports > Report Generation

20.5.1 Party wise File Identifiers Mapping - Adhoc Report

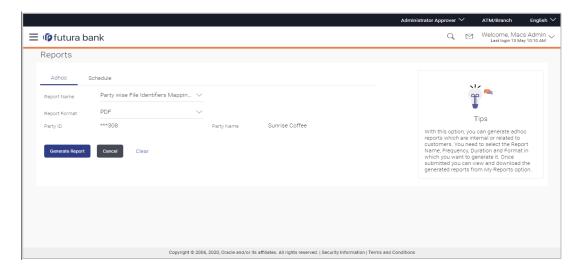
Party wise File Identifiers Mapping Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

To generate the Party wise File Identifiers Mapping adhoc report:

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



Party wise File Identifiers Mapping - Adhoc Report



Field Description

| Field Name | Description |
|---------------------|---|
| Report Name | Select the type of report to be generated. |
| Report Format | Select the format in which the report is to be generated The options with Oracle Analytics Publisher are: • PDF The options with Internal Reporting Application are: • PDF • CSV |
| Party ID Party Name | Party ID of the corporate. Party name of the corporate. |

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. Click **Generate Report** to view and generate the report.

OR

Click Cancel to cancel the transaction.

OR

Click **Clear to** reset the search parameters.

The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.
 OR

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

OR.

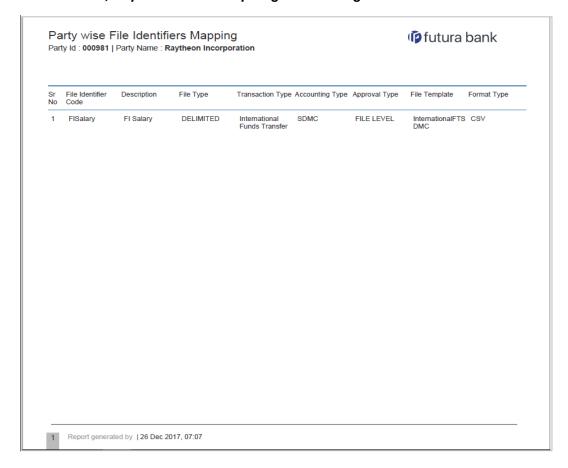
Click **Generate another report** to generate another report.



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

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

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



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



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

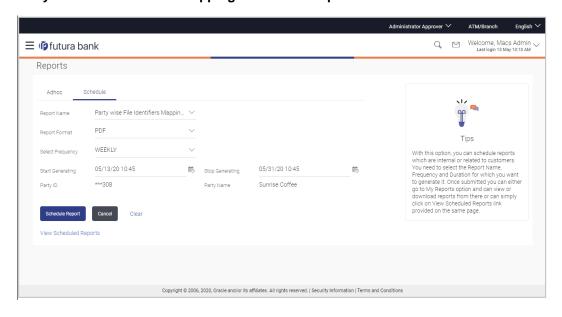
20.5.2 Party wise File Identifiers Mapping - Schedule Reports

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

To generate the Party wise File Identifiers Mapping schedule report:

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

Party wise File Identifiers Mapping - Schedule Report





Field Description

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

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. From the **Select Frequency** list, select the appropriate option.
- 5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- 6. Click **Schedule Report** to view and generate the report.

OR

Click Cancel to cancel the transaction.

OR

Click Clear to reset the search parameters.

OR

Click the <u>View Scheduled Reports</u> link to view all the scheduled reports. The Scheduled Reports screen appears.



 The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.
 OR

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

Click Schedule another Report to generate another report.

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

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

20.6 Party User wise File Identifiers Mapping Report

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

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

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Reports > Report Generation

20.6.1 Party User wise File Identifiers Mapping - Adhoc Report

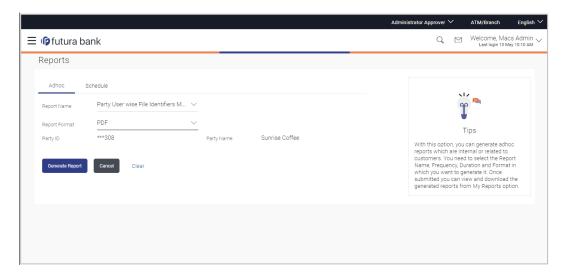
Party User wise File Identifiers Mapping Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

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

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



Party User wise File Identifiers Mapping - Adhoc Reports



Field Description

| Field Name | Description |
|---------------|--|
| Report Name | Select the type of report to be generated. |
| Report Format | Select the format in which the report is to be generated The options with Oracle Analytics Publisher are: • PDF The options with Internal Reporting Application are: • PDF |
| Party ID | Party ID of the corporate. |
| Party Name | Party name of the corporate. |

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. Click **Generate Report** to view and generate the report.

OR

Click Cancel to cancel the transaction.

OR

Click **Clear** to reset the search parameters.

The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.
 OR

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

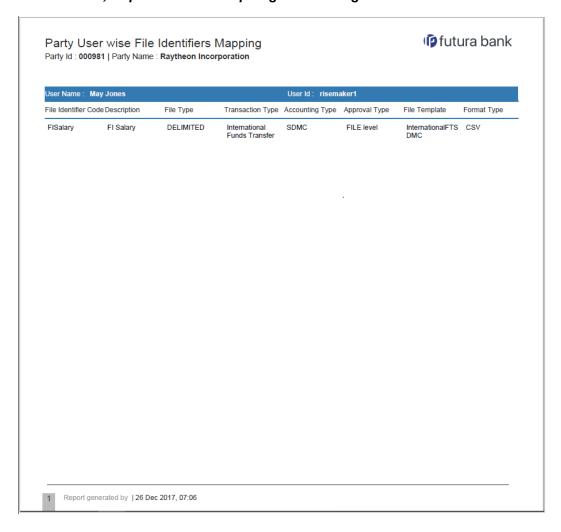
Click **Generate another report** to generate another report.



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

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

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



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



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

20.6.2 Party User wise File Identifiers Mapping - Schedule Report

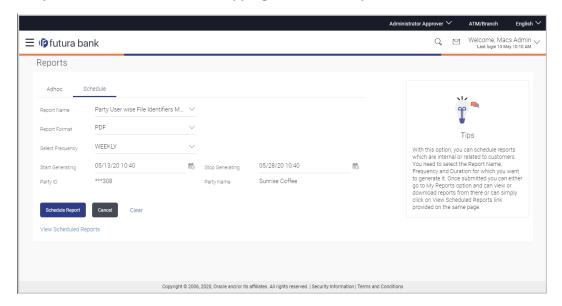
The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under schedule reports.

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

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



Party User wise File Identifiers Mapping - Schedule Report



| Field Name | Description |
|------------------|---|
| Report Name | Select the type of report to be generated. |
| Report Format | Select the format in which the report is to be generated. |
| | The options with Oracle Analytics Publisher are: |
| | • PDF |
| | The options with Internal Reporting Application are: |
| | • PDF |
| Select Frequency | Select the frequency at which the report is to be generated. |
| | The options are: |
| | • Once |
| | • Daily |
| | Weekly |
| | Monthly |
| Start Generating | Date from which the report is to be generated as per the frequency defined. |
| Stop Generating | Date till which the report is to be generated as per the frequency defined. |
| Party ID | Party ID of the corporate. |



| Field Name | Description |
|---------------------------|--|
| Party Name | Party name of the corporate. |
| View Scheduled Reports | Link to view all the reports that are scheduled. |

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. From the **Select Frequency** list, select the appropriate option.
- 5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- 6. Click **Schedule Report** to view and generate the report.

OR

Click Cancel to cancel the transaction.

OR

Click Clear to reset the search parameters.

OR

Click the <u>View Scheduled Reports</u> link to view all the scheduled reports. The Scheduled Reports screen appears.

 The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.
 OR

011

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

OR

Click **Schedule another Report** to generate another report.

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

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

20.7 Party wise Payee Maintenance Report

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

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

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Reports > Report Generation

20.7.1 Party wise Payee Maintenance Report - Adhoc Report

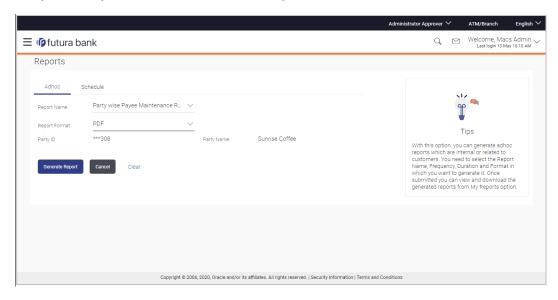
Party wise Payee Maintenance Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

To generate the Party wise Payee Maintenance adhoc report:



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

Party wise Payee Maintenance - Adhoc Reports



Field Description

| Field Name | Description |
|---------------|--|
| Report Name | Select the type of report to be generated. |
| Report Format | Select the format in which the report is to be generated The options with Oracle Analytics Publisher are: • PDF The options with Internal Reporting Application are: • PDF |
| Party ID | Party ID of the corporate. |
| Party Name | Party name of the corporate. |

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. Click **Generate Report** to view and generate the report.

OR

Click Cancel to cancel the transaction.

OR

Click Clear to reset the search parameters.

The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.
OR



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

Click Generate another report to generate another report.

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

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



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

| Account Payees | | | | | |
|-------------------|---------------|--|------------------|-------------|-------------|
| Payee-Biller Name | Account Type | Account Details | NickName | Created By | Access Type |
| DoMichael7 | DOMESTIC | 9823u40joo HDFC Bank Ltd | MichaelDomNick | rkcorpuser1 | Private |
| DomRihnna | DOMESTIC | 9234092099 HDFC Bank Ltd | RihanaDomNick | rkcorpuser1 | Private |
| DomRiya1 | DOMESTIC | UYDYID347O3 HDFC Bank Ltd | RiyaDomNick1 | rkcorpuser1 | Private |
| DomRiya2 | DOMESTIC | UYDYID347O3 HDFC Bank Ltd | RiyaDomNick2 | rkcorpuser1 | Private |
| DomRiya3 | DOMESTIC | UYDYID347O3 HDFC Bank Ltd | RiyaDomNick3 | rkcorpuser1 | Private |
| DomSuhana1 | DOMESTIC | 78409TCFTUOFO HDFC Bank Ltd | DomSuhanaNick1 | rkcorpuser1 | Public |
| DomSuhana11 | DOMESTIC | 78409TCFTUOFO HDFC Bank Ltd | DomSuhanaNick11 | rkcorpuser1 | Public |
| ITJack1 | INTERNATIONAL | CKICU77878 BANK OF CYPRUS | ITJackNick1 | rkcorpuser1 | Private |
| ITJack2 | INTERNATIONAL | CKICU77878 BANK OF CYPRUS | ITJackNick2 | rkcorpuser1 | Private |
| ITJack3 | INTERNATIONAL | CKICU77878 BANK OF CYPRUS | ITJackNick3 | rkcorpuser1 | Private |
| ITSparow1 | INTERNATIONAL | IC477JCGI7877 ANGLO IRISH BANK CORPORATION PLC | ITSparowNick1 | rkcorpuser1 | Private |
| LucylT1 | INTERNATIONAL | 190100183 Bank of Bahrain | LosDelRi001Nick1 | rkcorpuser1 | Public |

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



Field Name Description

Report Parameters

Below field appears for Account type payee

Payee Name Name of the payee.

Account Type Type of account associated with the payee.

account.

Nickname Account nickname of the payee to identify the account for fund

transfer.

Created By ID of the corporate user who created a payee.

Access Type The access type of the payee.

The options are:

Public

Private

Report Parameters

Below field appears for **Demand Draft** type payee.

Payee Name Name of the payee.

Draft Type Type of draft associated with the Payee.

The type can be:

Domestic

International

Draft Favouring Draft favouring details.

Created By ID of the corporate user who created a payee.

Access Type The access type for payee.

The options are:

Public

Private



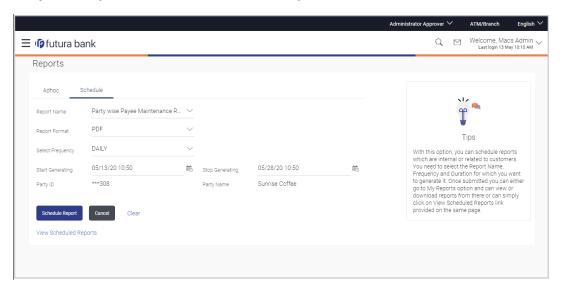
20.7.2 Party wise Payee Maintenance - Schedule Report

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

To generate the Party wise Payee Maintenance schedule report:

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

Party wise Payee Maintenance - Schedule Report



| Field Name | Description |
|---------------|--|
| Report Name | Select the type of report to be generated. |
| Report Format | Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: • PDF |
| | The options with Internal Reporting Application are: • PDF |



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

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. From the **Select Frequency** list, select the appropriate option.
- 5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- 6. Click **Schedule Report** to view and generate the report.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Clear** to reset the search parameters.

OR

Click the <u>View Scheduled Reports</u> link to view all the scheduled reports. The Scheduled Reports screen appears.

The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.
 OR

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

OR

Click **Schedule another Report** to generate another report.

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

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



20.8 Party wise Approval Rules Report

Party wise Approval Rules Report provides a summary of transaction pending for approval under a specific party ID.

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

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Reports > Report Generation

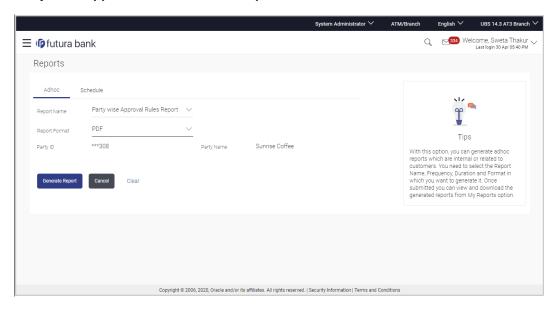
20.8.1 Party wise Approval Rules - Adhoc Report

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

To generate the Party wise Approval Rules adhoc report:

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

Party wise Approval Rules - Adhoc Report



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



| Field Name | Description | |
|---------------|---|--|
| Report Format | Select the format in which the report is to be generated. | |
| | The options with Oracle Analytics Publisher are: | |
| | • PDF | |
| | The options with Internal Reporting Application are: | |
| | • PDF | |
| | • CSV | |
| Party ID | Party ID of the corporate. | |
| Party Name | Party name of the corporate. | |

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. Click **Generate Report** to view and generate the report.

OR

Click Cancel to cancel the transaction.

OR

Click Clear to reset the search parameters.

5. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.

OR

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

OR

Click **Generate another report** to generate another report.

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

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



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





Field Description

Field Name Description

Report Parameters- Account Financial and Non-Financial

Party ID Party ID of the corporate.

Party Name Party name of the corporate.

Accounts Financial/ Accounts Non Financial

Transaction Date Date of transaction initiation.

Description Description of the transaction.

Account Details Accounts details of transaction.

Amount Amount for transaction.

Initiated ByName of the user who has initiated the transaction.

Reference Number Reference number of transaction.

Status Status of the transaction.

Report Parameters- Payments

Transaction Date Date of the transaction initiation.

Description Description of the transaction.

From Account The account from which the funds are to be debited

Amount Transactions amount.

Payee Account

Details

Name and account details of the payee.

Initiated ByName of the user who has initiated the transaction.

Reference Number Reference number of transaction.

Status Status of the transaction.

Report Parameters- Bulk File

Transaction Date Date of the transaction initiation.



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

Report Parameters- Payee and Biller

Transaction Date Date of the transaction initiation.

Payee-Biller Name Payee/ biller name.

Payee Type Payee Type.

Category Payee Category.

Initiated By Name of the user who has initiated the transaction.



| Field Name | Description |
|------------------|----------------------------------|
| Reference Number | Reference number of transaction. |
| Status | Status of the transaction. |

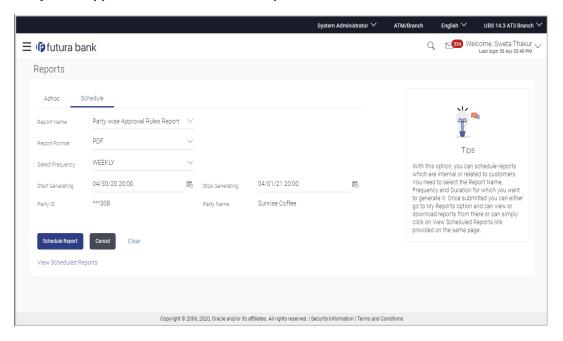
20.8.2 Party wise Approval Rules - Schedule Reports

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

To generate the Party wise Approval Rules schedule report:

- 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 Approval Rules - Schedule Report





Field Description

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

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. From the **Select Frequency** list, select the appropriate option.
- 5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- 6. Click **Schedule Report** to view and generate the report.

OR

Click Cancel to cancel the transaction.

OR

Click Clear to reset the search parameters.

OR

Click the <u>View Scheduled Reports</u> link to view all the scheduled reports. The Scheduled Reports screen appears.



The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.
 OR

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

OR

Click Schedule another Report to generate another report.

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

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

20.9 Party wise User Groups Report

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

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

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Reports > Report Generation

20.9.1 Party wise User Groups - Adhoc Report

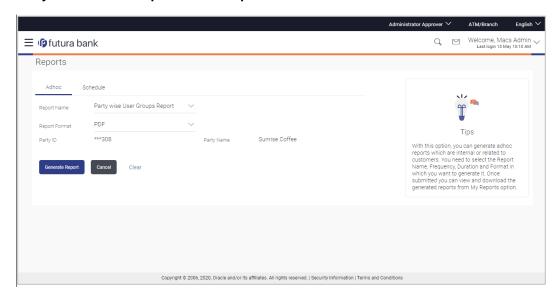
Party wise User Groups Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

To generate the Party wise User Groups adhoc report:

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



Party wise User Groups - Adhoc Reports



Field Description

| Field Name | Description |
|---------------|---|
| Report Name | Select the type of report to be generated. |
| Report Format | Select the format in which the report is to be generated. |
| | The options with Oracle Analytics Publisher are: |
| | • PDF |
| | The options with Internal Reporting Application are: |
| | • PDF |
| Party ID | Party ID of the corporate. |
| Party Name | Party name of the corporate. |

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. Click **Generate Report** to view and generate the report.

OR

Click Cancel to cancel the transaction.

OR

Click Clear to reset the search parameters.

5. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.

OR

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

OR

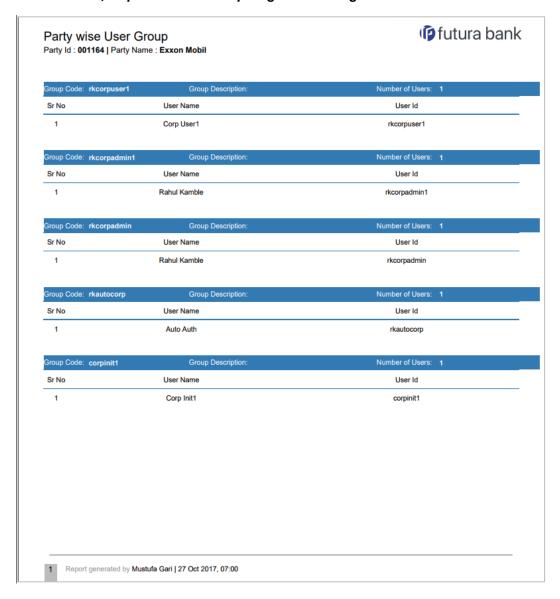
Click **Generate another report** to generate another report.



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

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

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





Field Description

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

20.9.2 Party wise User Groups - Schedule Report

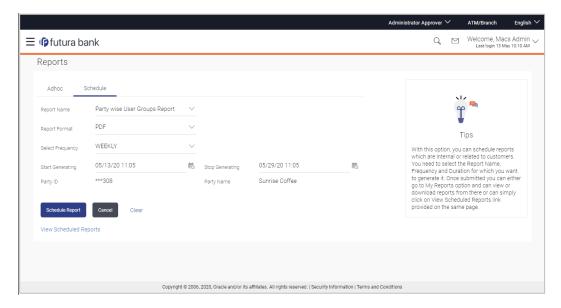
The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under schedule reports.

To generate the Party wise User Groups schedule report:

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



Party wise User Groups - Schedule Report



| Field Name | Description |
|------------------|---|
| Report Name | Select the type of report to be generated. |
| Report Format | Select the format in which the report is to be generated. |
| | The options with Oracle Analytics Publisher are: |
| | • PDF |
| | The options with Internal Reporting Application are: |
| | • PDF |
| Select Frequency | Select the frequency at which the report is to be generated. |
| | The options are: |
| | • Once |
| | • Daily |
| | • Weekly |
| | Monthly |
| Start Generating | Date from which the report is to be generated as per the frequency defined. |
| Stop Generating | Date till which the report is to be generated as per the frequency defined. |
| Party ID | Party ID of the corporate. |



| Field Name | Description |
|---------------------------|--|
| Party Name | Party name of the corporate. |
| View Scheduled Reports | Link to view all the reports that are scheduled. |

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. From the **Select Frequency** list, select the appropriate option.
- 5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- 6. Click **Schedule Report** to view and generate the report.

OR

Click Cancel to cancel the transaction.

OR

Click **Clear** to reset the search parameters.

OR

Click the <u>View Scheduled Reports</u> link to view all the scheduled reports. The Scheduled Reports screen appears.

 The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.
 OR

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

OR.

Click **Schedule another Report** to generate another report.

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

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



20.10 Party wise Workflows Report

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

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

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Reports > Report Generation

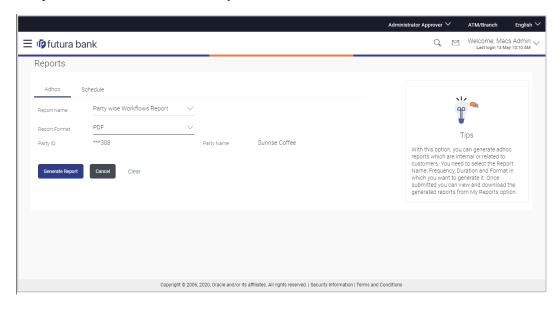
20.10.1 Party wise Workflows - Adhoc Report

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

To generate the Party wise Workflows adhoc report:

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

Party wise Workflows - Adhoc Reports





Field Description

| Field Name | Description |
|---------------|--|
| Report Name | Select the type of report to be generated. |
| Report Format | Select the format in which the report is to be generated The options with Oracle Analytics Publisher are: • PDF The options with Internal Reporting Application are: • PDF |
| Party ID | Party ID of the corporate. |
| Party Name | Party name of the corporate. |

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. Click **Generate Report** to view and generate the report.

OR

Click Cancel to cancel the transaction.

OR

Click Clear to reset the search parameters.

The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.
 OR

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

OR

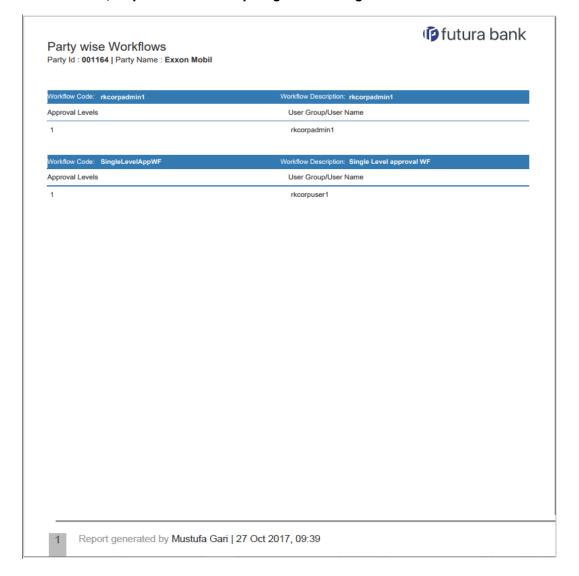
Click **Generate another report** to generate another report.

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

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



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



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



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

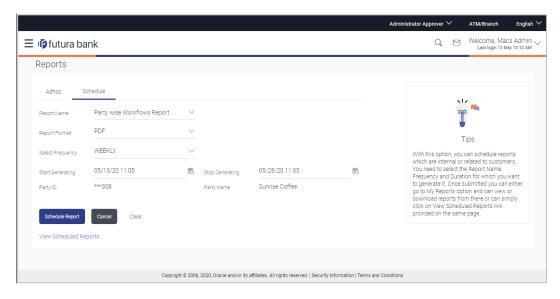
20.10.2 Party wise Workflows - Schedule Report

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

To generate the Party wise Workflows schedule report:

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

Party wise Workflows - Schedule Report





Field Description

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

- 3. From the **Report Format** list, select the format in which the report is to be generated.
- 4. From the **Select Frequency** list, select the appropriate option.
- 5. From the **Start Generating** and **Stop Generating** lists, select the appropriate duration.
- 6. Click **Schedule Report** to view and generate the report.

OR

Click Cancel to cancel the transaction.

OR

Click Clear to reset the search parameters.

OR

Click the <u>View Scheduled Report</u> link to view all the scheduled reports. The **Scheduled Reports** screen appears.

The success message along with the reference number, status and Report Request Id appears. Click Ok to close the screen and navigate to the dashboard.
 OR



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

Click **Schedule another Report** to generate another report.

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

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

Home



21. My Reports

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

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

Reports are categorized as:

- Adhoc Reports
- Scheduled Reports

How to reach here:

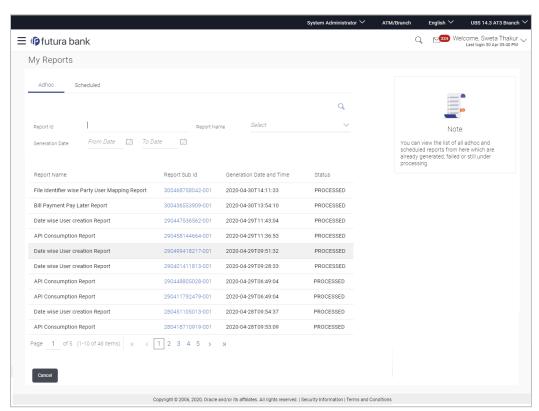
Corporate Administrator Dashboard > Toggle menu > Reports > My Reports

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

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



21.2 My Reports - Scheduled

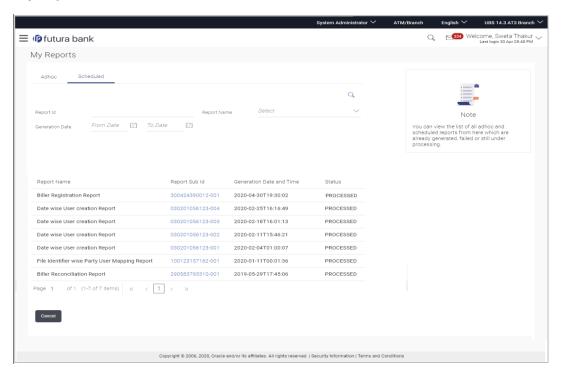
The reports that gets generated on a specific frequency such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

To view and download the generated scheduled reports:

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



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

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

FAQ

1. Can I choose a format in which a report is to be downloaded from My Reports screen?

A report can be downloaded in a format selected while generating a report.

2. I can view and download a report which is generated by other administrator users?

Yes, you can view and download the reports which are generated by other administrator users of the same party using **My Reports** screen.

Home



22. User Report Mapping

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

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

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

Features Supported In Application

This option allows the corporate administrator to:

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

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Reports > User Report Mapping

22.1 User Report Mapping - View

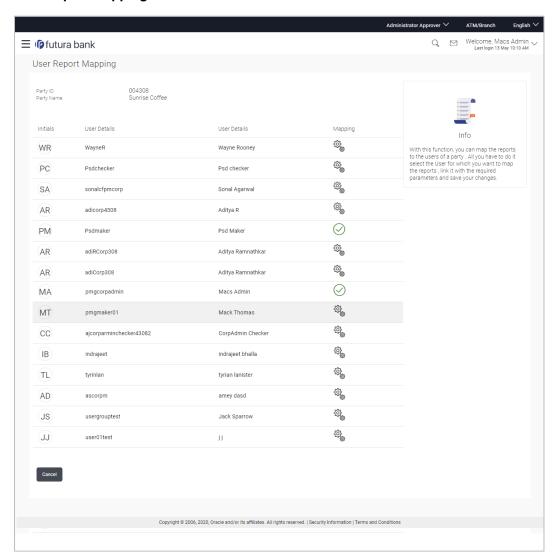
Using this option Corporate Administrator can view the reports mapped to the user.

To view the reports mapping:

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



User Report Mapping - View



| Field Name | Description |
|-----------------|--|
| Party ID | Party ID of the corporate. |
| Party Name | Party name of the corporate. |
| Users List | |
| Initials | The initials of the user. |
| User Details | The details of the user like user name or user id. |
| Contact Details | Contact number or Email ID of the user. |

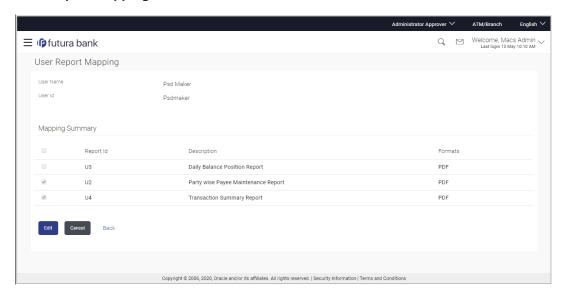


| Field Name | Description |
|------------|---|
| Mapping | Displays whether the file identifier is mapped to the user. |
| | denotes that the report is mapped to the user |
| | denotes that the report is not mapped to the user. |

 Click against the user record for which you want to view the details. The User Report Mapping - View screen appears. OR

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

User Report Mapping - View



Field Description

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



3. Click **Edit** to modify the user report mapping.

OR

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

OR

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

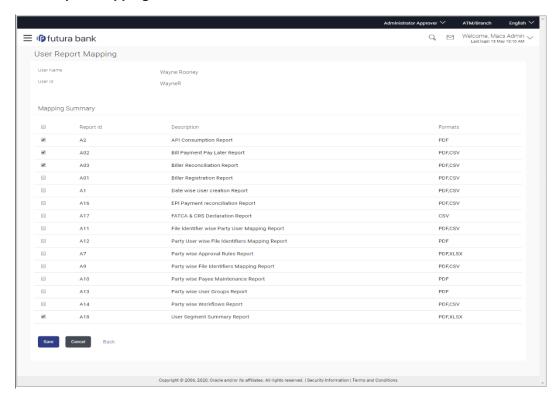
22.2 User Report Mapping - Create

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

To map the reports to a user:

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

User Report Mapping - Create





Field Description

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

- 2. In the **Mapping Summary** section, select the report id of the report that you want to map to the user.
- 3. Click **Save** to save the mapping.

OR

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

OR

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

4. The **User Report Mapping - Review** screen appears. Verify the details and click **Confirm**.

OR

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

OR

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

The success message appears along with the transaction reference number and status of the transaction.

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

22.3 User Report Mapping - Edit

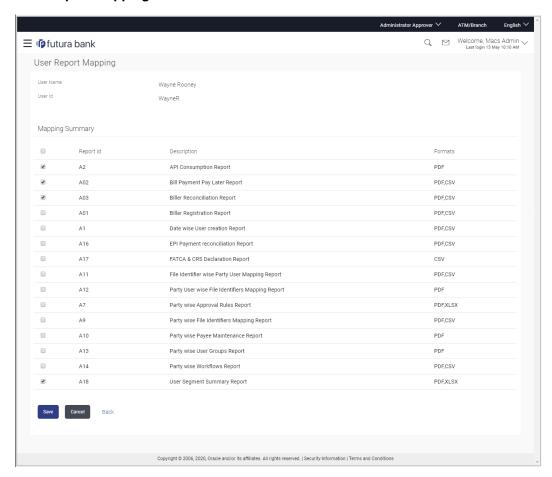
Using this option Corporate Administrator can edit the mapping or un-map the reports from specific corporate user.

To edit a User Report Mapping:

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



User Report Mapping - Edit



- 3. View the details of report mapping already saved. Select or de-select the report id record to map / un-map a report to a user.
- 4. Click **Save** to save the modified details.

OR

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

OR

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

 The User Report Mapping - Review screen appears. Verify the details, and click Confirm.

OR

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

OF

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

6. The success message appears along with the transaction reference number and status of the transaction.

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

Home



23. User Group Management

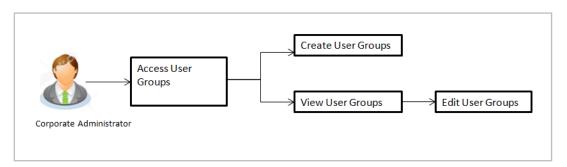
User group is a set created with multiple users to perform certain tasks/actions.

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

Prerequisites:

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

Workflow



Features supported in application

User Group Management allows Corporate Administrator to:

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

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Others > User Groups Management

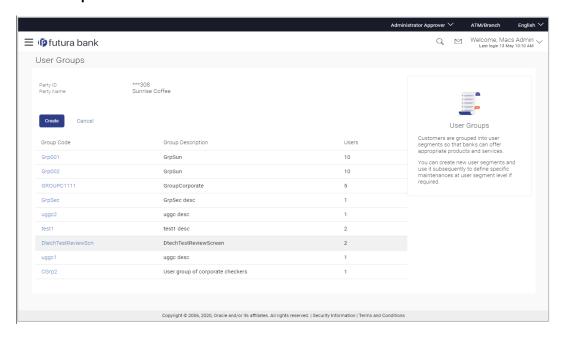
Note: User Groups can also be maintained for Non Customer Corporates (for which the party id is not maintained in UBS or in Core banking system). For such cases i.e. non customer corporate (counterparties on boarded by Corporates) the system will look for the party ID in OBSCF/OBCMS.

23.1 User Groups - Summary

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



User Groups



Field Description

| Field Name | Description |
|-------------------|--|
| Party ID | Party Id mapped to the logged in Corporate Administrator. |
| | Note : For Non Customer Corporate (counterparties on boarded by Corporates) the system will look for the party ID in OBSCF/OBCMS. |
| Party Name | Party name of Party ID mapped to the logged in Corporate Administrator. |
| Group Code | User group code. |
| | (This field will be displayed only if there are existing user groups available under a party). |
| Group Description | Description provided to the user group. |
| | (This field will be displayed only if there are existing user groups available under a party). |
| Users | Number of users available in each user group. |
| | (This field will be displayed only if there are existing user groups available under a party). |

1. Click **Create** to create new User Group.

OR

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



OR

Click the **Group Code** link to view details of the selected User Group.

23.2 User Groups - Create

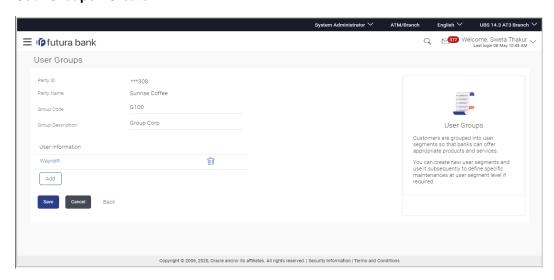
Corporate Administrator can create a new User Group for the mapped Party ID by using this option. Only the users of party ID mapped to a Corporate Administrator can be clubbed together in a User Group.

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

To create the user groups:

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

User Groups - Create



Field Description

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



| Field Name | Description |
|------------------|--|
| User Information | Details of users which has to be added. It comprises of User Name and User ID. |
| | User name and ID list to select and add a user to the user group. |
| | Only the users belongs to the party will be listed. |
| Add | Click to add more users to the list. |

- 2. In the **Group Code** field, enter the name of the group that is to be created.
- 3. In the **Group Description** field, enter the user group description.
- 4. From the **Add** list, select the appropriate user.
- 5. Click **Add** to add the selected user in the User Group. A row displaying the details of the selected user appears in the **User Name** field.
 - Once added, the user name will be removed from the user drop-down to avoid duplication of users.
 - Click to remove a user from the User Group.
- 6. Click **Save** to save the User Group. The **User Group-Create Review** screen post necessary validations appear.

OR

Click Back to navigate to previous screen.

OR

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

7. Verify the details, and click **Confirm**. The User Group-Create – Confirmation screen appears.

OR

Click **Edit** to modify the changes if any.

The **User Group-Create** screen with values in editable form appears.

OR

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

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



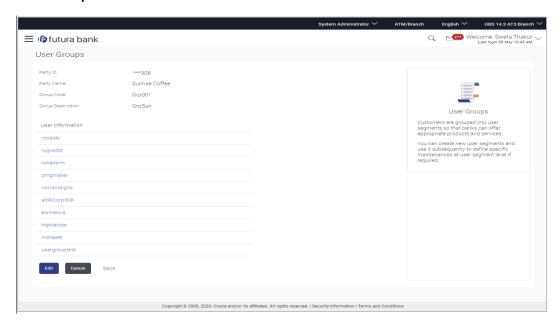
23.3 User Groups - View

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

To view the user groups:

 In the User Groups screen, click the <u>Group Code</u> link of the record whose details you want to view. The User Groups - View screen appears.

User Groups - View



Field Description

| Field Name | Description |
|-------------------|--|
| Party ID | Party ID mapped to the logged in Corporate Administrator is displayed. |
| Party Name | Party name of Party ID mapped to the logged in Corporate Administrator is displayed. |
| Group Code | User Group code is displayed. |
| Group Description | User Group description is displayed. |
| User Information | |
| User ID | User IDs of the user who is a part of the user group are displayed. |



| Field Name | Description |
|---------------|--|
| User Name | User names of the user who is a part of the user group are displayed. |
| Mobile Number | Mobile number of the user who is a part of the user group are displayed. |

2. Click the <u>User ID</u> link to view the user name and mobile number of the user.

OR.

Click **Edit** to edit the user group. The **User Groups - Edit** screen with values in editable form appears.

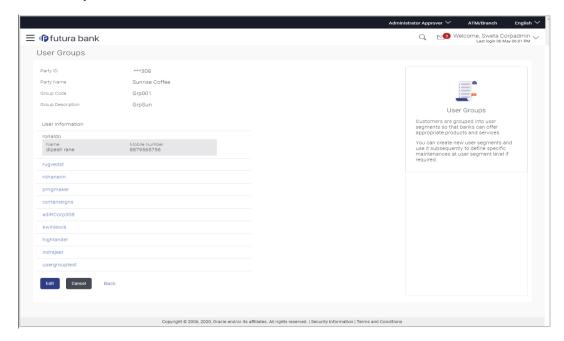
OR

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

OR

Click Back to go back to previous screen.

User Groups - View User Information



23.4 User Group - Edit

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

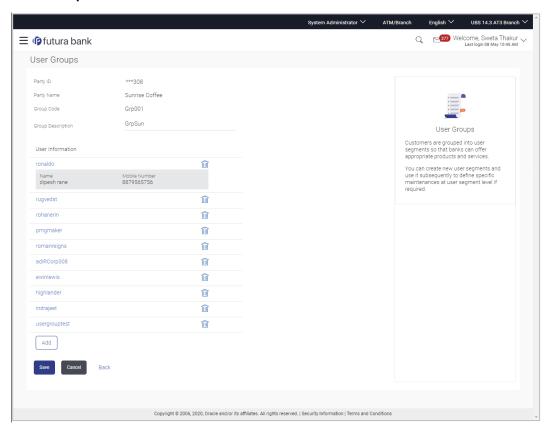
A check is performed on minimum and maximum number of users allowed as a part of user group while adding or removing the users from the user group.



To edit or update a user group:

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

User Group Edit



Field Description

| Field Name | Description |
|--------------------------|--|
| Party ID | Party ID mapped to the logged in Corporate Administrator is displayed. |
| Party Name | Party name of Party ID mapped to the logged in Corporate Administrator is displayed. |
| Group Code | User Group code is displayed. |
| Group Description | User Group description is displayed. |
| User ID | User IDs of the user who is a part of the user group are displayed. |



| Field Name | Description |
|---------------|--|
| User Name | User names of the user who is a part of the user group are displayed. |
| Mobile Number | Mobile number of the user who is a part of the user group are displayed. |
| Add | Select the users to add more users to the list. |

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

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

Click to remove a user from the User Group.

6. Click **Save** to save the User Group. The **User Group - Edit - Review** screen appears post necessary validations.

OR

Click Back to go back to previous screen.

OR

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

7. Verify the details, and click **Confirm**.

OR

Click Edit to modify the details if any.

The **User Group-Edit** screen with values in editable form appears.

OR

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

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

Home



24. Audit Log

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

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

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

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

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

Prerequisites

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

How to reach here:

Corporate Administrator Dashboard > Toggle Menu > Others > Audit Log

24.1 **Search Audit Details**

To view audit log:

- From the Date and Time list, select the period for which you want to view the audit log.
- 2. Enter required search criteria. Click **Search**.

OR

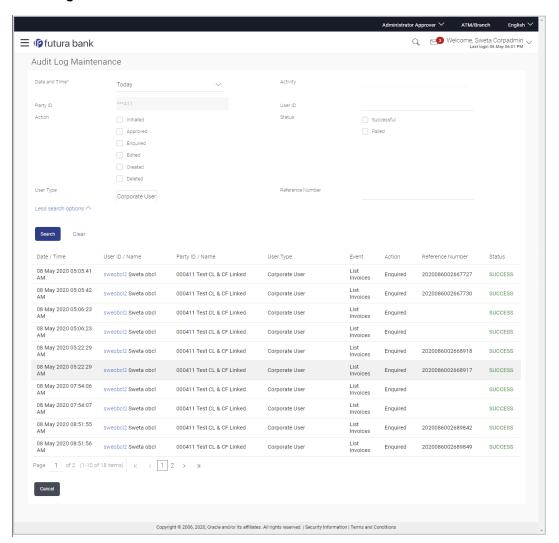
Click Cancel to cancel the transaction and navigate the user back to Dashboard.

OR

Click Clear to reset the details.



Audit Log - Search



Field Description

| Field Name | Description |
|-------------------|--|
| Date and Time | The date and time from which audit log is to be generated. |
| | The options are: |
| | Today |
| | Yesterday |
| | Last 3 days |
| | Date Range |
| Start Date & Time | Start date & time of the request processing. |
| | This field appears if you select Date Range option from the Date and Time list. |



| Field Name | Description |
|------------------------|--|
| End Date & Time | End date & time of the request processing. This field appears if you select Date Range option from the Date and Time list. |
| Activity | Select specific transaction or maintenance from the list. |
| Party ID | Party ID of the logged in user for which audit details are logged. |
| User ID | User ID of the corporate. Corporate administrator can view the audit log only for his party. |
| More Search Options | |
| Click on the More Sear | ch Options link to view the following search fields. |
| User ID | User Name for which audit details are to be searched. |
| | This field appears if you click on Search User. |
| Action | Type of action. |
| | The options are: |
| | Initiated: To be selected if only initiated transactions are to be searched |
| | Approved: To be selected if only transactions/maintenances in approved state are to be searched. |
| | Enquired: To be selected if only maintenances which were enquired are to be searched |
| | Edited: To be selected if only maintenances which were edited are to be searched |
| | Created: To be selected if only maintenances which were created are to be searched |
| | Deleted: To be selected if only maintenances which were deleted |
| Status | Status of the transaction. |
| | The options are: |
| | Successful |
| | • Failed |
| User Type | Corporate user type is defaulted here. |
| Reference Number | Search based on Reference number of the transaction. |

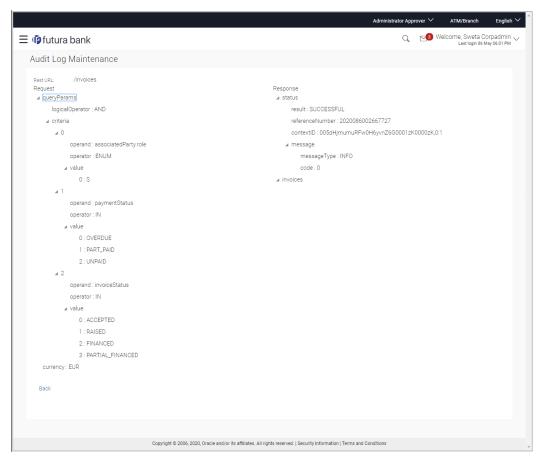


| Field Name | Description |
|------------------|--|
| Search Result | |
| Date / Time | The date and time of the activity i.e. transaction/maintenance. |
| User ID/ Name | User id and name of the user who performed the transaction or carried out the maintenance. |
| | Click the hyperlink available on the User ID to view the Request/response details of the transaction/maintenance in json format. |
| Party Id/ Name | Party Id and party name for which the maintenance or transaction was carried out. |
| User Type | User type for which audit details of transaction are logged. User type of the user who performed an activity i.e. maintenance/transaction. This is defaulted to corporate. |
| Event | Name of transaction/ maintenance for which audit details of transaction are logged. |
| Action | Name of transaction action. |
| | Enquired |
| | Initiated |
| | Created |
| | • Edited |
| | Deleted |
| | Approved |
| Reference Number | Reference number of the transaction/maintenance. |
| Status | Status of the transaction. |
| | The options are: |
| | • Success |
| | Failure |

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

Audit Log Maintenance





4. Click to view the status and message details.

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



FAQ

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

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

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

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

<u>Home</u>



25. Alerts Subscription

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

Note that this functionality is for non-mandatory alerts.

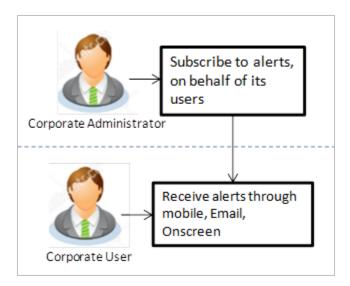
The subscribed alert types are:

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

Prerequisites

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

Workflow



Features Supported In Application

- Search Subscribe Alerts
- Update Subscription

How to reach here:

Corporate Administrator Dashboard > Toggle menu > Others > Alert Subscription

25.1 Alerts Subscription - Search

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



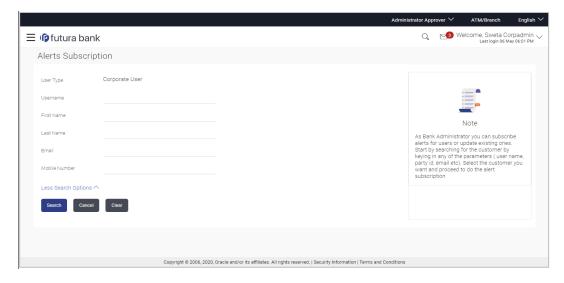
Alert Subscription



To search subscribed alerts:

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

Alerts Subscription - Search





Field Description

| Field Name | Description |
|---------------|--|
| User Type | The user type. |
| | The options are: |
| | Corporate User |
| | The User Type list has the default option of a 'corporate' user. |
| User Name | User name maintained for corporate users. |
| First Name | User's first name. |
| Last Name | User's last name. |
| Email | Users registered email address. |
| | Note : A corporate user's email ID will be fetched from Users maintained in <u>User Management</u> . |
| Mobile Number | Users registered mobile number. |
| | Note : A corporate user's mobile number will be fetched from Users maintained in <u>User Management</u> . |

4. Click **Search**.

The search result appears based on the search criteria.

OR

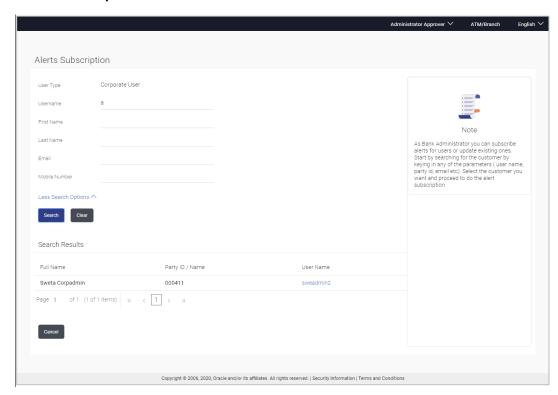
Click Cancel to cancel the transaction.

ΩR

Click Clear to clear the search parameters.



Alerts Subscription - Search Results



Field Description

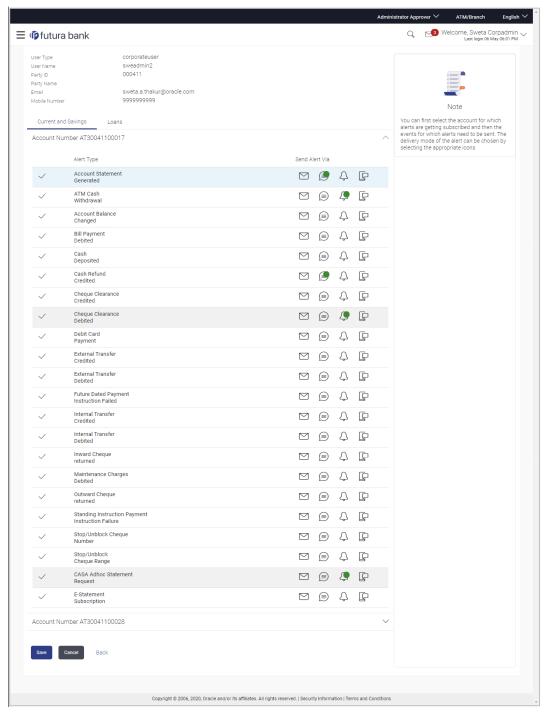
| Field Name | Description |
|----------------|---|
| Search Results | |
| Full Name | Full name of the user. |
| Party ID/ Name | Party ID and/ or name that the user belongs to. |
| User Name | User name of the user. |

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

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



Alerts Subscription - Update Subscription - Detailed View



8. Click **Save** to subscribe/ unsubscribe alerts by saving the changes.

OR

Click Cancel to cancel the transaction.

OR

Click Back to navigate to previous screen.



25.2 Alert Subscription - Update Subscription

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

To subscribe / unsubscribe alerts:

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

The search result appears based on the search criteria.

OR

Click Clear to clear the search parameters.

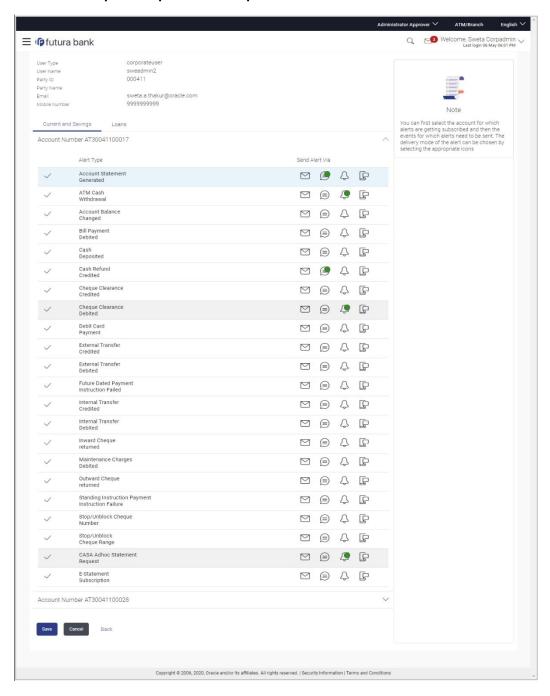
OR

Click Cancel to cancel the transaction.

- 5. View the list of all alerts subscribed.
- 6. Click against the particular account number to view the alerts subscribed.



Alerts Subscription - Update Subscription - Subscribe / Unsubscribe





Field Description

| Field Name | Description |
|--------------------------|---|
| User Type | The user type. |
| | The options are: |
| | Corporate User |
| | The User Type list has the default option of a 'corporate' user. |
| User Name | User name maintained for corporate users. |
| Party ID | Party ID of the user for whom alerts to be subscribed. |
| Party Name | Party name of the user. |
| Email | Registered email id of the user. |
| | Note : The corporate user's email ID will be fetched from Users maintained in <u>User Management</u> . |
| Mobile Number | Users registered mobile number. |
| Module Name | Name of the module for which alerts are maintained. |
| | The options can be: |
| | • CASA |
| | • Loan |
| | • TD |
| | Profile |
| | Payments |
| Account Number | Account number for which the user is viewing/ updating the alert subscription. |
| CASA /TD/ Loans/Paym | nents |
| Subscribed clarts displa | yed in take for all modules that the user has access to with the |

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

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



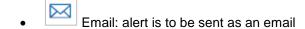
Field Name

Description

Send Alert Via

The delivery mode through which the alert is to be sent.

The options are:



SMS : alert is to be sent as an SMS on the user's mobile number

On screen Mailbox: on screen, alert sent to users'
mailbox

 Push Notification: notifications are sent as a banner or pop-up message on the user's mobile number

Note: The selected mode has icon against it.

Profile

- 7. Click against the particular account number to update the details.
 - a. Click to send alert as an email.

Click to send alert as a mail to secure mailbox. OR

Click to send alert as SMS on the user's mobile number. OR

Click to send alert via push notifications. Push notification appears as a banner or pop-up message on the user's mobile number.

Note: The selected mode has



icon against it.

- 8. Click **Save** to save the Alert Subscription.
- The Alert Subscription Edit -Review screen appears post necessary validations.
 Verify the details, and click Confirm.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to cancel the operation and to go back to the previous screen.

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



FAQ

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

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

Home



26. Mailbox

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

Pre-Requisites

Alerts, notifications and the mails to be sent are configured by the bank on various events.

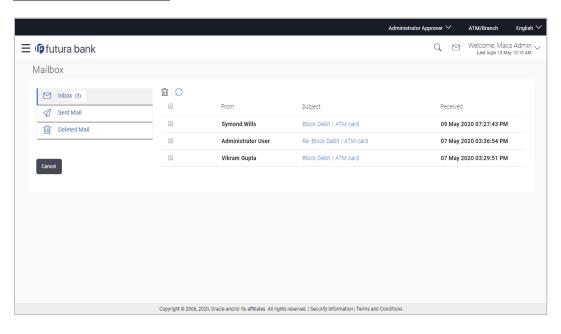
Features supported in Application:

- View summary of Alerts, Mails, Notifications triggered
- View specific Alerts, mails, notification details
- Delete Alerts, mails, notifications

How to reach here:

Corporate Administrator Dashboard >Toggle Menu > Mailbox

26.1 Mailbox - Mails





26.2 Mailbox - Alerts (Summary and Details)

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

How to reach here:

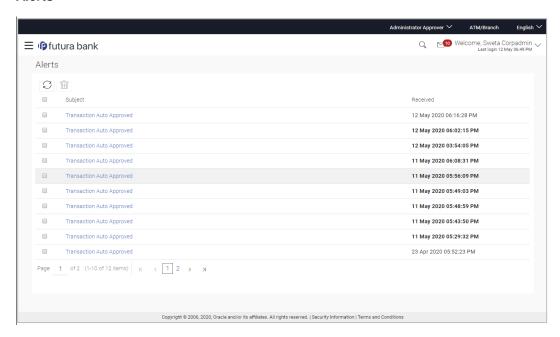
Corporate Administrator Dashboard > Click 5 > Alerts > View All OR

Corporate Administrator Dashboard > Toggle Menu > Mailbox > Alerts

To view the alerts:

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

Alerts



Field Description

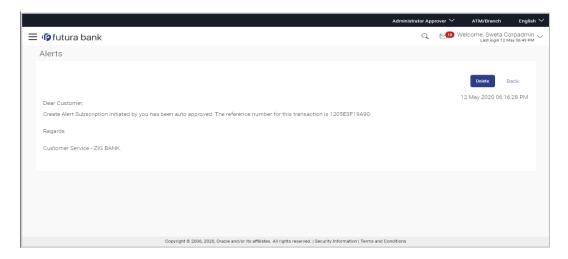
| Field Name | Description |
|------------|--|
| Subject | Subject of the alert. |
| Received | Date and time on which the alert was received. |

- 2. Click individual alert to view the details. The details appear depending upon the type of alert being generated.
- 3. Click on to refresh the alert inbox.

Select message and click to delete the message.



Alerts Details



Field Description

| Field Name | Description |
|----------------|--|
| Alerts Details | |
| Received | Date and time on which the alert was received. |
| Message | Message body of the Alert. |

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

OR

Click **Delete** to delete the alert. The delete warning message appears. Post deletion confirmation, the alert(s) gets deleted from user's mailbox.



26.3 Notifications

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

How to reach here:

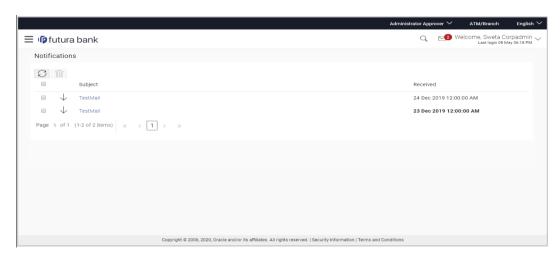
Corporate Administrator Dashboard > Click 5 > Notifications > View All OR

Corporate Administrator Dashboard > Toggle Menu > Mailbox > Notifications

To view the notifications:

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

Notifications



Field Description

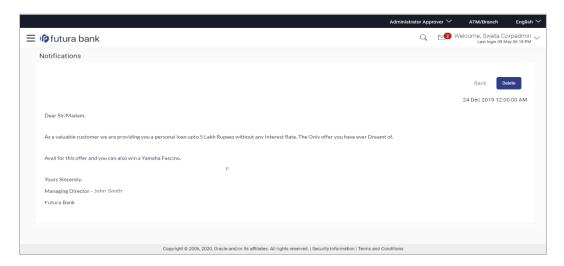
| Field | Name | Description |
|-------|--------------|--|
| Subje | ect | Subject of the notification. |
| | | The icon against the record denotes that the notification is sent at low priority. |
| Recei | ived | Date and time on which the notification was received. |
| 2. | Click to ref | resh the notifications. |
| | Click to del | ete the notification. |

Note: For multiple notification deletion, select the check box (s) against the notification, and click



3. Click individual notification to view the details. The details appear depend upon the type of notification being received.

Notifications Details



Field Description

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

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

ΟR

Click **Delete** to delete the notification.

FAQ

1. Can corporate administrator reply to the alerts received in his mailbox?

No, corporate administrator are not allowed to reply to the alerts received in their mailbox.

2. Can corporate administrator initiate a fresh mail?

No, corporate administrator cannot initiate fresh mails using secured mailbox.

Home



27. My Profile

Using this option, the Corporate Administrator can view his profile details. Details that can be viewed include user name, last login time, email id, phone number, and date of birth and address of the user.

Pre-requisites

User must have a valid Login credentials.

Features Supported In Application

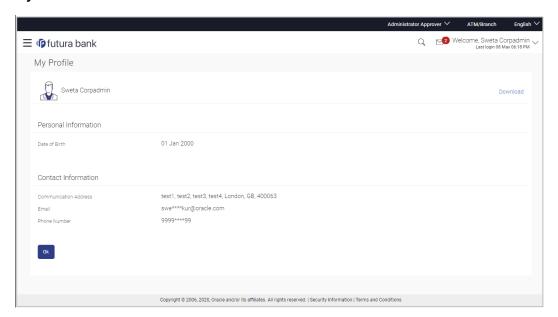
View the profile details of Corporate Administrator user

How to reach here:

Corporate Administrator Dashboard > Toggle Menu > My Profile OR

User Name icon (top right corner of the screen) > My Profile

My Profile



Field Description

| Field Name | Description |
|----------------------|--|
| User Name | First name and last name of the logged in user |
| Personal Information | |
| Date of Birth | Date of birth of the user. |
| Contact Information | |



| Field Name | Description |
|---|--|
| Communication Address | Address of the user. |
| Email | Email id of the user, in masked format. |
| Phone Number | The mobile number of the user, in masked format. |
| Click OK to navigate to the previous screen. | |

OR

Click

to download the user details.

FAQ

1. Can the Corporate Administrator user edit his profile information?

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

Home



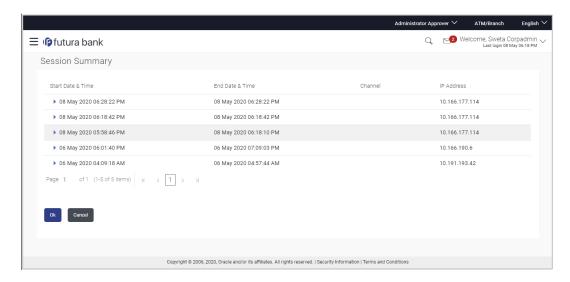
28. Session Summary

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

How to reach here:

Corporate Administrator Dashboard > Toggle Menu > Session Summary

Session Summary



Field Description

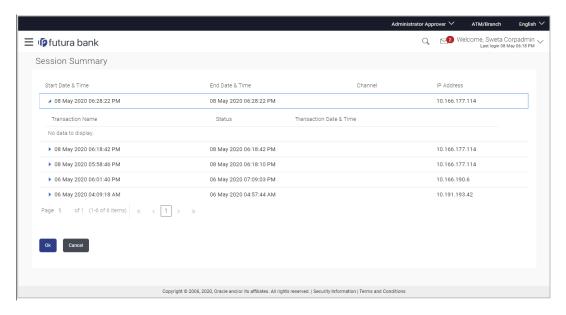
| Field Name | Description |
|-------------------|---|
| Start Date & Time | The start date and time of the session. |
| End Date & Time | The end date and time of the session. |
| Channel | The channel of access for the session (Desktop Browser / Mobile / Application etc.) |
| IP Address | IP address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

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

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



Session Summary - Details



Field Description

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



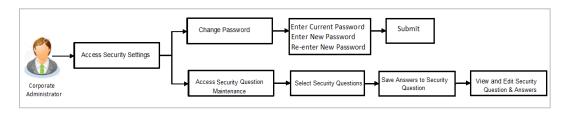
29. Security Settings

Security settings includes changing of password and setting of security questions for the user.

Pre-requisites

- User must have a valid Login credentials
- Transaction access is provided to Corporate Administrator
- Approval rule set up for Corporate Administrator to perform the actions

Workflow



Features supported in application

The Security Settings maintenance allow the Corporate Administrator to:

- Changing of old password to new Password
- Set Security Questions
- View Security Questions
- Edit Security Questions

How to reach here:

Corporate Administrator Dashboard > Toggle Menu > Security Settings

29.1 Set Security Questions

Security Questions are the second layer of authentication mode set by the Bank to complete various transactions.

This feature allows the administrator user to set up the answers of the security questions, which will then be used as another layer of security (Over and above the Login credentials).

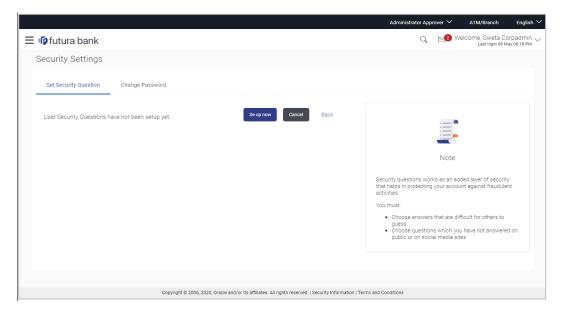
User will be asked to answer these security questions to complete the transactions for which bank would have set Security Question as the second factor authentication.

How to reach here:

Corporate Administrator Dashboard > Toggle Menu > Security Settings > Set Security Question



Set Security Questions

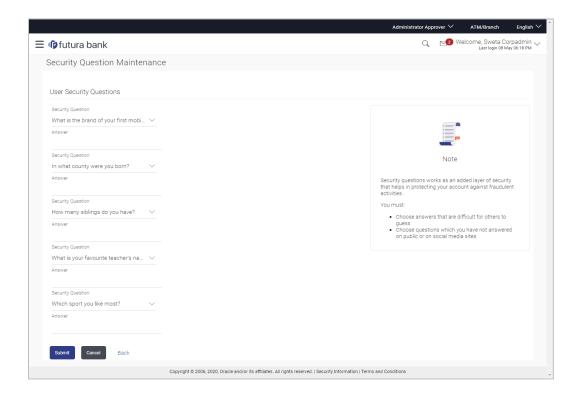


To set up security questions:

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

 Click Set up now to set-up security questions. The User Security Question screen appears.

User Security Question





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. |

- 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.

ΩR

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

OR

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

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

OR

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

OR

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

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

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

29.1.1 <u>View Security Questions</u>

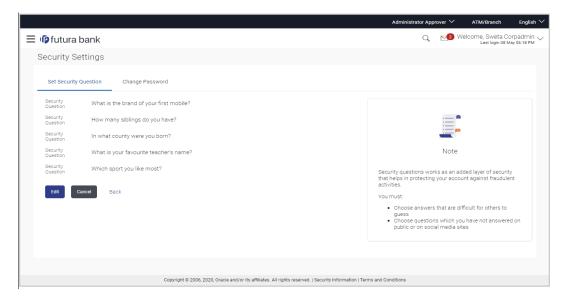
On accessing 'Manage Security Questions' option, system displays the existing security questions already maintained if any.

To view the existing t security questions maintenance:

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



User security questions - View



Field Description

| Field Name | Description |
|--------------------------------|---|
| User Security Questions - View | |
| Security Questions | The list of security question, which is the existing set, for the user. |

2. Click **Edit** to make the changes if any. The **User Security Question – Edit** screen with values in editable form appears.

OR

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

OR

Click Back to go back to previous screen.

29.1.2 User Security Question - Edit

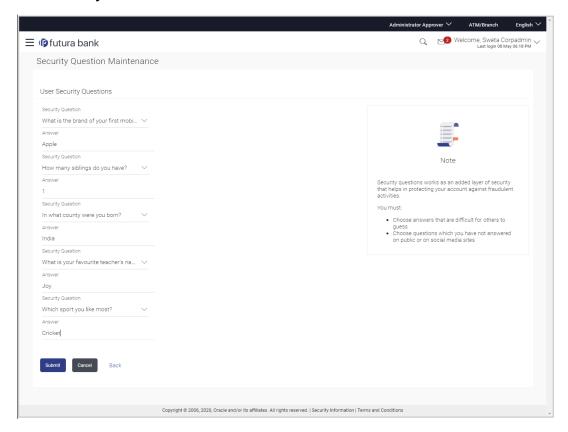
Corporate Administrator can modify existing maintenance for security questions. Corporate Administrator is allowed to add security questions but cannot delete the existing questions.

To edit the security questions set:

- Click View to view the security questions already set. The User Security Questions View screen appears.
- 2. Click **Edit**. The **User Security Questions Edit** screen with values in editable form screen appears.



User Security Questions - Edit



Field Description

Field Name Description

User Security Questions- Edit

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

Answer The answers will appear as blank for security reasons.

- From the Security Questions list, view the existing questions. Modify if required.
- 4. In the **Answers** field, enter the answers corresponding to the security question.
- 5. Click **Save** to save the changes made.

OR

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

OR

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

6. The **User Security Question – Review** screen appears. Verify the details, and click **Confirm**.

OR

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

OR

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



- The User Security Question Edit screen with values in editable form appears.
 OR
 - Click Cancel to cancel the operation and navigate back to 'Dashboard'.
- 8. The success message of security question setup appears along with the transaction reference number.
 - Click **OK** to complete the transaction and navigate back to 'Dashboard'.

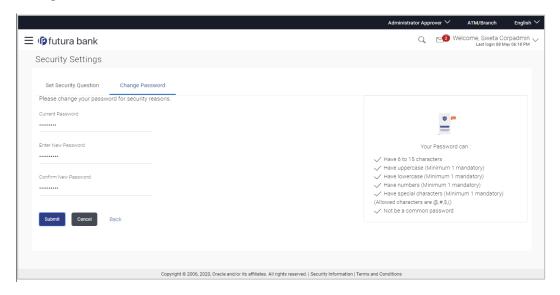
29.2 Change Password

This feature allows the Corporate Administrator to change their password.

How to reach here:

Corporate Administrator Dashboard > Toggle Menu > Security Settings > Change Password

Change Password



Field Description

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



To reset the password:

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

OR

Click icon to enter the password using the virtual keyboard.

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

OR

Click icon to enter the new password using the virtual keyboard.

(See Password Condition section on the application screen to view the policy of setting a new password.)

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

OR

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

4. Click Submit.

OR

Click Back to go back to previous screen.

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

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

FAQ

1. Can I modify the security questions already set by me?

Yes, answer to security questions can be modified.

Home



30. 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

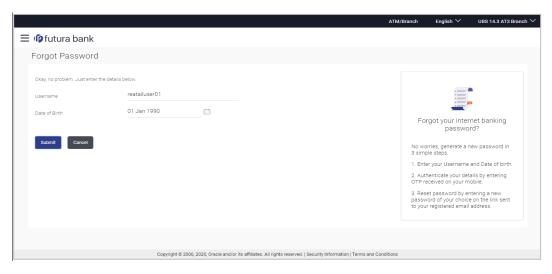
How to reach here:

Portal > Forgot Password

To reset the password:

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.

password has been sent to user's registered email.

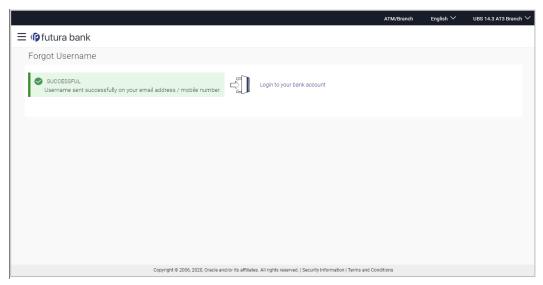
- 3. In **Date of birth** field, enter your date of birth.
- 4. Click Continue.

OR

Click Cancel 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

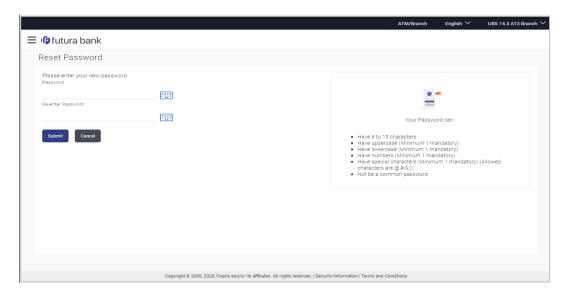
Forgot Password - New Password Creation



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.

ΛR

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



31. 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.

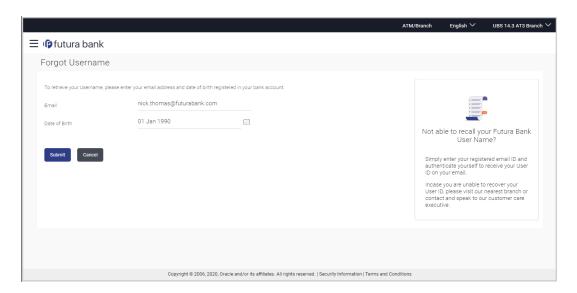
How to reach here:

Portal > Forgot Username

To reset the username:

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

