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Financial Services

Collections User Guide

Oracle Banking Cash Management

Release 14.5.3.0.0

Part No. F51625-01

November 2021

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Oracle Banking Cash Management User Guide
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1. About this Manual

1.1 Introduction

This manual is designed to help acquaint you with the Oracle Banking Cash Management (OBCM).

It provides an overview of the system and guides you, through the various steps involved in setting up and providing the cash management services for the customers of your bank.

1.2 Audience

This manual is intended for the following User/User Roles:

Role	Function
Back office executive	Input functions for transactions
Back office managers/officers	Authorization functions
Product Managers	Product definition and authorization

1.3 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/us/corporate/accessibility/index.html.

1.4 Document Structure

This manual is organized into the following chapters:

Chapter	Description
Chapter 1	About this manual: This chapter gives information on the intended audience, abbreviations, icons, and summary of chapters covered in this user manual.
Chapter 2	The Collections module - an overview: This chapter lists the benefits and functionalities provided by Collections module.
Chapter 3	Setting up or maintaining reference data for system.
Chapter 4	Instrument Collection
Chapter 5	Cash Transaction Management
Chapter 6	Instrument Management
Chapter 7	Performing inquiries
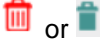
1.5 Abbreviations

Abbreviation	Detailed Description
OBCM	Oracle Banking Cash Management
FIFO	First In First Out
LIFO	Last In First Out

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Abbreviation	Detailed Description
CIF	Customer Information File
CMS	Cash Management System
PDC	Post Dated Cheque
CDC	Current Dated Cheque

1.6   Glossary of Icons

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

Icon	Function
✕	Close
+ or ➕	Add a row
−	Remove a row
🗑 or 🗑	Delete
🔍	Search (Fetch)
⟳	Refresh
↙	Collapse
↗	Expand
◄►	Flip
⋮	Options
ⓘ	Information
✔	Authorize
🔓	Unlock
▯	Copy
🔍	View

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2. Collections

2.1 Overview

Oracle Banking Cash Management (OBCM) services enables a financial institution to manage the account receivables and account payables of their corporate customers. OBCM provides a technology platform capable of capturing account receivables and account payables of corporates across disparate accounts and locations. It also has a comprehensive collection features such as local, up-country, and correspondent bank cheque collection by minimizing the float time. This in turn enables better management of working capital for the corporate.

2.2 Benefits

- Cost Reduction – Increased visibility of transactions and provides easy reconciliation thus helping corporates manage and control their cash flow and reduce costs.

- Integrated Payables & Receivables – Facilitate efficient working capital management whilst enhancing straight-through processing speed.

- Early Credit – Arrangement credit feature enables user to provide cheque collection credit to corporate before realization of the cheque.

- Accurate Forecasting – Manage accurate forecasting by consolidating forecast collection inputs through seamless integration with internal systems.

- Regulatory Environment – Leverage flexible configuration to launch quickly, respond to regulatory changes and expand into new geographies.

2.3 Functionality

- Dashboard

- Collections

  o Paper Based Collections

  o Pricing

2.4 Home: Dashboard

Successfully signing into the OBCM application displays the Dashboard as your home screen. Dashboard displays a gist/summary that is internal to the bank. It is a collection of various portlets that are displayed based on your role and access rights. Dashboard enables you to perform various analytical functions. You can drag and move different portlets, resize, auto adjust the size, and expand/collapse the portlet.

On starting the Oracle Banking Cash Management system, below login screen is displayed:

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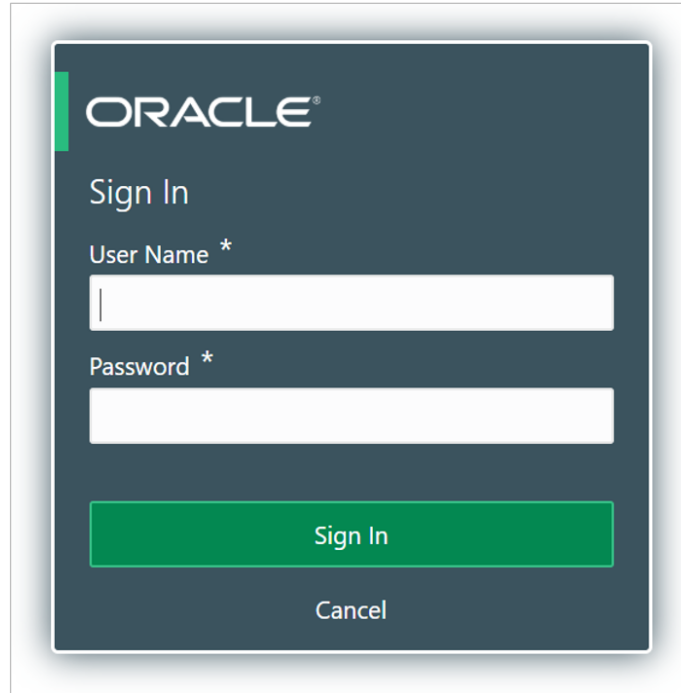
1. Enter your **User Name** and **Password** to access the application.

2. Click **Sign In** to log into application and display the **Dashboard** screen.
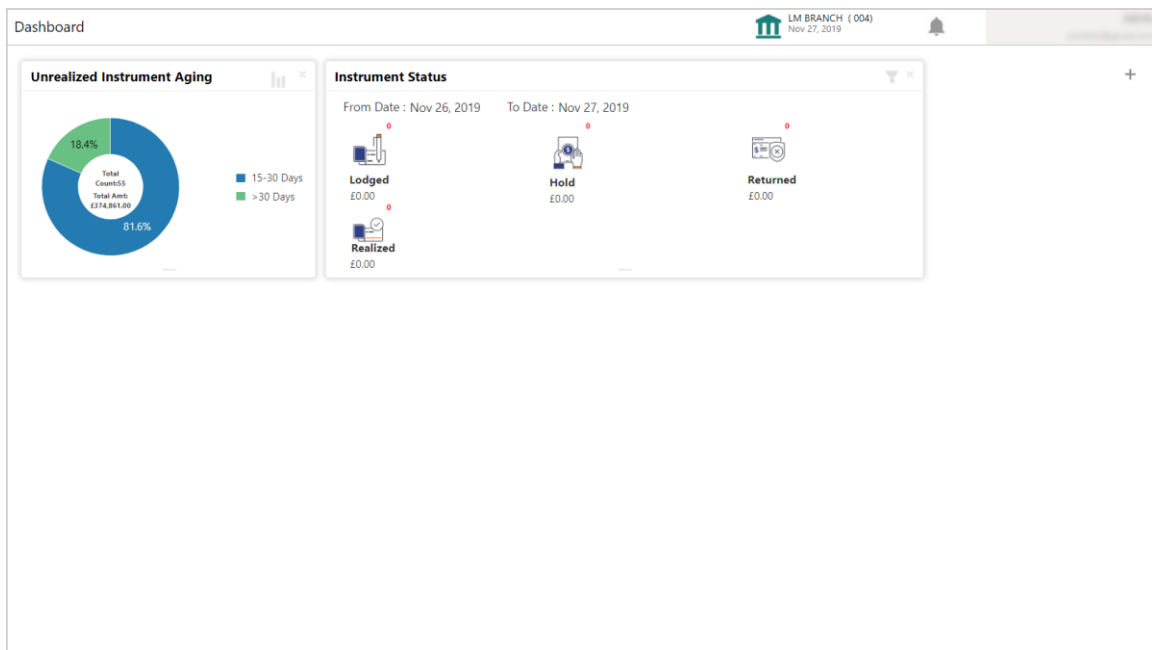
OBCM Dashboard currently consist of the below mentioned portlet for physical cheque collection.

o **Instrument Status Portlet:** The Instrument Status portlet displays the status wise total count and total value of the instruments for the period selected between From Date and To Date (Deposit from and To Date). By default, the date period is from 'current date-1' to 'current date'. The statuses displayed in the portlet are Lodged, Hold, Return, and Realized.

     o **Unrealized Instrument Aging Portlet:** Unrealized Instrument Aging graph displays the doughnut chart with number of cheques/instruments, which are unrealized for aging bucket (number of day). You can click on bar graph icon at the top-right of the portlet to change the view from doughnut (default) to bar graph. Landing page displays the number of unrealized cheques/instruments split as per aging buckets which are configurable. Maximum of 7 ranges can be defined.

3. You can perform following actions on the dashboard screen:

     o To add more portlets, click the Add (+) icon located at the top-right corner of the Dashboard.

     o To remove a portlet, click the Remove (x) icon located at the portlet's top-right corner.

     o To configure the portlet, click the Configure Tile (🔧) located at the portlet's top-left corner.

     o To flip the portlet view, click the Flip Forward (<) or Flip Back (>) icon.

     o To change the portlet's position, click and hold the 'Drag to reorder' (…..) icon at the portlet's bottom-center and then move portlet to the desired position.

     o To apply filter on the portlet's data, click the Filter (▼) icon to view the pop-up select filter values.

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3. Data Maintenance

3.1 Introduction

To enable the collections related functionalities, there is certain amount of reference data that needs to be set up on day zero.

In the context of collections, for instance, you need to set up reference data like locations, product types, product mappings etc. This is the first step for initiating any transaction of collections.

You may also need to identify administrators among the officers of your bank to whom you could assign the administration of cash management system.

This section explains the maintenance of such reference information for the modules used for cash management.

3.1.1 Maintaining Core Reference Data

Your bank needs to set up certain core reference data for the cash management system to work such as list of country, currency, customer category, list of holidays, list of banks, branch, FX rates etc.

Refer to the 'Oracle Banking Common Core User Guide' for setting up core reference data.

3.2 Maintaining Accounting

One of the important part of setting reference data for Cash Management system is maintaining parameters for accounting such as account mapping, entry codes, roles, and accounting entries.

3.2.1 Accounting Roles

3.2.1.1 Create Accounting Role

This screen is used to create Account Roles.

Navigation Path: *Collections > Maintenance > Accounting > Role > Create*

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1. Refer the following table for specifying details in the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Accounting Role Code *	Enter the unique code for role to create.
Accounting Role Description *	Enter the description to associate with the role.

2. Click **Save** to save the data and send for authorization (if applicable).

3.2.1.2 View Accounting Role

By using this screen, you can view, modify, delete, or authorize the accounting role.

Navigation Path: *Collections > Maintenance > Accounting > Role > View*

Perform the following steps to take actions on the accounting role. Click the Options (⋮) icon and then click any of the below option:

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- **Unlock** – To modify the record details. Refer the **Create Accounting Role** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

    a. Optional: Click **View** to view the record details.

    b. Select the record to authorize and then click **Approve**.

- **Delete/Close** – To remove the record.

    a. Optional: On the confirmation pop-up window, enter the remark for deletion.

    b. Click **Confirm** to delete the record.

- **Copy** – To create a new accounting role by using similar details.

- **View** – To view the accounting role details.

3.2.2 Entry Codes

3.2.2.1 Create Entry Codes

This screen is used to create entry codes.

Navigation Path: *Collections > Maintenance > Accounting > Entry Codes > Create*

1. Refer the following table for specifying details in the above screen:

Note: Fields marked with '*' are mandatory.

Field Name	Description
Accounting Entry Code *	Unique identification code for an account entry.
Accounting Entry Description *	Description of the account entry code.

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Field Name	Description
Debit Role	Select the role of a debit party.
Debit Party	Select the party type for debit.
Debit Amount Type	Select the amount type for debit.
Debit Settlement Method	Select the method to be used for debit settlement.
Credit Role	Select the role of a credit party.
Credit Party	Select the party type for credit.
Credit Amount Type	Select the amount type for credit.
Credit Settlement Method	Select the method to be used for credit settlement.

*Note: To modify records in the grid, click the Kabab icon (⋮) under the 'Action' column and then click **Edit**.*

2. Click **Add/ Edit** to add details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.

3. Click **Save** to save the data and send for authorization (if applicable).

3.2.2.2 View Entry Code

By using this screen, you can view, modify, delete, or authorize entry code.

Navigation Path: *Collections > Maintenance > Accounting > Entry Codes > View*
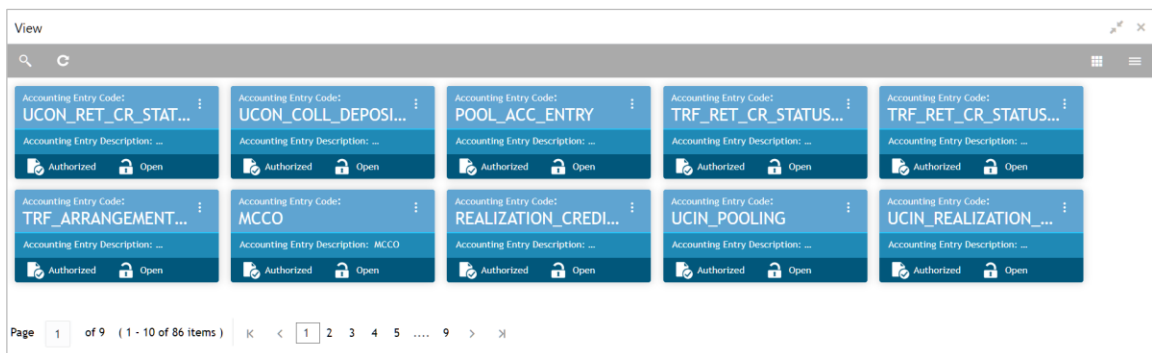
Perform the following steps to take actions on the entry codes. Click the Options (⋮) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer the **Create Entry Codes** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Approve**.

- **Delete/Close** – To remove the record.

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a. Optional: On the confirmation pop-up window, enter the remark for deletion.

b. Click **Confirm** to delete the record.

- **Copy** – To create a new entry code by using similar details.

- **View** – To view the entry code details.

3.2.3 Accounting Entries

3.2.3.1 Create Accounting Entries

This screen is used to create accounting entries.

Navigation Path: *Collections > Maintenance > Accounting > Accounting Entries > Create*

1. Refer the following table for specifying details in the above screen:

Note: Fields marked with '*' are mandatory.

Field Name	Description
Branch *	Select the Branch to add an accounting entry for. Values in this field are listed basis on your access rights.
Product *	Select the product to add the accounting entry for.
Event *	Select the event name of an accounting entry.
Filter Criteria *	Select the filter criteria to be available. List of filter criteria are displayed based on selected event.
Credit Status **	Select the current status of a credit entry. This field is displayed only if filter criteria includes 'Credit Status'.
Instrument Status **	Select the current status of an instrument. This field is displayed only if filter criteria includes 'Instrument Status'.

Field Name	Description
Credit Reversal From **	Select the value to specify from where the credit reversal will take place.
	This field is displayed only if filter criteria includes 'Credit Reversal From'.
Return Recovery From **	Select the value to specify from where the return recovery will take place.
	This field is displayed only if filter criteria includes 'Return Recovery From'.
Float *	Click 'Yes' to enable the float arrangements else click 'No'.
	This field is displayed only if filter criteria includes 'Float Arrangement'.
Accounting Entry Code *	Search an accounting entry code.
Accounting Entry Description *	The description is auto-populated based on selected accounting entry code.
Sequence *	Select the sequence.

*Note: To modify records in the grid, click the Kabab icon (⋮) under the 'Action' column and then click **Edit**.*

2. Click **Add/ Edit** to add details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.

3. Click **Save** to save the data and send for authorization (if applicable).

3.2.3.2 View Accounting Entries

By using this screen, you can view, modify, delete, or authorize accounting entries.

Navigation Path: *Collections > Maintenance > Accounting > Accounting Entries > View*
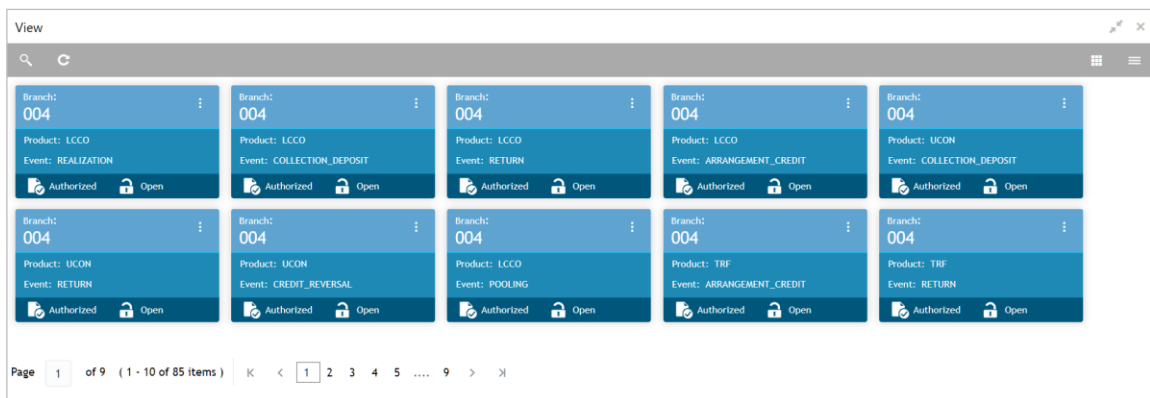
Perform the following steps to take actions on the accounting entries. Click the Options (⋮) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer the **Create Accounting Entries** section for field level details.

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- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Approve**.

- **Delete/Close** – To remove the record.

  a. Optional: On the confirmation pop-up window, enter the remark for deletion.

  b. Click **Confirm** to delete the record.

- **Copy** – To create a new accounting entry by using similar details.

- **View** – To view the accounting entry details.

3.2.4 Internal Account Mapping

3.2.4.1 Create Internal Account Mapping

This screen is used to create internal account mapping.

Navigation Path: *Collections > Maintenance > Accounting > Internal Account Mapping > Create*

1. Refer the following table for specifying details in the above screen:

Note: Fields marked with '*' are mandatory.

Field Name	Description
Branch *	Select the branch in which account is maintained.
Product *	Select the product to be associated with the account. You can select ALL if the account is to be used for all the products.

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| Field Name	Description
Role *	Click on the Search icon to select the role for whom account mapping needs to be done.
CASA/GL	Use this toggle button to specify whether CASA/GL ratio needs to be considered for this mapping or not.
Settlement Method *	Select the mode of settlement.
Account in Transaction Currency	Use this toggle button to specify whether the accounting should be done in transaction currency or not.
Filter Criteria	Select any one of the following criteria: • Party Location Division Based • Party Location Based • Party Division Based • Party Based • Default
Party	Click the Search icon and select the party to whose account is to be mapped. This field is displayed only when filter criteria includes 'Party'.
Location	Click the Search icon and select the location to whose account is to be mapped. This field is displayed only when filter criteria includes 'Location'.
Division Code	Click the Search icon and select the division code. This field is displayed only when filter criteria includes 'Division'.
Account Currency *	Select the currency for account.
Account No. *	Click the Search icon and select real/virtual account number.
Default Account	Use this toggle button to specify if this account should be considered as default one.

*Note: To modify records in the grid, click the Kabab icon (⋮) under the 'Action' column and then click **Edit**.*

2. Click **Add/ Edit** to add details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.

3. Click **Save** to save the data and send for authorization (if applicable).

3.2.4.2 View Internal Account Mapping

By using this screen, you can view, modify, delete, or authorize the internal account mapping.

Navigation Path: *Collections > Maintenance > Accounting > Internal Account Mapping > View*
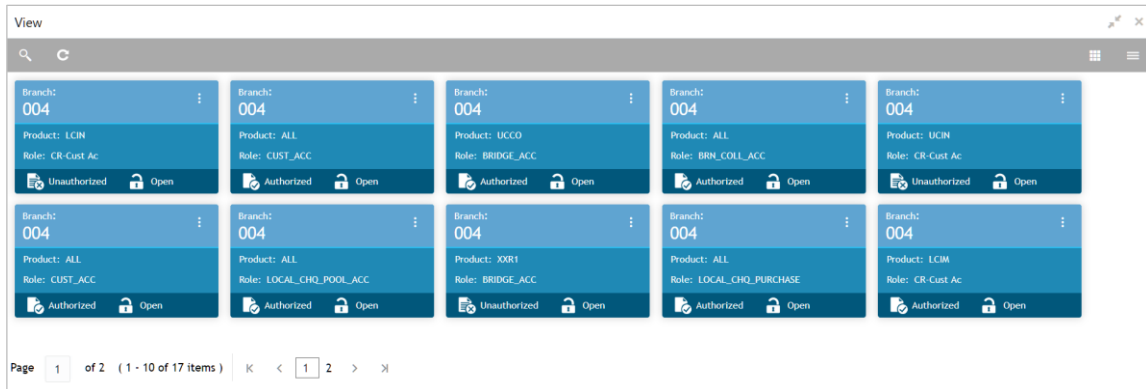
Perform the following steps to take actions on the internal account mappings. Click the Options (

⋮) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer the **Create Internal Account Mapping** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Approve**.

- **Delete/Close** – To remove the record.

  a. Optional: On the confirmation pop-up window, enter the remark for deletion.

  b. Click **Confirm** to delete the record.

- **Copy** – To create a new internal account mapping by using similar details.

- **View** – To view the internal account mapping details.

3.3   Maintaining Arrangement Definitions

Arrangement Definition screen help the user to define various arrangement templates which is a group different arrangement parameter based on arrangement reference i.e.; on deposit or liquidation and further link the same to an arrangement party i.e.; Corporate or Correspondent bank in Arrangement Decisioning screen.

An arrangement defines the types of arrangement based on various parameter, which is linked to a corporate and accordingly the arrangement credit is passed to the account for the cheque deposition. Given below are some examples of arrangements in Collections module.

The arrangements reference for the Collection module in OBCM is based on below two parameters:

On Deposit Date:

For the arrangement based on deposit date, the bank provides the corporate an option of different arrangement days on which the corporate desires the payment of funds against instruments deposited by the corporate. The arrangement days depends on the charge, the corporate is willing to pay, and the desired liquidity. Thus, the bank pays amount to the corporate on the arrangement day or value date on presenting a cheque.

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For example, if a corporate has opted for a 'Day + 1' arrangement with the bank, then the corporate will receive the funds 1 day after the instrument has been deposited regardless of the actual number of days required to clear the instrument.

On Realization Date:

For the arrangement based on realization date, the corporate receives credit only after the instrument has been marked as cleared in the system. If the instrument has been returned (for reasons such as insufficient funds in the drawer's account, discrepancy in the signature, etc.), then the corporate do not receive the funds. In such a case, the corporate account is debited and credited simultaneously.

3.3.1 Create Arrangement Definition

This screen is used to create an arrangement codes. Newly created arrangement codes takes effect once authorized and cannot be modified thereafter.

Navigation Path: *Collections > Maintenance > Arrangement Definition > Create Arrangement Definition*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Arrangement Code *	Enter unique alphanumeric code to be created for arrangement. This code cannot be modified once authorized.
Arrangement Description *	Enter the description of the arrangement code. Enter a description of the arrangement to be defined. For example, for a corporate having arrangement day on deposit date, enter a description such as 'On Deposit Arrangement' and for corporate having an arrangement day on realization date then you can enter a description such as 'On Realization Arrangement'.

Field Name	Description
Arrangement Reference Basis *	Select the value to specify whether the arrangement is based on liquidation date or deposit date.
Arrangement Days	Enter the number of days on which the fund should be credited to the corporate on the basis of selected arrangement reference.
	For example; In case for a corporate, the user has selected 'Deposit date' in 'Arrangement Reference Basis' field and entered the arrangement day as 1, the amount will be credited to the corporate on the next day of the deposition.
	Maximum value can be 99. Default value is zero. Leaving this field blank considers default value.
Corporate Release Days	Enter the number of days post which the corporate can withdraw/utilize the funds, post the funds are released.
	Based on the arrangement, the corporate account will be credited. However, the amount will be blocked for the number of days entered in 'Corporate Release Days'.
	Maximum value can be 99. Default value is zero. Leaving this field blank considers default value.
Extension Days - Instrument Lost	In case the cheque is lost in transit, enter the number of days to be given as an extension to notify the corporate that the account will get debited.
Extension Days - Certificate	Enter the number of days to extend the line of credit (tenor) given to the corporate.
	For example, when the instrument does not get cleared within the scheduled time, the corporate can get a certificate from the drawer's bank. This is the form of a letter stating that the drawer's account balance is sufficient to make the payment to the corporate, or that the drawer's account has already been debited, thus indicating that the instrument has been cleared. However the correspondent bank/drawer bank might not have conveyed the same information to the system bank. In such case, giving an extension will extend the line of credit (tenor) given to the corporate as defined in the 'Certificate Extension Days' field.
	Maximum value can be 99. Default value is zero. Leaving this field blank considers default value.
Extension Days - Instrument Return	Enter the number of days to be given as an extension window for the corporate in case if the cheque is returned.
Credit Reversal Days	Enter the number of days post which the pooling job should initiate reversal of credit from the corporate's account.
Credit Reversal From *	Select the value to specify from where the recovery can be done in case if clearing fate is unknown for the instrument.
Partial Credit Reversal	Switch the toggle ON if recovery can be done in tranches i.e. even if the collections or CASA account balance is less than the total amount that needs to be reversed and until such time that multiple collections or multiple debits to CASA will nullify the credit amount.
	Else, credit reversal should only be done if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount that needs to be recovered.

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Field Name	Description
Bank Float Arrangement	Switch the toggle ON to utilize the processed instruments that are realized before arrangement credit to the corporate.
Return Recovery From *	Select the value to specify from where the recovery can be done in case of returned instrument.
Partial Return Recovery	Switch the toggle ON if recovery can be done in tranches i.e. even if the collections or account balance less than the total amount that needs to be recovered and until such time that multiple collections or account debits to CASA will then nullify the recovery amount.

Else, credit reversal should only be done if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount that needs to be recovered. |
| Forced Debit for Recovery | Switch the toggle ON to allow an entry with negative amount passed by core banking in case of reversal or recovery that needs to be done from a customer's bank account that has insufficient balance. |

2. Click **Save** to save the record and send for authorization.

3.3.2 View Arrangement Definition

By using this screen, you can view, modify, delete, or authorize arrangement code details.

Navigation Path: *Collections > Maintenance > Arrangement Definition > View Arrangement Definition*
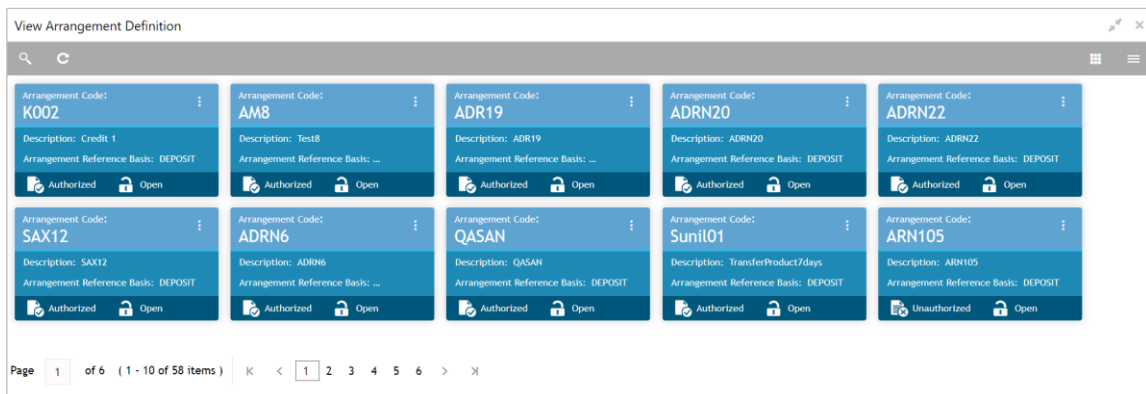
Perform the following steps to take actions on the arrangement codes. Click the Options (⋮) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Arrangement Definition** section for field level details.

- **Authorize** – To authorize the code. Authorizing requires necessary access rights.

   a. Optional: Click **View** to view the record details.

   b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

      a. Optional: On the confirmation pop-up window, click **View** to view the record details.

      b. Click **Proceed** to delete the record.

- **Copy** – To copy the arrangement code details to create a new one.

- **View** – To view the arrangement code details.

3.4 Maintaining Arrangement Decisioning

Once the arrangement code is defined, Arrangement Decisioning screen helps to map such templates at the corporate level. The user can map the existing arrangement codes or define new arrangement settings for the Corporate/Drawee bank/Correspondent bank.

By using Arrangement Decisioning screen, you can maintain the mappings between arrangement codes and the corporates.

3.4.1 Create Arrangement Decisioning

This screen is used to link the existing arrangement codes with the arrangement party (Corporate/Correspondent bank) or define a new arrangement. The arrangement decisioning is driven by combination of following fields.

- Product

- Effective Date

- Arrangement Party

- Corporate/Drawee bank/Correspondent bank

- Payable at Location (if available)

Newly created mapping takes effect once authorized and cannot be modified thereafter.

Navigation Path: *Collections > Maintenance > Arrangement Decisioning > Create Arrangement Decisioning*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Apply for All Products	Switch the toggle ON to apply the arrangement decisioning to all products.
Product *	Select the product to apply the arrangement decisioning onto.
Arrangement Party *	Select the arrangement party (Corporate/Correspondent bank) to specify for whom the existing arrangement is being linked or new arrangement is created. This field cannot be modified once authorized.
Filter Criteria *	Select the value which indicate that either the setup is done for the Corporate/Correspondent bank at broad level or it is done with a combination of different field parameter along with the arrangement party. For example: If the arrangement party is 'Corporate' then the LoV shows following options: • Corporate • Corporate and Payable At Location • Corporate and Drawee Bank • Drawee Bank and Payable At Location • Corporate and Drawee Bank and Payable At Location • Default If the arrangement party is 'Correspondent bank' then the LoV shows following options:- • Correspondent Bank

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Field Name	Description
	• Correspondent Bank and Payable At Location • Correspondent Bank and Drawee Bank and Payable At Location • Default Basis on the above selected value in filter criteria, relevant additional fields get displayed on the screen. For example: In case of a 'Corporate and Payable at Location' value in filter criteria field, an additional field is displayed as 'Corporate and Payable Location'. The filter criteria cannot be modified once authorized.
Payable at Location *	Click the Search icon to select the location from where an amount can be paid. This field is displayed only if filter criteria contains 'Payable At Location'.
Drawee Bank *	Click the Search icon to select the bank on which the cheque is drawn. This field is enabled only for the below filter criteria: • Corporate & Drawee Bank • Corporate & Drawee Bank & Payable at Location • Drawee Bank & Payable at Location • Correspondent Bank & Drawee Bank & Payable at Location
Corporate */ Correspondent Bank *	Click the Search icon to select name of the corporate or correspondent bank. This field cannot be modified once authorized.
Effective Date *	Click the Calendar icon and select date from which the arrangement will be effective. By default, it is selected as branch date. This field cannot be modified once authorized.
Expiry Date *	Click the Calendar icon and select date on which the arrangement expires. In case the expiry date is same as branch date then on that days EOD; the arrangement decisioning status is marked as 'Close'.
Agreement Reference Number	Enter the alphanumeric agreement reference number. This is an agreement reference number and is stored as a placeholder only.
Inclusion of Holidays	Switch the toggle ON to include holidays in calculation of expected clearing date during transaction entry for Corporates/Correspondent bank/Drawee bank. This field cannot be modified once authorized.
Centralized Forwarding Schedule	Switch the toggle ON or Off to enable or disable the centralized forwarding schedule. If the switch is enabled for a correspondent bank as an arrangement party, the workflow process of centralized forwarding schedule is followed by the system for all the cheques payable at selected correspondent bank in OBCM.

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Field Name	Description
	This field is enabled only if the 'Arrangement Party' is 'Correspondent Bank'.
Amount Based Arrangement	The 'Amount Based' switch is activated in case where the arrangement party (Corporate/Correspondent bank) need to have arrangement on the basis of 'From Amount' and 'To Amount' of the cheque. Enabling this field displays the grid to specify value for amount range, arrangement code etc.
	This field cannot be modified once authorized.
Currency	Select the currency of the amount.
	This field is displayed only if 'Amount Based Arrangement' field is enabled.
From Amount	Enter the value to specify the start of the amount range. The amount can contain up to two decimal values.
	For example: $34,234,235,252,532,430,000,000,000.00. Default value is zero.
	This field is displayed only if 'Amount Based Arrangement' field is enabled.
To Amount	Enter the value to specify the end of the amount range. The amount can contain up to two decimal values.
	For example: $34,234,235,252,532,430,000,000,000.00. Blank value in the last row indicates the end of amount range as infinite. Default value is zero.
	This field is displayed only if 'Amount Based Arrangement' field is enabled.
Link Arrangement	Switch the toggle ON to select and link the existing arrangement code. On selecting the arrangement code, all its relevant fields are auto-populated and read only.
	This field cannot be modified once authorized.
Arrangement Code *	Click the Search icon to select the arrangement code.
	This field is displayed only if 'Link Arrangement' toggle is enabled.
Arrangement Reference Basis	This field cannot be modified if the 'Link Arrangement' toggle is enabled.
	Otherwise, select the value to specify whether the arrangement is based on 'Liquidation' or 'Deposit'.
Arrangement Days	This field cannot be modified if the 'Link Arrangement' toggle is enabled.
	Otherwise, enter the number of days when the funds are channelized between banks, corporate, etc.
	Maximum value can be 99. Default value is zero. Leaving this field blank considers default value.
Corporate Release Days	Enter the number of days post which the corporate can withdraw/utilize the funds, post the funds are released.
	Based on the arrangement, the corporate account will be credited. However, the amount will be blocked for the number of days entered in 'Corporate Release Days'.

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Field Name	Description
	Maximum value can be 99. Default value is zero. Leaving this field blank considers default value.
	This field cannot be modified if the 'Link Arrangement' toggle is enabled.
Extension Days - Instrument Lost	This field cannot be modified if the 'Link Arrangement' toggle is enabled.
	Otherwise, enter the number of days to be given as an extension to notify the corporate that the account will get debited, in case if cheque is lost in transit.
Extension Days - Instrument Return	This field cannot be modified if the 'Link Arrangement' toggle is enabled.
	Otherwise, enter the number of days to be given as an extension window for the corporate in case if the cheque is returned.
Extension Days - Certificate	Enter the number of days to extend the line of credit (tenor) given to the corporate.
	For example, when the instrument does not get cleared within the scheduled time, the corporate can get a certificate from the drawer's bank. This is the form of a letter stating that the drawer's account balance is sufficient to make the payment to the corporate, or that the drawer's account has already been debited, thus indicating that the instrument has been cleared. However the Correspondent bank/Drawer bank might not have conveyed the same information to the system bank. In such case, giving an extension will extend the line of credit (tenor) given to the corporate as defined in the 'Certificate Extension Days' field.
	Maximum value can be 99. Default value is zero. Leaving this field blank considers default value.
Credit Reversal Days	Enter the number of days post which the pooling job should initiate reversal of credit from the corporate's account.
Credit Reversal From *	Select the value to specify from where the recovery can be done in case if clearing fate is unknown for the instrument.
Partial Credit Reversal	Switch the toggle ON if recovery can be done in tranches i.e. even if the collections or CASA account balance is less than the total amount that needs to be reversed and until such time that multiple collections or multiple debits to CASA will nullify the credit amount.
	Else, credit reversal should only be done if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount that needs to be recovered.
Bank Float Arrangement	Switch the toggle ON to utilize the processed instruments that are realized before arrangement credit to the corporate.
Return Recovery From *	Select the value to specify from where the recovery can be done in case of returned instrument.
Partial Return Recovery	Switch the toggle ON if recovery can be done in tranches i.e. even if the collections or account balance less than the total amount that needs to be recovered and until such time that multiple collections or account debits to CASA will then nullify the recovery amount.

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Field Name	Description
	Else, credit reversal should only be done if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount that needs to be recovered.
Forced Debit for Recovery	Switch the toggle ON to allow an entry with negative amount passed by core banking in case of reversal or recovery that needs to be done from a customer's bank account that has insufficient balance.
Location Name *	Click the Search icon to select the location applicable to corporate. This field cannot be modified once authorized.

*Note: To modify records in the grid, click the Kabab icon (⋮) under the 'Action' column and then click **Edit**.*

2. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

3. Click **Save** to save the record and send for authorization.

3.4.2 View Arrangement Decisioning

By using this screen, you can view, modify, delete, or authorize arrangement decisioning details.

Navigation Path: *Collections > Maintenance > Arrangement Decisioning > View Arrangement Decisioning*
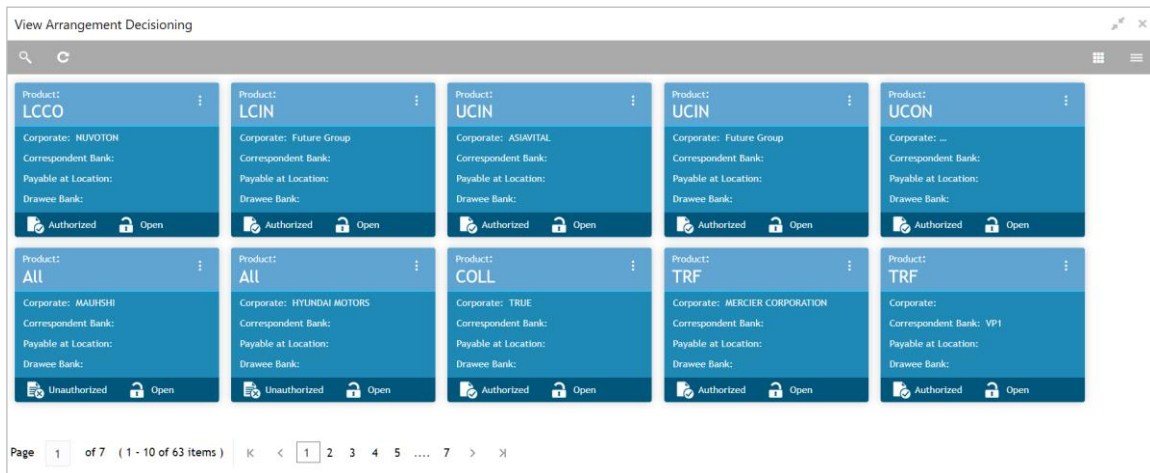
Perform the following steps to take actions on the arrangement decisioning. Click the Options (⋮) icon and then click any of the below option:

• **Unlock** – To modify the record details. Refer to the **Create Arrangement Decisioning** section for field level details.

• **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Confirm**.

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- **Delete** – To remove the record.

  a. Optional: On the confirmation pop-up window, click **View** to view the record details.

  b. Click **Proceed** to delete the record.

- **Copy** – To copy the arrangement decisioning details for creating a new record.

- **View** – To view the arrangement decisioning details.

- **Close** – To close the record.

3.5 Maintaining Corporate Enrichment

In Collections, there are various parameters that cannot be set up at system level; instead these need to be maintained at the corporate level. Out of many such parameters, few are captured and maintained in 'Corporate Enrichment' screen wherein you can maintain corporate/customer specific data.

This screen allows you to map products that are available for the specific corporate. Once the product(s) are mapped, product level enrichment can be created at a deposit level or an instrument level. In case of maintaining enrichment at an instrument level, you can choose a specific product or 'All' products. There are additional fields that can be mapped for the product and applied at the time of transaction processing.

Pooling level information allows you to map the level at which the funds should be pooled i.e. 'Account', 'Division', or 'Location'.

Pick up point creation allows you to set up multiple pick-up points for the corporate.

The 'Corporate Enrichment' screen captures data in four tabs namely – 'Basic Information', 'Product Information', 'Corporate Pooling Setup', 'Pick Up Point Creation', and 'Delivery Point Creation'.

3.5.1 Create Corporate Enrichment

This screen is used to setup a new corporate enrichment details for collections.

Navigation Path: *Collections > Maintenance > Corporate Enrichment > Create Corporate Enrichment*

3.5.1.1 Corporate Information

You can map the products available for the corporate and other parameters which will be applied at the time of transaction capturing or processing. Multiple records can be added for product(s) by clicking on **Add/Edit** button. These products will then be available in the next tab for enrichment.

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1. Refer to the following table for specifying details on above **Corporate Information** screen:

Note: Fields marked with '*' are mandatory.

Field Name	Description
Corporate *	Enter the corporate Id or name to add the details for.
	Alternatively, click the Search icon to search and select the corporate.
	This field cannot be modified once authorized.
Division Code Info Mandatory	Switch the toggle ON, if providing division code details should be mandatory in transactions.
Drawer Info Mandatory	Switch the toggle ON, if providing drawer details in transaction should be mandatory.
Courier Service	Select the **Pickup** if pick up service is required by the corporate. If selected, the details on the 'Pick Up Point Creation' screen are mandatory.
	Select the **Delivery** if delivery service is required by the corporate. If selected, the details on the 'Delivery Point Creation' screen are mandatory.
Product Code *	Enter the product code or click the Search icon to search and select the products that should be available for enrichment and transactions.
Description	This is auto-populated based on the selected product code.
Status *	Select the product status. The status can be toggled from 'Active' to the 'Closed' and vice-versa. Once selected as 'Closed', the product will not be available for transaction and further enrichment. However, already initiated transactions for the product will be allowed to complete.

2. Perform the following actions on the **Corporate Information** screen:

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a. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

OR

For grid record, under the **Actions** column, click the Kabab icon (⋮) and then click **Edit** or **Delete** to edit or remove the record respectively.

b. Click **Next** to move to the **Product Information** screen.

OR

Click **Save & Close** to save the record and close the window. The record is sent for authorization.

OR

Click **Cancel** to close the window without saving data.

3.5.1.2 Product Information

Once the products that should be available for the Corporate are selected; this screen is used to create a customized enrichment labels. These will be used and validated while processing the transactions.

3. Refer to the following table for specifying details on above **Product Information** screen:

Note: Fields marked with '*' are mandatory and '**' are conditionally mandatory.

Field Name	Description
Level of Enrichment **	Select the value to specify that the enrichment is at 'Deposit' or 'Instrument' level.
Product Code **	This field is enabled only for 'Instrument' level enrichment. Select the product for enrichment.

Field Name	Description
Product Category **	This field is enabled only for 'Deposit' level enrichment. Select the product for enrichment as 'Paper Based Instrument' or 'Cash'.
Enrichment Label **	Enter the name of an attribute to configure.
Data Type **	Select one of the following data type for the attribute: • **Alphabetical** – For only alphabets. • **Alphanumeric** – For alphabets and numbers. • **Date** – For only date format. • **Numeric** – For only number format. • **Time** – For time format. • **Date and Time** – For date as well as time format.
Field length **	Enter the length of the field to be validated. This field is hidden for data type that includes date/time.
Validations	Select any of the following values: • **Unique** – If the attribute value should be unique. • **Mandatory** – If selecting the value for attribute is mandatory. • **Exact Length** – If an attribute should be of specified field length. • **Minimum Length** – Specify the minimum length of an attribute in the textbox.
Date Format **	The date format is defaulted to the 'yyyy-mm-dd'.
Time	The date format is defaulted to the 'HH-MM-SS'.

4. Perform the following actions on the **Product information** screen:

   a. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

   OR

   For grid record, under the **Actions** column, click the Kabab icon (⋮) and then click **Edit** or **Delete** to edit or remove the record respectively.

   b. Click **Back** to move to the **Corporate Information** screen.

   OR

   Click **Next** to move to the **Corporate Pooling Setup** screen.

   OR

   Click **Save & Close** to save the record and close the window. The record is sent for authorization.

   OR

   Click **Cancel** to close the window without saving data.

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3.5.1.3 Corporate Pooling Setup

5. Refer to the following table for specifying details on above **Corporate Pooling Setup** screen:

Note: Fields marked with '*' are mandatory and '**' are conditionally mandatory.

Field Name	Description
Product Category *	Select the product category to setup pooling parameters at. The pooling setup done at individual product category supersedes the setup done for 'All'.
Pooling Level *	Select the level at which pooling needs to be done. Only one type of pooling level is allowed per corporate. Default pooling level is 'Account'. This field cannot be modified once authorized.
Credit Consolidation Level *	Select any one of the below pooling amount credit consolidation level: • Pooling level – The credit amount is consolidated as per the pooling level selected (Account/Division/Location). The total amount will be consolidated for the particular division. In case, the pooling percentage switch is activated the pooling amount will be consolidated as per percentage defined and credited to the account linked with the division or location. • Instrument level – The credit account is credited for individual instrument level. • Deposit Slip level – The credit amount is consolidated at deposit slip level and will be credited to the pooling account. • Product level – The credit amount is consolidated at product level and will be credited to the pooling account.
Percentage Pooling	Switch the toggle ON, to add multiple pooling accounts and allocate the percentage (%) of pooling allocation to each account.

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Field Name	Description
Division Code **	This field is applicable only for 'Division' type of pooling level. Select the division code.
Location Code **	This field is applicable only for 'Location' type of pooling level. Enter or search and select the location code.
Pooling Account Number **	Click the Search icon and select the real/virtual account number maintained for selected division or corporate.
Percentage to be Pooled (%) **	This field is disabled if 'Division code info mandatory in Txn' toggle is enabled on the **Corporate Information** screen. Enter the number of percentage to be pooled. Total percentage value should be 100 across selected pooling level.

6. Perform the following actions on the **Corporate Pooling Setup** screen:

   a. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

      OR

      For grid record, under the **Actions** column, click the Kabab icon (⋮) and then click **Edit** or **Delete** to edit or remove the record respectively.

   b. Click **Back** to move to the **Product Information** screen.

      OR

      Click **Next** to move to the **Pick Up Point Creation** screen.

      OR

      Click **Save & Close** to save the record and close the window. The record is sent for authorization.

      OR

      Click **Cancel** to close the window without saving data.

3.5.1.4 Pick Up Point Creation

Providing information on this screen is mandatory if 'Pick Up' is selected in the 'Courier Service' field on **Corporate Information** screen. This screen contains all information related to pick up point(s).

7. Refer to the following table for specifying details on above **Pick Up Point Creation** screen:

Note: Fields marked with '' are mandatory and '**' are conditionally mandatory.*

Field Name	Description
Copy Existing Delivery Point	Click this link to select the delivery point details existing in the system to auto-populate the data.
Location **	Click the Search icon or enter the pick-up location code. This field is mandatory only if 'Pick Up' is selected for 'Courier Service' on **Corporate Information** screen.
Pick Up Point Code **	Enter unique alphanumeric pick-up point code to create. This field cannot be modified once authorized.
Pick Up Point **	Enter the name or description for the pick-up point code.
Contact Person	Enter name of the contact person of pick-up point.
Pick Up Service For **	Select 'Cheque' or 'Cash' for which the pick-up point is configured.
Pick Up Type **	Select the type of pick-up as 'Ad-hoc/On-call', or 'Scheduled'.
Courier **	Click the Search icon and select the courier maintained in the system.
Agreement Date	Click the Calendar icon and select the start date of the pick-up service. By default, current branch date is the agreement date.
Address Line 1 **	Enter first line of the address of pick-up location.
Address Line 2	Enter second line of the address of pick-up location.
Address Line 3	Enter third line of the address of pick-up location.
Address Line 4	Enter fourth line of the address of pick-up location.
Country **	Click the Search icon and select the country to which pick-up location belongs to.

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Field Name	Description
Postal Code *	Enter the postal code of the location.
Primary Phone Number *	Enter the primary phone number of a pick-up contact person.
Secondary Phone Number	Enter the secondary phone number of a pick-up contact person.
Primary Email Address **	Enter the primary email address for the pick-up location.
Secondary Email Address	Enter the secondary email address for the pick-up location.
Fax No.	Enter the Fax number of the pick-up location, if any.
Pick Up Time Slot	Enter the time slot in HH:MM:SS format within which pick-up should be done. Whereas, HH stands for hour, MM stands for minutes, and SS stands for seconds of the time.
Frequency **	This field is mandatory only for 'Scheduled' type of pick-up. Select the value to specify how frequently pick-up should be done.
Day of the Week **	Select day(s) on which the pick-up should be done. This field is not applicable for 'Daily' frequency.
Pickup on Holidays	Switch the toggle ON, if pick-up can be done on holidays.
Cheque Return Dispatch	Select any one value where return should be dispatched. This field is displayed only when 'Cheque' or 'Both' is selected as 'Pick Up Service For' field.
Address Line 1	Enter the line 1 of address where cheque should be returned. This field is displayed only when 'Other' is selected for 'Cheque Return Dispatch' field.
Address Line 2	Enter the line 2 of address where cheque should be returned. This field is displayed only when 'Other' is selected for 'Cheque Return Dispatch' field.
Address Line 3	Enter the line 3 of address where cheque should be returned. This field is displayed only when 'Other' is selected for 'Cheque Return Dispatch' field.
Address Line 4	Enter the line 4 of address where cheque should be returned. This field is displayed only when 'Other' is selected for 'Cheque Return Dispatch' field.

8. Perform the following actions on the **Pick Up Point Creation** screen:

   a. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

      OR

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For grid record, under the **Actions** column, click the Kabab icon (⋮) and then click **Edit** or **Delete** to edit or remove the record respectively. You can also click **Copy** to copy the details for adding slightly different record.

b. Click **Back** to move to the **Corporate Pooling Setup** screen.

OR

Click **Next** to move to the **Delivery Point Creation** screen.

OR

Click **Save & Close** to save the record and close the window. The record is sent for authorization.

OR

Click **Cancel** to close the window without saving data.

3.5.1.5 Delivery Point Creation

Providing information on this screen is mandatory if 'Delivery' is selected in the 'Courier Service' field on **Corporate Information** screen. This screen contains all information related to delivery point(s).

9. Refer to the following table for specifying details on above **Delivery Point Creation** screen:

Note: Fields marked with '*' are mandatory and '**' are conditionally mandatory.

Field Name	Description
Copy Existing Pickup Point	Click this link to select the pickup point details existing in the system to auto-populate the data.
Location **	Click the Search icon or enter the delivery location code.

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Field Name	Description
	This field is mandatory only if 'Delivery' is selected for 'Courier Service' on **Corporate Information** screen.
Delivery Point Code **	Enter unique alphanumeric delivery point code to create. This field cannot be modified once authorized.
Delivery Point Description **	Enter the name or description for the delivery point code.
Delivery Type	Select the type of delivery as 'Ad-hoc/On-call', or 'Scheduled'.
Courier **	Click the Search icon and select the courier code maintained in the system.
Contact Person	Enter name of the contact person of delivery point.
Agreement Date	Click the Calendar icon and select the start date of the delivery service. By default, current branch date is the agreement date.
Delivery on Holidays	Switch the toggle ON, if delivery can be done on holidays.
Address Line 1 **	Enter first line of the address of delivery location.
Address Line 2	Enter second line of the address of delivery location.
Address Line 3	Enter third line of the address of delivery location.
Address Line 4	Enter fourth line of the address of delivery location.
Country **	Click the Search icon and select the country to which delivery location belongs to.
Postal Code *	Enter the postal code of the location.
Primary Phone Number *	Enter the primary phone number of a delivery contact person.
Secondary Phone Number	Enter the secondary phone number of a delivery contact person.
Primary Email Address **	Enter the primary email address for the delivery location.
Secondary Email Address	Enter the secondary email address for the delivery location.
Fax No.	Enter the Fax number of the delivery location, if any.
Delivery Time Slot	Enter the time slot in HH:MM:SS format within which delivery should be done. Whereas, HH stands for hour, MM stands for minutes, and SS stands for seconds of the time.
Frequency **	This field is mandatory only for 'Scheduled' type of pick-up. Select the value to specify how frequently pick-up should be done.
Day of the Week **	Select day(s) on which the pick-up should be done. This field is not applicable for 'Daily' frequency.

10. Perform the following actions on the **Delivery Point Creation** screen:

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a. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

OR

For grid record, under the **Actions** column, click the Kabab icon (⋮) and then click **Edit** or **Delete** to edit or remove the record respectively. You can also click **Copy** to copy the details for adding slightly different record.

b. Click **Back** to move to the **Pick Up Point Creation** screen.

OR

Click **Save & Close** to save the record and close the window. The record is sent for authorization.
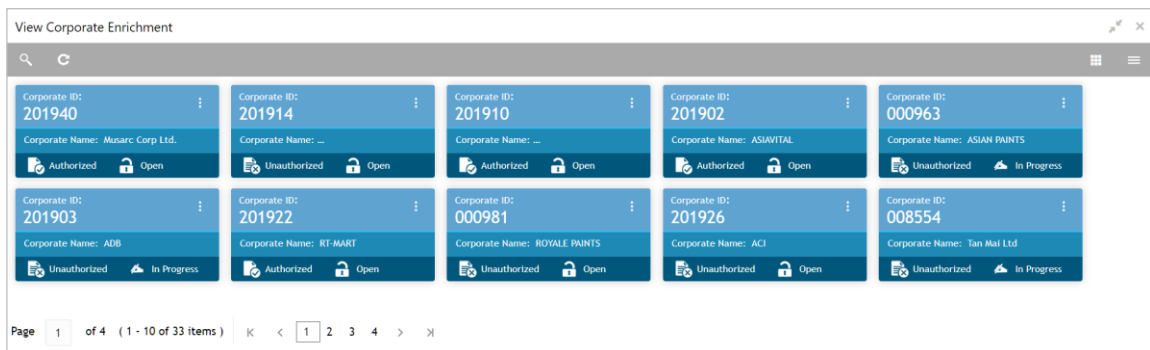
OR

Click **Cancel** to close the window without saving data.

3.5.2 View Corporate Enrichment

By using this screen, you can view, modify, delete, or authorize corporate enrichment details.

Navigation Path: *Collections > Maintenance > Corporate Enrichment > View Corporate Enrichment*

Perform the following steps to take actions on the corporate enrichment details. Click the Options (⋮) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Corporate Enrichment** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

   a. Optional: Click **View** to view the record details.

   b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

   a. Optional: On the confirmation pop-up window, click **View** to view the record details.

   b. Click **Proceed** to delete the record.

- **Copy** – To copy the corporate enrichment details for creating a new record.

- **View** – To view the corporate enrichment details.

3.6   Maintaining Charges

Banks can levy charges on services extended to corporates with respect to managing and financing receivables and payables, like documentation charges, handling charges and so on. These charges can be configured at default/global level for specific products or parties. The levying of the charges can be triggered by specific events such as auto-debit, EOD, etc. Once configured, the charges would get levied for manual as well as auto processing mode for transactions.

Charge pricing is determined by configuring various pricing methods such as fixed amount, fixed percentage, slab based pricing, count based pricing and so on. The frequency of calculation and collection, such as, daily/weekly/monthly/yearly, can also be defined for a charge.

Banks are also empowered to configure flexible and preferential pricing as per corporate risk profile and assessment.

3.6.1 Charge Code

3.6.1.1 Create Charge Code

Navigation Path: *Collections > Maintenance > Charges > Charge Code > Create*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

| Field Name	Description
Charge Code *	Enter the unique charge code to be created.
Charge Description *	Enter the description of the charge.

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Field Name	Description
Charge Group *	Select the group to which this charge code belongs. This field is purely for the purpose of maintaining information in the Management Information System (MIS). The available options are: • Rebates • Tax • Commission • Fee
Charge Category *	Select the value to specify whether charge is of tax or standard category.
Charge Type *	Specify if this charge code is of debit or credit type.
Effective Date *	Click the Calendar icon to select the effective date of the charge code validity.
Expiry Date *	Click the Calendar icon to select the expiry date of the charge code validity.

2. Click **Save** to save the record and send for authorization.

3.6.1.2 View Charge Code

Navigation Path: *Collections > Maintenance > Charges > Charge Code > View*
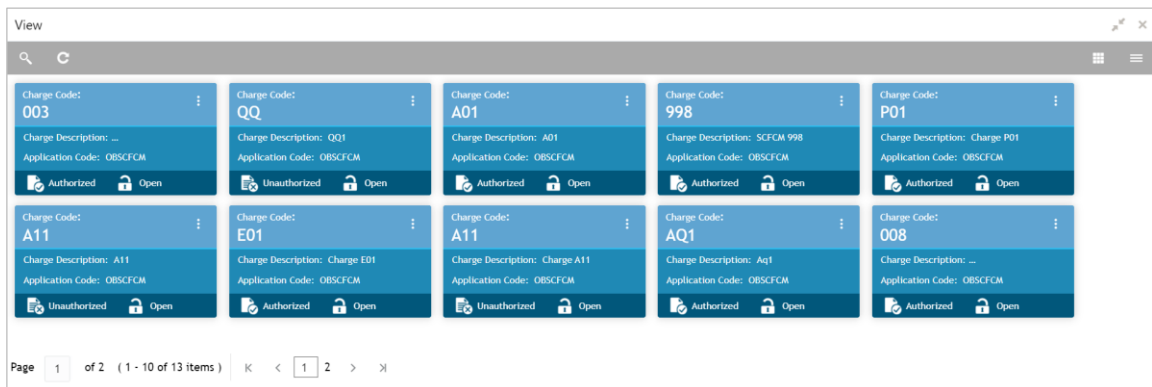
Perform the following steps to take actions on the charge codes. Click the Options ( ) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Charge Code** section for field level details.

- **Authorize** – To authorize the code. Authorizing requires necessary access rights.

    a. Optional: Click **View** to view the record details.

    b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

    a. Optional: On the confirmation pop-up window, click **View** to view the record details.

    b. Click **Proceed** to delete the record.

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- **Copy** – To create a new Charge code with same details for a new corporate.

- **View** – To view the Charge code details.

3.6.2 Charge Rule Maintenance

The bank user can define rules for charge pricing/charge calculation, based on the bank's requirements, using this screen.

3.6.2.1 Create Charge Rule Maintenance

Navigation Path: *Collections > Maintenance > Charges > Charge Rule Maintenance > Create*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '*' are mandatory and '**' are conditionally mandatory.

Field Name	Description
Charge Pricing Description *	Enter the charge pricing or rule description.
Annum Basis *	Select the number of days to be considered in a year for tenor-based calculations.

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Field Name	Description
Pricing Category *	Select the pricing category. Based on the selected category, pricing methods will be available.
Pricing Method *	Select the method to configure the charge pricing.
Pricing Currency *	Select the currency in which pricing is to be done.
Charge in Txn Currency	Switch the toggle ON if the charge should be levied in transaction currency otherwise charge will get levied in pricing currency.
Min/Max Validation Criteria	Specify whether the charge should be validated based on an amount range or a percentage range.
Min Charge Amount/Percent	Enter the minimum charge amount/percentage to be considered for validation. This field is displayed based on the value selected in the Min/Max Validation Criteria field.
Max Charge Amount/Percent	Enter the maximum charge amount/percentage to be considered for validation. This field is displayed based on the value selected in the Min/Max Validation Criteria field.
Fixed Amount **	Enter the charge amount. This field is displayed only when the pricing category is Fixed Amount.
Flat Charge	Switch the toggle On if flat charge should be applied. Tenor is not taken into account for calculation if the flat charge switch is enabled. This field is displayed only when the pricing category is Fixed Percent or Tier Based Percent.
Fixed Percent **	Enter the charge percentage. This field is displayed only when the pricing category is Fixed Percent.
From	Enter the start value of the amount/tenor/count range. This field is displayed only for a tier based pricing category.
To	Enter the final value of the amount/tenor/count range. This field is displayed only for a tier based pricing category.
Amount	Enter the charge amount. This field is displayed only when the pricing category is selected as Tier Based Amount or Tier Based Mixed. The pricing currency is considered.
Units	Enter the number of charge units. This field is displayed only when the pricing method is selected as Variable/Slab Amount by Number of Count.
Percent	Enter the charge percentage. This field is displayed only when the pricing category is selected as Tier Based Percent or Tier Based Mixed.

2. If required, click **Reset** to clear the selected values.

3. Click **Add** to add charge details in the grid.

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From	To	Amount	Percent	Action
0	2	100		⋮
2	5		5	⋮
5	10		10	⋮

Page   1   of 1 (1-3 of 3 items)   K   <   [1]   >   X

Perform the following steps to take action on the records in the grid:

a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.

b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.

OR

To remove the record, click **Delete**.

4. Click **Save** to save the record and send for authorization.

3.6.2.2 View Charge Rule Maintenance

Navigation Path: *Collections > Maintenance > Charges > Charge Rule Maintenance > View*

Perform the following steps to take actions on the charge rule maintenance. Click the Options (⋮) icon and then click any of the below option:

• **Unlock** – To modify the record details. Refer to the **Create Charge Rule Maintenance** section for field level details.

• **Authorize** – To authorize the code. Authorizing requires necessary access rights.

a. Optional: Click **View** to view the record details.

b. Select the record to authorize and then click **Confirm**.

• **Delete/Close** – To remove the record.

a. Optional: On the confirmation pop-up window, click **View** to view the record details.

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　　　　b. Click **Proceed** to delete the record.

- **Copy** – To create a new charge rule maintenance with same details for a new corporate.

- **View** – To view the charge rule maintenance details.

3.6.3 Charge Decisioning

Using this screen, the charge rule and charge code created in the earlier screens, can be mapped to a specific product. The charge party (buyer/supplier/insurance company) can also be defined. The calculation and collection frequencies for the charge can be defined as well.

3.6.3.1 Create Charge Decisioning

Navigation Path: *Collections > Maintenance > Charges > Charge Decisioning > Create*

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1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Event *	Select the event on the occurrence of which, the charge should be applied.
Filter Criteria *	Select the appropriate filter criteria on which the charges is required to be calculated and debited. This can be Default, Credit/Debit Status, Instrument Status, Product Based, or Instrument Type Status Based.
Product *	Click the Search icon and select the product to map the charges for. This field appears if the selected filter criteria contains 'Product-based'.
Instrument Type *	Select the instrument type for which the charge are to be mapped. The options are: PDC Collection, CDC Collection, Cash Deposit, and Cash Withdrawal. This field disappears for the 'Default' filter criteria.
Credit/Debit Status *	Select the credit or debit status of the instrument to map the charges with. This field appears if the selected filter criteria contains 'Credit/Debit Status.

Field Name	Description
Instrument Status *	Select the relevant status of the instrument based on which the charge would get levied. Different charges and pricing can be configured for combination of instruments and their status. Available statuses are: • Booked • Hold • Returned • Realized
Inherit Charges *	Specify if default charges should be inherited as set up for default filter criteria or should be overridden as well.
Charge Code *	Select the charge code for which decisioning is to be configured.
Charge Sharing	Switch the toggle On if charge sharing is applicable.

Sharing Percentage Allocation *	Click the link to open the pop-up window for specifying sharing percentage for each party.
	
	This link is displayed only if you enable charge sharing.
	
	    i. In the **Party to Charge**, select the party to be charged.
	   ii. In the **Sharing Percentage**, enter number of percentage to be shared by the selected party.
	  iii. Click **Add** to add details in the grid.
	  iv. Repeat steps 'i' to 'iii' to add more parties to be charged.
	
	Note: Sum of sharing percentage of added parties should be 100.
	
	   v. If required, click Options (⋮) icon under the 'Action' column in the grid and then click **Edit** to modify details or click **Delete** to remove the record.
	  vi. Click **OK** to save the charge sharing details.

Party To Charge *	Select the party to be charged. This field appears only if Charge Sharing toggle is switched off.
Charge Pricing Rule *	Click the search icon to select the charge pricing rule to be applied.

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Field Name	Description
Charge Criteria *	Select the criteria to be considered based on which the charge should be calculated. The available options are: • Instrument Type: PDC/CDC Collection o Count of Instrument o Count of Slip o Instrument Amount o Slip Amount • Instrument Type: Cash Collection/Withdrawal o Count of Slip o Slip Amount
Reference Tenor Start Date *	Specify which date should be considered to calculate the start of charge tenor duration.
Reference Tenor End Date *	Specify which date should be considered to calculate the end of charge tenor duration.
Effective Date *	Click the Calendar icon to select the start date of the charge decisioning validity.
Expiry Date *	Click the Calendar icon to select the end date of the charge decisioning validity.
Auto Waive	Switch the toggle On to enable automatic charge waiving at the time of transaction processing. This field is displayed only if filter criteria is selected as 'Instrument Type Status Based'.
Allow Waive	Switch the toggle On to enable manual charge waiving at the time of transaction processing. If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.
Allow Pricing Modification	Switch the toggle On to allow pricing rule modification at the time of transaction processing. If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.
Allow Override	Switch the toggle On to enable overriding of charge amount at the time of transaction processing. If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.
Collection Parameters	
Collection Type *	Specify how the charge should be collected.
Frequency	Specify the frequency for charge collection. This field is displayed only when the collection type is batch.
Reference Period	Specify when the collection should take place for the selected frequency. For monthly or half-yearly frequency, the collection can take place either at the beginning of the period (BOP) or end of the period (EOP). For weekly frequency, the collection can happen on a specific day of the week,

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Field Name	Description
	This field is displayed only when the collection type is batch.
Units	This field specifies whether the charge collection should take place as per units of specified frequency. If monthly frequency is specified and no. of units is 2, then the charge would be collected once in two months.
	This field is displayed only when the collection type is batch.
Calculation Parameters	
Calculation Type *	Specify how the charge should be calculated.
Frequency	Specify the frequency for charge calculation.
	This field is displayed only when the calculation type is batch.
Reference Period	Specify when the calculation should take place for the selected frequency.
	For monthly or half-yearly frequency, the calculation can take place either at the beginning of the period (BOP) or end of the period (EOP).
	For weekly frequency, the calculation can happen on a specific day of the week.
	This field is displayed only when the calculation type is batch.
Units	This field specifies whether the charge collection should take place as per units of specified frequency. If monthly frequency is specified and no. of units is 2, then the charge would be collected once in two months.
	This field is displayed only when the calculation type is batch.
Add/Override Charges grid	The details of new charges added, appears in this grid.
Default Charges grid	The default charges configured for the selected event, appear in this grid, if you select the Inherit Default Charges option from the Inherit Charges list. These charges cannot be modified.

2. If required, click **Reset** to clear the selected values.

3. Click **Add** to add details in the grid.

Perform the following steps to take action on the records in the grid:

a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.

b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.

    OR

    To remove the record, click **Delete**.

4. Click **Save** to save the data and send for authorization.

3.6.3.2 View Charge Decisioning

Navigation Path: *Collections > Maintenance > Charges > Charge Decisioning > View*

Perform the following steps to take actions on the charge decisioning. Click the Options (⋮) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Charge Decisioning** section for field level details.

- **Authorize** – To authorize the code. Authorizing requires necessary access rights.

    a. Optional: Click **View** to view the record details.

    b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

    a. Optional: On the confirmation pop-up window, click **View** to view the record details.

    b. Click **Proceed** to delete the record.

- **Copy** – To create a new charge decisioning with same details for a new corporate.

- **View** – To view the charge decisioning details.

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3.6.4 Charge Preferential Pricing

Preferential pricing can be maintained for charges for specific products or parties.

3.6.4.1 Create Charge Preferential Pricing

Navigation Path: *Collections > Maintenance > Charges > Charge Preferential Pricing > Create*

1.   Refer to the following table for specifying details in the above screen:

Note: Fields marked with '*' are mandatory and '**' are conditionally mandatory.

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Field Name	Description
Filter Criteria *	Select the appropriate filter criteria for specific application of accounting entries. Based on the selected criteria, the Product, Party ID, Instrument Type, and Instrument Status fields are displayed.
Product *	Select the product for which preferential pricing needs to be maintained. This field is displayed only if 'Product Based' is included in the filter criteria.
Party Id *	Click the Search icon to select the party ID.
Instrument Type *	Select the type of instrument. Instrument statuses are available bases on selected instrument type. This field is displayed only if 'Instrument Type' is included in the filter criteria.
Instrument Status *	Select the status of the instrument. This field is displayed only if 'Instrument Type' is included in the filter criteria.
Charge Code *	Click the Search icon to select charge code for pricing configuration.
Charge Criteria *	Select the criteria to be considered based on which charge should be calculated.
Charge Pricing Rule *	Click the Search icon to select the pricing rule.
Reference Tenor Start Date *	Specify which date should be considered to calculate the start of tenor duration.
Reference Tenor End Date *	Specify which date should be considered to calculate the end of tenor duration.
Effective Date *	Click the Calendar icon to select the start date of the preferential pricing validity.
Expiry Date *	Click the Calendar icon to select the end date of the preferential pricing validity.
Charge Application	Switch the toggle On to enable the charge application.
Allow Waive	Switch the toggle On to enable the charge waiving.
Allow Override	Switch the toggle On to enable the overriding of charges.
Allow Pricing Modification	Switch the toggle On to allow pricing modification.
Collection Parameters	
Collection Type *	Specify how the pricing should be collected.
Frequency **	Specify the frequency for charge collection. This field is displayed only when collection type is batch.
Reference Period **	Specify when the collection should take place for the selected frequency. This field is displayed only when the collection type is batch.

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Field Name	Description
Unit **	Specify whether the charge collection should take place as per units of specified frequency.
	This field is displayed only when the collection type is batch.
Calculation Parameters	
Calculation Type *	Specify how the pricing should be calculated.
Frequency **	Specify the frequency for charge calculation.
	This field is displayed only when the calculation type is batch.
Reference Period **	Specify when the calculation should take place for the selected frequency.
	This field is displayed only when the calculation type is batch.
Unit **	Specify whether the charge calculation should take place as per units of specified frequency.
	This field is displayed only when the calculation type is batch.
Charges grid	The details of any preferential pricing added in this screen appear as an entry in this grid.

2. If required, click **Reset** to clear the selected values.

3. Click **Add** to add details in the grid.

Perform the following steps to take action on the records in the grid:

a. Select the record in the grid and then click Kabab (⋮) icon under 'Action' column.

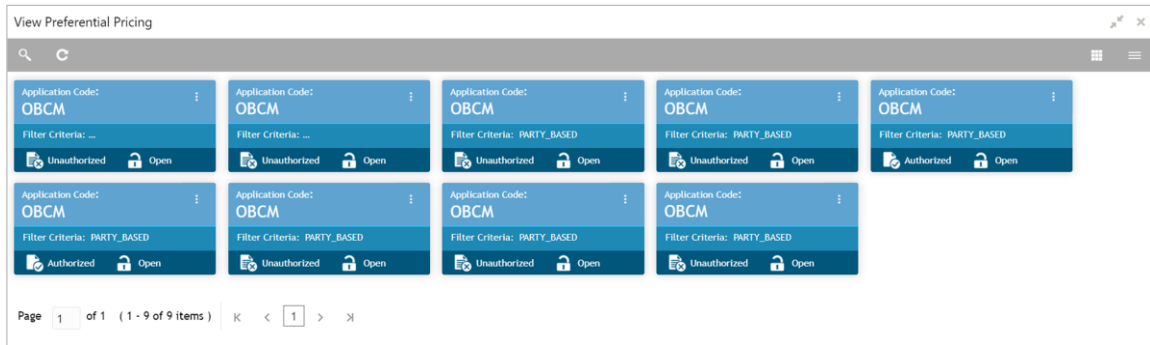b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.

OR

To remove the record, click **Delete**.

4. Click **Save** to save the record and send for authorization.

3.6.4.2 View Charge Preferential Pricing

Navigation Path: *Collections > Maintenance > Charges > Charge Preferential Pricing > View*

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Perform the following steps to take actions on the charge preferential pricing. Click the Options (

) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Charge Preferential Pricing** section for field level details.

- **Authorize** – To authorize the code. Authorizing requires necessary access rights.

    a. Optional: Click **View** to view the record details.

    b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

    a. Optional: On the confirmation pop-up window, click **View** to view the record details.

    b. Click **Proceed** to delete the record.

- **Copy** – To create a new charge preferential pricing with same details for a new corporate.

- **View** – To view the charge preferential pricing details.

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3.7   Maintaining Cash Denomination

Denomination is a proper description of a currency amount, usually for coins or banknotes; it is a unit of value given to physical currencies like coins and notes. Denomination detail differ currency to currency. The bank user can maintain the denomination value for each currency that bank deals with for cash collection/withdrawal.

By using 'Cash Denomination' screen, you can maintain the denominations for cash transactions of various currencies.

3.7.1 Create Cash Denomination

This screen is used to create master maintenance of cash denominations that the bank's branch is using. User can maintain denominations per currency / per unit. Newly created currency denominations take effect once authorized.

Navigation Path: *Collections > Maintenance > Cash Denomination > Create Cash Denomination*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Branch *	Select the branch to create the cash denomination for. Changing the branch requires access rights for the selected branch.
Currency *	Select the currency code to maintain denominations for.
Main Unit *	Enter name of the main unit in which the currency denominations are measured. For example: Dollar, Rupee, Pound etc.
Sub Unit	Enter name of the sub unit of the currency. For example: Cent, Paisa, Penny etc.

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2. To add a row for a denomination, click the Add icon ( ) and perform following steps:

   a. Under the 'Action' column, click the Edit icon ( ).

   b. In the **Denomination Type** list, specify whether the denomination is a coin or a note.

   c. In the **Denomination Value** field, enter the market value of a coin or a note.

   d. In the **Description** field, enter more details about the denomination.
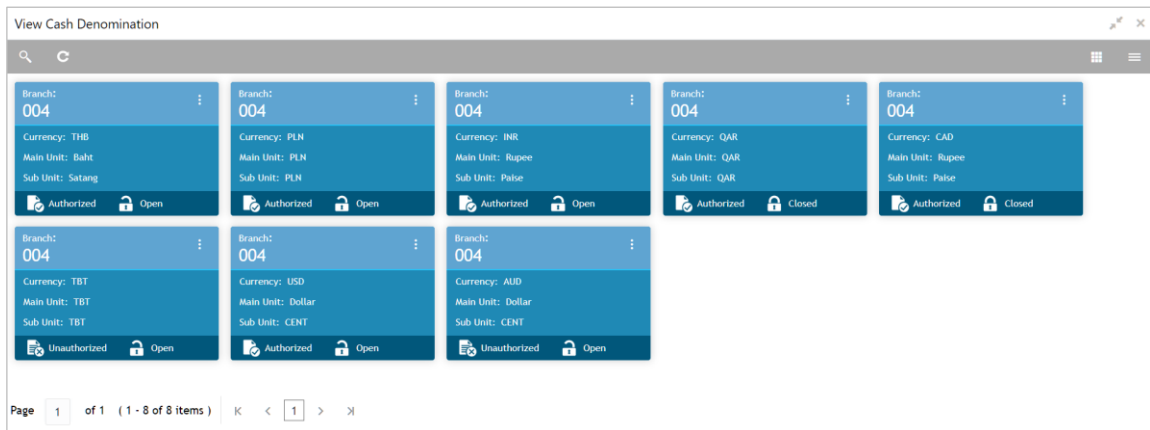
   OR

   To delete a row of denomination, click the Remove icon ( ) under the 'Action' column.

3. Click **Save** to save the record and send for authorization.

3.7.2 View Cash Denomination

By using this screen, you can view, modify, delete, or authorize cash denomination details.

Navigation Path: Collections > Maintenance > Cash Denomination > View Cash Denomination

Perform the following steps to take actions on the cash denomination. Click the Options ( ) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Cash Denomination** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

   a. Optional: Click **View** to view the record details.

   b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

   a. Optional: On the confirmation pop-up window, click **View** to view the record details.

   b. Click **Proceed** to delete the record.

- **Copy** – To copy the cash denomination details for creating a new record.

- **View** – To view the cash denomination details.

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3.8 Maintaining Courier Setup

The 'Courier Setup' is used to register the courier companies with whom the bank has a tie up for cheque pickup services. These courier companies are used for mapping in various other screens including transaction capturing and corporate enrichment.

By using 'Courier Setup' screen, you can maintain the courier company's details.

3.8.1 Create Courier Setup

This screen is used to create a courier code and capture the complete detail of the courier company. Newly created courier codes take effect once authorized and cannot be modified thereafter.

Navigation Path: Collections > Maintenance > Courier Setup > Create Courier Setup

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

| Field Name	Description
Courier Code *	Enter unique alphanumeric code to be created for a courier company. This field cannot be modified once authorized.
Courier Description *	Enter the name and description of the courier company.
Contact Person	Enter name of the contact person from the courier company.
Designation	Enter the designation of contact person from the courier company.
Address Line 1	Enter the first line of courier company's address.
Address Line 2	Enter the second line of courier company's address.
Address Line 3	Enter the third line of courier company's address.
Address Line 4	Enter the fourth line of courier company's address.

Field Name	Description
Country	Click the Search icon to select the country.
Zip Code	Enter the postal code of the selected address.
Land Line Number	Enter the land line contact number of the courier company.
Fax	Enter the fax contact number of the courier company.
Email Address	Enter an official email address of the courier company. Click Add (+) icon to add more email addresses. You can delete an email address by clicking Remove (-) icon given for it.
Mobile Number	Enter mobile number of the selected contact person. Click Add (+) icon to add more mobile numbers. You can delete a number by clicking Remove (-) icon given for it.
Contract Start Date	Click the Calendar icon to select the date from which contract with courier company starts.
Contract End Date	Click the Calendar icon to select the date on which contract with courier company expires.

2. Click **Save** to save the record and send for authorization.

3.8.2 View Courier Setup

By using this screen, you can view, modify, delete, or authorize courier code details.

Navigation Path: *Collections > Maintenance > Courier Setup > View Courier Setup*
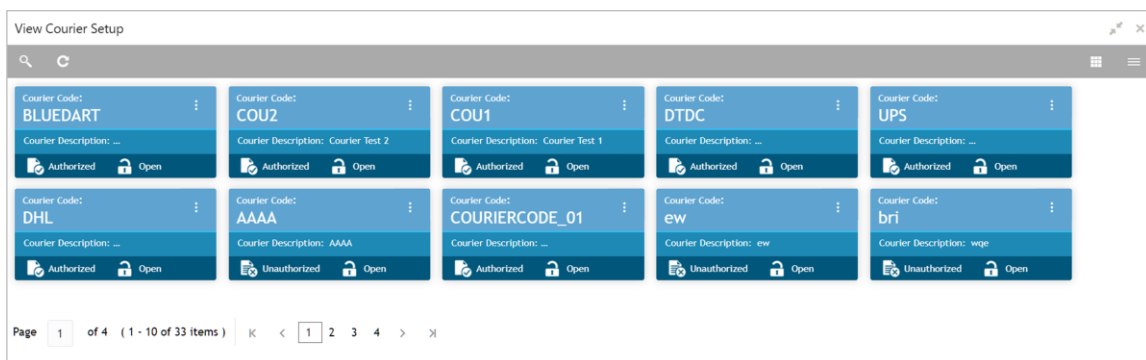
Perform the following steps to take actions on the courier code. Click the Options ( ) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Courier Setup** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

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    a. Optional: On the confirmation pop-up window, click **View** to view the record details.

    b. Click **Proceed** to delete the record.

- **Copy** – To copy the courier code details for creating a new record.

- **View** – To view the courier code details.

3.9 Maintaining Location

As a bank user, you can define various clearing parameters for a specific location, based on all locations where banks intends to offer CMS services. You can also link Correspondent bank to those locations where bank has a correspondent-banking tie up, or can link an outside network banks to locations where bank does not have a branch as well as no correspondent banking arrangement.

For a specific location code, you can define clearing parameters like location cluster, high value cut-off amount as well as supported clearing networks like HOME, MICR (Magnetic Ink Character Recognition), NON-MICR (Non-Magnetic Ink Character Recognition), ICCS (Image Cheque Clearing System).

3.9.1 Create Location

This screen is used to map the locations with the location cluster, clearing network, and link Correspondent bank and outside network bank for clearing tie-up. Newly created location code takes effect once authorized and cannot be modified thereafter.

Navigation Path: *Collections > Maintenance > Location > Create Location*

3.9.1.1 Location Details

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

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Field Name	Description
Location Code *	Click the Search icon to select the location code.
Location Description *	Description of the selected location is displayed.
Location Cluster	Click the Search icon to select the location cluster to be mapped with location.
High Value Cutoff Amount	Select the currency and then enter an amount to specify the maximum limit of instrument that can be processed from the selected location.
Clearing Network *	Select any of the following clearing network in which the location participate for cheque clearing: • **MICR** – Magnetic Ink Character Recognition • **NON MICR** – NON Magnetic Ink Character Recognition • **ICCS** – Image Cheque Clearing System • **HOME** – Home Network

2. Click **Save** to save the data to be sent for authorization.

3.9.1.2 Correspondent Banks

Location where bank does not have any branch, however intend to offer CMS services by having an arrangement with other bank are maintained under 'Correspondent Banks' tab.

In the location maintenance, user can map the Correspondent bank and its controlling branch with priority.

Note: Fields marked with '*' are mandatory and with '**' are conditionally mandatory.

Field Name	Description
Bank *	Click the Search icon to select the correspondent bank code to map with the location.
Priority **	Specify the priority for the correspondent bank for cheque collection and clearing at the mapped location. Two or more correspondent bank linked with the same location cannot have same priority.
Controlling Branch *	Click the Search icon and select a controlling branch of the correspondent bank for processing of the cheque.

*Note: To modify records in the grid, click the Kabab icon (⋮) under the 'Action' column and then click **Edit**.*

3. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

4. Click **Save** to save the record and send for authorization.

3.9.1.3 Outside Network Banks

System bank can have tie-up with few bank for outside network cheque clearance for the location where system bank neither have any branch nor have an arrangement or tieup with the correspondent bank.

In location maintenance, you can map the outside network bank and its controlling branch with proirity.

Note: Fields marked with '' are mandatory.*

| Field Name	Description
Bank *	Click the Search icon to select the bank code to map with location.
Priority **	Specify the priority for the outside network bank for the clearing at the mapped location. Two or more outside network banks linked with the same location cannot have same priority.
Controlling Branch *	Click the Search icon and select a controlling branch of the outside network bank for processing of the cheque.

*Note: To modify records in the grid, click the Kabab icon (⋮) under the 'Action' column and then click **Edit**.*

5. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

6. Click **Save** to save the record and send for authorization.

3.9.2 View Location

By using this screen, you can view, modify, delete, or authorize location details.

Navigation Path: *Collections > Maintenance > Location > View Location*
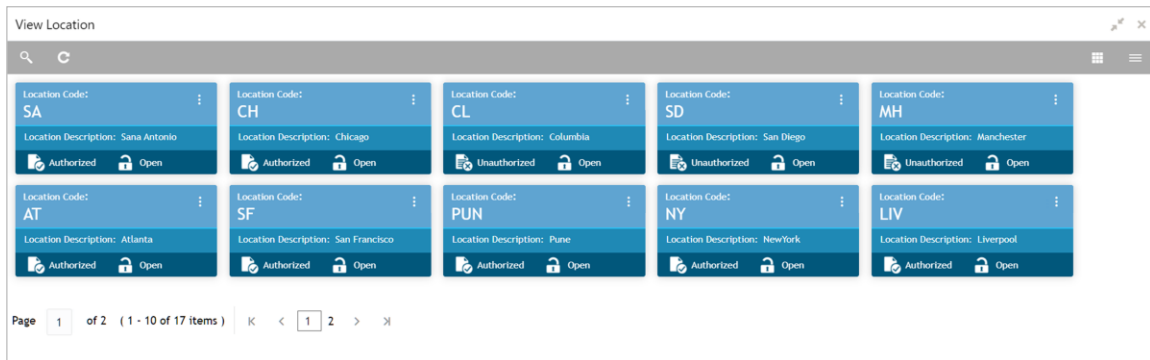
Perform the following steps to take actions on the locations. Click the Options (⋮) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Location** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

   a. Optional: Click **View** to view the record details.

   b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

   a. Optional: On the confirmation pop-up window, click **View** to view the record details.

   b. Click **Proceed** to delete the record.

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- **Copy** – To copy the location details for creating a new record.

- **View** – To view the location details.

3.10 Maintaining Location Cluster

The location cluster is a group of locations which belongs to a same clearing grid. The location is mapped with a cluster to identify in which clearing network the location falls and accordingly derives the product.

3.10.1 Create Location Cluster

This screen is used to create a location cluster.

Navigation Path: *Collections > Maintenance > Location Cluster > Create Location Cluster*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '*' are mandatory.

Field Name	Description
Location Cluster Code *	Enter the unique alphanumeric code to be created. This field cannot be modified once authorized.
Location Cluster Description *	Enter the name and description for the cluster code.

2. Click **Save** to save the record and send for authorization.

3.10.2 View Location Cluster

By using this screen, you can view, modify, delete, or authorize location cluster code details.

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Navigation Path: *Collections > Maintenance > Location Cluster > View Location Cluster*
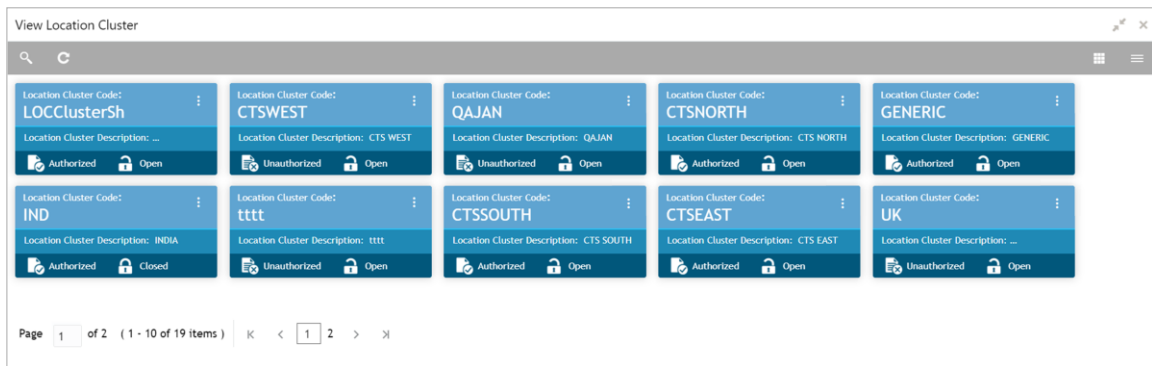
Perform the following steps to take actions on the location cluster code. Click the Options (![icon]( )) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Location Cluster** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

   a. Optional: Click **View** to view the record details.

   b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

   a. Optional: On the confirmation pop-up window, click **View** to view the record details.

   b. Click **Proceed** to delete the record.

- **Copy** – To copy the location cluster details for creating a new record.

- **View** – To view the location cluster details.

3.11 Maintaining PDC Vault Box

As part of the collection services; when the corporates sometimes handover the postdated instruments to the bank. It is bank's need to safely keep the instruments in a secured vault box till the instrument is due for presentation, clearing, withdrawal etc. This screen allows you to create/maintain vault boxes that can be used for storing the PDC instruments. User can also parameterize options, maximum number of instruments to be allocated to a vault box, etc.

3.11.1 Create Vault Maintenance

This screen is used to create vault box for warehousing the PDC instrument on the basis of the Presentation Month, Presentation From and To days.

Navigation Path: *Collections > Maintenance > PDC Vault Maintenance > Create Vault Maintenance*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

| Field Name	Description
Vault Box Number *	Enter the unique vault box number.
	This field represents a unique number allocated to each vault box that will be used for warehousing the PDC Instruments.
Vault Box Description *	Enter the description for the vault box.
Vault Branch *	Select the branch where the vault box is located. By default, branch of the logged-in user is selected.
Vault Location	The location of the vault box is auto-populated based on selected branch.
Vault Activation Date *	Click the Calendar icon to select the date from which the vault will be operational.
Vault Expiry Date *	Click the Calendar icon to select the date after which the vault will not be operational. Leaving this field blank keeps the vault operational till the time it is manually deactivated.
	The expiry date should be equal to or greater than the activation date
Number Of Instrument *	Enter the maximum number of instruments that can be stored in the vault.
Presentation Month	Select the month for which the PDC instrument is due for presentation.
Presentation From Day *	Instruments are store in order of their presentation date.
	Enter the number to specify the first presentation date for the vault.
	The specified number should be between first and last date of the respective month.

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Field Name	Description
	Presentation on From Days cannot be greater than Presentation on To Date
Presentation To Day *	Instruments are store in order of their presentation date.
	Enter the number to specify the last presentation date for the vault.
	Formula: First Presentation Date =< Presentation To Day <= last date of the respective month.
	Presentation on To Days cannot be less than Presentation on From Date

2. Click **Save** to save the record and send for authorization.

3.11.2 View Vault Maintenance

By using this screen, you can view, modify, delete, or authorize vault box details.

Navigation Path: *Collections > Maintenance > PDC Vault Maintenance > View Vault Maintenance*
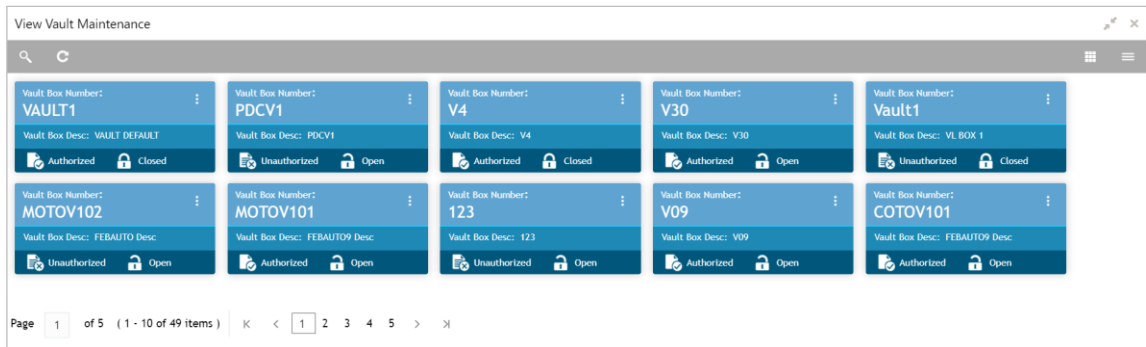
Perform the following steps to take actions on the PDC vault box. Click the Options (⋮) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Vault Maintenance** section for field level details.

- **Authorize** – To authorize the code.

   a. Optional: Click **View** to view the record details.

   b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

   a. Optional: On the confirmation pop-up window, click **View** to view the record details.

   b. Click **Proceed** to delete the record.

- **Copy** – To create a new PDC vault box with similar details.

- **View** – To view the PDC vault box details.

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3.12 Maintaining Product Definition

The 'Product Definition' screen allows to create variants for cheque collection products on the basis of combination of specific parameters like network type (inside network, correspondent bank network etc.), product type (local cheque collection, outstation cheque collection etc.), and configure other features within the relevant boundaries.

3.12.1 Create Product Definition

This screen is used to create product codes. Newly created codes takes effect once authorized and cannot be modified thereafter.

Navigation Path: *Collections > Maintenance > Product Definition > Create Product Definition*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

| Field Name	Description
Branch *	Select the branch to create the product for. Changing the branch requires access rights for the selected branch.
Product Code *	Enter the unique alphanumeric code for product. This field cannot be modified once authorized.
Product Description *	Enter the name and description of the product.
Product Category *	Select the value to specify whether the product is 'Paper Based Instruments', or 'Cash' category. This field cannot be modified once authorized.
Product Type *	This field is applicable only for 'Paper Based Instruments' category. Select the type of product from following: For paper based instrument:

Field Name	Description
	• Local Cheque Collection • Outstation Cheque Collection • Account Transfer This field cannot be modified once authorized.
Network Type **	This field is applicable only for 'Paper Based Instruments' category. Select the network type to define the network used by the bank for clearing. This field cannot be modified once authorized.
Clearing Days *	This field is applicable only for 'Paper Based Instruments' category. Enter the number of days within which clearing should be completed.
Currency *	Select the currency to be considered for product.
Product Exposure Limit	Enter the maximum exposure limit of the bank for the product. The exposure limit for a product is utilized on booking of the cheque, and released on realization of the cheque. The product exposure limit cannot be a negative value.
Min Txn Amount *	Enter the minimum transaction amount required for the product.
Max Txn Amount *	Enter the maximum transaction amount allowed for the product.
Effective From *	Click the Calendar icon to select the date from when product should take effect.
Expires On *	Click the Calendar icon to select the date on which product expires.

2. Click **Save** to save the record and send for authorization.

3.12.2 View Product Definition

By using this screen, you can view, modify, or authorize product details.

Navigation Path: *Collections > Maintenance > Product Definition > View Product Definition*
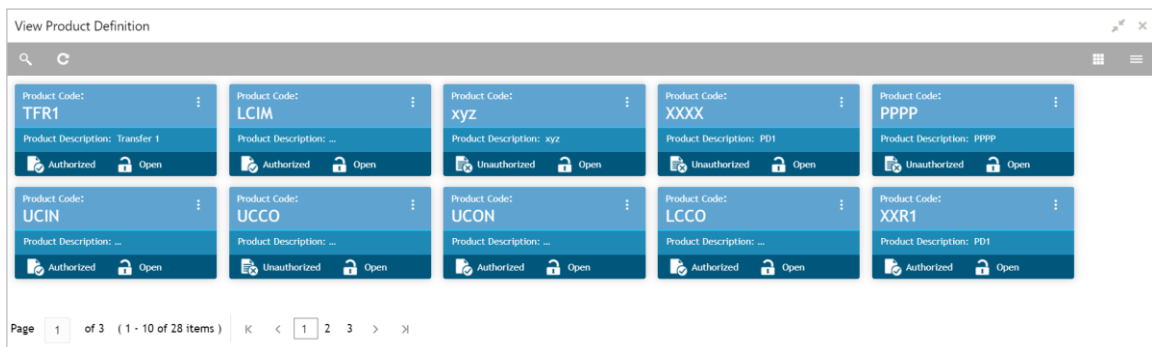
Perform the following steps to take actions on the products. Click the Options (⋮) icon and then click any of the below option:

• **Unlock** – To modify the record details. Refer to the **Create Product Definition** section for field level details.

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- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

  a. Optional: On the confirmation pop-up window, click **View** to view the record details.

  b. Click **Proceed** to delete the record.

- **Copy** – To copy the product details for creating a new record.

- **View** – To view the product details.

3.13 Maintaining Alert Definition

The 'Alert Definition' functionality can be used to configure and manage the types of alerts. User can define alert categories for various events. These defined alerts can be further used in the 'Alert Decisioning' screen to set alerts.

3.13.1 Create Alert Definition

This screen is used to create a type of alert. Newly created alert type takes effect once authorized and cannot be modified thereafter.

Navigation Path: *Collections > Maintenance > Alerts > Alert Definition > Create*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '*' are mandatory.

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Field Name	Description
Alert Code *	Enter the unique alert code to be maintained in the system.
Alert Description *	Enter the description of the alert.
Alert Category *	Select the category of the alert. For example: Collection
Event *	Select event for which the alert should be used. For example: The 'Instrument Clear' event for 'Collection' category to be triggered when instrument gets cleared.
Effective Date *	Click the Calendar icon and select the date from which the alert is effective in the system.
Expiry Date	Click the Calendar icon and select the date up to which the alert can be used in the system.

2. Click **Save** to save the record and send for authorization.

3.13.2 View Alert Definition

By using this screen, you can view, modify, or authorize alert details.

Navigation Path: *Collections > Maintenance > Alerts > Alert Definition > View*
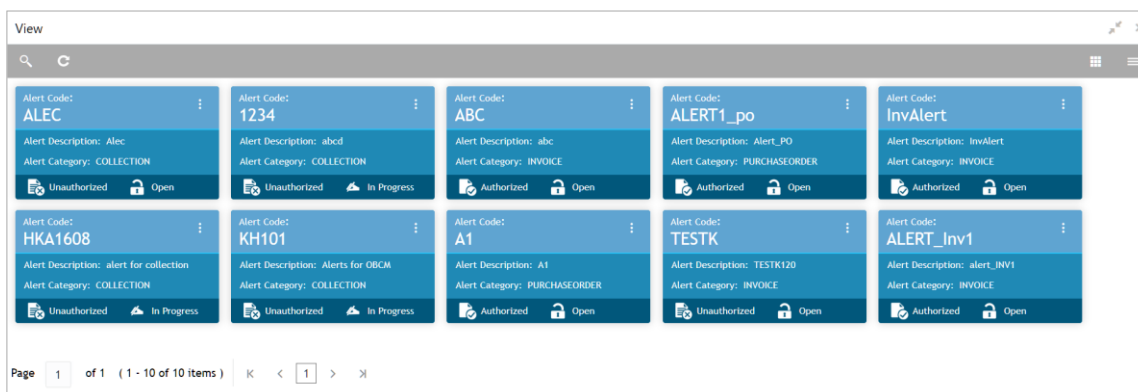
Perform the following steps to take actions on the alerts. Click the Options (⋮) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Alerts Definition** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

  a. Optional: On the confirmation pop-up window, click **View** to view the record details.

  b. Click **Proceed** to delete the record.

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- **Copy** – To copy the alert details for creating a new record.

- **View** – To view the alert details.

3.14 Maintaining Alert Decisioning

The 'Alert Decisioning' functionality can be used to set and manage the alerts. User can choose from the defined alerts and set the same for a recipient. User can select the delivery mode, frequency etc. of the alert.

3.14.1 Create Alert Decisioning

This screen is used to set an alert for a recipient. Newly set alerts takes effect once authorized and cannot be modified thereafter.

Navigation Path: *Collections > Maintenance > Alerts > Alert Decisioning > Create*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Filter Criteria *	Select the Filter Criteria to which the alert should be applicable.
Relationship Code *	Click the Search icon and select the product to set an alert for. This field is displayed only after selecting 'Product' in 'Filter Criteria' field.
Category *	Select the alert category to choose the alert from.
Event *	Select the event for which the alert needs to be set.

Field Name	Description
Alert Code *	Click the search icon and select from the available alert. The list of alert codes are displayed as per selected combination of category and event.
Description	Description of the selected alert code is auto-populated here.
Recipient *	Select the recipient to whom the alert should be sent.
Frequency *	Select the value to specify whether the alert is to be sent once or multiple times. On selecting Multiple, click the Alert Calendar icon () and perform the following steps: a. In the **Number of Alerts** field, enter the total alerts to be sent. b. In the **Interval Days** field, enter the interval in days between each alert. c. In the **Text Template** field of each alert, click the search icon and select the text template for alert. OR In the **Attachment Template** field of each alert, click the Search icon and select the attachment template for alert. d. Click **Add** to add the selected templates.
Delivery Mode	Select the mode through which the alert should be sent.
Generate days before	Enter the number of days before event when the alert should be generated in the system.
Additional Phone/Email	Enter the additional phone number/email address to send the alert on. This field is displayed only for Email, WhatsApp, and SMS mode of delivery.
Text Template for EMAIL	Click the search icon and select the text template for an email alert. This field is displayed only for Email Delivery Mode.
Attachment Template for EMAIL	Click the search icon and select the attachment template for an email alert. This field is displayed only for Email Delivery Mode.

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| Field Name	Description
Text Template for WHATSAPP	Click the search icon and select the text template for the WhatsApp alert.
	This field is displayed only for WhatsApp Delivery Mode.
Text Template for SMS	Click the search icon and select the text template for an SMS alert.
	This field is displayed only for SMS Delivery Mode.
Text Template for DASHBOARD	Click the search icon and select the text template for the Dashboard alert.
	This field is displayed only for Dashboard Delivery Mode.

*Note: To modify records in the grid, click the Kabab icon (⋮) under the 'Action' column and then click **Edit**.*

2. Click **Add/Edit** to add alert decision details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.

3. Click **Save** to save the record and send for authorization.

3.14.2 View Alert Decision

By using this screen, you can view, modify, or authorize alert decision details.

Navigation Path: *Collections > Maintenance > Alerts > Alert Decisioning > View*
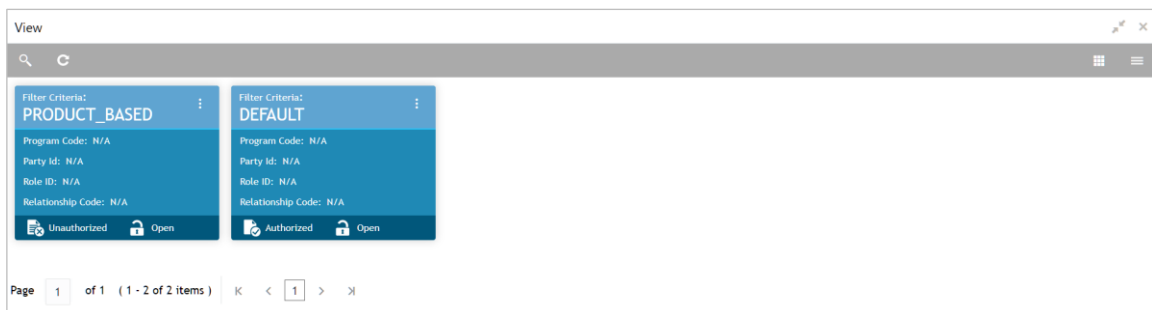
Perform the following steps to take actions on the alert decision. Click the Options (⋮) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Alerts Decisioning** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

    a. Optional: Click **View** to view the record details.

    b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

    a. Optional: On the confirmation pop-up window, click **View** to view the record details.

    b. Click **Proceed** to delete the record.

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- **Copy** – To copy the alert decision details for creating a new record.

- **View** – To view the alert decision details.

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4. Collecting and Processing Instrument Data

The **Instrument Collections** screen helps you to enter the details about the batch of instruments (Cheque) collected for clearing. The batch of these instruments may have been physically collected or received by courier. This screen allows you to enter details of such batch and details of various instruments therein such as total batch amount and deposit slip numbers, which will be validated at the time of saving the record to avoid any calculation error. You can also view the deposit slip details in the summary screen before confirming and sending the record for authorization.

Navigation Path: Collections > Instrument Collections

4.1   Basic Info

This screen helps you to input batch related information. The branch is defaulted as per login Id and can be changed to another branch based on access right. The batch amount currency selected here is defaulted at the time of deposit slip details in next tab.

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '*' are mandatory and '**' are conditionally mandatory.

Field Name	Description
Reference Number *	Click 'Create' to auto-generate the reference number or click 'Draft' to select the existing reference number.
Reference Number **	Click the Search icon to select an existing reference number. This field is enabled only when 'Existing' toggle is selected.
Branch *	Select the bank branch where the instrument is deposited. This field displays values based on your access rights. This field cannot be modified once authorized.

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Field Name	Description
Deposit Channel *	Select the deposit channel i.e.; 'Courier' or 'Branch', this indicated whether the instrument is picked up by a courier agency or the corporate has deposited the instrument in branch. This field cannot be modified once authorized.
Financial Posting *	Switch the toggle ON, if GL entries should be posted. The 'Processing Date' field will be disabled. This field cannot be modified once authorized.
Processing Date *	Click the Calendar icon to select the date on which the deposit slips are entered. This date cannot be beyond current branch date. This field cannot be modified once authorized.
Deposit Location *	Click the Search icon to select the location from where the instrument is deposited. This field cannot be modified once authorized.
Acknowledgment Receipt Number	Enter the acknowledgment number, if any.
Bag Weight (in kg)	Enter weight of the package in kilograms when it was received.
Initiator Reference Number	Enter the reference number assigned for receiving the package, if any.
Total Batch Amount	Select the currency and enter total amount of the deposit slips to be processed in a single batch. This field cannot be modified once authorized.
Deposit Slips	Enter the total number of deposit slips to be processed. This field cannot be modified once authorized.
Courier **	Click the Search icon to select the courier company. This field will be mandatory and appears only in case if 'Deposit Channel' is selected as 'Courier'.
Consignment Number	Enter the consignment number allocated by the courier company. This field appears only in case if 'Deposit Channel' is selected as 'Courier'. This field cannot be modified once authorized.
Consignment Date	Click the Calendar icon to select the date and time on which consignment is received. This field appears only in case if 'Deposit Channel' is selected as 'Courier'. This field cannot be modified once authorized.

2. Click **Save & Close** to save the data and close the window.

    OR

    Click **Next** to save the data and move to the **Deposit Slip Details** screen.

    OR

    Click **Cancel** to discard the deposit slip creation and close the window.

4.2   Deposit Slip Details

This screen helps you to input the information related to the deposit slip. When the record is sent for authorization, data in field such as 'Deposit Slip Amount' will be validated with 'Batch Amount' (if captured). 'No. of Instruments' and 'Deposit Slip Amount' is also checked before submission for authorization.

You can input default details such as 'Corporate', 'Credit Account Number', and 'Division' which can be applied to all instruments for the said deposit slip.

3. Refer to the following table for specifying details in the 'Deposit Slip Details' section of the above screen:

Note:

- *Fields marked with '*' are mandatory and '**' are conditionally mandatory.*

- *Double clicking on the deposit in the left pane auto-populated associated instrument details.*

Field Name	Description
External Reference Number	Click the Search icon and select the reference number generated by an external application. All the deposit slip request for instrument collection of the selected external reference number are listed in the left pane.
	OR
	Click the search icon and select the deposit slips associated with the external reference number.
	Double click on the deposit slip displayed in this pane to auto-populate the data.

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Field Name	Description
Deposit Slip Number *	Enter new deposit slip number or click the Search icon to select an existing deposit slip number. The search result fetches the available and saved deposit slip(s) entered for the batch.
	This field cannot be modified once authorized.
Corporate *	Click the Search icon to select the corporate for whom the instrument collection entry is being made.
	This field cannot be modified once authorized.
Credit Account No.	Click the search icon to select the real/virtual credit account number where the fund should be credited at deposit slip level.
	This field cannot be modified once authorized.
Deposit Slip Date *	Click the Calendar icon to select the date mentioned on deposit slip.
	This field cannot be modified once authorized.
Pickup Location *	Click the Search icon to select the location from where the deposit slip was collected by the courier agency or the branch location where the instrument is deposited by the corporate.
	This field cannot be modified once authorized.
Pickup Point *	Click the Search icon to select an exact pick-up point of the Corporate from where the deposit slip along with the physical instrument is being picked up by the courier agency.
	This field cannot be modified once authorized.
Pickup Date *	Click the Calendar icon to select the date on which the deposit slip or instrument was collected.
	This field cannot be modified once authorized.
No. of Instruments *	Enter the total number of instruments collected with deposit slip.
	This field cannot be modified once authorized.
Deposit Slip Amount	Enter total amount of all the instruments attached to the deposit slip. The currency value is auto-populated as selected in the Basic Info tab.
Division Code **	Click the Search icon to select the division code in case if the 'Division Code' is mandatory in **Corporate Enrichment** screen else leave blank.
	The selected division code can be used for MIS purpose or for pooling of funds to the specific Division code.
	This field cannot be modified once authorized.
Deposit Slip Count	Displays the total number of deposit slips added.
Total Deposit Value	Displays the sum amount of all the deposit slips.
Pooling Account Details	Click this link to view the pooling account details maintained for the corporate.
User Defined Fields section	Click the Add icon (➕) to add user defined fields.
Miscellaneous Fields section	In the 'No. Of Miscellaneous Fields', enter the number to specify how many fields are required.

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Field Name	Description
	In the each miscellaneous field box, enter name of the field.

4. Expand the 'Instrument Details' section of the above screen, click the Add icon ( ) to open the 'Instrument Details' pop-up for adding the instrument details manually:

5. Specify the following details on the 'Instrument Details' pop-up window:

Note: Fields marked with '' are mandatory and '**' are conditionally mandatory.*

Field Name	Description
Cheque Date *	Click 'Current' or 'Post Dated' to specify the date of the cheque.
Instrument Number *	Enter the instrument reference number. For example: Cheque number. This field cannot be modified once authorized.
Instrument Date *	Click the Calendar icon to select the date mentioned on instrument. This field cannot be modified once authorized.
Instrument Type *	Select the type of Instrument added in the deposit slip. This field cannot be modified once authorized.

Field Name	Description
Instrument Amount *	Enter the amount mentioned on the instrument. Currency is defaulted to the one from **Basic Info** screen. This field cannot be modified once authorized.
Routing Number *	Click the Search icon to select the Routing number. Selecting this field auto-populates value for 'Drawee Bank' and 'Drawee Branch'. This field cannot be modified once authorized.
Drawn On Bank Name *	The name of bank on which instrument is drawn. This field cannot be modified once authorized.
Drawn On Branch Name *	The branch name of the selected bank. This field cannot be modified once authorized.
Clearing Location *	Displays the clearing location maintained in the system based on selected drawee bank. This field cannot be modified once authorized.
Location Cluster *	Displays the location cluster associated with the clearing location. This field cannot be modified once authorized.
Drawer **	This field is mandatory if the 'Drawer Mandatory at Txn' is enabled on **Corporate Enrichment** screen. Enter the drawer name or click the Search icon to select the same. This field cannot be modified once authorized.
Drawer A/C No. *	Enter the bank account number of the drawer. This field cannot be modified once authorized.
Drawer A/C Name *	Enter the drawer account's name. This field cannot be modified once authorized.
Clearing Network *	Click the Search icon to select the network to be considered for clearing the instrument. This field cannot be modified once authorized.
Product *	Displays the applicable product based on selected instrument type, deposit location, payable at location, drawee bank, etc. If required, select the product of your choice. This field cannot be modified once authorized.
Arrangement Days	Displays the number of days based on selected product and corporate.
Vault Box Number *	This field is displayed only for 'Post Dated' cheque. This vault box number associated with the branch for the selected instrument date is auto-populated. In case of multiple vault boxes maintained with same presentation date, click the Search icon to select the appropriate vault box number.
Vault Box Description	This field is displayed only for 'Post Dated' cheque. The description of the selected vault box number is auto-populated.

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Field Name	Description
Vault Branch	This field is displayed only for 'Post Dated' cheque. The branch of the selected vault box number is auto-populated.
Presentation Date	This field is displayed only for 'Post Dated' cheque. The presentation date is auto-calculated based on the instrument date and the system parameter set for the activation date.
Credit Account No.	If required, select the real/virtual account number in which amount should be credited else will be credited to the bank account number selected in the deposit slip details or to the default bank account.
Division Code	Click the Search icon to select the division code in case if the 'Division Code' is mandatory in **Corporate Enrichment** screen else leave blank. Selected division code can be used for MIS purpose or for pooling of funds to the specific division code. If the division code is available, the funds will be pooled and credited to the specific account mentioned for the division code else to the credit account number specified or default account. This field cannot be modified once authorized.
User Defined Fields section	Click the Add icon to add user defined fields.
Miscellaneous Fields section	In the 'No. Of Miscellaneous Fields', enter the number to specify how many fields are required. In the each miscellaneous field box, enter name of the field.

6. Click **Add** to add the instrument details. To add more instrument details, repeat the previous step.

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7. Click **Add/Edit** to save the instrument details on the left pane. If required, click **Reset** to clear the selected values.

8. Perform any of the following actions as per your requirement:

    o   Click **Back** to move back to the **Basic Info** screen.

    o   Click **Next** move to the **Deposit Summary** screen.

    o   Click **Save & Close** to save populated data and close the window.

4.3   Deposit Summary

This screen displays the summary of details entered on the **Basic Info** and **Deposit Slip Details** screen. Double click on the tile to view the complete instrument details.

9. Perform any of the following actions as per your requirement:

   o   Click **Submit** to submit the record for authorization.

   o   Click **Back** to move back to the **Deposit Slip Details** screen.

   o   Click **Save & Close** to save populated data and close the window.

   o   Click **Cancel** to discard the deposit slip creation and close the window.

5. Managing Cash Transactions

The **Cash Transaction** menu helps you to enter the data about the cash deposited/withdrawn by the corporate/customer. It has two separate sub-menus for entering data of cash deposit and cash withdrawal.

5.1 Deposit Entry

There are two channels through which the cash is being deposited by the Corporate ie; Branch or Courier.

- Branch: Cash is deposited directly at the branch by the Corporate/Customer.

- Courier: Corporate avails a doorstep banking service in which the courier person picks up the cash and deposits at the branch.

Navigation Path: *Collections > Cash Transaction > Deposit Entry*

5.1.1 Basic Info

This screen helps you to input batch related information i.e. whether it is single deposit entry or multiple deposit entry (from multiple deposit slips), channel of receipt etc. The branch is defaulted as per login Id and can be changed to another branch based on access right.

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '*' are mandatory and '**' are conditionally mandatory.

Field Name	Description
Reference Number *	Click 'Create' to auto-generate the reference number or click 'Draft' to select the existing reference number.

Field Name	Description
Reference Number **	Click the Search icon to select an existing reference number. This field is displayed only when 'Existing' toggle is selected.
Branch *	Select the bank branch where the cash is deposited. This field displays values based on your access rights. This field cannot be modified once authorized.
Deposit Channel *	Select the deposit channel i.e.; 'Courier' or 'Branch', this indicates whether the cash is picked up by a courier agency or the corporate/customer has deposited the cash in branch. Field relevant to the selected channel are displayed. This field cannot be modified once authorized.
Financial Posting	Switch the toggle ON if accounting entries needs to be posted.
Processing Date *	By default, it is current branch date and cannot be beyond the same. You can manually select the processing date only if 'Financial Posting' toggle is switched OFF. Click the Calendar icon to select the date on which the cash is deposited. This field cannot be modified once authorized.
Deposit Location *	This field is auto populated based on the selected branch.
Acknowledgment Receipt Number	Enter the acknowledgment number, if any.
Bag Weight (in kg)	Enter weight of the package in kilograms when it was received.
Initiator Reference Number	Enter the reference number assigned for receiving the package, if any.
Deposit Slips	Enter the total number of deposit slips to be processed. This field displayed only when 'Deposit Channel' is selected as' Branch'.
Depositor Name **	Enter name of the person who deposits the cash. This field is mandatory and appears only when 'Deposit Channel' is selected as' Branch'.
ID Proof Type **	Select the type of ID proof displayed/submitted by the depositor. This field is mandatory and appears only when 'Deposit Channel' is selected as' Branch'.
ID Proof Detail **	Enter the ID proof details of the depositor. This field is mandatory and appears only when 'Deposit Channel' is selected as' Branch'.
Contact Number	Enter the contact number of the depositor. This field displayed only when 'Deposit Channel' is selected as' Branch'.
Courier **	Click the Search icon to select the courier company. This field will be mandatory and appears only when 'Deposit Channel' is selected as 'Courier'.

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Field Name	Description
Consignment Number	Enter the consignment number allocated by the courier company. This field appears only when 'Deposit Channel' is selected as 'Courier'. This field cannot be modified once authorized.
Consignment Date	Click the Calendar icon to select the date on which consignment is received. This field appears only when 'Deposit Channel' is selected as 'Courier'. This field cannot be modified once authorized.

2. Optional: Click **Save & Close** to save the data and close the window. Click **Cancel** to close the window without saving the data.

3. Click **Next** to save the data and move to the **Deposit Slip Details** screen.

5.1.2 Deposit Slip Details

This screen helps you to input the information related to the deposit slip. When the record is sent for authorization, data in field such as 'Denomination detail', 'Deposit Slip Amount' will be validated with 'Batch Amount' (if captured). Additionally, you can select the external reference number to enrich the data received through external channel and send for processing.

You can input default details such as 'Corporate', 'Credit Account Number', 'Division', 'Total Denomination Count', and 'Slip Amount' which can be applied to the deposit slips.

1. Refer to the following table for specifying details in the 'Deposit Slip Details' section of the above screen:

Note: Fields marked with '' are mandatory and '**' are conditionally mandatory.*

Field Name	Description
External Reference Number	Click the Search icon and select the reference number generated by an external application. All the deposit slip request for cash deposition of the selected external reference number are listed in the left pane. OR Click the search icon and select the deposit slips associated with the external reference number.
Deposit Slip Number *	Enter new deposit slip number or select the existing one from the left pane. Selecting an existing deposit slip number auto-populates the data. This field cannot be modified once authorized.
Corporate *	Click the Search icon to select the corporate for whom the cash collection entry is being made. This field cannot be modified once authorized.
Credit Account No.	Click the search icon to select the real/virtual credit account number where the fund should be credited at deposit slip level. This field cannot be modified once authorized.
Deposit Slip Date *	Click the Calendar icon to select the date mentioned on deposit slip. This field cannot be modified once authorized.
Pickup Location *	Click the Search icon to select the location from where the deposit slip was collected by the courier agency or the branch location where the cash is deposited by the corporate. This field cannot be modified once authorized.
Pickup Point *	Click the Search icon to select an exact pick-up point of the Corporate from where the deposit slip along with the physical cash is being picked up by the courier agency. This field cannot be modified once authorized.
Pickup Date *	Click the Calendar icon to select the date on which the deposit slip or cash was collected. This field cannot be modified once authorized.
Total Denomination Count *	Enter the total number of cash denominations. This field cannot be modified once authorized.
Deposit Slip Amount *	Select the currency and enter total amount of the cash deposited through the deposit slip. Click the info icon (ⓘ) to view all the currency maintained for the deposit branch.
Division Code **	Click the Search icon to select the division code in case if the 'Division Code' is mandatory in **Corporate Enrichment** screen else leave blank. The selected division code can be used for MIS purpose or for pooling of funds to the specific Division code. This field cannot be modified once authorized.
Exchange Rate	The exchange rate it auto-populated based on the credit account currency and deposit slip amount currency.

Field Name	Description
Amount (Account CCY)	This field is auto-populated as calculated amount on exchange rate conversion in the account currency only in case credit account number along with deposit slip amount is captured.
Pooling Account Details	Click this link to view the pooling maintenance details along with expected pooling credit details.
User Defined Fields section	Click the Add icon (➕) to add user defined fields.
Miscellaneous Fields section	In the 'No. Of Miscellaneous Fields', enter the number to specify how many fields are required. In the each miscellaneous field box, enter name of the field.

2. In the 'Denomination Details' section, click the Add icon (➕) to add a row of denomination and refer to the following table for specifying details:

Field Name	Description
Denomination Type	Select the denomination type as 'Note' or 'Coin'.
Denomination Value	Enter total value of the selected denomination.
Count	Enter the number of denomination count
Denomination Amount	The amount is auto-calculated based on the specified value multiplied with the count.

3. In the 'Action' column, click the edit icon (✏️) edit the denomination record.

   OR

   Click the delete icon (🗑️) to remove denomination record.

4. Click **Add/Edit** to add denomination details in the left pane or modify the selected records. If required, click **Reset** to clear the selected values.

5. Perform any of the following actions as per your requirement:

   o Click **Back** to move back to the **Basic Info** screen.

   o Click **Next** move to the **Deposit Summary** screen.

   o Click **Save & Close** to save populated data and close the window.

   o Click **Cancel** to close the window without saving the entered data.

5.1.3 Deposit Summary

This screen displays the summary of details entered on the **Basic Info** and **Deposit Slip Details** screen. Double click on the tile to view the complete cash deposit details.

5.2 Withdrawal Entry

This screen is a data entry screen for the user to capture cash withdrawal details. User can either manually enter the data of withdrawal entry or can fetch the data by selecting the external reference number which auto-populates the data on the screen. There can be two cash recipients for the cash withdrawal entry as 'Corporate' and 'Courier'.

- Corporate: On the Withdrawal date, the cash is directly collected by the corporate, the bank user will capture the cash withdrawal request.

- Courier: On withdrawal date, the courier agency having tie-up for cash delivery collects the cash from the branch and delivers to the Corporate Delivery point specified in the withdrawal request.

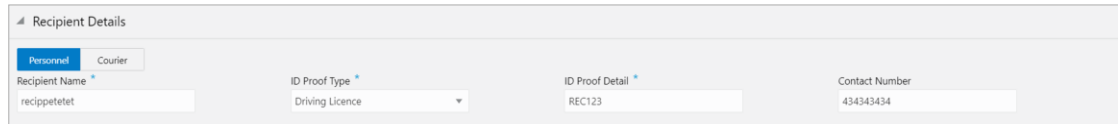***Navigation Path***: Collections > Cash Transaction > Withdrawal Entry

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1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory and '**' are conditionally mandatory.*

Field Name	Description
External Reference Number	Click the Search icon and select the reference number generate by the external system. Selecting the external reference number auto-populates the other fields on the screen and displays the card details such as Withdrawal Date, Lien Number, Lien Amount, Lien Date, and External Channel.
Branch Name *	Select the bank branch from where the cash is withdrawn. This field displays values based on your access rights. This field cannot be modified once authorized.
Corporate *	Click the Search icon and select the corporate for whom the cash withdrawal is requested. This field cannot be modified once authorized.
Debit Account Number *	Click the Search icon and select the corporate's account number from where the cash is withdrawn.
Cheque Date	Click the Calendar icon and select the cheque date if the Corporate need to withdraw the amount through inward cheques. This field cannot be modified once authorized.
Cheque Number	Enter the cheques number to be used for withdrawal. This field cannot be modified once authorized.
Slip Number	Enter the slip number by using which the cash withdrawal is requested. This field cannot be modified once authorized.
Corporate Reference Number	Enter the reference number provided by the corporate for the withdrawal. This field cannot be modified once authorized.
Total Denomination Count *	Enter the total number of denominations in the cash amount. This field cannot be modified once authorized.
Withdrawal Amount *	Select the cash currency and enter total withdrawn amount. Click the info icon (🛈) to view all the currency maintained for the branch.
Exchange Rate	This field is auto-populated as a fixed card currency exchange rate, for conversion of the withdrawal amount currency with debit account currency on withdrawal entry date.

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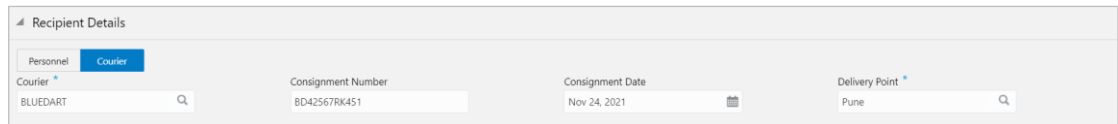| Field Name	Description
Debit Amount	This field indicates the debit amount after exchange rate conversion.

2. In the 'Recipient Details' section, click **Personnel** if the withdrawn cash is collected by the corporate and specify the following details:
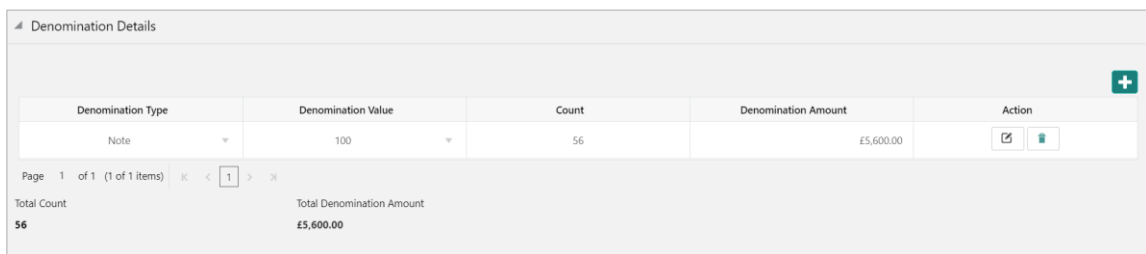
a. In the **Recipient Name** field, enter name of the corporate.

b. In the **ID Proof Type** list, select the identification proof displayed/submitted by the corporate.

c. In the **ID Proof Detail** field, enter the unique identification number from the ID proof.

d. In the **Contact Number** field, enter the corporate's contact number.

OR

Click **Courier** if the withdrawn cash is collected by the courier agency and specify the following details:

a. In the **Courier** field, click the Search icon and select the courier agency name.

b. In the **Consignment Number** field, enter the unique consignment number assigned to the cash delivery transaction.

c. In the **Consignment Date** field, click the Calendar icon and select the date on which the consignment is assigned.

d. In the **Delivery Point** field, click the Search icon and select the delivery point form where the cash will be collected by the corporate.

3. In the 'Denomination Details' section, click the Add icon (➕) to add a row of denomination and specify the following details:

OR

In the 'Action' column of the grid, click the edit icon (□) edit the denomination record or click the delete icon (□) to remove denomination record.

  a. In the **Denomination Type** list, select the denomination type as 'Note' or 'Coin'.

  b. In the **Denomination Value** field, enter total value of the selected denomination.

  c. In the **Count** field, enter the number of denomination count

  d. The **Denomination Amount** is auto-calculated based on the specified value multiplied with the count.

4. In the 'Miscellaneous Details' section, perform the following steps:

  a. In the **No. of Miscellaneous Fields** box, enter the number to specify how many fields are required.

  b. In the each **Miscellaneous Field** box, enter name of the field.

5. Click **Save** to save the record and send for authorization. The request to block/lien the withdrawal amount is sent to the core system.

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6. Managing Instruments

Instrument Management allows you to manage cheques received for collection basis the action to be performed on the instruments. You can search for the cheques by using several search criteria. Processing date is defaulted to the current business date. You can also take an action on multiple records at once.

Navigation Path: *Collections > Instrument Management*

Instrument Management				⤢ ×
⊿ Instrument Details				
Branch *	Cheque Date	Action *	Processing Date *	
004-LM BRANCH ▾	Current Post Dated	Select ▾	Dec 19, 2019 📅	Proceed

You can manage both current as well as post-dated cheques in order to take various actions on them.

6.1 Manage Current Dated Cheques

On the 'Instrument Management' screen, perform the following actions:

1. In the **Branch** list, select the branch for which the cheque is to be managed. By default, branch of the logged-in user is selected.

2. In the **Cheque Date** toggle, select the 'Current'.

3. In the **Action** list, select any one of the following:

   o Credit advancement/postponement

   o Generate schedule

   o Mark schedule receipt

   o Mark return receipt

   o Mark instrument status

4. Click **Proceed** to view the search parameters.

6.1.1 Credit Advancement/Postponement

This action of instrument management can be used in case the customer requests for an early credit or to postpone the credit of the instrument. The advancement can be used to prepone the instrument credit date and postponement can be used to postpone the instrument credit date. Only those instrument which are due for arrangement credit for Guaranteed Arrangement Corporate will be displayed in search result.

Perform the following steps to apply credit advancement/postponement on instruments:

1. On clicking the **Proceed**, relevant cheque records are fetched under 'List of Instruments' section.

2. Optional: Click the Filter icon (▼) to filter the list of instruments.

Refer to the following table for specifying search parameters to filter list of instruments:

Note: Fields marked with '*' are mandatory.

Field Name	Description
Arrangement Credit Date *	Click the Calendar icon and select the due date on which instrument amount is supposed to be credited to the customer's account.
Currency *	Select the currency of the instrument.
Product Type	Select the product type to process the pooling credit details.
Product	Select the product code for which arrangement credit date needs to be preponed or postponed.
Corporate	Click the Search icon and select the corporate for which the instrument needs to be searched.
Reference Number	Click the Search icon and select the reference number to search the instrument by.
Deposit Slip Number	Click the Search icon and select the deposit slip number with which the instrument was deposited.
Instrument Number	Click the Search icon and select the instrument number to search the same.
Deposit From Date	Click the Calendar icon and select the start of the date range within which the instrument was deposited.
Deposit To Date	Click the Calendar icon and select the end of the date range within which the instrument was deposited.
Instrument From Date	Click the Calendar icon and select the starting-range of the date mentioned on the instrument.
Instrument To Date	Click the Calendar icon and select the range-ending of the date mentioned on the instrument.
Deposit Branch *	Select the branch in which the instrument was deposited.
Deposit Location	Click the Search icon and select the bank location where the instrument was deposited.
Clearing Location	Click the Search icon and select the bank where the instrument will be cleared.
Drawee Bank	Click the Search icon and select the bank that pays the amount mentioned on the instrument.

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3. Click **Search** to update the 'List of Instruments' section as per criteria.

4. Select the instruments to be submitted for credit advancement/postponement.

5. In the **New Credit Date** field, click the Calendar icon and select the date on which instrument should be credited.

6. Optional: In the **Remarks** field, enter the remarks for the updated credit date.

7. Click **Apply** to update the new credit date in the grid.

8. If required, select the record and then click **Undo** to revert back the applied advancement/postponement.

9. Click **Submit** to confirm the records of credit advancement/postponement and send for authorization.

6.1.2 Generate Schedule

Bank user need to generate a forwarding schedule in case where clearing is to be routed through partner banks or for upcountry clearing a schedule is to be generated for the instruments. A forwarding schedule is essentially a covering letter, which comprises the details of the instruments dispatched to the concerned bank's branch for clearing. This covering letter is sent along with the physical instruments.

Perform the following steps to generate schedule for instruments:

1. On clicking the **Proceed**, the 'Filter Parameters' section is displayed.

Refer to the following table for specifying filter parameters to search the list of instruments:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Deposit Branch *	Select the branch where instrument is deposited. By default, branch of the logged-in user is selected.
Currency	Select the currency of the instrument.
Destination Bank	Click the Search icon and select the bank where instrument will be cleared.
Destination Branch	Click the Search icon and select the branch of the selected destination bank.

2. Click **Search** to view the result under 'List of Instruments' section.

3. Select the instrument(s) for which the schedule needs to be generated and then click **Next**.

4. Under **Courier** column, click the Search icon to select the courier company.

5. Optional: Click the schedule reference number link to view more details about it.

6. Select the schedule reference number and then click on **Confirm** to generate the schedule and send for authorization.

6.1.3 Mark Schedule Receipt

Receipt of a schedule is to be marked whenever a schedule is drawn on a branch of the system bank. This typically is a branch at an outstation location. The destination branch in such a case must mark receipt of schedule for further processing.

Perform the following steps to mark schedule receipt for instruments:

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1. On clicking the **Proceed**, the 'Filter Parameters' section is displayed.

Refer to the following table for specifying filter parameters to search the list of instruments:

Note: Fields marked with '*' are mandatory.

Field Name	Description
Receipt Branch *	Select the branch of receipt. By default, the branch of logged-in user is selected.
Deposit Branch	Click the Search icon to select the branch from where the instrument is dispatched.
Schedule Reference Number	Click the Search icon and select the schedule reference number to search the instrument by.
Courier	Click the Search icon and select the courier used for instrument.
Dispatch Date From	Click the Calendar icon and select the start of the date range within which the instrument is dispatched.
Dispatch Date To	Click the Calendar icon and select the end of the date range within which the instrument is dispatched.
Currency	Select the currency of the instrument.

2. Click **Search** to view the list of instruments.

3. Select the instruments for which schedule receipts needs to be marked.

4. Click **Confirm** to mark the schedule receipt and send for authorization.

6.1.4 Mark Return Receipt

Return Receipt is marked for upcountry instruments returned by the collecting bank. It is marked by the branch, which dispatches the original schedule with upcountry instruments to a different bank when an upcountry instrument is returned by the destination bank's branch. This constitutes to marking receipt of courier return and not actually marking the instrument as returned. The instrument can and must be marked as returned only after return receipt marking.

Perform the following steps to mark return receipt for instruments:

1. On clicking the **Proceed**, the 'Filter Parameters' section is displayed.

Refer to the following table for specifying filter parameters to search the list of instruments:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Dispatch Branch *	Select the branch from where the instrument is dispatched. By default, the branch of the logged-in user is selected.
Returning Bank	Click the Search icon and select the bank that returned the instrument.
Returning Branch	Click the Search icon and select the bank branch that returned the instrument.
Schedule Reference Number	Click the Search icon and select the schedule reference number to search the instrument by.
Courier	Click the Search icon and select the courier by which the instrument is returned.
Instrument Number	Click the Search icon and select the instrument to search for.
Schedule Dispatch Date From	Click the Calendar icon and select starting-range of the schedule dispatch date.
Schedule Dispatch Date To	Click the Calendar icon and select range-ending of the schedule dispatch date.
Currency	Select the instrument currency.

2. Click **Search** to view the list of instruments.

3. Select the records for which the return receipt needs to be marked.

4. Click **Confirm** to mark the return receipt and send for authorization.

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6.1.5 Mark Instrument Status

Instrument Status is marked for an instrument as 'Realized', 'Returned', or 'Hold' when the payee bank gets the fate of the instrument from the drawee bank which was sent for clearing.

Perform the following steps to mark status of the instruments:

1. On clicking the **Proceed**, the 'Filter Parameters' section is displayed.

Refer to the following table for specifying filter parameters to search the list of instruments:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Deposit Branch *	Select the branch where the instrument is deposited. By default, the branch of the logged-in user is selected.
Currency	Select the currency of the instrument.
Schedule Reference Number	Click the Search icon and select the schedule reference number to search the instrument by.
Deposit Slip Number	Click the Search icon and select the deposit slip number to search the instrument by.
Reference Number	Click the Search icon and select the reference number of the instrument.
Txn Reference Number	Click the Search icon and select the transaction reference number of the deposited instrument.
Instrument Number	Click the Search icon and select the instrument number to search for.
Instrument Amount	Enter the amount mentioned on the instrument.
Deposit Date From	Click the Calendar icon and select the start of the date range within which the instrument was deposited.
Deposit Date To	Click the Calendar icon and select the end of the date range within which the instrument was deposited.
Instrument/Settlement Date From	Click the Calendar icon and select the starting-range of the date mentioned on instrument or it was settled on.

Field Name	Description
Instrument/Settlement Date To	Click the Calendar icon and select the range-ending of the date mentioned on instrument or it was settled on.
Deposit Location	Click the Search icon and select the location where the instrument was deposited.
Product	Click the Search icon and select the product to search the instrument by.
Corporate	Click the Search icon and select the corporate for/by whom the instrument was deposited.
Credit Account Number	Click the Search icon and select the account number in which instrument amount is to be credited.
Instrument Status	Select the current status of the instrument to search by.
Advance Search	
Clearing Location	Click the Search icon and select the location where instrument will be cleared.
Drawee Bank	Click the Search icon and select the drawee bank of the instrument.
Drawee Account Number	Enter the account number of the drawee to search the instrument by.
Routing Code	Click the Search icon and select the routing code used for instrument.
Correspondent Bank	Click the Search icon and select the correspondent bank involved in the transaction.
Division Code	Click the Search icon and select the division code to search the instrument by.

2. Click **Search** to view the list of instruments.

3. Select the records for which the status needs to be updated.

4. Perform any one of the below action to change the instrument status:

   o   Click **Mark Realized**, if the instrument is cleared.

   o   Click **Mark Return**, if the instrument is returned.

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  o Click **Mark Hold**, to hold the instrument and in the **Hold Until** field, click the Calendar icon to select the date until which the instrument should be on-hold.

5. Click **Submit** to update the instrument status and send for authorization.

6.2 Manage Post Dated Cheques

On the 'Instrument Management' screen, perform the following actions:

1. In the **Branch** list, select the branch for which the cheque is to be managed. By default, branch of the logged-in user is selected.

2. In the **Cheque Date** toggle, select the 'Post Dated'.

3. In the **Action** list, select the action to be taken on post-dated cheques.

4. Click **Proceed** to view the search parameters.

Refer to the following table for specifying filter parameters to search the list of instruments:

Note: Fields marked with '*' are mandatory.

Field Name	Description
Deposit Branch *	Select the branch where the instrument is deposited. By default, the branch of the logged-in user is selected.
Currency	Select the currency of the instrument.
Deposit Slip Number	Click the Search icon and select the deposit slip number containing the instrument to be searched.
Instrument Number	Click the Search icon and select the instrument number to search for.
Product	Select the product for which the instrument is deposited.
Corporate	Click the Search icon and select the corporate for/by whom the instrument is deposited.
Drawee Bank	Click the Search icon and select the drawee bank of the instrument.
Drawee Bank Branch	Click the Search icon and select the branch of the drawee bank.

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Field Name	Description
Instrument From Date	Click the Calendar icon and select the starting-range of the date mentioned on the instrument.
Instrument To Date	Click the Calendar icon and select the range-ending of the date mentioned on the instrument.
Deposit From Date	Click the Calendar icon and select the start of the date range within which the instrument was deposited.
Deposit To Date	Click the Calendar icon and select the end of the date range within which the instrument was deposited.
Vault Box Number	Click the Search icon and select the vault box number in which the instrument is stored. This field not displayed for the 'Mark Extension' action.

5. Click **Search** to view the search results.

   Further procedure differs based on the selected action to be taken on the instrument. Click on the action name to get redirected to the relevant procedure:

   o   Mark Extension

   o   Mark Hold

   o   Mark Unhold

   o   Mark Misplaced

   o   Mark Recovered

   o   Mark Replacement & Withdrawal

6.2.1 Mark Extension

In case the Buyer/Drawer of the PDC does not have sufficient funds in debiting account, he may ask for an extension on certain PDC instrument to avoid cheque getting bounced. Only PDC instruments that are due for activation and not activated for presentation will be displayed in the search result.

Perform the following steps to mark extension for the instrument:

1. In the search result, select the instruments to mark extension for. On selecting the records the 'Total Instrument Amount' and 'Total Instrument Count' will be displayed in the summary box.

2. Optional: In the **Instrument Number** column, click the number to view more details about it.

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3. In the **New Presentation Date** field, click the Calendar icon and select the date on which the instrument should be presented.

4. In the **Remarks** field, enter the remarks for new presentation date.

5. Click **Apply** to update the grid with new details.

	Instrument Number	Instrument Amount	Corporate Name	Presentation Date	New Presentation Date	Remarks	
☑	20112013	£30,000.00	Future Group	2019-12-24	2019-12-25	SAVE THE DATE	**Instrument Date Extension Summary**
☑	20112012	£20,000.00	Future Group	2019-12-24	2019-12-25	SAVE THE DATE	Total Instrument Amount (2) £50,000.00
☐	20112011	£50,000.00	Future Group	2019-12-20			Total Instrument Count 2

Total Selected: 2   New Presentation Date *   Remarks   [Apply] [Undo]   [Submit]

6. If required, click **Undo** to revert back the applied changes.

7. Select the updated records from the grid and then click **Submit** to send for authorization.

6.2.2 Mark Hold

This action can be used when customer wants the PDC's not to be presented in clearing and be held in custody of the bank until further Notice. Only PDC instruments that are due for activation and not activated for presentation will be displayed in the search result.

Perform the following steps to mark the instrument on hold:

1. In the search result, select the instruments to be marked. On selecting the records the 'Total Instrument Amount' and 'Total Instrument Count' will be displayed in the summary box.

2. Optional: In the **Instrument Number** column, click the number to view more details about it.

	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Hold Until Date	Remarks	
☑	11122021	£50,000.00	Future Group	2020-01-03			**Instrument Hold Summary**
☑	1209201	£1,000.00	Future Group	2020-01-06			Total Instrument Amount £141,000.00
☑	1012201	£90,000.00	Future Group	2020-01-07			
☐	1012203	£8,000.00	Future Group	2020-01-03			Total Instrument Count 3
☐	1012202	£9,000.00	Future Group	2020-01-06			
☐	202008125	£250.00	Future Group	2020-01-05			
☐	202008121	£100.00	Future Group	2020-01-06			
☐	202008122	£200.00	Future Group	2020-01-06			
☐	81220	£1,000.00	Future Group	2020-01-07			
☐	202008123	£300.00	Future Group	2020-01-06			

Page 1 (1-10 of at least 12 items) |< < 1 2 ... > >|

Total Selected: 3   Hold Until Date   Remarks   [Apply]   [Submit]

3. In the **Hold Until Date** field, click the Calendar icon and select the date upon which the instrument should be on hold. Keeping this date blank allows you to manually unhold the instrument whenever required.

4. In the **Remarks** field, enter the remarks for keeping instrument on hold.

5. Click **Apply** to update the grid with new details.

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	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Hold Until	Remarks
✔	2411203	£100,000.00	Future Group	2020-01-03	2020-11-26	
	2411202	£100,000.00	Future Group	2020-01-03		
	2411205	£100,000.00	Future Group	2020-01-03		
	2411201	£100,000.00	Future Group	2020-01-03		

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Instrument Hold Summary

Total Instrument Amount
£100,000.00

Total Instrument Count
1

Total Selected
1

Hold Until
Nov 26, 2020

Remarks

[Apply] [Undo]   [Submit]

6. If required, click **Undo** to revert back the applied changes.

7. Select the updated records from the grid and then click **Submit** to send for authorization.

6.2.3 Mark Unhold

This action can be used to manually unhold the instrument that are currently on hold. Only PDC instrument that are on hold are displayed in the search result.

Perform the following steps to unhold the instrument:

1. In the search result, select the instruments to be marked. On selecting the records the 'Total Instrument Amount' and 'Total Instrument Count' will be displayed in the summary box.

2. Optional: In the **Instrument Number** column, click the number to view more details about it.

	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks
✔	2020111	£200.00	Future Group	2019-12-24	VAULT1	

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Instrument Unhold Summary

Total Instrument Amount
£200.00

Total Instrument Count
1

Total Selected
1

Remarks

[Apply]   [Submit]

3. In the **Remarks** field, enter the remarks to un-hold the instrument.

4. Click **Apply** to update the grid with new details.

	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks
✔	2020111	£200.00	Future Group	2019-12-24	VAULT1	Ready to Unh...

Page 1 of 1 (1 of 1 items) |< < 1 > >|

Instrument Unhold Summary

Total Instrument Amount
£200.00

Total Instrument Count
1

Total Selected
1

Remarks
Ready to Unhold

[Apply] [Undo]   [Submit]

5. If required, click **Undo** to revert back the applied changes.

6. Select the updated records from the grid and then click **Submit** to send for authorization.

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6.2.4 Mark Misplaced

This action can be used in case the PDC is misplaced by bank or pick vendor. If the instrument is not recovered till the instrument date, it gets auto-cancelled. Only PDC instruments that are due for activation and not activated for presentation will be displayed in the search result.

Perform the following steps to mark the instrument as misplaced:

1. In the search result, select the instruments to be marked. On selecting the records the 'Total Instrument Amount' and 'Total Instrument Count' will be displayed in the summary box.

2. Optional: In the **Instrument Number** column, click the number to view more details about it.

3. In the **Remarks** field, enter the remarks for marking instrument as misplaced.

4. Click **Apply** to update the grid with new details.

5. If required, click **Undo** to revert back the applied changes.

6. Select the updated records from the grid and then click **Submit** to send for authorization.

6.2.5 Mark Recovered

This action can be used in case the PDC is misplaced by the bank/vendor is found before its instrument date. Only PDC instruments with the status 'Misplaced' and whose instrument date is not arrived will be displayed in the search result.

Perform the following steps to mark the instrument as recovered:

1. In the search result, select the instruments to be marked. On selecting the records the 'Total Instrument Amount' and 'Total Instrument Count' will be displayed in the summary box.

2. Optional: In the **Instrument Number** column, click the number to view more details about it.

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3. In the **Remarks** field, enter the remarks for new presentation date.

4. Click **Apply** to update the grid with new details.

5. If required, click **Undo** to revert back the applied changes.

6. Select the updated records from the grid and then click **Submit** to send for authorization.

6.2.6 Mark Replacement & Withdrawal

This action can be used in below two scenarios:

- **Replacement:** When the buyer wants to provide fresh instruments in order to avoid the deteriorating physical condition of the provided cheques, which might have gone through wear and tear.

- **Withdrawal:** In case the buyer has provided PDCs for periodic payment of a loan and repays the entire loan amount before tenure ends. Hence, the PDCs of remaining tenure are required to be withdrawn from the system.

Only PDC instruments that are due for activation and not activated for presentation will reflect in the Mark Replacement screen

Perform the following steps to mark the instrument for replacement & withdrawal:

1. In the search result, select the instruments to be marked. On selecting the records the 'Total Instrument Amount' and 'Total Instrument Count' will be displayed in the summary box.

2. Optional: In the **Instrument Number** column, click the number to view more details about it.

3. In the **New Instrument Number** field, enter the new instrument number to be replaced for the selected one.

4. In the **Remarks** field, enter the remarks for new replacement and withdrawal.

5. Click **Apply** to update the grid with new details.

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	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	New Instrument Number	Remarks	Instrument Summary
☑	2411203	£100,000.00	Future Group	2020-01-03	2411206		**Instrument Replacement**
☐	2411205	£100,000.00	Future Group	2020-01-03			Total Instrument Amount
☐	2411202	£100,000.00	Future Group	2020-01-03			£100,000.00
☐	9879871	£100.00	Future Group	2020-11-03			Total Instrument Count
☐	2411201	£100,000.00	Future Group	2020-01-03			1

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Instrument Withdrawal
Total Instrument Amount
£0.00
Total Instrument Count
0

Total Selected
1

New Instrument Number

Remarks

Apply   Undo   Submit

6. If required, click **Undo** to revert back the applied changes.

7. Select the updated records from the grid and then click **Submit** to send for authorization.

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7. Managing Files

The **File Management** functionality helps you to upload files in a pre-defined format. These files are auto-processed by the system based on its type and set rules. The process is mainly divided into two screens, i.e. 'File Upload' to feed the data into the system and 'View File Upload Status' to manage the uploaded files.

7.1   Upload Files

This screen is used to upload files for auto-processing the instrument collection data into system. The uploaded files are not processed until it is approved. The file can contain data records of cheque details such as instrument number, deposit slip number, amounts etc. The file format accepted by the system includes ".csv" files.

Supported files and fields:

- Instrument Collection file

• Indicator	• Corporate	• UDF7	• Instrument Number
• Branch	• Division Code	• UDF8	• Instrument Date
• Deposit Channel	• Credit Account number	• UDF9	• Instrument Type
• Courier Code	• Account Type	• UDF10	• Instrument Amount
• Consignment No	• Deposit Slip date	• MISC 1	• Routing Number
• Consignment Date	• Pickup Location	• MISC 2	• Drawee Bank
• Consignment Receipt Time	• Pick Up Point	• MISC 4	• Drawee Branch
• Financial Posting	• Pick Up Date TS	• MISC 5	• Drawer Name
• Processing Date	• UDF 1	• MISC 6	• Drawer A/c No
• Acknowledgment Receipt Number	• UDF 2	• MISC 7	• Drawer Account Name
• Bag weight	• UDF3	• MISC 8	• Credit Account No
• Initiator Reference Number	• UDF4	• MISC 9	• Division Code
• Batch currency	• UDF5	• MISC 10	• Instrument Status
• Deposit Slip number	• UDF6		

Navigation Path: *File Management > File Upload*

1. Drag and drop the file to be uploaded in the highlighted box.

   OR

   Click inside the highlighted box to select the file to be uploaded.

2. Click **Upload** to upload the records from the file. Once the file is uploaded, it cannot be deleted.

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7.2 View File Upload Status

This screen helps you to manage uploaded files.

Navigation Path: *File Management > View File Upload Status*

To search the status of a specific file, specify any of the following criteria to filter the listed file jobs:

- o In the **Filter by File Name** field, type partial or complete name of the file.

- o In the **Filter by Maker ID** field, type partial or complete Maker ID used to create the file record.

- o In the **Filter by Approver ID** field, type partial or complete Checker ID used to authorize the file.

- o Click **Rejected Files** to view the list of rejected files.

Perform any of the following actions:

- o Click the Download icon (⬇) to download the file.

- o Click the Remarks icon (🗨) to view the comments added while uploading the file.

- o Click **Approve** in the 'Action' column to process the file.

- o Click **Details** to view details of the processed file.

- o If required, click **Retry** in the 'Action' column to retry the processing.

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8. Inquiries

8.1   Instrument Inquiry

The 'Instrument Inquiry' screen helps you to inquire status of the instruments based on the various criteria such as 'Deposit Slip No.', 'Bank Account Number', 'Instrument Amount range', 'Deposit Date range', 'Deposit Channel', 'Deposit/Clearing Location' etc.

Navigation Path: *Collections > Inquiry > Instrument Inquiry*

For Current Dated Cheque (CDC):

For Post Dated Cheque (PDC):

1. Refer to the following table for specifying details on the above screen:

Field Name	Description
Deposit Slip No.	Click the Search icon and select the deposit slip number used to deposit instrument.
Corporate	Click the Search icon and select the corporate from whom the instrument is received.
Account Number	Click the Search icon and select the real/virtual account number of the instrument.
Instrument Number	Enter the instrument number to search for.
Reference Number	Enter the reference number of the instrument.

Field Name	Description
External Reference Number	Enter the external reference number of the instrument.
Deposit Slip No.	Enter the deposit slip number used to deposit the instrument.
Product	Select the product used for the instrument.
Currency	Select the instrument currency.
Instrument Amount From	Enter the lowest instrument amount of the range.
Instrument Amount To	Enter the highest instrument amount of the range.
Schedule Reference Number	Enter the scheduled reference number created for the instrument. This field is displayed only for CDC.
Vault Box Number	Enter the vault box number in which the PDC is stored. This field is displayed only for PDC.
Deposit Location	Click the Search icon and select the location from where the instrument was deposited.
Clearing Location	Click the Search icon and select the location where the instrument is cleared.
Drawee Bank	Click the Search icon and select the drawee bank of the instrument. This field is displayed only for CDC.
Correspondence Bank	Click the Search icon and select the correspondence bank of the instrument. This field is displayed only for CDC.
Date Reference Basis	Select the basis for a date range search. Available options are: For **PDC**: - Processing Date - Instrument Date - Deposit Slip Date - Arrangement Credit Date - Arrangement Credit Reversal Date - Schedule Generation Date - Actual Credit Date - Actual Credit Reversal Date - Return Recovery Date - Request Date For **CDC**: - Processing Date - Instrument Date - Deposit Slip Date - Presentation Date - Request Date

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Field Name	Description
Date Range	Click the Calendar icon and select the start and end date of the date range for a selected Date Reference Basis.
Processing Status	Select the current processing status of the instrument. Available statuses are: • Processing • Authorized • Completed • Request • Accounting Generation Exception • Posting Account Entries Exception • Rework
Instrument Status	Select the current status of the instrument. Available statuses are: • Booked • Hold • Misplaced • Withdrawn • Replaced
Transaction Status	Select the current status of the transaction. Available statuses are: • Schedule Generated • Centralized Schedule Generated • Physical Return Receipt • Instrument Not Received • Instrument Received This field is displayed only for CDC.
Credit Status	Select the credit status of the instrument. Available statuses are: • Credited • Reversed • Partially Reversed This field is displayed only for CDC.

2. Click **Search** to view the search result.

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Processing Date	Instrument Number	Currency	Instrument Amount	Product	Corporate	Instrument Status	Transaction Status
2020-01-10	3399	INR	1,800.00	Transfer	RT-MART	BOOKED	
2020-01-09	2112123	GBP	2,000.00	Transfer	GENLIGHT INTERNATIONAL	BOOKED	
2020-01-08	5459845456	GBP	100.00	TRF	RT-MART	BOOKED	
2020-01-09	435654	GBP	1.00	LCIM	RT-MART	BOOKED	
2020-01-09	1204211	GBP	1,000.00	LCIM	RT-MART	BOOKED	
2020-01-09	121212	GBP	1.00	TRF	RT-MART	BOOKED	
2020-01-09	2112901	GBP	2,000.00	Transfer	GENLIGHT INTERNATIONAL	BOOKED	
2020-01-07	1111	GBP	1.00	LCIM	RT-MART	BOOKED	
2020-01-09	99999	GBP	1,000.00	LCIM	RT-MART	BOOKED	
2020-01-06	99992	GBP	1,000.00	LCIM	RT-MART	BOOKED	
2020-01-09	9999992	GBP	70.00	TRF	RT-MART	BOOKED	
2020-01-08	2141212	GBP	300.00	TRF	RT-MART	BOOKED	
1970-01-01	1804214	GBP	100.00	TRF	RT-MART	BOOKED	
1970-01-01	18042131	GBP	10.00	TRF	RT-MART	BOOKED	
1970-01-01	18042133	GBP	40.00	TRF	RT-MART	BOOKED	
1970-01-01	18042134	GBP	30.00	TRF	RT-MART	BOOKED	
1970-01-01	18042132	GBP	20.00	TRF	RT-MART	BOOKED	
1970-01-01	22411	GBP	400.00	Local Inside Network	RT-MART	BOOKED	

Page 1 of 1 (1 - 18 of 18 items)

3. Optional: Click the Add/Remove Columns icon (⊟) to select columns to be displayed in the search result.

4. You can click on the hyperlinked data in the columns to view its more details. Clicking on the instrument status views the Instrument Management workflow.

For example, clicking hyperlinked Instrument Number displayed below screens:

Basic Info	Deposit Slip Details	Instrument Details

Reference Number : 004080421COLL162

Branch	Deposit Channel	Courier Name	Courier Code
004-LM BRANCH	BRANCH	-	-

Consignment Number	Consignment Date	Processing Date	Deposit Location
-	-	2020-01-03	AT

Acknowledgement Receipt Number	Bag Weight	Financial Posting	Initiator Reference Number
-	-		10

Total Batch Amount	Total Deposit Slips		
1,800.00	1		

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Basic Info	Deposit Slip Details	Instrument Details

Deposit Slip Number : 1234

Corporate ID	Credit Account Number	Deposit Slip Date	Pickup Date
201922	-	**2020-01-08**	**2020-01-08**
Pickup Location	Pickup Point	No. Of Instruments	Deposit Slip Amount
-	-	**1**	**1,800.00**
Division Code			
-			

User Defined Fields

No Data to Display

Miscellaneous Fields

No. of Miscellaneous Fields
0

Pooling Account Details

Product Category	Pooling Level	Credit Consolidation Level	Division/Location	Pooling Account Number	Percentage to be Pooled (%)
PAPERBASE	LOCATION	POOLING_LEVEL	LOs Angeles	900042212	70
PAPERBASE	LOCATION	POOLING_LEVEL	Atlanta	989898989	30

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Basic Info	Deposit Slip Details	Instrument Details

Instrument Number : 3399

Instrument Type	Instrument Date	Instrument Amount	Routing Number
SAVINGCHEQUE	**2020-01-01**	**1,800.00**	**10989034**
Drawn On Bank Code	Drawn On Bank Name	Drawn On Branch Name	Clearing location
0020	**LM BANK**	**Atlanta**	**Atlanta**
Location Cluster	Drawer	Drawer A/C No.	Drawer A/C Name
CTS NORTH	-	**5566990**	**Tim**
Clearing Network	Product	Corporate Reference Number	Credit Account No
MICR	**Transfer**	-	-
Division Code	Instrument Status		
-	**BOOKED**		

User Defined Fields

No Data to Display

Miscellaneous Fields

No. of Miscellaneous Fields
0

8.2   Accounting Inquiry

The 'Accounting Inquiry' screen helps you to search for the accounting entries based on the various criteria such as 'File Reference Number', 'Event', 'Product', 'Party', 'Account Number' and so on.

Navigation Path: Collections > Inquiry > Accounting Inquiry

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1. Refer the following table for specifying details in the above screen:

Note: Select the value for at least one mandatory field to generate search result. Fields marked with '' are mandatory.*

Field Name	Description
Branch	The branch of an account.
Reference Number	Enter the reference number.
Event	Select the event to search the accounting information for.
Product	Select the product to inquire the accounting for.
Party	Click on the Search icon to select the party.
Account Number	Click on the Search icon to select the account number.
Accounting Entry Type	Select the account entry type.
Entry Posting Status	Specify the status of an accounting entry to inquire for.
Date Reference Basis	Select the basis for a date range search. Available options are: • Processing Date • Value Date
Date Range	Click the Calendar icon and select the start and end date of the date range for a selected Date Reference Basis.

2. Click **Search** to view the search result.

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Accounting Inquiry						
Reference Number	Event	Debit/Credit	Account Number	Amount	Entry Posting Status	Value Date
004010421INV92603	Paid	Debit	944901234	$12.00	Processing	2020-01-09
004010421INV92603	Paid	Credit	944901235	$12.00	Processing	2020-01-09
004010421INV92605	Paid	Debit			Processing	2020-01-09
004010421INV92605	Paid	Credit	CAN91432	$7.00	Processing	2020-01-09
004170421INV93016	Assignment	Debit	944901234	$10,000.00	Processing	2020-01-09
004170421INV93016	Assignment	Credit	944901235	$10,000.00	Processing	2020-01-09
004180421INV93092	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93092	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93096	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93096	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93101	Assignment	Debit	944901234	$7,350.00	Processing	2020-01-09
004180421INV93101	Assignment	Credit	944901235	$7,350.00	Processing	2020-01-09
004180421INV93104	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93104	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93106	Paid	Debit	944901234	$100.00	Processing	2020-01-09
004180421INV93106	Paid	Credit	944901235	$100.00	Processing	2020-01-09
004180421INV93108	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93108	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93111	Paid	Debit	944901234	$100.00	Processing	2020-01-09
004180421INV93111	Paid	Credit	944901235	$100.00	Processing	2020-01-09

3. If required, you can click on the hyperlinked data in the columns to view its more details. For example, reference number:

Accounting Details			
Reference Number	Branch	Event	Product
004030821IACC340	**004**	**Realization**	**Upcountry Outside Network**
Party	Accounting Entry Type	Entry Posting Status	Value Date
-	**Debit**	**Failure**	**2020-01-14**
Account Number	Amount	Accounting Role Code	Accounting Party Id
988623707	**2,540.00**	**BRN_SUSP_ACC**	-
Accounting Entry Code	Transaction Branch Code		
UCON_REALIZATION	**004**		

8.3 Cash Deposit Inquiry

The 'Cash Deposit Inquiry' screen helps you to inquire status of the cash deposit slip booked in the system based on the various criteria such as 'Deposit Slip Number', 'Deposit Location', 'Courier', 'Deposit Channel', 'Currency', 'Account Number', and so on.

Navigation Path: *Receivables > Inquiry > Cash Deposit Inquiry*

Cash Deposit Inquiry			
Hide Search ▲			
Deposit Branch	Corporate	Account Number	Deposit Slip No.
004-LM BRANCH	Search	Search	
Reference Number	External Reference Number	Deposit Location	Division Code
Deposit Channel	Courier	Processing Status	Credit Status
Select		Select	Select
Amount Reference Basis	Currency	From Amount	To Amount
Select	Select		
Date Reference Basis	Date Range		Search Reset
Select			

1. Refer the following table for specifying details in the above screen:

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Note: Select the value for at least one mandatory field to generate search result. Fields marked with '*' are mandatory.

Field Name	Description
Deposit Branch	The branch in which cash has been deposited.
Corporate	Click the search icon and select the corporate for/from whom the cash is deposited.
Account Number	Click the search icon and select the real/virtual account number in which the cash has been deposited.
Deposit Slip No.	Enter the specific deposit slip number to search for.
Reference Number	Enter the reference number.
External Reference Number	Enter the external reference number.
Deposit Location	Click the search icon and select the bank branch's location where the cash is deposited.
Division Code	Click the search icon and select the division code of the selected corporate. This field is enabled only after selecting the Corporate.
Deposit Channel	Select the channel through which the cash is deposited.
Courier	Click the search icon and select the used courier service.
Processing status	Select the workflow stage of the transaction from below to filter the search result: • Accounting Generation Exception • Posting Accounting Entries Exception • Rework • Rejected • Processing • Authorization • Request • Completed
Credit Status	Select the credit status of the transaction to filter the search result. Available statuses are: • Credited • Failed • In Progress
Amount Reference Basis	Select the basis for an amount range.
Currency	Select the currency of cash.
From Amount	Enter the minimum amount of the range selected in the Amount Reference Basis field.
To Amount	Enter the maximum amount of the range selected in the Amount Reference Basis field.
Date Reference Basis *	Select the basis for a date range search. Available options are:

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Field Name	Description
	• Request Date
	• Processing Date
	• Deposit Slip Date
Date Range	Click the Calendar icon and select the start and end date of the date range for selected Date Reference Basis field.

2. Click **Search** to view the result. The search result screen is displayed below.

   OR

   Click **Reset** to clear the search criteria.

Processing Date	Deposit Slip No.	Reference Number	Corporate	Currency	Deposit Slip Amount	Processing Status	Credit Status
2020-01-16	210922	004210921COLL992	Carrefour	USD	1,000.00	Request	
2020-01-16	210923	004210921COLL993	Carrefour	BDT	1,000.00	Request	
2020-01-16	410212	004041021COLL183	Carrefour	BDT	1,000.00	Request	
2020-01-16	892111	004080921COLL651	Carrefour	USD	1,000.00	Request	
2020-01-16	5102131	004051021COLL210	Carrefour	BDT	1,000.00	Request	
2020-01-16	510213	004051021COLL208	Carrefour	BDT	1,000.00	Request	
2020-01-16	100821	004060921COLL603	Carrefour	USD	1,000.00	Request	
2020-01-16	692111	004060921COLL606	Carrefour	USD	1,000.00	Request	
2020-01-16	692112	004060921COLL611	Carrefour	USD	1,000.00	Request	
2020-01-16	14092131	004140921COLL796	Carrefour	USD	1,000.00	Request	
2020-01-16	500020	004230921COLL048	ABZ Solutions	GBP	1,000.00	Completed	CREDITED_SUCCESS
2020-01-16	1409213	004140921COLL794	Carrefour	USD	1,000.00	Request	
2020-01-16	987654328	004221121COLL217	Indigo	CAD	1,000.00	Request	
2020-01-16	210921	004210921COLL985	Carrefour	USD	1,000.00		
2020-01-16	140921311	004140921COLL800	Carrefour	USD	1,000.00	Request	

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3. If required, you can click on the hyperlinked data in the columns to view its more details. For example, Deposit Slip No.:

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Deposit Slip **210922**

Basic Info

Branch	Deposit Channel	Deposit Location	Financial Posting
004	**BRANCH**	**Atlanta**	
Processing Date	Deposit Slip	Initiator Reference Number	Acknowledgement Receipt Number
2020-01-16	**1**	**-**	**-**
Depositor Name	ID Proof Type	ID Proof Detail	Contact Number
shraddha	**Passport**	**84hfj47**	**-**

Deposit Slip Details

Corporate ID	Credit Account Number	Deposit Slip Date	Deposit Date
000380	**1111000380**	**2020-01-09**	**2020-01-16**
Pickup Location	Pickup Point	Denomination Count	Deposit Slip Amount (Txn CCY)
-	**-**	**100**	**USD 1,000.00**
Exchange Rate	Amount (Account CCY)	Division Code	
-	**-**	**Division00030**	

User Defined Fields

No Data to Display

Miscellaneous Fields

No. of Miscellaneous Fields
0

Denomination Details

Denomination Type	Denomination Value	Denomination Count	Denomination Amount
Note	10.00	100	1,000.00
Total		100	1,000.00

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8.4 Cash Withdrawal Inquiry

The 'Cash Withdrawal Inquiry' screen helps you to inquire status of the cash withdrawn from the system based on the various criteria such as 'Slip Number', 'Withdrawal Location', 'Account Number', and so on.

Navigation Path: *Receivables > Inquiry > Cash Withdrawal Inquiry*

Cash Withdrawal Inquiry

Hide Search ▲

Withdrawal Branch	Corporate	Account Number	Slip Number
004-LM BRANCH ▼	Search 🔍	Search 🔍	
Cheque Number	Reference Number	External Reference Number	Courier
			🔍
Amount Reference Basis	Currency	From Amount	To Amount
Select ▼	Select ▼		
Date Reference Basis	Date Range	Processing Status	Debit Status
Select ▼	📅 ↔ 📅	Select	Select

Search   Reset

1. Refer the following table for specifying details in the above screen:

Note: Select the value for at least one mandatory field to generate search result. Fields marked with '*' are mandatory.

Field Name	Description
Withdrawal Branch	The branch from where the cash has been withdrawn.
Corporate	Click the search icon and select the corporate by/for whom the cash is withdrawn.
Account Number	Click the search icon and select the account number from which the cash has been withdrawn.
Slip Number *	Enter the specific deposit slip number to search for.

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Field Name	Description
Cheque Number	Enter cheques leaf number used for cash withdrawal.
Reference Number *	Enter the transaction reference number.
External Reference Number *	Enter the external transaction reference number.
Courier	Click the search icon and select the used courier service.
Amount Reference Basis	Select the reference basis for a withdrawal amount range.
Currency	Select the currency of cash.
From Amount	Enter the minimum amount of the range selected in the 'Amount Reference Basis' field.
To Amount	Enter the maximum amount of the range selected in the 'Amount Reference Basis' field.
Date Reference Basis *	Select the reference basis for a date range search. Available options are: • Request Date • Processing Date • Lien Date
Date Range	Click the Calendar icon and select the start and end date of the date range for selected 'Date Reference Basis' field.
Processing status	Select the workflow stage of the transaction from below to filter the search result: • Rework • Completed • Authorization • Posting Account Exception • Rejected • Request
Debit Status	Select the debit status of the transaction to filter the search result. Available statuses are: • Debit Success • Debit Failure

2. Click **Search** to view the result. The search result screen is displayed below.

   OR

   Click **Reset** to clear the search criteria.

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Processing Date	Reference Number	Corporate	Currency	Withdrawal Amount	Processing Status	Debit Status
2020-01-13	004050521CW160	Carrefour	GBP	1,000.00	Completed	
2020-01-13	004070521CW180	Carrefour	GBP	50,000.00	Authorization	
2020-01-13	004070521CW181	Carrefour	INR	1,000.00	Authorization	
2020-01-13	004070521CW189	Carrefour	GBP	100.00	Authorization	
2020-01-13	004300421CW140	PEGATRON	INR	20.00		
2020-01-13	004110521CW200	PEGATRON	GBP	10.00	Authorization	
2020-01-13	004110521CW202	PEGATRON	USD	100,000.00	Completed	
2020-01-13	004070521CW185	Carrefour	USD	30,000.00	Completed	
2020-01-13	004070521CW186	APPLE	INR	700.00	Completed	
2020-01-13	004070521CW187	APPLE	INR	1,000.00	Completed	
2020-01-13	004070521CW188	Carrefour	INR	1,000.00	Completed	

Cash Withdrawal Inquiry
Show Search ▼

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3. If required, you can click on the hyperlinked data in the columns to view its more details. For example, Reference Number:

Reference Number 004070521CW180

Withdrawal Detail

External Reference Number	Branch Name	Corporate	Debit Account Number
-	**004**	**Carrefour**	**1111000380**

Cheque Date	Cheque Number	Slip Number	Corporate Reference Number
2021-05-07	**12345**	**67890**	**carr001**

Total Denomination Count	Withdrawal Amount	Exchange Rate	Debit Amount
1000	**50,000.00**	**1.27**	**63,500.00**

External Channel	Lien Number	Lien Amount	Lien Date
-	-	-	-

Courier	Consignment Number	Consignment Date	Delivery Point
BLUEDART	**con123**	**2021-05-07**	**LA**

Denomination Details

Denomination Type	Denomination Value	Denomination Count	Currency	Denomination Amount
Coin	50.00	950	GBP	47,500.00
Note	50.00	50	GBP	2,500.00
Total		1000		50,000.00

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Miscellaneous Fields

No Data Available to Display

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Reference and Feedback

References

For more information on any related features, you can refer to the following documents:

- o   Receivables and Payables User Guide

- o   Cashflow Forecasting User Guide

- o   Tasks User Guide

- o   Security Management System User Guide

- o   Common Core User Guide

- o   Oracle Banking Getting Started User Guide

Feedback and Support

Oracle welcomes customers' comments and suggestions on the quality and usefulness of the document. Your feedback is important to us. If you have a query that is not covered in this user guide or if you still need assistance, please contact documentation team.

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