Procedures User Guide

Oracle FLEXCUBE Investor Servicing

Release 14.6.0.0.0
Part Number F56386-01

May 2022

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Procedures User Guide
May 2022
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1. Preface

1.1 Introduction

This manual helps you get started with Oracle FLEXCUBE Investor Servicing Solution. This manual explains the basic design of Oracle FLEXCUBE Investor Servicing and the common operations that you will follow while using it.

1.2 Audience

This manual is intended for the Customer Service Representatives (CSRs) and staff in charge of setting up new products in your bank.

1.3 Documentation Accessibility

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

1.4 Organization

This manual is organized as follows:

Chapter	Description
Chapter 1	*About this Manual* gives information on the intended audience. It also lists the various chapters covered in this User Manual.
Chapter 2	*Getting Started with Oracle FLEXCUBE Investor Servicing* tells you can log into the Oracle FLEXCUBE *Investor Servicing s*ystem.
Chapter 3	*Keyboard Compatibility* gives information on the keyboard compatibility of Oracle FLEXCUBE Investor Servicing
Chapter 4	*Common Operations* explains the procedure to perform the most common operations while using the different modules in Oracle FLEXCUBE *Investor Servicing*.
Chapter 5	*Function ID Glossary* has alphabetical listing of Function/Screen ID's used in the module with page references for quick navigation.

1.5 Glossary of Icons

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

Icons	Function
	Exit
	Add row
	Delete row

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Icons	Function
	Option List

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2. Getting Started with Oracle FLEXCUBE Investor Servicing

This chapter explains the features of Oracle FLEXCUBE Investor Servicing login window and the methods to change the user password. You will also find the features of Oracle FLEXCUBE Investor Servicing Application Browser.

This chapter contains the following sections:

2.1 Logging into Oracle FLEXCUBE Investor Servicing

You will see the Login window on accessing Oracle FLEXCUBE Investor Servicing. To get started, you need to login, using the appropriate User ID and password. The User ID is defined in the user profile created for you by your system administrator.

When you access the system, you will see the 'Login' screen.
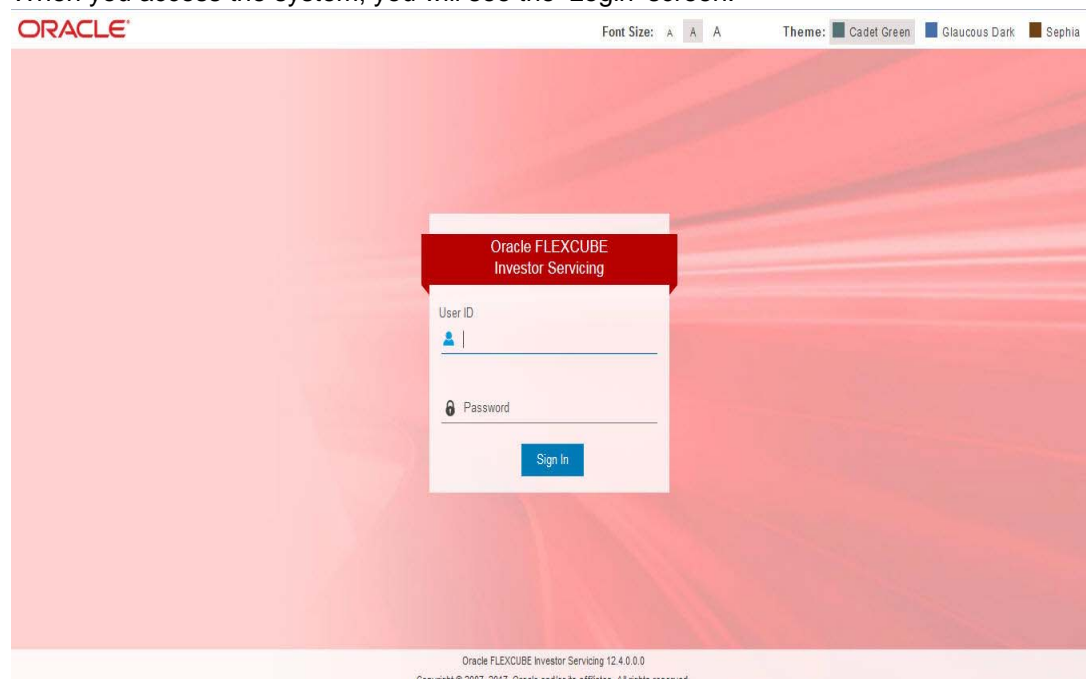
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To login to Oracle FLEXCUBE Investor Servicing, you need to specify the following details:

User ID

Specify the user ID. You can log into Oracle FLEXCUBE Investor Servicing using the user ID provided by your system administrator. This field is not case-sensitive.

Password

Enter the password for the user ID specified in the above field. This field is case sensitive.

Theme

Select a theme for the Oracle FLEXCUBE Investor Servicing appearance.

Once you have specified the above details, click 'Sign In' button.

If you have entered the correct user ID and password, the system will log you in and display the 'Home' tab of the 'Application Browser' screen. If the user ID or password is incorrect, the system will display an appropriate error message.

While creating the user profile, if the option 'Force Password Change' is checked, then the system forces you to change your password on first login. However, if the option is not checked, you may continue to use the same password.

The system disables the user profile under the following circumstances:

- The number of successive invalid login attempts reaches the maximum defined for your user ID
- The cumulative number of invalid login attempts reaches the maximum defined for your user ID

In case the user ID is disabled on any of the above grounds, the system displays a message that your user profile has been disabled. The users designated as Control Clerks can enable your user profile for you to use again. If you want to exit the system, click exit icon.

2.2 <u>Changing User Password</u>

Oracle FLEXCUBE Investor Servicing users can change their user passwords whenever required. The Control Clerks may also enable force password change and set a reminder to be displayed for the users whose password change is due.

User passwords in Oracle FLEXCUBE Investor Servicing can be changed in two ways:

Periodic Password Change

A specific interval can be defined in Oracle FLEXCUBE Investor Servicing for the user password change. Once the password change is due, on the immediate login attempt by the user, the system will display the 'Password Change for User' screen.

Manual Password Change

The user may also change the passwords at will. When you mouse over the logged user name, you will find the 'User Action' menu. Click the link 'Change Password'. The system will display the 'Change Password' screen.

In the bank level parameters table, (accessible to users designated as Control Clerks), it can be indicated that a reminder or message should be displayed a fixed number of days before a password change is due.

For example, you may set at the bank level parameters that a password change reminder be displayed three days before the change is due. In that case, three days before the password

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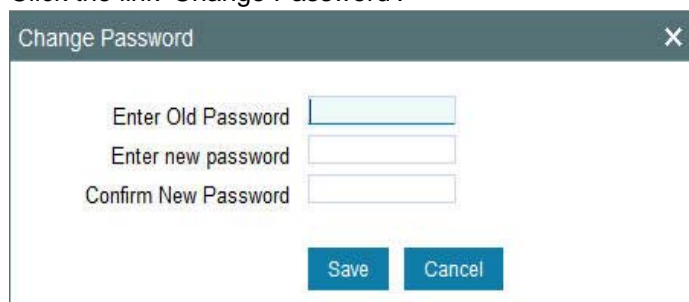
change due date, you will see a reminder when you log into the system. The system will display this message at every login until the user changes the password.

This section contains the following topics

2.2.1 <u>Procedure to Change Password</u>

Oracle FLEXCUBE Investor Servicing allows you to change the user password at will. On the application toolbar, mouse over the logged user name. You will find the 'User Action' menu. Click the link 'Change Password'.

Specify the following details:

Enter Old Password

Specify the current user password.

Enter New Password

Specify the new user password.

Confirm New Password

Specify the new user password again. The system will match it with the new password entered in the above field.

If the password does not match with the password entered in the above field, the password change will not be successful. The system will display an error message. You will be prompted to repeat the password change process.

Once you have entered the above details, click 'Save' button. On a successful password change, the system logs you out. You need to log in to the system again using the new password.

You may click 'Cancel' button to cancel the password change process anytime before saving it.

The system validates the new password based on the following criteria:

- New password should be different from old password
- Password should not have any blanks before it or after it
- Password should not have any spaces between the characters
- Password should contain a minimum of 1 upper case character
- The only characters allowed for a password are:
  - A to Z (in upper or lower case)
  - 0 to 9 numbers, and_ (Underscore)

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- Password should not be the same as 'n' number of previous passwords defined in the Password Repetition field of the Bank Level Parameters screen (here, 'n' stands for the number of previous passwords that cannot be used).

For example, at the Bank level the password repetition has been set to three. This means that your new password cannot be any of the last three passwords used by you.

- It should not be one of the passwords in the Restrictive Password list defined for your user profile, the role profile you are attached to (if there is any), or the Bank.

2.3 The Application Browser

After you login to the application, the system displays the browser, also referred to as 'Landing Page' of the application browser.
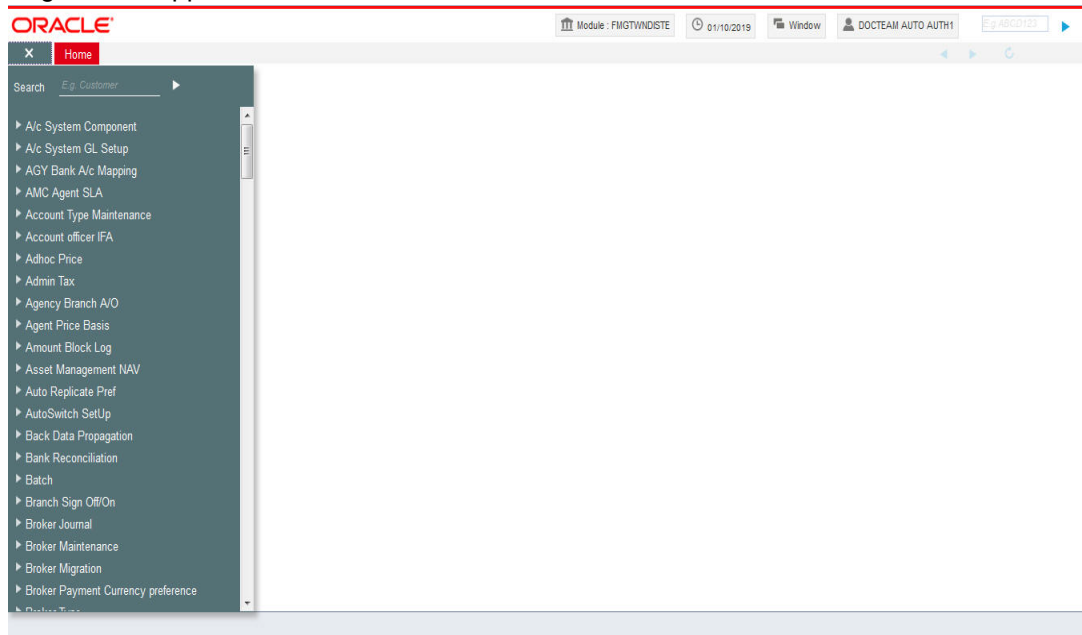
The Landing page is divided into 3 sections:

- Application Toolbar – Tabs and Menu actions
- Left hand side pane – Menu and search criteria based on the tabs selected in toolbar. You can minimize or maximize this pane by clicking and , respectively.
- Right hand side pane – Records matching the search criteria specified in the left hand side pane

The following tabs are available for selection in the 'Toolbar' of the landing page:

- Home – Select to view 'Menu' on the left hand side window and 'Dashboard' on the right hand side. When you login to the system, the 'Home' tab is displayed by default.
- Menu Options

2.4 Application Toolbar

The application toolbar is placed at the top frame of the application browser.

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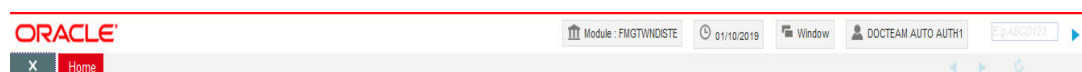
The application toolbar has the following details:

- Brand name/logo
- Current Module
- Current system date
- Current user session duration
- Window button to go to the open window
- Help
- Logged user name
- Signoff button
- Function ID input box

The brand name/logo is displayed on the top left corner. You can set the required brand/logo in the properties file.

This section contains the following topics

- Section 2.4.1, "Changing Module"
- Section 2.4.2, "Current User Session"
- Section 2.4.3, "Window"
- Section 2.4.4, "Help"
- Section 2.4.5, "Executing User Actions"
- Section 2.4.6, "Sign off"

2.4.1 Changing Module

Keep the mouse over the Change Module code on the Application toolbar.
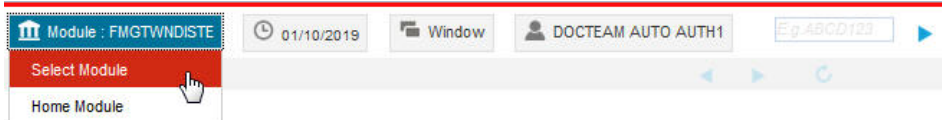
Under 'Change Module' the following options are available:

- Select Module - Select the module that you need to access
- Home Module - Go to the home module

2.4.2 Current User Session

The system displays the duration of the current user session.

The session continues as long as the user is active. However, if the user is inactive, the session will automatically end after a certain period of time, based on the settings in the properties file.

One minute before the session time out, you will get the following prompt:

"Your Oracle FLEXCUBE Investor Servicing session will expire in 1 minute. Please initiate a transaction or close this screen to reactivate."

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If you do not close the prompt screen within the next one minute, the session will expire. However, if you close the prompt, the session is considered to be active and will continue until you become inactive for the duration required for session time out.

2.4.3 <u>Window</u>

When you launch a screen from the application, the system enables the 'Window' tab. If you launch more than a single screen, you can navigate to the screen of your choice through this tab. Click the tab, a drop down list appears from which you can select the screen you need to navigate to.

2.4.4 <u>Help</u>

In the Application toolbar, you can find the option 'Help'. Under 'Help', the following options are available:

- Accessibility
- About
- View Help Library

On selecting 'Accessibility' the following screen is displayed where you can see the access keys and the hot keys for the application.
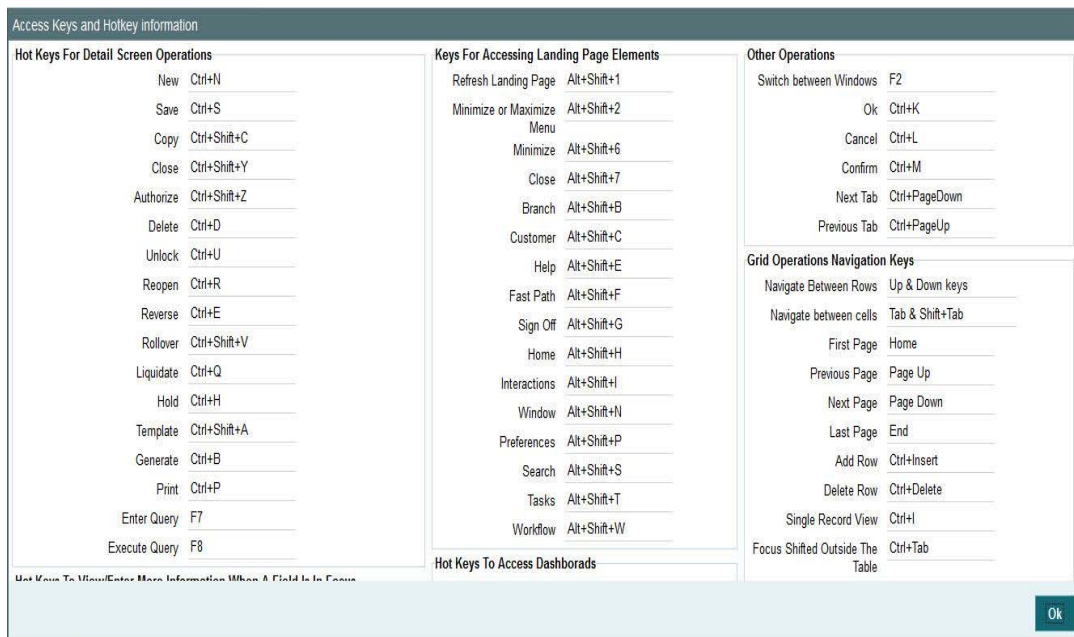
For further details on this screen and the accessibility options, refer to the 'Accessibility' user manual.

On selecting 'About' option the version and license details about the application (Oracle FLEXCUBE Investor Servicing) are displayed.

On selecting 'View Help Library' option, the help menu is displayed.

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2.4.5 **Executing User Actions**

Oracle FLEXCUBE Investor Servicing allows you to execute certain user actions from the Application Browser. Mouse over the user name displayed on the Application toolbar. You will get the following drop-down list.
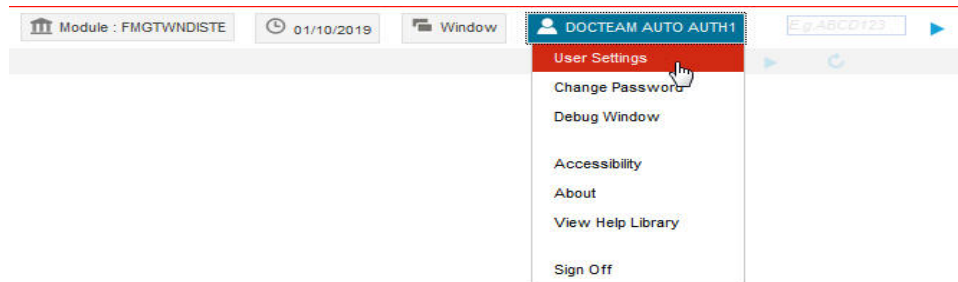
You can perform the following user actions:

- User Settings
- Change Password
- Debug Window

These user actions are discussed in detail under the following headings:

2.4.5.1 **User Settings**

Click the 'User Setting' button under 'User Action' to invoke 'User Settings' screen.
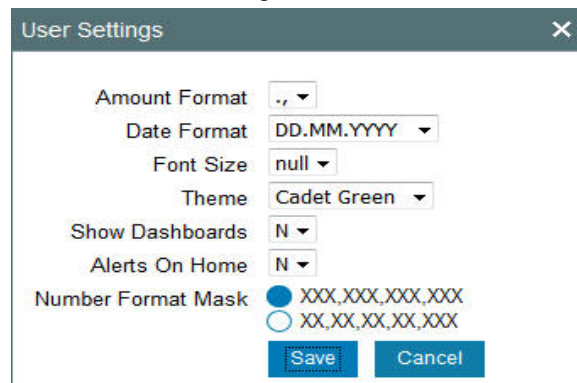
You can specify the following details:

Amount Format

Specify the amount format. Choose the appropriate one from the drop-down list.

Date Format

Specify the date format. Choose the appropriate one from the drop-down list.

Theme

Specify the theme. Choose the appropriate one from the drop-down list.

Show Dashboards

This option is not applicable for FCIS.

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Alerts On Home

This option is not applicable for FCIS.

Number Format Mask

Select the number field format of mask number either in Million or in / Lakh from the following options:

- XXX,XXX,XXX,XXX
- XX,XX,XX,XX,XXX

This option is applicable on number field only if FORMAT_REQD is enabled in ODT for the required field.

For further details on enabling the format in ODT refer ODT user manual.
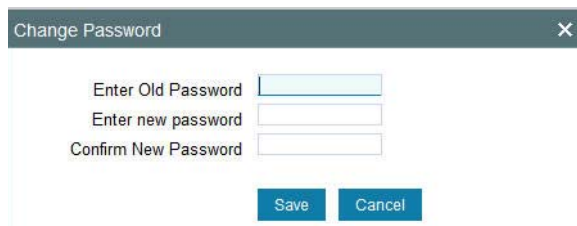
Note

Once you have set your preferences, click 'Save' button to apply the changes. The changed value for the screen-saver interval gets reflected in User creation screen. To exit the screen without changing the preferences, click 'Cancel' button.

The system does not support the screen-saver functionality if SSO is enabled.

2.4.5.2 Changing Password

Oracle FLEXCUBE Investor Servicing allows you to change the user password at will. Under 'User Action', click the link 'Change Password'.

2.4.5.3 Unlocking Screen Lockout

You can unlock the locked-out screen by entering the user password again. The account is locked after a certain number of incorrect passwords.

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2.4.5.4 Debug Window

Click 'Debug Window' under the user actions to invoke the debug window.
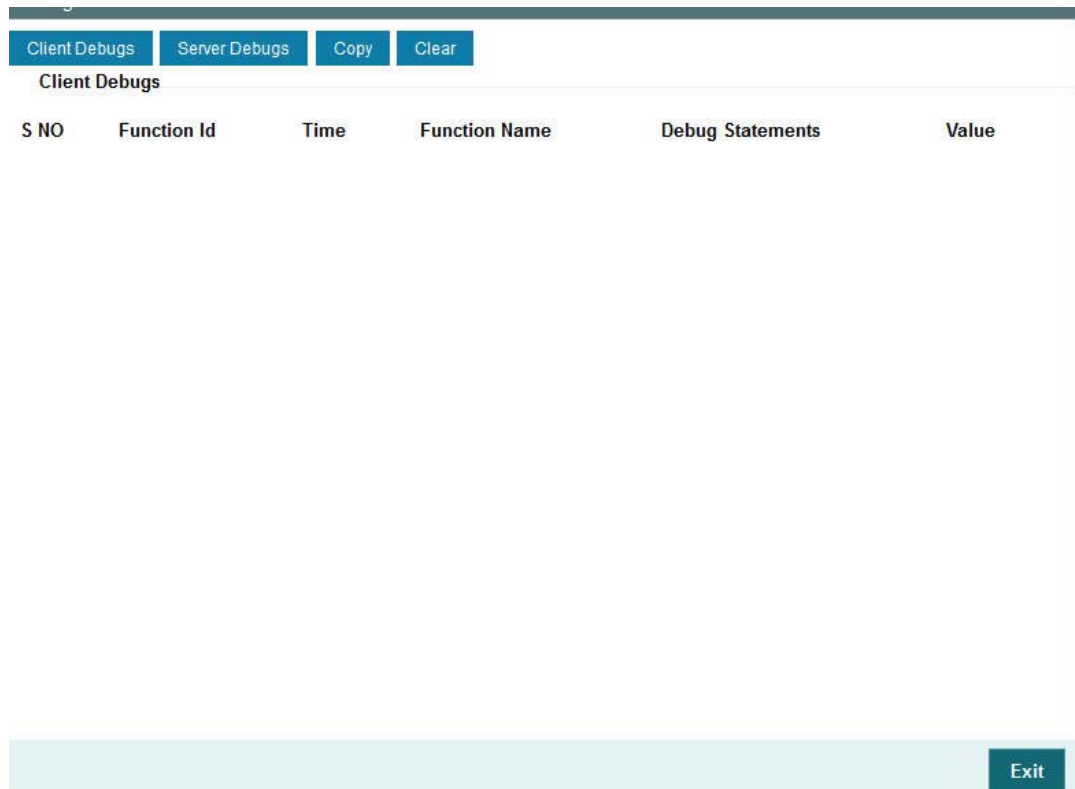
The Debug Window option will be visible only to users who will have front end debug rights maintained.

2.4.6 Sign off

Click 'Sign off' button on the Application toolbar to log out from the application.

2.5 Home

This section contains the following topics

- Section 2.5.1, "Menu"

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2.5.1 Menu

Under 'Menu', you will be able to access the various Transaction screens, Queries, Maintenances etc. through this menu based on your user profile eligibility.
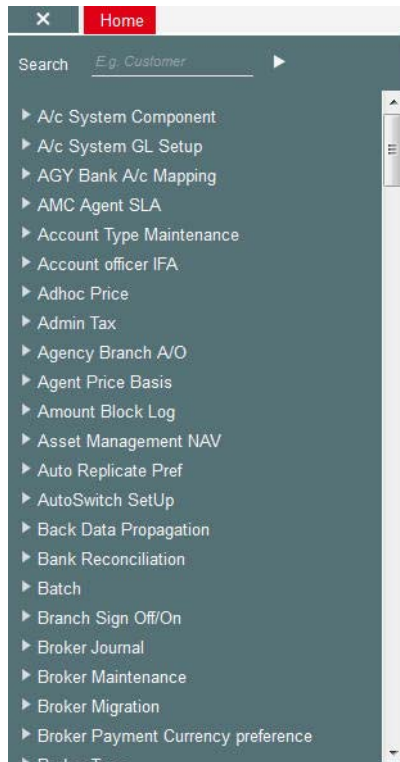
To begin with, only the names of the modules are displayed. To go to a particular screen, position your mouse pointer on the module and click on it. A list of functions available for that particular module will be displayed. Click on the particular function, a list of sub-functions or options available for that particular function will be displayed in an adjacent box.

Click on the option that you want to go to. The screen for the particular option will be displayed. If there are no options for a particular function, the function will be activated.

Only those functions to which you have access rights in a module are displayed. If you do not have access rights to the module then the module is not displayed.

When you invoke an existing record using the Application Browser, you cannot make modifications to it as the screen which you have invoked will be in the view mode. In case you want to make modifications to a record, you should click 'New' icon to unlock this record. This will enable you to make the desired modifications.

When you click 'New' icon, you will observe all action buttons become disabled except the Save button. After you have made the required changes, click 'Save' icon to save your record. If you do not want to save the changes, click 'Cancel' button and the message "Do you want to cancel the operation?" gets displayed.

Click OK to save and you will be returned to the 'Application Browser' or the screen from where you invoked this action without saving the changes.

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2.6 __Workflow__

Select the 'Workflow' tab, to view the number of records available in each of the workflow stages.

You can query the workflow details by specifying any or all the following details:

Related Reference

Specify related reference number for which records need to be displayed.

Function ID

Specify the function ID for which records need to be displayed.

Transaction Sequence Number

Specify the transaction sequence number for which records need to be displayed.

Account Number

Specify account number for which records need to be displayed. The adjoining option list displays valid account numbers maintained. Select the appropriate one.

Branch

Specify code of branch for which records need to be displayed. The adjoining option list displays valid branch codes maintained. Select the appropriate one.

From Date

Specify the date from when records need to be displayed, from the adjoining calendar.

To Date

Specify the date till when records need to be displayed, from the adjoining calendar.

Click 'Reset' to reset the query options.

Click 'Search' button to initiate the query.

Based on the details specified, the system displays 'Action Type' and 'Action Count' records .

Use the navigation buttons to navigate between the result pages.

Click any record under 'Action Type', the system displays the following transaction details:

- Transaction type
- Transaction count

Each group is configured against list of function IDs in the database, to filter the records for a specific action and group.

Click any record under 'Transaction Type', the system displays the transaction records grouped under different transaction types. The transaction details for each transaction type is displayed under a separate tab. Use the navigation buttons to navigate between the result pages.

Click the reference number of a transaction to view the details.

Note

– Click 'Next' and 'Previous' to view the next and previous set of records, respectively.
– Click 'Refresh' button to reflect current changes, if any.

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- The number in action count represents the total number of transactions available in the respective queue. The system will enable the queues under action type only if the action count of the respective queue greater than 0. Otherwise it will be in display field.
- On clicking the enabled queue under action type, the respective transaction type are enabled with the number of transaction types available under a particular transaction type.
- On clicking an enabled queue under action type, the system enables the respective transaction type. On clicking the respective transaction type, the system opens a separate tab and displays the transactions under the respective heads.
- You can view only one action type queue at a time.

2.7 Tasks

Select 'Tasks' tab to view the tasks

This section contains the following topics

2.7.1 Quick Search

If you know the application number, you can quickly search for an application using the quick search feature.

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Specify the application number and click the adjoining search button. You can also specify a part of the application number with the character '%'. If the application number of any record has the number you have specified as a part of it, then the system will fetch that record.

Click any record to view the details.

2.7.2 <u>Application</u>

Under 'Application' section, you can view the menu to access the Oracle FLEXCUBE Investor Servicing Origination screens.

You can expand the menu items and invoke the Origination screens.

2.7.3 <u>Dashboard</u>

Under 'Dashboard' section, you can view the list of the maintained and configured dashboards along with the default dashboards.

You can expand the menu items and invoke the dashboards.

2.7.4 <u>Queue</u>

The 'Queue' menu displays the tasks under various queues. You can expand the menu and view the number of tasks under each queue.

If you select 'Search' and then click 'All', the 'Task List - Search' window will be displayed on the right hand side.

Here you need to input value for querying on the tasks. You can provide values for any or all of the following criteria:

- Work Reference
- Transaction Reference
- Title
- Assignee Group
- Assignee Users
- Customer Name
- Creation Date (From\To)
- Priority
- Channel – Channel from which the origination is initiated. In the search criteria, you can specify values available in 'COTMSOURCE' table of the 'Channel' field. These values are displayed in the 'Originated By' field of all stages of workflow.
- Originated By – Originator of the workflow
- Status – Status of the origination
- Comments

Click 'Search' button to initiate the query. Based on the details specified, the system will display all tasks satisfying the search criteria.

If you select 'Standard View', the system will display the number of records available in each of the task queues, namely, 'Acquired', 'Assigned', 'Completed', 'Pending' and 'Supervisor'. Click the links to view the respective details in the right pane.

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The Pending List displays tasks which are not yet acquired by anyone. On acquiring, the task goes to the Assigned List. From the Assigned List, you can capture the task and input the action. Then the transaction goes to Completed stage.

The 'Administrative' queue displays the list of staled Applications. The 'Applications' queue lists the Applications in each process. The 'Priority' queue lists the Applications with respect to their priority. The 'SLA' queue lists the aging and expired Applications. The 'Supervisor' queue displays the Applications escalated by the sub-ordinates and the list of acquired tasks.

2.7.4.1 Opening Multiple Queues

You can open multiple queues as tabs and perform the required tasks in each of the queues.

Check the 'Apply Filters' box for a detailed search in a particular task in the queue. System displays the following tabs in each queue:

- History
- Interactions
- Documents
- Advices

History

Under the 'History' tab, system displays the audit trail for the selected task.

Click the 'View' button to view the corresponding task screen.

Interactions

Under the 'Interactions' tab, system displays the customer interactions captured for a particular Application.

System displays the relevant details for the selected task in the queue.

Documents

Under the 'Documents' tab, you can view the documents maintained for a particular task at each stage.

Click the 'View' button to view the relevant documents for the selected task in the queue.

Advices

Under the 'Advices' tab, you can view the advices generated for a particular task at each stage.

System displays the advices for the selected task in the queue.

2.7.5 Scheduling Acquired Tasks

Oracle FLEXCUBE Investor Servicing allows you to schedule you acquired tasks for a specific day/time based on your work structure, by setting reminders for the acquired tasks in your task list.

You can set a reminder by clicking the Reminder button for a task. System displays the following list of activities in the drop-down list:

- Highlight Task - Select this option to highlight the task.

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- Set Reminder - Select this option to schedule a reminder. On selecting this option, system invokes the 'Reminder' screen. In this screen, you can select the reminder date, time and remarks. Depending on the scheduled reminder time, system automatically sets the flag colour.
- View Reminder - Select this option to view the set reminders at any point of time. On selecting this option, system displays an information message with the reminder date or time and the remarks provided.
- Reset Reminder - Select this option to change/reset an existing reminder with a new date, time and remarks.
- Dismiss Reminder - Select this option to dismiss a reminder.

On setting a reminder, system sets the reminder flag for the task. Reminder flags are colour-coded to differentiate between time-spaced and time-barred tasks. When a task crosses the scheduled reminder date or time, the flag turns from green to red (tasks which that not cross the scheduled date or time will have green flags). At any point of time, you can view the reminder date, time and remarks, if any.

System allows you to set reminders for multiple tasks together. Select the tasks for which you want to set reminders and then select the appropriate option.

2.7.6 Quick View

In Oracle FLEXCUBE Investor Servicing, you can view the configured quick access dashboards in the Quick View frame. This frame consists of crisp and precise task-related information.

You can configure a dashboard for quick access by checking the 'Default' box in the 'Origination Dashboard Role Maintenance' screen.

2.7.7 Specifying the Reason for Origination Task Suspension

When a specific origination task is with-held due to a specific purpose, system allows you to clip related reason and remarks to the with-held task using the 'Comments' screen. You can invoke this screen by clicking the 'Hold' button on a screen.

Specify the following details:

Reason Code

Select the reason code from the adjoining option list. This list displays all valid reason codes maintained in the system.

Remarks
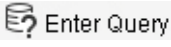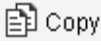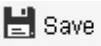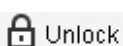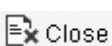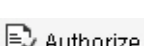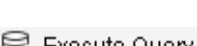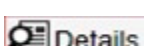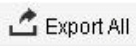
Specify the reason for task suspension. Reason code displays only the error codes maintained as COMMON in the CSDERMSG column.

System displays the reason on remarks whenever you select the task from the 'Pending' queue.

2.8 Toolbar in Oracle FLEXCUBE Investor Servicing Screens

All the maintenance and detailed screens in Oracle FLEXCUBE Investor Servicing are facilitated with a unique toolbar. The toolbar displays the action icons along with their labels.

Icons	Description

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New	Displays a record with no data so that you can enter data to create a new record. As soon as you click on this button, the 'Exit' button on a screen changes to 'Cancel' button.
Enter Query	Enables you to enter query parameters
Copy	Copies the details of the record on display on to a new record
Save	Enables you to save the new record/changes you have made on the record on display
Delete	Deletes the details from the record on display
Unlock	Unlocks a record enabling you to make changes
Print	Prints details of the record on display
Close	Closes a contract
Reopen	Re-opens a closed contract
Reverse	Reverses an authorized contract
Authorize	Activates the authorization function. Authorization has to be done by a user other than the one who has created or modified a record. Authorization is normally done during End of Day processing.
Execute Query	Executes query operation based on entered query parameters
Details	After querying the records from summary screens, you can select one or more records and click 'Details' button to view the detailed screen for that record. If you select more than one records, then the system will display the detailed screen of the first record. You can click the Next and Previous buttons on the top right side of the screen to navigate to the other records.
Export All	After querying the records from summary screens, click 'Export All' button to create a request to extract all the records summary to Excel format. You can query the status of the request using Export All Monitor screen (CSDXLMNT) with exact reference number.

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◀	Click 'Previous' button to navigate to the previous record. This button is disabled when you are on the first record.
▶	Click 'Next' button to navigate to the next record. This button is disabled when you are on the last record.

All the above actions are not displayed in the toolbar, only the ones that are allowed for a function ID at given point of time are displayed. For an instance;

Invoke a new screen:

The system displays,

- New - When you click 'New' to create a new account, contract or transaction, then the system shows actions 'Save' and 'Hold'. When you click 'New' to create a new product or maintenance, system shows the action 'Save'.
- Enter Query - When you click to enter a query, then the system replaces all actions with 'Execute Query'

Invoke an authorized record which is open, from a summary screen

The system displays,

- New
- Copy - When you click to copy the details, then the system replaces all actions with 'Save'
- Close - When you click to close the record, then the system replaces 'Close' and 'Unlock' with 'Delete' and 'Authorize'
- Unlock - When you click to amending the details, then the system replaces all actions with 'Save'
- Print
- Reverse - Displayed only for a transaction screen
- Enter Query

Invoke an authorized record which is closed, from a summary screen

The system displays,

- New
- Copy
- Reopen - When you click to reopen the record, then the system replaces 'Reopen' with 'Close' and 'Unlock'
- Enter Query

Invoke an authorized record which is closed, from a summary screen

The system displays,

- New
- Print
- Enter Query

Invoke an unauthorized record from a summary screen

The system displays,

- New
- Copy
- Delete

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- Unlock
- Authorize
- Enter Query

A new record is not available for use till its creation is authorized by another user. Similarly, you cannot make any modification on a record till the previous modification, if any, has been authorized.

Note

'Template' function is not supported.

2.9   Some Common Icons and their Usage

There are some icons, which represent functions that are common across all modules of Oracle FLEXCUBE Investor Servicing.

This section contains the following topics

- Section 2.9.1, "Adding and Deleting Rows"
- Section 2.9.2, "The Save and Exit Icons"
- Section 2.9.3, "Fetching Values from List of Values (LOV)"

2.9.1   Adding and Deleting Rows

The Add row and Delete row icons are used when you have to enter or fill up rows of data in a screen.

For instance, consider 'Accounting System Component Setup Detail' screen, which is invoked by typing 'UTDACSYC' in the Application Browser.

You have to add various account system component details. Click '+' icon and specify the necessary details. You can add few more details by clicking '+' icon again..

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Suppose you realize that you have allotted the wrong currency and you do not want to save the data in the first row. Click '-' icon. The data will not be saved in the row and you can fill it with the correct data.

2.9.2 The Save and Exit Icons

- After you have entered data in a screen you may want to save the data. Click 'Ok' button.
- If you do not want to save the data in a screen, click 'Cancel' button.
- To exit from a screen, click 'Exit' or 'Cancel' button which takes you to the Application Browser.

2.9.3 Fetching Values from List of Values (LOV)

You can fetch data from an option list or list of values (LOV –), if the LOV value is keyed in and tabbed out in its input field.

System opens the LOV window in the following scenarios:

- If more than one value exists for the value keyed in the input field of LOV
- If no value exists for the value keyed in the input field of LOV

The number of values and the total pages displayed in the LOV screen is based on the number of records matching the search criteria. Hence,

- If the value that you have keyed in the input field has only one matching value in the LOV, then system will not open the LOV on tabbing out and all the return fields for that LOV will be automatically updated.
- If more than one record is available, then the system displays the first 10 pages of the records. Click 'Next', 'Previous', 'Last' and 'First Page' to view the next set of records, previous set of records, last set of records, and first set of records, respectively.
- If the total number of pages is less than 10, then the page count is displayed as 'Current Page of Exact Total Page Count'. Else, the page count is displayed as 'Current Page of 10'.
- For both extensible and non-extensible screens, you can also maintain a query; in addition to existing LOV, for a particular column.

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The system displays the following messages at the bottom of the screens, at different scenarios:

- OK – if less than or equal to 10 records are fetched.
- Please reframe your Search criteria – if more than 10 records are fetched.
- No Records found – if no records are found matching the search criteria.
- Error message – if the query fails

2.10 <u>Supported Date Formats</u>

The following date formats are supported in Oracle FLEXCUBE:

- M/d/yyyy
- M/d/yy
- MM/dd/yy
- MM/dd/yyyy
- yy/MM/dd
- yyyy-MM-dd
- dd-MMM-yy
- dd-MMM-yyyy

2.11 <u>Supported Amount Formats</u>

The following amount formats are supported in Oracle FLEXCUBE:

(The first symbol is the decimal separator and the second one is for digit grouping)

- .,(Dot Comma)
- ,.(Comma Dot)
- , (Comma Space)

2.12 **Minimizing Main Screens**

You can minimize main screens by clicking minimize button. The minimized screens reside in the provided taskbar. These minimized screens can be maximized either from the taskbar or from the windows menu option.
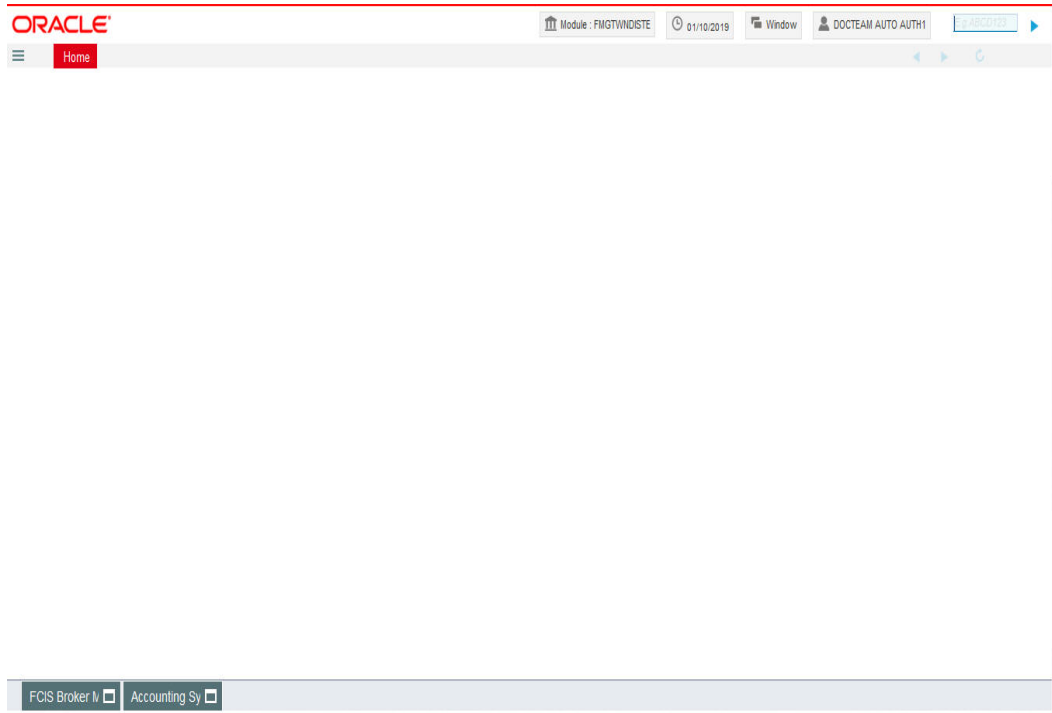
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3. Keyboard Compatibility

Oracle FLEXCUBE is compatible with keyboard. You can comfortably navigate using arrow keys and tab keys. You can use the appropriate keyboard shortcuts to navigate through the following sections:

- Landing Page
    - Side Bar Menu
    - Toolbar
- Custom Windows
    - Detail Screen
    - Summary Screen

This chapter contains the following sections

3.1 Landing Page – Keyboard Compatibility

Oracle FLEXCUBE provides keyboard compatibility in navigating through Side Bar and Toolbar of the Application Browser.

This section contains the following topics

3.1.1 Navigating through Side Bar

Side bar menu refers to the menus available in the Application Browser. You can navigate through the side bar menus using Tab Key, Shift and Tab Key, and Arrow Keys. The side bar menus include Menu, Workflow, Customer, My Dashboard, etc.

Tab Key

- To move from the selected side bar menu header to the first element of the selected side bar menu container.
- To move the focus to the selected side bar menu at any point inside the side bar container.
- To move the focus to the first enabled Action key in the toolbar from any of the side bar menu.

Note

If the action keys are hidden, then it moves to the first drop-down menu.

Shift + Tab Key

- To move the focus at the selected side bar menu header.
- To move the focus to the selected side bar menu header, when the focus is on any of the side bar.

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- To shift the focus to the last side bar menu.

Arrow Keys

- To navigate within the elements of the side bar menu container.
- To navigate between the side bar menus.

3.1.2 <u>Navigating through Toolbar</u>

You can even navigate through the toolbar options using keyboard.

3.1.2.1 <u>Action Key</u>

You can navigate through Action Keys using keyboard.

Tab Key

- To move the focus to the first drop-down menu.

Shift + Tab Key

- To move the focus to the selected side bar menu header

Arrow Keys

- To navigate between the action keys that are enabled.

3.1.2.2 <u>Drop-down Menu</u>

You can navigate through drop-down menus using keyboard.

Tab Key

- To move the focus to the fast-path.

Shift + Tab Key

- To move the focus to the first action key in the toolbar that is enabled.

Arrow Keys

- To navigate between the drop-down menus.
- To navigate between the items of the selected drop-down menu.

Esc

- To close the drop-down menu.

3.2 <u>Custom Window – Keyboard Compatibility</u>

Oracle FLEXCUBE provides keyboard compatibility to navigate through Detailed and Summary screens.

This section contains the following topics

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3.2.1 Detail Screen Navigation

Detail screens contain Tabs and Buttons. Clicking them opens a sub-screen. Hence, navigation in these screens is handled in different stages.

3.2.1.1 Generic Navigation

Generic navigation involves navigating through the general fields available.

Tab Key

- To navigate through the fields.
- To move the focus from the first field to the next.

Shift +Tab Key

- To move the focus to the previous fields.

Shortcut keys

- To navigate through LOV, Calendar, Pop-up editor buttons.

Tabs Navigation

- Tabs navigation involves navigating through the tabs available.

Tab Key

- To focus on the first element of the same tab.

Shift +Tab Key

- To move the focus to the first text field in the header of the screen.

Arrow Keys

- To navigate through multiple tabs.

3.2.1.2 Data Table Navigation

Data Table navigation involves navigating through the rows and cells of the rows in the table.

Tab Key

- To navigate to the next cell in the row.

Shift +Tab Key

- To navigate to the previous cell in the row.

Up and Down Arrow Keys

- To navigate through Data Table rows.

Shortcut Keys

To avoid focusing on pagination, adding row, deleting row, and single view buttons of data table; the following shortcut keys are available:

- First page – Home
- Previous page – Page Up
- Next Page – Page Down
- Last Page – End
- Add Row – Ctrl + Insert

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- Delete Row – Ctrl + Delete
- Single View – Ctrl + i
- Navigation to the form field after data table – Ctrl + Tab
- Navigation to the form field before data table – Ctrl + Shift + Tab

3.2.1.3 <u>Single View Screen Navigation</u>

You can open single view screen by using 'Ctrl + I' shortcut key.

Tab Key

- To navigate between the fields.

Esc

- To close the window.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- Previous Record – Down Arrow Key
- Next Record – Up Arrow Key

3.2.1.4 <u>LOV Navigation</u>

You can open LOV window by pressing 'F4' key. LOV navigation involves navigating through the list of values available.

Tab Key

- To navigate through reduction fields.
- To move focus to the cross button in the window title bar.

Shift +Tab Key

- To move focus to the first element of the header of result block.

Esc

- To close the LOV window.

Arrow Keys

- To navigate between the elements of the result block.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- First page – Home
- Previous page – Page Up
- Next Page – Page Down
- Last Page – End

3.2.1.5 <u>Calendar Navigation</u>

You can open Calendar window by pressing 'F4' key. Calendar navigation involves navigating through the years, months, and days.

Tab Key

- To move focus to the exit button in the window title bar.

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Shift +Tab Key

- To move focus to the first navigation button.

Esc

- To close the calendar window.

Arrow Keys

- To navigate between the dates.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- Previous Year – Home
- Previous Month – Page Up
- Next Month – Page Down
- Next Year – End

3.2.1.6 Editor Navigation

You can open Editor window by pressing 'F4' key.

Tab Key

- To navigate between the text area and buttons.

Esc

- To close the editor window

3.2.2 Summary Screen Navigation

Summary screens display details related to a specific query based on the selected criteria available in the screen. Navigation through these criteria can be handled through keyboard keys.

Tab Key

- From any element of the header key to move focus to the first element of the first row of the result block.
- If the result block is empty, then moves focus to the exit button.
- From any element of any row to shift focus to the exit button.

Shift +Tab Key

- To move focus to the previous enabled field.
- To move the focus to the first element of the result block header.

Arrow Keys

- To navigate through header of the result block.
- To navigate between the elements of the rows in the result block.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- First page – Home
- Previous page – Page Up
- Next Page – Page Down
- Last Page – End

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3.2.2.1 Advance Search Navigation

Advance search navigation involves navigating through Query criteria and Other Fields listed in the window.

Tab Key

- To navigate between other fields listed in the window.

Arrow Keys

- To navigate between query criteria.

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4. Common Operations

Help topics are available for some of the operations that are common to most modules in Oracle FLEXCUBE and can be performed on:

- Product
- Contract
- Record in a table

Besides these, some other operations like changing your branch of operation; viewing different versions of a contract; reassigning a contract to different users; static data and its maintenance; types of fields; and making a query on the 'Contract On-line Summary' screen are also discussed.

As soon as you launch any screen, a processing icon will be displayed. You need to wait for it to disappear before entering details.

This chapter contains the following sections

- Section 4.1, "Maintenance Data"
- Section 4.2, "Automatic Authorization"
- Section 4.3, "Dual Authorization"
- Section 4.4, "Copying Parameterization Data"
- Section 4.5, "Other Operations"

4.1   Maintenance Data

This section contains the following topics:

- Section 4.1.1, "Maintaining Static Data"
- Section 4.1.2, "Types of Fields"
- Section 4.1.3, "Adding a New Record in a Table"
- Section 4.1.4, "Deleting a Record in a Table"
- Section 4.1.5, "Copying the Details of a Record"
- Section 4.1.6, "Authorizing a Record in a Table"
- Section 4.1.7, "Modifying a Record in a Table"
- Section 4.1.8, "Closing a Record in a Table"
- Section 4.1.9, "Viewing the Details of a Record"
- Section 4.1.10, "Maker and Authorizer Details"
- Section 4.1.11, "Printing the Details of a Record"

4.1.1   Maintaining Static Data

Data that remains constant over a period of time is called static data. Usually, such data will be commonly accessed by more than one module. The following are some typical examples of static data:

- The details about the currencies that are used in your bank
- The details about the brokers with whom you may deal
- The details of End of Cycle functions that should be executed automatically

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Such data is maintained in tables. Once the data is entered in a table, it has to be authorized before it can be used by any function. Each item in a table is called a record. Each record has a key that uniquely identifies it.

For example, when you open a record for a broker, you should allot an identification code. This code, called the Broker ID is unique to the broker whose details you are defining and cannot be allotted to any other broker. Thus, the Broker ID identifies the broker for whom the details have been defined. In a similar fashion, you have to allot unique codes to each currency, dealer, etc.

While you are defining a record, you have to enter the key first and then go on to define the attributes for it. These attributes will automatically be picked up when the key of the record is involved in a transaction. For example, you define Alexander (with a Broker ID of Alex) as a broker and indicate that the brokerage should be booked in advance. Whenever Alexander is involved in a transaction, the brokerage will be booked in advance.

4.1.2 Types of Fields

You will encounter three types of fields in most screens:

- Mandatory fields
- Optional fields
- Conditional fields

4.1.2.1 Mandatory Fields

Of the many fields in a screen, the inputs to some may be mandatory. This means that you cannot save the record without giving a valid input in such fields.

4.1.2.2 Optional Fields

The inputs to some of the fields in a screen may be optional. You may or may not give an input to such fields. Further, an optional field may have a default value; a value that the system puts in the field if you do not enter anything. Unless you change this default value, it will be taken as the input to the field. However, please note that all optional fields need not have default values. It is possible that some fields can be left blank.

4.1.2.3 Conditional Fields

There are some fields, which take input based on data in some other field(s).

4.1.2.4 Option lists

Inputs to certain fields can be picked up from the option list provided with the field. The option list will contain values that are valid inputs to the field.

After you have made all your inputs, save the record by clicking save icon.

Click 'Exit' button to exit this screen.

4.1.3 Adding a New Record in a Table

To add a new record in a table, click new icon when the 'Detailed View' screen of the table is invoked. A new input screen for the table with no values in it will be displayed; with the cursor positioned at the key field.

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> **Note**
>
> Certain tables are attached to a specific branch. Which means that a record defined in the table will be applicable only for the branch in which it was opened. For such tables, the Branch Code will be displayed along with the key of the record. This Branch Code will be that of the branch where the record was defined and you cannot change it. If you want to open a record in a different branch, you should sign-on to that branch (by invoking the 'Change Branch' screen from the main menu).

Enter a unique value in the key field and go on to define its attributes. At each field, press <F1> for help on what the field is about and the inputs it takes. If you give an invalid input to any field, an error message will be displayed.

4.1.4 Deleting a Record in a Table

A record that has been defined will be available for any functional operation only after it has been authorized. Before the addition of a record is authorized, you can delete it. A record can be deleted only from the detailed view of a record.

In the 'Detailed View' screen the table will be displayed with all the values that have been defined for the record. You can click delete icon. You will be prompted to confirm the deletion before the record is deleted.

> **Note**
>
> In the 'Summary View' screen you can only print the details of the highlighted record. Any operation on a record like deletion, modification, cancellation etc. will have to be carried out through the 'Detailed View' screen.

4.1.5 Copying the Details of a Record

Very often, you may have to enter into a table a record that closely resembles an existing record. In such a case, you can copy the details of the record that has already been defined. You can then change the attributes that are different for the new record.

At the 'Summary View' or the 'Detailed View' screen of the table, click copy icon when the record you want to copy is highlighted. The input screen for the table will be displayed with all the details except those in the key field(s). Enter the appropriate value(s) in the key field(s) that are applicable for the new record you are defining. You can change the input in any field. The validations that are done when you are defining a new record will be done for the fields you change. Save the new record by clicking save icon.

4.1.6 Authorizing a Record in a Table

Whenever you add, modify, close or re-open a record, the activity should be authorized before the End of Day operations (EOD) can begin. Authorization can be carried out only by a user other than the one who carried out the activity being authorized.

At the 'Summary View' screen of the table, click authorize icon, when the record you want to authorize is highlighted. You will be prompted to confirm the authorization. The record will be authorized only if you give the confirmation.

After you confirm the authorization, your User-ID will be displayed at the Auth By field. The date and time of authorization will be displayed in the Date/Time field. These fields will always show the details of the latest authorization.

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4.1.7   Modifying a Record in a Table

Certain attributes that have been defined for a record can be changed after it has been stored and even authorized. However, you may not be able to modify the inputs in all the fields under certain circumstances. If there is a restriction on modifying the input to a field, it will be mentioned in the on-line help for the field. <F1> at any field gives you the on-line help on the field.

You can choose to modify a record by, either:

- Clicking unlock icon in the Toolbar when the details of the record are being displayed in the 'Detailed View' screen for the table.

or

- After you have indicated your modifications, save them by clicking save icon.

Your User-ID will be displayed at the Entry By field. The date and time at which you saved the modification will be displayed next to it. The record has to be authorized by a user other than you.

4.1.8   Closing a Record in a Table

When a record is closed, it will not be available for use by any function. You can reopen the record if it has to be used again. A record can be closed only if it is not linked to any other table.

Click close icon when the details of the record are being displayed in the 'Detailed View' screen for the table.

Click OK. You will be prompted to confirm the closing of the record. The closing should be authorized by a user other than you, before you can begin the End of Day operations.

4.1.9   Viewing the Details of a Record

Two types of view screens are available for records in a table. The 'Summary View' screen displays the value in the main fields of the table, in a tabular column. To move to the Detailed View for the record, do the following:

- Double click on the record

From the Summary or Detailed view for a record, you can choose any action from the application toolbar.

Note

- The system displays only 5 pages of records, when you click search on summary screen. The system displays the page numbers as <Current Page of..>. However; if the total number of pages is less than 5, then the system displays page count as <Current Page of Exact Number of Pages>.
- The system enables the last button and displays the total count only when you navigate to the Last page.

4.1.10   Maker and Authorizer Details

When you save a record, your User-ID will be displayed in the Entry By field. The date and time at which the record was created will be displayed in the Date/Time field. These fields will always show the details of the latest action on the record - addition or modification.

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A record that has been defined should be authorized before it is available for a function. This authorization should be made by a user other than the one who defined the record. All the new records that were defined during the day and the ones that were modified should be authorized before you can begin the End of Day operations for the day. You can however delete a record before it is authorized.

The User-ID of the authorizer will be displayed in the Auth By field. The date and time at which the record was authorized will be displayed in the Date/Time field. As with the Entry By field, this field will be for the latest action that was authorized.

4.1.11 Printing the Details of a Record

The Print function lets you print the details of record(s) in a table. You can choose to print only a specific record, a range of them or all of them in a table.

4.2 Automatic Authorization

This section contains the following topics:

4.2.1 Normal Process of Authorization in System

Most of the information that you enter in to the system needs to be authorized to be effective. Except for the static information that you typically enter in to the system only once, all other information must be authorized. Authorization is required for all maintenance as well as transactional information in the system.

When you enter information related to any of these events into the system, the record that is initially saved when you complete the data entry is retained in the system as unauthorized information, which must be subsequently authorized to become effective.

Usually, authorizing information in the system is an activity that follows a maker-checker concept, i.e., the user that enters the information must be necessarily different from the user that authorizes the information. Therefore, whereas one user group will have access to functions that involve entering information into the system, a different user group has access to the functions that involve information authorization, and there is no overlap of access privileges.

4.2.2 Auto-authorization Features in System

In some environments, the user that enters the information needs to be able to authorize it simultaneously. In such cases, the maker-checker concept leads to unnecessary delegation of activity, which is undesirable. This means that in such an environment, the user that enters the information must, on saving the entered record, be able to authorize the record. For such environments, the auto-authorization function is provided by the FC-IS system. When this function is used, the Save operation in any screen that involves data entry (apart from static information screens) will also invoke and perform the authorization for the records that have been entered.

It is possible to be selective about the business functions for which you need to use the auto-authorization feature. This means that you can enable the auto-authorization feature for the functions for which you require simultaneous authorization on saving the record, and you can

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keep it disabled for others, allowing them to go through the normal maker-checker process of authorization.

The following features comprise the auto-authorization facility in the system:

- The user administrator users can map the business users to the menu items, and make auto-authorization feature allowable for any business user – menu item mapping. All business checks, validations and processes that must be performed when the authorization happens will be triggered immediately following the use of the save operation, when the auto-authorization feature is allowed.

- The user administrator users can enable (or disable) auto authorization rights at a user group level. Any user roles and / or users associated with the user group would inherit the auto authorization privileges assigned to the user group. If a user ID is associated with multiple user roles, the most restrictive privilege assigned to the roles will be applicable.

- You can enable (or disable) the auto authorization feature for data operations in the New mode or the Amend mode, including data entry either for reference information, investor accounts or transactions. For transaction entry operations in either mode, you can enable (or disable) auto authorization for transactions involving any of the following circumstances:

  – Transactions for which the transaction currency is the limit currency, and the transaction amount falls within the limit amount for that currency

  – Back dated transactions

  – Transactions in respect of which applicable loads have been overridden

  – Transactions for which third party payment or delivery has been specified

4.2.3　Using Auto-authorization Feature

To allow the auto-authorization feature for a user group and a certain set of menu items, you must map the user groups to the menu items or the task for which auto-authorization is applicable, using the 'Auto Auth Maintenance' screen.

You can invoke this screen by typing 'SMDAUTAU' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

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4.2.3.1   Auto Auth Maintenance Screen

You can use this screen to map user groups to the tasks for which auto-authorization is applicable. If the user administrator or the module administrator users do not maintain the setup for each of the user groups in this screen, the auto-authorization is not enabled for that user group.

4.2.3.2   Enabling or Disabling Auto-authorization for User Group

When you open the Auto Auth Maintenance screen, the auto authorization features that have been enabled for the module and the group to which the logged in user belongs, are displayed.

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To amend the displayed list, click unlock icon. The screen is displayed in Amend mode, where you can make your changes. The changes you make will apply to all users and roles in the Group ID to which the logged in user belongs, for the logged in Module.

You can make changes as follows:

- To enable auto-authorization in the New mode for a task item, select 'YES' in the New field for the task item. To enable auto-authorization in the Amend mode for a task, select 'YES' in the Amend field for the task item.

- For transaction data entry task items, you can limit the volume of the transactions that can be auto-authorized. To setup this limit, specify the highest volume of the transaction that can be auto-authorized, in the Limit Amount field. You must also indicate the currency in which the volume you have specified is reckoned, in the Limit Currency field. You can indicate a different limit for each role or Group ID, if necessary.

- For transaction data entry, you can also enable (or disable) the auto authorization feature for transactions in the following circumstances:

- Back dated transactions. Select 'YES' in the Restrict Back Dated Transaction field to disable auto authorization of backdated transactions in the selected mode. Select 'NO' to enable auto authorization of backdated transactions in the selected mode.

- Transactions in respect of which applicable loads have been overridden. Select 'YES' in the Restrict Load Override Transactions field to disable auto authorization of load override transactions in the selected mode. Select 'NO' to enable auto authorization of load override transactions in the selected mode.

- Transactions for which third party payment has been specified. Select 'YES' in the Restrict Third Party Payment Transactions field to disable auto authorization of third party payment transactions in the selected mode. Select 'NO' to enable auto authorization of third party payment transactions in the selected mode.

- Transactions for which third party delivery has been specified. Select 'YES' in the Restrict Third Party Delivery Transactions field to disable auto authorization of third party delivery transactions in the selected mode. Select 'NO' to enable auto authorization of third party delivery transactions in the selected mode.

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- When you have finished making the auto-authorization specification for a user group, click save icon to save your changes.
- When you have finished making your auto-authorization specifications for each user group in this screen, and saved your changes, the auto-authorization feature is enabled, and when the user invokes the Save operation in any of the applicable task screens, the entered records are saved as authorized records.
- To enable auto authorization for a user group other than the logged in user group, click save icon in the Auto Auth Maintenance screen. The system displays the message as "Do you want to cancel the operation?"

Click on the 'OK' button. The auto authorization record of the logged in user group, which was on display, is closed, and the Auto Auth Maintenance screen is opened in New mode.

Select the user group for which you want to enable or disable the auto authorization rights, in the Group ID field. Select the corresponding module in the Module ID field, and click on 'Ok' button.

Subsequently, proceed to set up the auto authorization rights in the same manner as described above, for the amend operation.

4.2.4 Operations on Auto Authorization Records

After you have set up auto authorization for a user group, you must have another user authorize it so that it would be effective in the system.

Before the setup is authorized, you can edit its details as many times as necessary. You can also delete it before it is authorized.

After authorization, you can only make changes to any of the details through an amendment.

The Auto Auth Maintenance screen can be used for the following operations on auto authorization setups:

- – Retrieval for viewing
- – Editing unauthorized setups
- – Deleting unauthorized setups
- – Authorizing setups
- – Amending authorized setups.

To perform these operations, click on the appropriate buttons in the horizontal array of buttons in the Auto Auth Maintenance screen.

4.3 <u>Dual Authorization</u>

After creation or modification of maintenance records belonging to a function, for which Dual authorization has been enabled, an intermediate verifier (First Authorizer) has to verify the record before the record can be actually authorized. Only after the first authorization, system allows you to actually authorize the record.

The first level authorization is done using the 'Verify' screen. You can invoke this screen by typing 'CSSVERFY' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In the 'Verify' screen you can query the modifications pending for verification (First Authorization) and do the first level authorization for selected modifications. Based on the search criteria entered system queries and displays all the records that meet the search criteria.

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If you double click on a particular record you can view the details of all the modifications pending for verification for that record in a separate screen (CSDVERFY).

All the modifications pending will be shown and you can select a modification and verify all the modifications till the selected modification number.

For examples if there are 3 modifications (Modification numbers 2, 3 and 4) pending for verification and if you select Modification number 3, system marks modification numbers 2 and 3 as 'Verified'. Similarly if you select Modification number 4, modification number 2,3 and 4 will be marked as 'Verified'.

The following details are captured here:

Key Id

Specify the key identification based on which the record can be queried. Alternatively, you can select the key Id from the option list. This list displays the following values:.

- Branch - To query the record based on input branch
- Maker ID – To query the record based on maker ID
- Function ID – To query the record based on function ID through which the record was submitted. For example, STDCIF, STDCUSAC
- Key ID – To query the record based on unique key ID

Note

You can search for a specific record using any of the above combination. To authorize a record, you should select the record and click the 'Accept' button.

Branch

The system displays the branch for the selected record.

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Records

The following details pertaining to the records are displayed:

- Modification No
- Modification Status
- Maker
- Maker Date Stamp
- Authorization Status
- View Changes

Remarks

The following details are captured here:

Maker Remarks

The remarks entered by the maker of the record are displayed here.

First Checker Remarks

Specify remarks if any as part of first level authorization.

Maker Override Remarks

The Override remarks entered by the maker of the record are displayed here.

Warnings

The system displays the error or warning codes for which dual authorization is enabled.

Warning Code

The warning code is displayed here.

Warning Description

The warning message or override messages logged for the record is displayed here.

Fields

The following details are captured here:

Field Name

The field name is displayed here.

Old Value

The old value of the field is displayed here.

New Value

The new value of the field is displayed here.

For every record you can click 'View Changes' button which will launch the function id screen and highlights the changes.

4.4 Copying Parameterization Data

This section contains the following topics:

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4.4.1 Copying Parameterization Data

You can copy parameterization data from Oracle FLEXCUBE Investor Servicing environment to any other environment and vice versa. The data from Oracle FLEXCUBE Investor Servicing can be exported into an excel sheet or an XML format.

If 'Excel Export Required' option is checked for a function id in the 'Function Description Maintenance' screen then an 'Export' button is enabled in the summary screen of that function id. In the Summary screen you can query records based on the query parameters available and then select the required records to be exported and click 'Export' button. On clicking 'Export' button, system would export the data into an excel sheet and opens the excel sheet with data populated. You can then save the excel sheet.

Note

The records can be exported either in .XLS or .XLSX format. The format of the export file must be maintained in 'CSTB_PARAM' against the parameter 'EXCEL_FORMAT'.

You can also import data into Oracle FLEXCUBE Investor Servicing environment using the 'Excel Import' screen. You can invoke this screen by typing the function id 'CSDXLUPD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

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The following details are captured here:

File Name

Select the excel file to be imported by clicking 'Browse' button.

Total No of Records

The total number of records to be uploaded is displayed here.

Function Identification

The function id mentioned in the excel file chosen is displayed here.

Batch Reference

The unique reference number generated for an upload is displayed here.

Post Upload Status

Select the status to be set for the file post upload, from the drop-down list. The following statuses are available in the drop-down list:

- Authorized
- Unauthorized
- Hold

Override Action

Select the action to be taken if an override message is encountered, from the drop-down list. The following options are available:

- Ignore
- Error

Action

The action is displayed here.

No of failed records

The total number of records which failed to get uploaded is displayed here.

Generate or Upload

Select the action to be taken for importing the file, from the drop-down list. The following options are available for selection:

- Generate – Select this option if an XML has to be generated from the imported file. This will be stored in the path maintained in CSBT_PARAM parameter EXCEL_IMPORT_XML_SPOOL_AREA
- Upload – Select this option if the data has to be uploaded as an excel file itself.

Note

To start the upload process click 'Upload' button. Once you click this button system starts importing the data from the excel file.

Source

Specify the source code of the file to be used for generating the XML file. You need to specify the source if you have chosen 'Generate' option in the 'Generate or Upload' field.

Excel File Upload Details

The following details are captured here:

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Record Id

The unique number of the record uploaded is displayed here.

Record Key

The record key is displayed here.

Status

The upload status of the record is displayed here.

Excel Upload Errors

Record Id

The unique number of the record, which encountered error while uploading, is displayed here.

Error Code

The error code corresponding to the error encountered during upload is displayed here.

Error Message

The error message corresponding to the error code displayed is defaulted here.

4.5   Other Operations

This section contains the following topics

- Section 4.5.1, "Changing the Module"
- Section 4.5.2, "Searching the Menu"
- Section 4.5.3, "Making a Query"
- Section 4.5.4, "The Procedure, with Example"
- Section 4.5.5, "Making a Query Based on More than One Criterion"
- Section 4.5.6, "Selecting the Same Criterion to Apply One or More Conditions"
- Section 4.5.7, "Ordering"
- Section 4.5.8, "Using Wildcards to Make a Query"
- Section 4.5.9, "Viewing Errors and Overrides"

4.5.1   Changing the Module

You can change the module other than the one you are signed on to, using this function. The modules to which you can change will be defined in your user profile. You can change the module of operation only when a function that has been initiated by you in the current module has been completed.

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In the Application tool bar, place the cursor over 'Branch' icon and then select the option 'Change Module'. The 'List of Values Module ID' screen is displayed in which you can query and select modules maintained in the system.
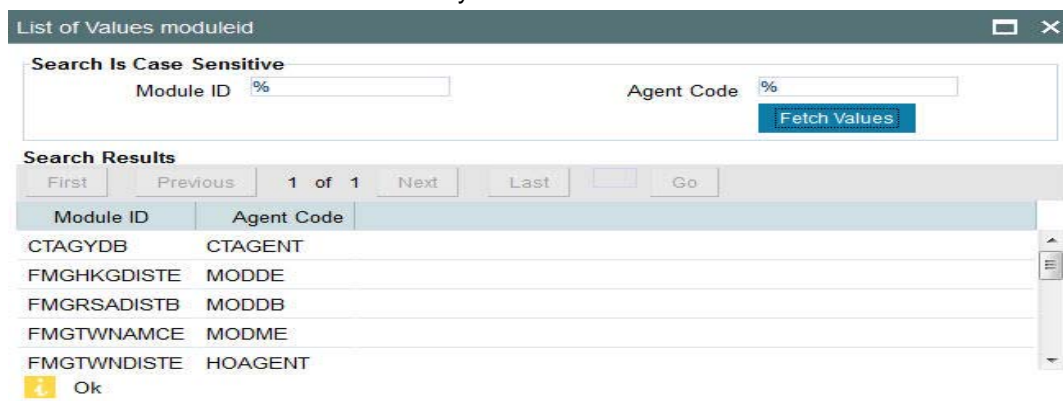
Specify the query parameters and click 'Fetch' button. The records meeting the query criteria are displayed in the lower grid.

To change the current module, click the module ID to which you want to change to from the list of displayed records. System displays a 'Confirmation Message' window in which the following confirmation message is displayed:

Do you want to change the Module to: <<Selected Branch Code>>

Click 'OK' to continue with the change branch operation else click 'Cancel'.

4.5.2   Searching the Menu

You can search for any credentials in the search menu by typing the necessary details.

The system will fetch the records at all the levels of search criteria. The system will fetch respective module details based on the function right mapping to the user. For instance, if you type 'entity' at the menu search, the system will fetch all the records for entity like single entity maintenance, entity commission sharing, Entity IDS, Entity mapping, entity media

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maintenance, entity notepad, entity payment, all entity related reports. This includes all the levels of menu search (details, summary screens, reports, batch).
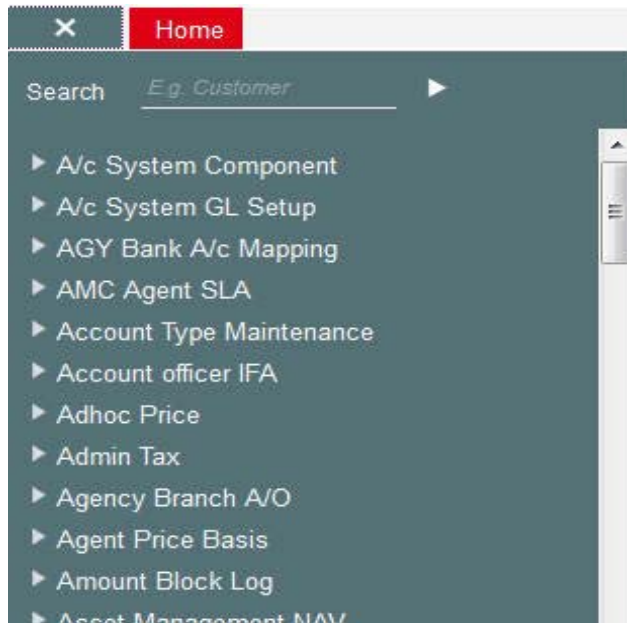
4.5.3   Making a Query

When you are in the Summary view, all the queries defined for the module are displayed. This may amount to hundreds of records. To avoid wading through this mass of data, you can make a query to see only those records, which are relevant to you at a particular time.
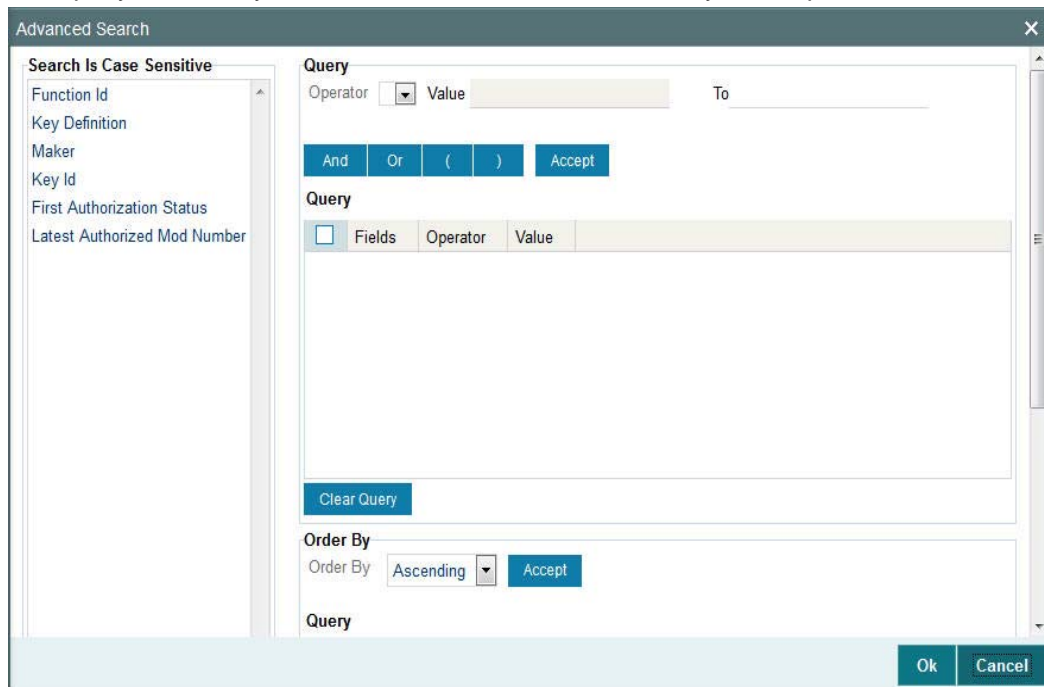
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4.5.4 The Procedure, with Example

Example

In the 'Summary View' screen for on-line contracts, the fields displayed are the criteria by which you can make a query.

Suppose you want to see all the Subscription transactions (in the Transactions module) with a specific Maturity date:

- Click on Transaction Date in the Fields list.
- From the Operator option list, click on Equal To.
- To specify the Transaction Date (28 December 2014), pick the date from the option list under Value.
- Click 'Accept' button.
- You will see the query appearing in the 'Query' screen.
- If you wish to go ahead with the original query, click 'Ok' button. You will see the 'Contract Summary' screen, with a display of the details of only those contracts maturing on the date you have specified.
- If you do not wish to carry the query through, then click 'Clear Query' button. The 'Query' screen is cleared and you can proceed to make a new query.

4.5.5 Making a Query Based on More than One Criterion

Suppose you want to see transactions (in the Transactions module) based on more than one criterion - that is, you may want to see all Subscription transactions with a transaction date (which come into effect) beyond 31 December 2014 and an interest rate greater than 10%.

To make such a query, first click on Currency under Fields, choose Equal To under Operator and USD under Value. Click 'Accept' button. Now click 'AND' button. Repeat the procedure with the criteria value date and rate, click 'Accept' button and 'AND' button in the sequence described for the first criteria currency. You will see the query displayed in the 'Query' screen.

Check it for correctness and click 'Ok' button.

4.5.6 Selecting the Same Criterion to Apply One or More Conditions

Now, you may want to make a query to see the Subscription Transactions involving three different products and having a rate less than 12 percent. This involves specifying the products one by one all of which come under the same criterion - Unit Holder ID (listed out under Fields) and indicating a rate range for them.

Click on Unit Holder ID in the Fields list, specify the Operator as Equal To and pick out the product from the Value option list and click 'Accept' button. To select another product, click 'OR' button and then click Unit Holder ID in the Fields list, specify the Operator as Equal To and pick out the product from the Value option list. Repeat the process for the third product.

To cull out Subscription transactions involving these three unit holder IDs with an interest rate less than 12%, click 'AND' button and specify the rate condition. (Pick Interest from the Fields list, specify the Operator as Less than and give the Value as 12. Click 'Accept' button.

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Now click 'Ok' button to see the query through. You will see displayed in the 'Subscription Transaction Summary' screen, all the Unit Holder IDs with an interest rate less than 12% for the three products you have specified.

4.5.7 Ordering

You can see a display of the fields in the Subscription Transaction Summary View either based on the ascending order or the descending order.

Suppose you want to see the Amounts Applied for all the Subscription Transaction in the Transactions module in the descending order, highlight the field Amount Applied from the Fields list in the screen and click on it. In the Operator option list, choose Order By.

Once you do this, the Value list will contain the two options:

- Ascending
- Descending

Click the option of your choice, say, Descending. Click 'Accept' button.

Click 'Ok' button. You will see all the Amount Applied of all the subscription transactions in the Transactions module, in the descending order, in the 'Subscription Transactions Summary' screen.

If you decide to cancel the ordering you have specified, click 'Clear Query' button. The screen clears and you can specify a new order.

4.5.8 Using Wildcards to Make a Query

You need not always specify the criteria. You can use Wildcards such as * or %, to see a particular set of criteria.

Once you click Accept and make a query, that particular summary screen displays all the loan products.

4.5.9 Viewing Errors and Overrides

The system displays messages while performing a task to either point out an error, or to issue a warning that can be overridden or just to give some information.

Based on the type of message, the screen will be displayed as under.

4.5.9.1 Error

The following error message is displayed.

<p align="center" style="color:red">No Function ID available for execution.</p>

Click 'Ok' button to close the window.

4.5.9.2 Override

The following override message is displayed.

<p align="center" style="color:red">Provisioning Details should be manually modified, if required.</p>

Check the box adjoining the required message and click 'Accept' button to proceed with the transaction. Click 'Cancel' button to close the window.

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The maker can view the override messages and can enter remarks before accepting the same. The maker remarks along with the overrides are displayed during authorization.

4.5.9.3 <u>Information</u>

The following Information message is displayed.

<p style="color:red; text-align:center;">The Account is not valid for the particular operation.</p>

Click 'Ok' button to close the window.

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5. Function ID Glossary

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