

Collections User Guide

Oracle Banking Cash Management

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Oracle Banking Cash Management User Guide
Oracle Financial Services Software Limited

Oracle Park
Off Western Express Highway
Goregaon (East)
Mumbai, Maharashtra 400 063
India

Worldwide Inquiries:
Phone: +91 22 6718 3000
Fax: +91 22 6718 3001
www.oracle.com/financialservices/

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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	Managing Files
Chapter 8	Performing inquiries

1.5 Abbreviations

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

Abbreviation	Detailed Description
LIFO	Last In First Out
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

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 Collections feature for managing the collection of cash, and cheques, which can include local, up-country, and correspondent bank cheques. This feature aims at minimizing float time, thus enabling better management of working capital for the corporates.

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
 - Paper Based Collections
 - 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.

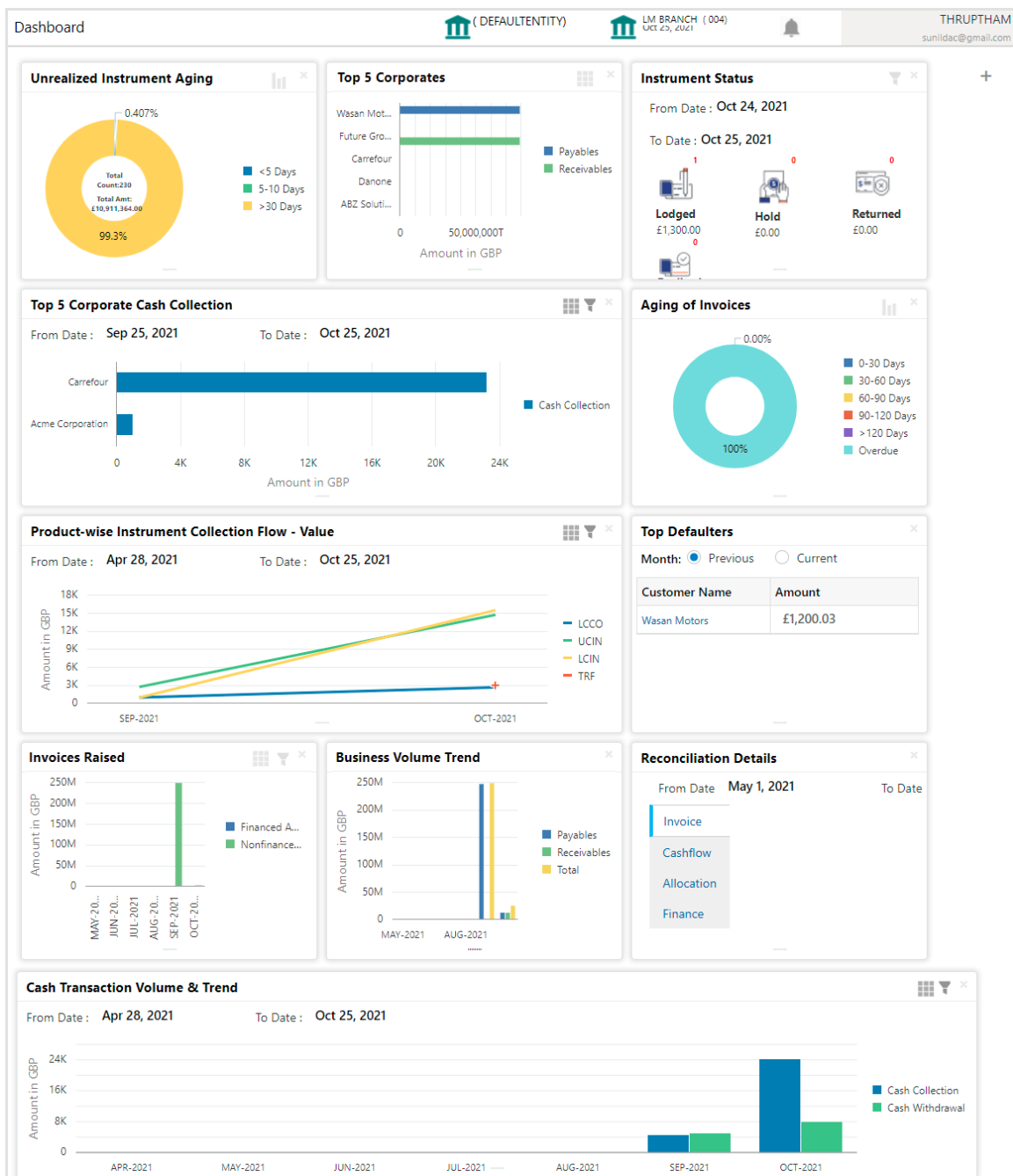
On starting the Oracle Banking Cash Management system, below login screen is displayed:



The image shows a dark-themed Oracle Sign In dialog box. At the top left is the Oracle logo. Below it is the text "Sign In". There are two input fields: "User Name *" and "Password *". Below the input fields are two buttons: "Sign In" (green) and "Cancel" (white text on a dark background).


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

Click **Sign In** to log into application and display the **Dashboard** screen.



OBCM Dashboard currently consists of the below mentioned portlet for receivable management.

- **Unrealized Instrument Aging:** 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 seven ranges can be defined.

- **Cash Transaction Volume and Trend:** This portlet displays a bar graph depicting the amounts in branch currency that have been collected and withdrawn on a monthly-basis, within the specified time frame. The Cash Withdrawal and Cash Collection bars are color-coded for aiding quick visual analysis. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates.
- **Instrument Status:** 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.
- **Top 5 Corporates:** This portlet displays information in the form of a jet-bar chart of the top five corporate customers with respect to their total Receivables and Payables. The data can be viewed in a tabular format as well, by clicking the table icon at the top right corner.
- **Top 5 Corporate Cash Collection/Withdrawal:** This portlet displays a jet-bar chart with the top 5 corporate parties with high-value cash collection in branch currency, within the specified time frame. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates. Flip the portlet using the arrow on the side to view the top 5 corporates high-value cash withdrawal in branch currency, within the specified time frame.
- **Aging of Invoices:** Aging graph displays invoice aging information in the form of doughnut. There are two views of the graph, 2nd view can be navigated by flipping the portlet, click the graph on the top-right corner to change the view from doughnut (default) to bar chart. Front view of the graph display the invoice amount volume split as per aging buckets which are configurable at the time of implementation i.e., 0-30 days; 30-60 days etc. Range criteria can be defined with a maximum of 6 ranges. On clicking any of the range bucket, graph displays the list of corporates whose invoices are due for that ageing bucket. Clicking on the '+' (expand) icon against each corporate; launches invoice details pertaining to information of that specific corporate such as supplier name, 'Invoice Due Date From', 'Invoice Due Date To'.
- **Product-wise Instrument Collection Flow – Value/Volume:** This portlet displays a line graph representing the monthly instrument-collection amount in branch currency, for each product that is associated with 'paper-based' category. Each product has a specific color code. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates. Flip the portlet using the arrow on the side to view the 'Product-wise Instrument Collection – Volume' graph, which displays the count of instruments for each product, for the specified time frame. Click  to view the details in a tabular format.
- **Top Defaulters:** Top defaulters widget shows list of top defaulters for the previous and current month.
- **Invoices Raised:** This portlet displays the data for Invoices on monthly basis as a bar graph. On clicking the table icon on the top-right corner, same data is displayed in tabular format with invoices grouped into monthly buckets. On clicking the bar graph, the screen will pop-up with corporate name and aggregated invoice amount and further clicking on the '+' (expand) icon beside corporate name launches the Invoice Inquiry screen with data of supplier name; 'To Date' and 'From Date' as per the selected date.
- **Business Volume Trend:** This chart displays the business trends of previous six months including current month based on historic data. The trend line is plotted based on the highs/peak.

- **Reconciliation Details:** Reconciliation Details widget provides a snapshot of reconciliation details of payments against the entity selected, i.e., invoice, cashflow, or allocation. There is an option to view these details as a donut or in a line-graph. The filter option allows the user to select a specific customer and/or modify the date range.

You can perform following actions on the dashboard screen:

- To add more portlets, click the Add (+) icon located at the top-right corner of the Dashboard.
- To remove a portlet, click the Remove (x) icon located at the portlet's top-right corner.
- To configure the portlet, click the Configure Tile (⚙️) located at the portlet's top-left corner.
- To flip the portlet view, click the Flip Forward (<) or Flip Back (>) icon.
- 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.
- To apply filter on the portlet's data, click the Filter (🔍) icon to view the pop-up select filter values.

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

The Bank user can create role codes for the purpose of accounting.

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

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).

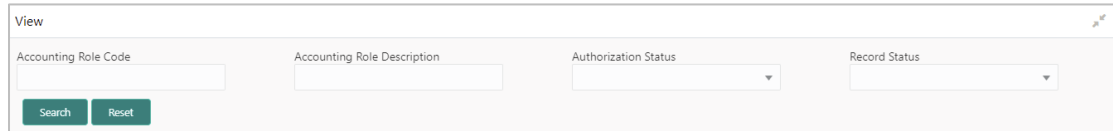
3.2.1.2 View Accounting Role



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

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

- Filter the records in the View screen:

- a. Click the search () icon to view the filters. You can filter the records by Accounting Role Code, Accounting Role Description, Authorization Status, and Record Status.
- b. Click **Search**.
OR
Click **Reset** to reset the filter criteria.



- Click the refresh () icon to refresh the records.
- Perform the following steps to take actions on the accounting role. Click the Options () icon and then click any of the below option:
 - **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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - 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*

Create Errors & Overrides

Accounting Entry Code * Accounting Entry Description *

Role Details

Debit Role <input type="text" value="Charging Account"/>	Debit Party <input type="text" value="Corporate"/>	Debit Amount Type <input type="text" value="Instrument Amount"/>	Debit Settlement Method <input type="text" value="Cheque"/>
Credit Role <input type="text" value="Charging Account"/>	Credit Party <input type="text" value="Counterparty"/>	Credit Amount Type <input type="text" value="Instrument Amount"/>	Credit Settlement Method <input type="text" value="Cheque"/>

Debit Role	Debit Party	Debit Amount Type	Debit Settlement Method	Credit Role	Credit Party	Credit Amount Type	Credit Settlement Method	Action
CHG_ACC_1	C	INSTRUMENT_AMT	CHEQUE	CHG_ACC_1	CP	INSTRUMENT_AMT	CHEQUE	

Page 1 of 1 (1 of 1 items)

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.
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.

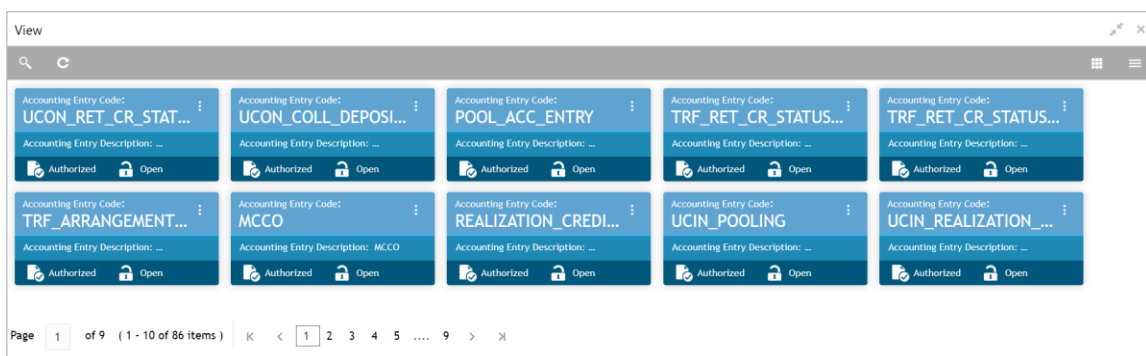
*Note: To modify records in the grid, click the Kabab icon () under the 'Action' column and then click **Edit**.*


- 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.
- 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



- Filter the records in the View screen:
 - Click the search () icon to view the filters. You can filter the records by Accounting Entry Code, Accounting Entry Description, Authorization Status, and Record Status.
 - Click **Search**.
OR
Click **Reset** to reset the filter criteria.

- Click the refresh () icon to refresh the records.
- Perform the following steps to take actions on the accounting role. 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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - 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

Create Errors & Overrides

Branch * 004-LM BRANCH Product * UCON-Upcountry Outside Netw... Event * Realization Filter Criteria * Credit Status

Credit Status * Partially Reversed

Accounting Entries

Accounting Entry Code * TRF_RET_CR_STATUS_RECOV_AD Accounting Entry Description * TRF Return - Credited Instrument and Sequence * 1

Add/Edit Reset

Accounting Entry Code	Accounting Entry Description	Sequence	Action
TRF_RET_CR_STATUS_RECOV_AD	TRF Return - Credited Instrument and Recovery from Account Debit	1	

Page 1 of 1 (1 of 1 items)

Save Cancel

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'.
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.

Field Name	Description
Accounting Entry Description *	The description is auto-populated based on selected accounting entry code.
Sequence *	Select the sequence.

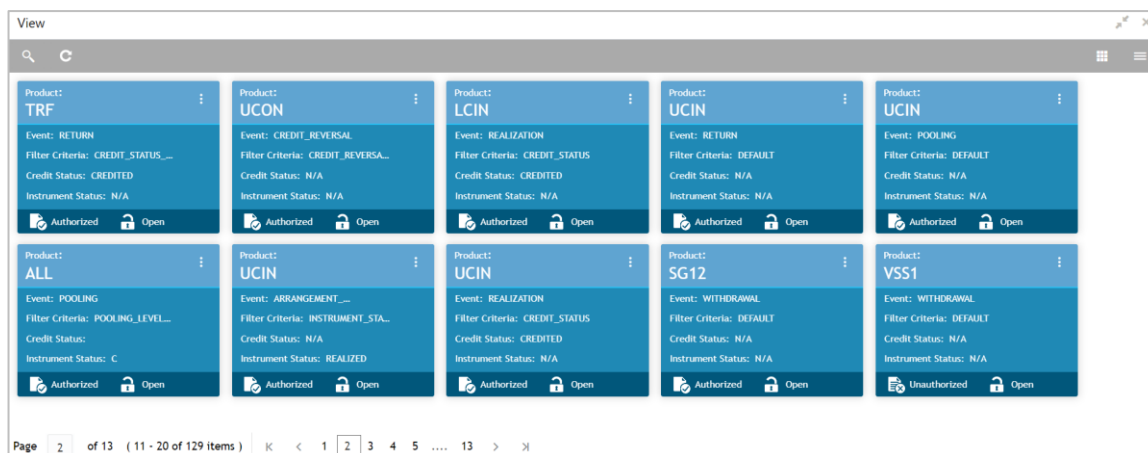
*Note: To modify records in the grid, click the Kabab icon (⋮) under the 'Action' column and then click **Edit**.*

- 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.
- 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



- Filter the records in the View screen:
 - Click the search (🔍) icon to view the filters. You can filter the records by Product, Event, Credit Status, Instrument Status, Authorization Status, and Record Status.
 - Click **Search**.

OR

Click **Reset** to reset the filter criteria.

- Click the refresh (🔄) icon to refresh the records.
- Perform the following steps to take actions on the accounting role. 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.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - 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.
Role *	Click on the Search icon to select the role for whom account mapping needs to be done.

Field Name	Description
Account Type (CASA/GL)	Use this toggle button to select either CASA or GL for the mapping.
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: <ul style="list-style-type: none"> • 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 Number *	Click the Search icon and select real/virtual account number. This field is enabled only if a party-based option is selected from the Filter Criteria list.
Contra Account Number	This field appears if you select a virtual account in the Account Number field. Click the search icon and select the contra GL account to be linked to the selected virtual account.
Default Account	Use this toggle button to specify if this account should be considered as default one.

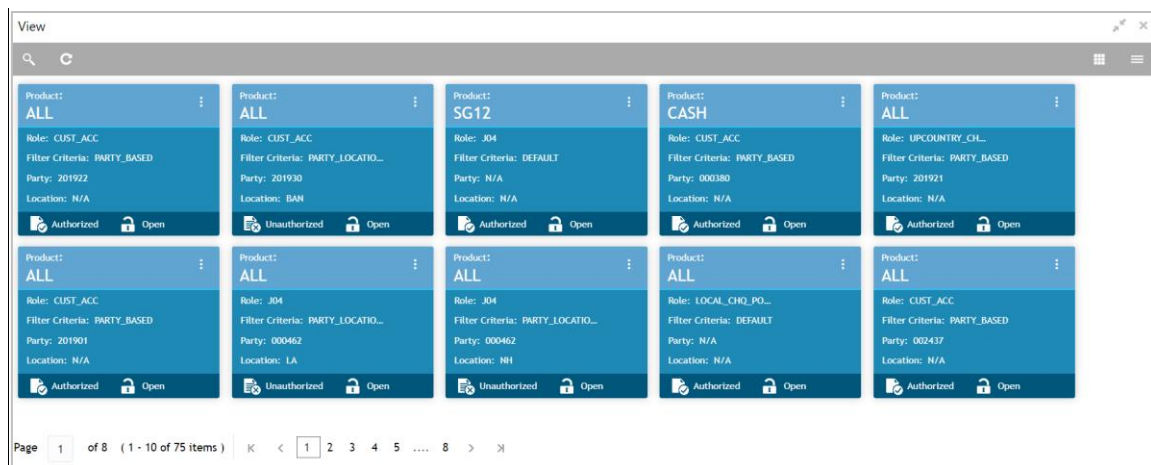
*Note: To modify records in the grid, click the Kabab icon (⋮) under the 'Action' column and then click **Edit**.*


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



- Filter the records in the View screen:
 - Click the search () icon to view the filters. You can filter the records by Branch, Product, Role, Party, Location, Authorization Status, and Record Status.
 - Click **Search**.

OR

Click **Reset** to reset the filter criteria.

- Click the refresh () icon to refresh the records.
- Perform the following steps to take actions on the internal account mapping. 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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - 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.

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 the following table for specifying details in 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'.
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.

Field Name	Description
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	<p>Enter the number of days to extend the line of credit (tenor) given to the corporate.</p> <p>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.</p> <p>Maximum value can be 99. Default value is zero. Leaving this field blank considers default value.</p>
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	<p>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.</p> <p>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.</p>
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	<p>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.</p> <p>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.</p>
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.

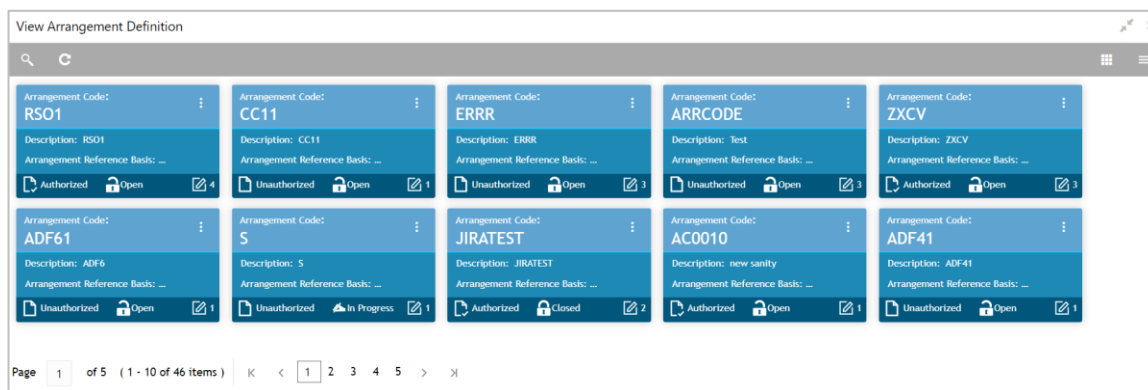
2. Click **Save** to save the record and send for authorization.

3.3.2 View Arrangement Definition

By using this screen, you can view, modify, delete, or authorize arrangement code details. A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker

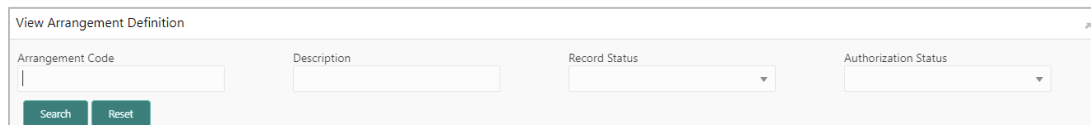
Navigation Path: Collections > Maintenance > Arrangement Definition > View Arrangement Definition



- Filter the records in the View screen:
 - a. Click the search (🔍) icon to view the filters. You can filter the records by Accounting Code, Description, Record Status, and Authorization Status.
 - b. Click **Search**.

OR

Click **Reset** to reset the filter criteria.



- Click the refresh (🔄) icon to refresh the records.
- Perform the following steps to take actions on the arrangement definitions. Click the Options (⋮) icon and then click any of the below option:
 - **Unlock** – To modify the record details. Refer the **Create Arrangement Definition** section for field level details.
 - **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - To approve the record, select the record and click **Approve**.
 - To reject the record, select the record and click **Reject**. Enter relevant comments in the pop-up window that appears, and click **Confirm**.

- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
- **Copy** – To create a new arrangement definition by using similar details.
- **View** – To view the arrangement definition 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 the following table for specifying details in 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: <ul style="list-style-type: none"> 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:- <ul style="list-style-type: none"> Correspondent Bank

Field Name	Description
	<ul style="list-style-type: none"> Correspondent Bank and Payable At Location Correspondent Bank and Drawee Bank and Payable At Location Default <p>Basis on the above selected value in filter criteria, relevant additional fields get displayed on the screen.</p> <p>For example:</p> <p>In case of a 'Corporate and Payable at Location' value in filter criteria field, an additional field is displayed as 'Corporate and Payable Location'.</p> <p>The filter criteria cannot be modified once authorized.</p>
Payable at Location *	<p>Click the Search icon to select the location from where an amount can be paid.</p> <p>This field is displayed only if filter criteria contains 'Payable At Location'.</p>
Drawee Bank *	<p>Click the Search icon to select the bank on which the cheque is drawn.</p> <p>This field is enabled only for the below filter criteria:</p> <ul style="list-style-type: none"> Corporate & Drawee Bank Corporate & Drawee Bank & Payable at Location Drawee Bank & Payable at Location Correspondent Bank & Drawee Bank & Payable at Location
Corporate */ Correspondent Bank *	<p>Click the Search icon to select name of the corporate or correspondent bank.</p> <p>This field cannot be modified once authorized.</p>
Effective Date *	<p>Click the Calendar icon and select date from which the arrangement will be effective. By default, it is selected as branch date.</p> <p>This field cannot be modified once authorized.</p>
Expiry Date *	<p>Click the Calendar icon and select date on which the arrangement expires.</p> <p>In case the expiry date is same as branch date then on that day's EOD, the arrangement decisioning status is marked as 'Close'.</p>
Agreement Reference Number	<p>Enter the alphanumeric agreement reference number. This is an agreement reference number and is stored as a placeholder only.</p>
Inclusion of Holidays	<p>Switch the toggle ON to include holidays in calculation of expected clearing date during transaction entry for Corporates/Correspondent bank/Drawee bank.</p> <p>This field cannot be modified once authorized.</p>
Centralized Forwarding Schedule	<p>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.</p>

Field Name	Description
	This field is enabled only if the 'Arrangement Party' is 'Correspondent Bank'.
Amount Based Arrangement	<p>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.</p> <p>This field cannot be modified once authorized.</p>
Currency	<p>Select the currency of the amount.</p> <p>This field is displayed only if 'Amount Based Arrangement' field is enabled.</p>
From Amount	<p>Enter the value to specify the start of the amount range. The amount can contain up to two decimal values.</p> <p>For example: \$34,234,235,252,532,430,000,000,000.00. Default value is zero.</p> <p>This field is displayed only if 'Amount Based Arrangement' field is enabled.</p>
To Amount	<p>Enter the value to specify the end of the amount range. The amount can contain up to two decimal values.</p> <p>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.</p> <p>This field is displayed only if 'Amount Based Arrangement' field is enabled.</p>
Link Arrangement	<p>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.</p> <p>This field cannot be modified once authorized.</p>
Arrangement Code *	<p>Click the Search icon to select the arrangement code.</p> <p>This field is displayed only if 'Link Arrangement' toggle is enabled.</p>
Arrangement Reference Basis	<p>This field cannot be modified if the 'Link Arrangement' toggle is enabled.</p> <p>Otherwise, select the value to specify whether the arrangement is based on 'Liquidation' or 'Deposit'.</p>
Arrangement Days	<p>This field cannot be modified if the 'Link Arrangement' toggle is enabled.</p> <p>Otherwise, enter the number of days when the funds are channelized between banks, corporate, etc.</p> <p>Maximum value can be 99. Default value is zero. Leaving this field blank considers default value.</p>
Corporate Release Days	<p>Enter the number of days post which the corporate can withdraw/utilize the funds, post the funds are released.</p> <p>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'.</p>

Field Name	Description
	<p>Maximum value can be 99. Default value is zero. Leaving this field blank considers default value.</p> <p>This field cannot be modified if the 'Link Arrangement' toggle is enabled.</p>
Extension Days - Instrument Lost	<p>This field cannot be modified if the 'Link Arrangement' toggle is enabled.</p> <p>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.</p>
Extension Days - Instrument Return	<p>This field cannot be modified if the 'Link Arrangement' toggle is enabled.</p> <p>Otherwise, enter the number of days to be given as an extension window for the corporate in case if the cheque is returned.</p>
Extension Days - Certificate	<p>Enter the number of days to extend the line of credit (tenor) given to the corporate.</p> <p>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.</p> <p>Maximum value can be 99. Default value is zero. Leaving this field blank considers default value.</p>
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	<p>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.</p> <p>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.</p>
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.

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**.*

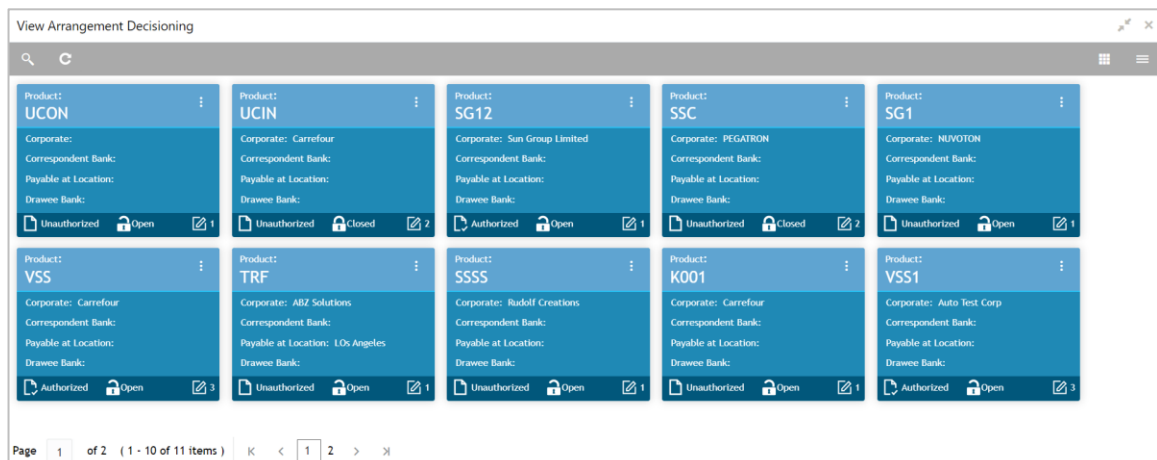
2. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.
3. Click **Save** to save the record and send for authorization.

3.4.2 View Arrangement Decisioning


By using this screen, you can view, modify, delete, or authorize arrangement decisioning details. A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

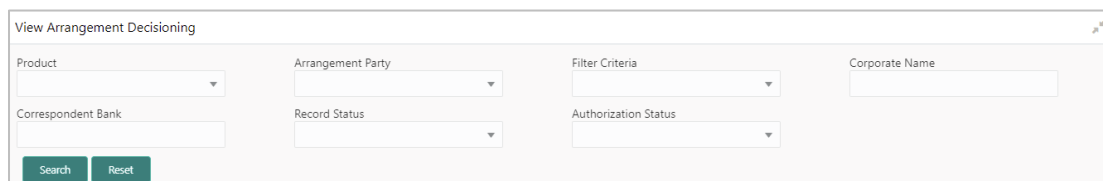
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker



Navigation Path: Collections > Maintenance > Arrangement Decisioning > View Arrangement Decisioning



- Filter the records in the View screen:

- a. Click the search () icon to view the filters. You can filter the records by Product, Arrangement Party, Filter Criteria, Corporate Name, Correspondent Bank, Authorization Status, and Record Status.
- b. Click **Search**.
OR
Click **Reset** to reset the filter criteria.



- Click the refresh () icon to refresh the records.
- 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 the **Create Arrangement Decisioning** section for field level details.
 - **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - To approve the record, select the record and click **Approve**.
 - To reject the record, select the record and click **Reject**. Enter relevant comments in the pop-up window that appears, and click **Confirm**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - **Copy** – To create a new arrangement decisioning by using similar details.
 - **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.

1. Refer 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.

Field Name	Description
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:

- 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.

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.

Product Information

Level Of Enrichment: Instrument

Product Code: All

Enrichment Label: InstNum

Data Type: Alphanumeric

Field Length: 10

Validations: Unique X, Mandatory X

Buttons: Add/Edit, Reset

Level Of Enrichment	Product Category	Product	Enrichment Label	Data Type	Date Format/Field Length	Validations	Action
Instrument	Paper Based Instruments	ALL	InstNum	Alphanumeric	10	UNIQUE.MANDATORY	⋮
Deposit	Paper Based Instruments		Amt	Numeric	12	MANDATORY.MINIMUM	⋮
Deposit	Paper Based Instruments		DateAndTime	Date and Time	yyyy-MM-dd HH:mm:ss		⋮

Page 1 of 1 (1-3 of 3 items)

Buttons: Back, Next, Save & Close, Cancel

Refer 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.
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: <ul style="list-style-type: none"> 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.

Field Name	Description
Validations	Select any of the following values: <ul style="list-style-type: none"> • 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'.

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.

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.

3.5.1.3 Corporate Pooling Setup

Corporate Pooling Setup

Product Category * Pooling Level * Credit Consolidation Level * Percentage Pooling

Paper Based Instruments Account Pooling Level

Add/Edit Reset

Product Category	Pooling Level	Credit Consolidation	Division/Location	Pooling Account Number	Percentage to be Pooled (%)	Action
CASH	LOCATION	DEPOSIT_SLIP_LEVEL			100	⋮
PAPERBASE	DIVISION	PRODUCT_LEVEL			100	⋮

Page 1 of 1 (1-2 of 2 items) < 1 >

Back Next Save & Close Cancel

Refer 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 for. The options are: Paper Based Instruments, and Cash.
Pooling Level *	<p>Select the level at which pooling needs to be done. The options are: Account, Division, and Location.</p> <p>Default pooling level is 'Account'. Only one type of pooling level is allowed per corporate per product category. However, different pooling levels can be maintained for each product category: for cash and for paper-based instruments.</p> <p>This field cannot be modified once authorized.</p> <p><i>Note: If a credit account number is entered during Deposit Entry creation, then the amount is credited to that account, and not the pooling account, for that particular deposit slip. Similarly, if a credit account number is entered when making an Instrument Collection entry, then the amount is credited to that account, and not the pooling account, for that particular instrument.</i></p>
Credit Consolidation Level *	<p>Select the level at which the collection amount should be consolidated. The options are:</p> <ul style="list-style-type: none"> Pooling level – The credit amount is consolidated as per the pooling level selected (Account/Division/Location). Instrument level – The collection amount is consolidated at individual instrument level, and credited as per the pooling set up maintained.

Field Name	Description
	<ul style="list-style-type: none"> • Deposit Slip level – The collection amount is consolidated at deposit slip level, and credited as per the pooling set up maintained. • Product level – The collection amount is consolidated at product level, and credited as per the pooling set up maintained.
Percentage Pooling	Switch the toggle ON, to set the percentages (%) of allocation of the collection amount to each account, associated with the pooling level. If this toggle is not enabled, then the allocation is done to the default account maintained in the 'Internal Account Mapping' setting for the pooling level for the corporate.
Division Code **	This field is applicable only for 'Division' type of pooling level. Select the required division code to set the percentage allocation for.
Location Code **	This field is applicable only for 'Location' type of pooling level. Select the required location code to set the percentage allocation for.
Pooling Account Number **	Click the Search icon and select the real/virtual account number maintained for the selected pooling level, to set the percentage allocation for.
Percentage to be Pooled (%) **	This field is disabled if 'Division Code Info Mandatory' toggle is enabled in the Corporate Information tab. Enter the percentage value to be allocated. Total percentage value should be 100 across selected pooling level.

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

- 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.

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).

Location	Pick Up Point Code	Pick Up Service For	Pick Up Type	Courier	Contact Person	Primary Phone Number	Action
San Francisco	SF1134	BOTH	SCHEDULED	BLUE DART EXPRESS LTD	Vivian	8724635259	

Refer 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.

Field Name	Description
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.
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.

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

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.

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).

Create Corporate Enrichment

Delivery Point Creation

Location *

Courier

Address Line 1 *

Country *

Primary Email Address *

Frequency

Delivery Point Code *

Contact Person

Address Line 2

Postal Code *

Secondary Email Address

Delivery Point Description *

Agreement Date

Address Line 3

Primary Phone Number *

Fax No.

Delivery Type *

Delivery On Holidays

Address Line 4

Secondary Phone Number

Delivery Time Slot

Add/Edit

Reset

Location	Delivery Point Code	Delivery Type	Courier	Contact Person	Primary Contact Number	Primary Email Address	Action
NewYork	NY1342	Home	BLUE DART EXPRESS LTD	Fabrigio	8765326746	fab_ret@gmail.com	⋮

Page 1 of 1 (1 of 1 items)

Back Next Save & Close Cancel

Refer 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. 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.

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

- 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.

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

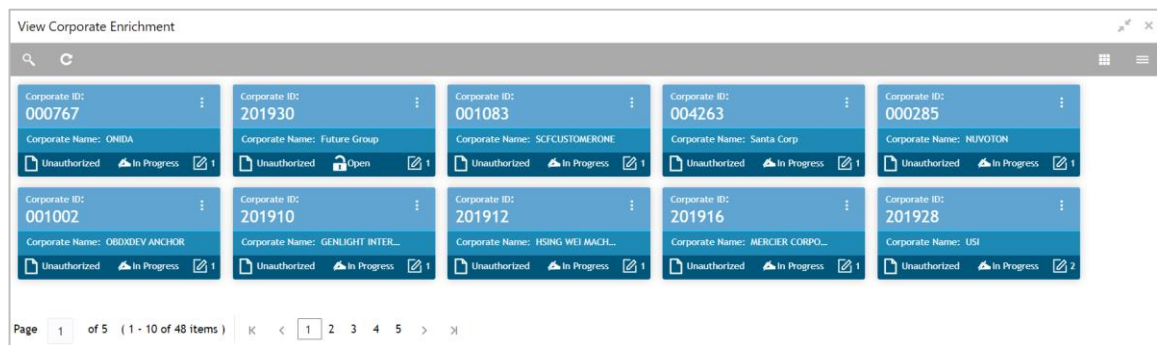
Click **Cancel** to close the window without saving data.

3.5.2 View Corporate Enrichment

By using this screen, you can view, modify, delete, or authorize corporate enrichment details. A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker



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



- Filter the records in the View screen:
 - Click the search (🔍) icon to view the filters. You can filter the records by Corporate Name, Corporate ID, Authorization Status, and Record Status.
 - Click **Search**.

OR

Click **Reset** to reset the filter criteria.

- Click the refresh () icon to refresh the records.
- Perform the following steps to take actions on the accounting role. Click the Options () icon and then click any of the below option:
 - **Unlock** – To modify the record details. Refer the **Create Corporate Enrichment** section for field level details.
 - **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - To approve the record, select the record and click **Approve**.
 - To reject the record, select the record and click **Reject**. Enter relevant comments in the pop-up window that appears, and click **Confirm**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - **Copy** – To create a new corporate enrichment by using similar details.
 - **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 the following table for specifying details in the above screen:

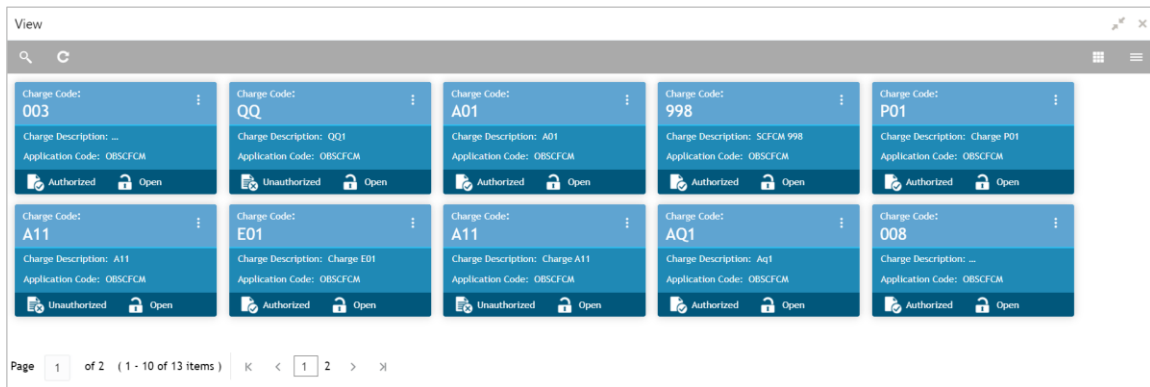
Note: Fields marked with '' are mandatory.*


Field Name	Description
Charge Code *	Enter the unique charge code to be created.
Charge Description *	Enter the description of the charge.
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: <ul style="list-style-type: none"> • 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



- Filter the records in the View screen:
 - Click the search () icon to view the filters. You can filter the records by Charge Code, Charge Description, Charge Group, Charge Category, Authorization Status, and Record Status.
 - Click **Search**.
OR
Click **Reset** to reset the filter criteria.

- Click the refresh () icon to refresh the records.
- Perform the following steps to take actions on the charge code. Click the Options () icon and then click any of the below option:
 - Unlock** – To modify the record details. Refer the **Create Charge Code** section for field level details.
 - Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - Copy** – To create a new accounting role by using similar details.
 - View** – To view the accounting role details.

3.6.2 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 the following table for specifying details in 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.
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.

Field Name	Description
	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.

- If required, click **Reset** to clear the selected values.
- Click **Add** to add charge details in the grid.

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

Page 1 of 1 (1-3 of 3 items) ⏪ 1 ⏩

Save Cancel

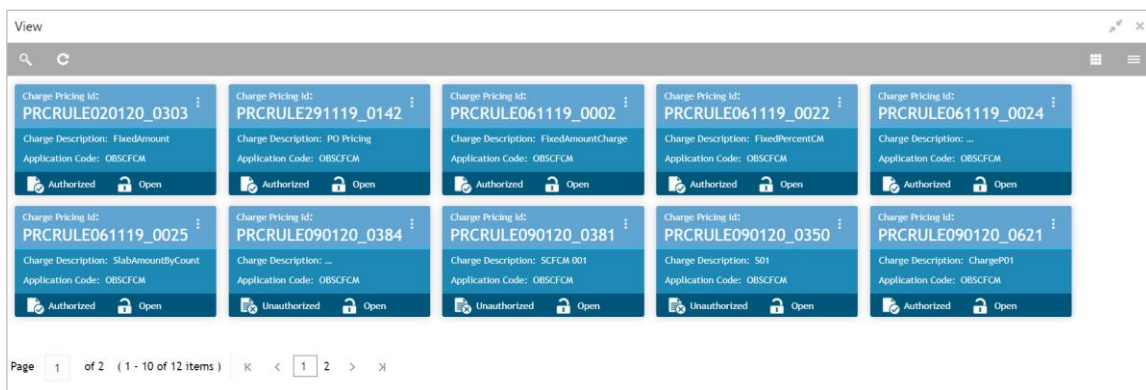
- Perform the following steps to take action on the records in the grid:
 - Select the record in the grid and then click Options (⋮) icon under 'Action' column.
 - To modify the details, click **Edit** and repeat the step 1, 2, and 3.


OR

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



- Filter the records in the View screen:
 - a. Click the search () icon to view the filters. You can filter the records by Charge Pricing Id, Charge Description, Authorization Status, and Record Status.
 - b. Click **Search**.

OR

Click **Reset** to reset the filter criteria.

- Click the refresh () icon to refresh the records.
- Perform the following steps to take actions on the charge rule. Click the Options () icon and then click any of the below option:
 - **Unlock** – To modify the record details. Refer the **Create Charge Rule Maintenance** section for field level details.
 - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - **Copy** – To create a new charge rule by using similar details.
 - **View** – To view the charge rule 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 for instrument collections (both cash and cheques). The charge party (buyer/supplier/insurance company) can also be defined. The calculation and collection frequencies for the charge can be defined as well.

Charges are not levied for instruments that are returned due to technical reasons on the bank's end. Such instruments are not charged for re-lodging either.

3.6.3.1 Create Charge Decisioning

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

1. Refer the following table for specifying details in 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 *	<p>Select the appropriate filter criteria on which the charge is required to be calculated and debited.</p> <p>The options are:</p> <ul style="list-style-type: none"> Instrument Type Instrument Status based Instrument Type Instrument Status Product-based Instrument Type Credit/Debit Status based Instrument Type Credit/Debit Status Product-based Default

Field Name	Description
Instrument Type *	<p>Select the instrument type for which the charge is to be mapped.</p> <p>This field appears if the selected filter criteria contains 'Instrument Type'.</p> <p>This list displays values based on the option selected in the Filter Criteria, as follows:</p> <ul style="list-style-type: none"> For Instrument Type Instrument Status based, the options displayed are: PDC Collection and CDC Collection. For Instrument Type Instrument Status Product-based, the options displayed are: PDC Collection and CDC Collection. For Instrument Type Credit/Debit Status based, the options displayed are: CDC Collection, Cash Deposit, and Cash Withdrawal. For Instrument Type Credit/Debit Status Product-based, the option displayed is: CDC Collection.
Credit/Debit Status *	<p>Select the credit or debit status of the instrument to map the charge with.</p> <p>This field appears if the selected filter criteria contains 'Credit/Debit Status'.</p> <p>The options available for CDC Collection: Credited, Reversed, Partially Reversed.</p> <p>The option available for Cash Deposit: Credited.</p> <p>The option available for Cash Withdrawal: Debited.</p>
Instrument Status *	<p>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. This field appears if the selected filter criteria contains 'Instrument Status'.</p> <p>Status options for CDC Collection:</p> <ul style="list-style-type: none"> Booked Hold Returned Realized <p>Status option for PDC Collection:</p> <ul style="list-style-type: none"> Booked
Product *	<p>Select the relevant product to map the charge to.</p> <p>This field appears if the selected filter criteria contains 'Product-based'.</p>
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 *	<p>Click the link to open the pop-up window for specifying sharing percentage for each party.</p> <p>This link is displayed only if you enable charge sharing.</p>

Field Name	Description									
	<div><div>Charge Sharing Allocation</div><div><div>Party To Charge *</div><div>Sharing Percentage *</div><div><div>Select</div><div></div><div></div><div></div><div>Add</div></div></div><div><table><thead><tr><th>Charge Sharing</th><th>Sharing Percentage Allocation</th><th>Action</th></tr></thead><tbody><tr><td>BUY</td><td>50</td><td><div></div></td></tr><tr><td>SUPP</td><td>50</td><td><div></div></td></tr></tbody></table><div>Page 1 of 1 (1-2 of 2 items) <div><div></div><div><</div><div>1</div><div>></div><div></div></div></div><div>OK</div></div></div> <div><div><div>i. In the Party to Charge, select the party to be charged.</div><div>ii. In the Sharing Percentage, enter number of percentage to be shared by the selected party.</div><div>iii. Click Add to add details in the grid.</div><div>iv. Repeat steps 'i' to 'iii' to add more parties to be charged.</div></div><div><div>Note: Sum of sharing percentage of added parties should be 100.</div></div><div><div>v. If required, click Options (<div></div>) icon under the 'Action' column in the grid and then click Edit to modify details or click Delete to remove the record.</div><div>vi. Click OK to save the charge sharing details.</div></div></div>	Charge Sharing	Sharing Percentage Allocation	Action	BUY	50	<div></div>	SUPP	50	<div></div>
Charge Sharing	Sharing Percentage Allocation	Action								
BUY	50	<div></div>								
SUPP	50	<div></div>								
Party To Charge *	<div>Select the party to be charged.</div> <div>This field appears only if Charge Sharing toggle is switched off.</div> <div>This field is set to 'Corporate' by default, if the instrument type selected is either CDC Collection, PDC Collection, Cash Collection, or Cash Withdrawal.</div>									
Charge Pricing Rule *	<div>Click the search icon to select the charge pricing rule to be applied.</div>									
Charge Criteria *	<div>Select the criteria to be considered based on which the charge should be calculated. The available options are:</div> <div><div><div>Instrument Type: PDC/CDC Collection</div><div><div>Count of Instrument</div><div>Count of Slip</div><div>Instrument Amount</div><div>Slip Amount</div></div></div><div><div>Instrument Type: Cash Collection/Withdrawal</div><div><div>Count of Slip</div><div>Slip Amount</div></div></div></div> <div>If the 'Default' option is selected in the Filter criteria, then the following options are displayed:</div> <div><div>Count of Instrument</div><div>Count of Slip</div></div>									

Field Name	Description
	<ul style="list-style-type: none"> Instrument Amount Slip Amount
Reference Tenor Start Date *	Specify which date should be considered to calculate the start of charge tenor duration. The options displayed depend on the selected Instrument Type.
Reference Tenor End Date *	Specify which date should be considered to calculate the end of charge tenor duration. The options displayed depend on the selected Instrument Type.
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. The available options are: <ul style="list-style-type: none"> Batch Online <p>If the selected event is EOD, then only 'Batch' option is available for selection.</p>
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,

Field Name	Description
	This field is displayed only when the collection type is batch.
Units	<p>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.</p> <p>This field is displayed only when the collection type is batch.</p>
Calculation Parameters	
Calculation Type *	<p>Specify how the charge should be calculated. The available options are:</p> <ul style="list-style-type: none"> Batch Online <p>If the selected event is EOD, then only 'Batch' option is available for selection.</p>
Frequency	<p>Specify the frequency for charge calculation.</p> <p>This field is displayed only when the calculation type is batch.</p>
Reference Period	<p>Specify when the calculation should take place for the selected frequency.</p> <p>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.</p> <p>This field is displayed only when the calculation type is batch.</p>
Units	<p>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.</p> <p>This field is displayed only when the calculation type is batch.</p>
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.

- If required, click **Reset** to clear the selected values.
- Click **Add** to add details in the grid.

Add/Override Charges

Charge Sharing	Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date	Action
N	006	PRCRULE160120_0000003017	PARENT_CHARGE_CODE	2020-01-16	2020-01-16	⋮
N	003	PRCRULE061119_0022	INVOICE_AMOUNT	2019-10-31	2022-11-21	⋮

Page 1 of 1 (1-2 of 2 items)

Default Charges

Party To Charge	Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date
No data to display.					

Page 1 (0 of 0 items)

Save Cancel

4. 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.

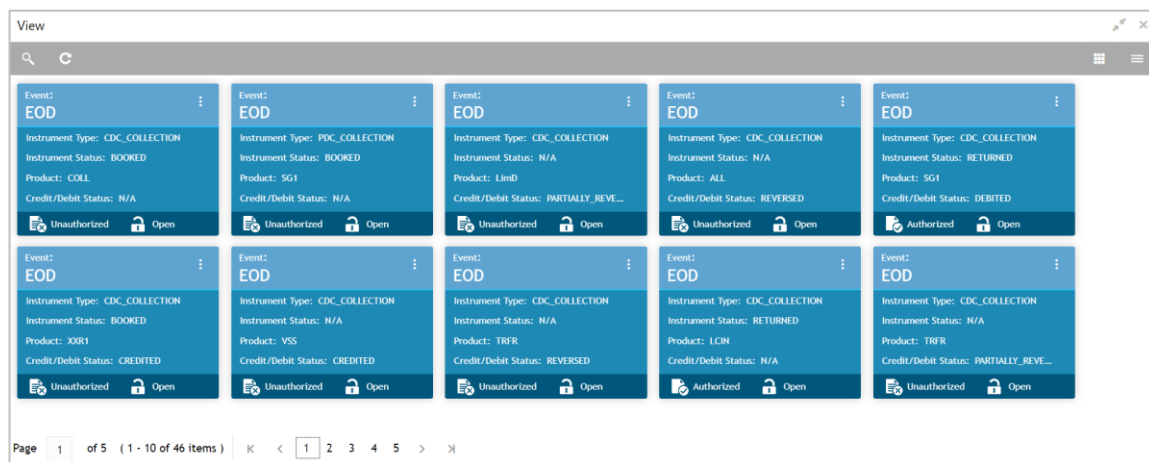
OR

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

5. 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



- Filter the records in the View screen:
 - a. Click the search (🔍) icon to view the filters. You can filter the records by Instrument Type, Instrument Status, Product, Credit/Debit Status, Event, Authorization Status, and Record Status.
 - b. Click **Search**.

OR

Click **Reset** to reset the filter criteria.

- Click the refresh (🔄) icon to refresh the records.
- 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 the **Create Charge Decisioning** section for field level details.
 - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.

- Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
- **Copy** – To create a new charge decisioning by using similar details.
- **View** – To view the charge decisioning details.

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 the following table for specifying details in the above screen:

Note: Fields marked with ‘*’ are mandatory and ‘**’ are conditionally mandatory.

Field Name	Description
Filter Criteria *	<p>Select the appropriate filter criteria for specific application of accounting entries.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Party Id Instrument Type Status Based • Party Id Instrument Type Status Product Based • Party Id Instrument Type Credit/Debit Status Based

Field Name	Description
	<ul style="list-style-type: none"> Party Id Instrument Type Credit/Debit Status Product Based <p>Based on the selected criteria, the Product, Party ID, Credit/Debit Status, Instrument Type, and Instrument Status fields are displayed.</p>
Party *	Click the Search icon to select the party to map the preferential pricing to.
Instrument Type *	<p>Select the type of instrument to map the preferential pricing to. This list displays values based on the option selected in the Filter Criteria, as follows:</p> <ul style="list-style-type: none"> For Party Id Instrument Type Status Based, the options displayed are: PDC Collection and CDC Collection. For Party Id Instrument Type Status Product Based, the options displayed are: PDC Collection and CDC Collection. For Party Id Instrument Type Credit/Debit Status Based, the options displayed are: CDC Collection, Cash Deposit, and Cash Withdrawal. For Party Id Instrument Type Credit/Debit Status Product Based, the option displayed is: CDC Collection. <p>Instrument statuses are available based on the selected instrument type.</p> <p>This field is displayed only if 'Instrument Type' is included in the filter criteria.</p>
Instrument Status *	<p>Select the status of the instrument to map the preferential pricing to. This field appears if the selected filter criteria contains 'Instrument Status'.</p> <p>This field is displayed only if 'Instrument Type' is included in the filter criteria.</p> <p>Status options for CDC Collection:</p> <ul style="list-style-type: none"> Booked Hold Returned Realized <p>Status option for PDC Collection:</p> <ul style="list-style-type: none"> Booked
Credit/Debit Status *	<p>Select the credit or debit status of the instrument to map the preferential pricing to. This field appears if the selected filter criteria contains 'Credit/Debit Status'.</p> <p>The options available for CDC Collection: Credited, Reversed, Partially Reversed.</p> <p>The option available for Cash Deposit: Credited.</p> <p>The option available for Cash Withdrawal: Debited.</p>
Product *	Select the product for which preferential pricing needs to be maintained.

Field Name	Description
	This field is displayed only if 'Product Based' 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. The options displayed depend on the selected Instrument Type.
Reference Tenor End Date *	Specify which date should be considered to calculate the end of tenor duration. The options displayed depend on the selected Instrument Type.
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. The available options are: <ul style="list-style-type: none"> Batch Online
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.
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. The available options are: <ul style="list-style-type: none"> Batch Online
Frequency **	Specify the frequency for charge calculation. This field is displayed only when the calculation type is batch.

Field Name	Description
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.

- If required, click **Reset** to clear the selected values.
- Click **Add** to add details in the grid.

Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date	Action
006	PRCRULE061119_0002	PARENT_CHARGE_CODE	2020-01-13	2020-01-13	I
Page 1 of 1 (1 of 1 items) < 1 >					
					Save Cancel

- Perform the following steps to take action on the records in the grid:
 - Select the record in the grid and then click Kabab (⋮) icon under 'Action' column.
To modify the details, click **Edit** and repeat the step 1, 2, and 3.

OR

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


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

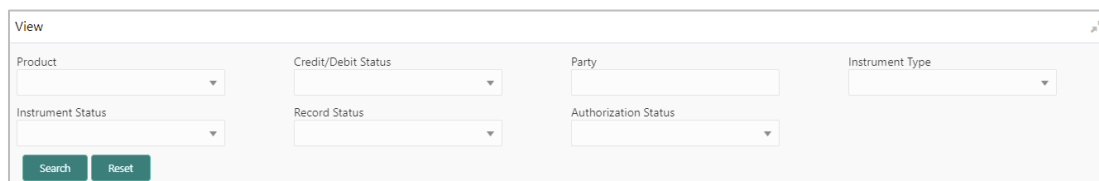
3.6.4.2 View Charge Preferential Pricing



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

View									
<div> <div>Filter Criteria: PARTY_INSTRUMENT...</div> <div>Product: SAMP</div> <div>Credit/Debit Status: PARTIALLY_REVE...</div> <div>Party: NC00000550</div> <div>Instrument Type: CDC_COLLECTION</div> <div>Authorized Open</div> </div> <div> <div>Filter Criteria: PARTY_INSTRUMENT...</div> <div>Product: TEST</div> <div>Credit/Debit Status: PARTIALLY_REVE...</div> <div>Party: 91434</div> <div>Instrument Type: CDC_COLLECTION</div> <div>Unauthorized Open</div> </div> <div> <div>Filter Criteria: PARTY_INSTRUMENT...</div> <div>Product: N/A</div> <div>Credit/Debit Status: CREDITED</div> <div>Party: 000380</div> <div>Instrument Type: CASH_DEPOSIT</div> <div>Unauthorized Open</div> </div> <div> <div>Filter Criteria: PARTY_INSTRUMENT...</div> <div>Product: N/A</div> <div>Credit/Debit Status: N/A</div> <div>Party: 201913</div> <div>Instrument Type: CDC_COLLECTION</div> <div>Authorized Open</div> </div> <div> <div>Filter Criteria: PARTY_INSTRUMENT...</div> <div>Product: PC09</div> <div>Credit/Debit Status: PARTIALLY_REVE...</div> <div>Party: 001084</div> <div>Instrument Type: CDC_COLLECTION</div> <div>Unauthorized Open</div> </div>									
<div> <div>Filter Criteria: PARTY_INSTRUMENT...</div> <div>Product: LCIN</div> <div>Credit/Debit Status: N/A</div> <div>Party: 000380</div> <div>Instrument Type: CDC_COLLECTION</div> <div>Authorized Open</div> </div> <div> <div>Filter Criteria: PARTY_INSTRUMENT...</div> <div>Product: N/A</div> <div>Credit/Debit Status: CREDITED</div> <div>Party: 201904</div> <div>Instrument Type: CASH_DEPOSIT</div> <div>Unauthorized Open</div> </div> <div> <div>Filter Criteria: PARTY_INSTRUMENT...</div> <div>Product: N/A</div> <div>Credit/Debit Status: N/A</div> <div>Party: 000380</div> <div>Instrument Type: CDC_COLLECTION</div> <div>Unauthorized Open</div> </div> <div> <div>Filter Criteria: PARTY_INSTRUMENT...</div> <div>Product: LCIN</div> <div>Credit/Debit Status: N/A</div> <div>Party: 000380</div> <div>Instrument Type: CDC_COLLECTION</div> <div>Authorized Open</div> </div> <div> <div>Filter Criteria: PARTY_INSTRUMENT...</div> <div>Product: ALL</div> <div>Credit/Debit Status: N/A</div> <div>Party: 000385</div> <div>Instrument Type: CDC_COLLECTION</div> <div>Unauthorized Open</div> </div>									
Page 1 of 3 (1 - 10 of 27 items) < 1 2 3 >									

- Filter the records in the View screen:

- a. Click the search () icon to view the filters. You can filter the records by Product, Credit/Debit Status, Party, Instrument Type, Instrument Status, Authorization Status, and Record Status.
- b. Click **Search**.
OR
Click **Reset** to reset the filter criteria.



- Click the refresh () icon to refresh the records.
- 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 the **Create Charge Preferential Pricing** section for field level details.
 - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - **Copy** – To create a new charge preferential pricing by using similar details.
 - **View** – To view the charge preferential pricing details.

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

Create Cash Denomination Errors & Overrides

Branch * 004-LM BRANCH Currency * USD Main Unit * Dollar Sub Unit Cent

Denomination Type	Denomination Value	Description	Action
Coin	50	Half Dollar = 50 Cents	<input checked="" type="checkbox"/> 
Note	1	1 USD	<input checked="" type="checkbox"/> 
Coin	1	1 Cent = 0.01 USD	<input checked="" type="checkbox"/> 
Coin	5	Nikel = 5 Cents	<input checked="" type="checkbox"/> 
Coin	10	Dime = 10 Cents	<input checked="" type="checkbox"/> 



Page 1 of 1 (1-5 of 5 items) Save Cancel

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 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.

2. To add a row for a denomination:

- a. Click the Add icon () and perform following steps:
 - i. Under the 'Action' column, click the Edit icon ().
 - ii. In the **Denomination Type** list, specify whether the denomination is a coin or a note.
 - iii. In the **Denomination Value** field, enter the market value of a coin or a note.
 - iv. 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.

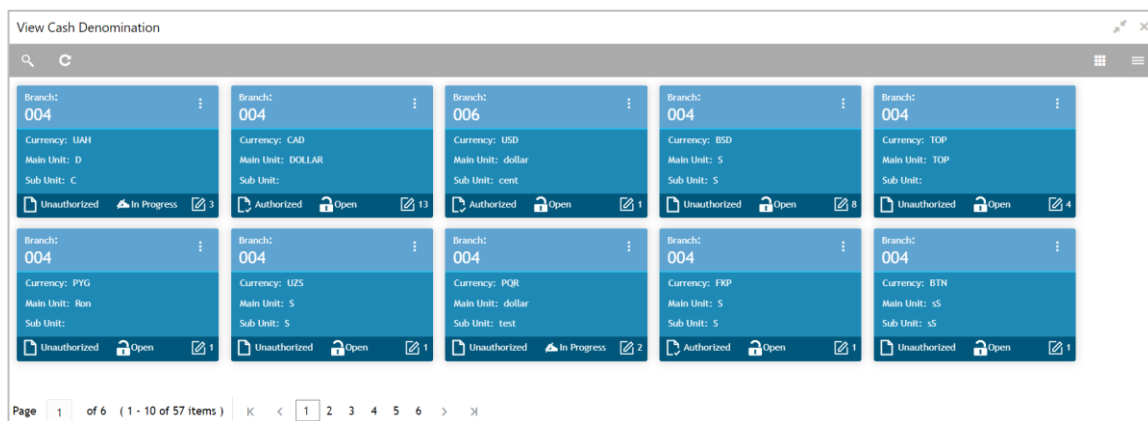
3. Click **Save** to save the record and send for authorization.

3.7.2 View Cash Denomination

By using this screen, you can view, modify, delete, or authorize cash denomination details. A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker

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



- Filter the records in the View screen:
 - Click the search (🔍) icon to view the filters. You can filter the records by Branch, Currency, Authorization Status, and Record Status.
 - Click **Search**.
 OR
 Click **Reset** to reset the filter criteria.

The screenshot shows the filter section of the 'View Cash Denomination' screen. It contains four dropdown menus: Branch, Currency, Record Status, and Authorization Status. Below the dropdowns are two buttons: 'Search' and 'Reset'.

- Click the refresh (🔄) icon to refresh the records.
- 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 the **Create Cash Denomination** section for field level details.
 - **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - To approve the record, select the record and click **Approve**.
 - To reject the record, select the record and click **Reject**. Enter relevant comments in the pop-up window that appears, and click **Confirm**.

- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
- **Copy** – To create a new cash denomination by using similar details.
- **View** – To view the cash denomination details.

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 the following table for specifying details in 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.

Field Name	Description
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.
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.

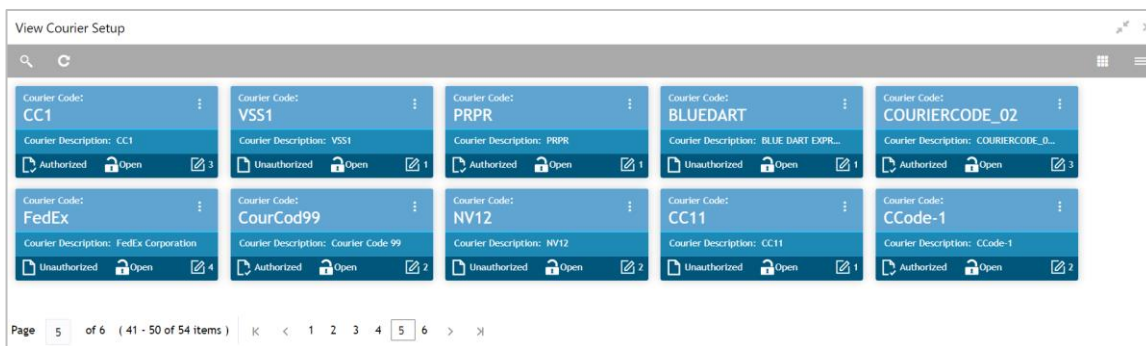
2. Click **Save** to save the record and send for authorization.


3.8.2 View Courier Setup



By using this screen, you can view, modify, delete, or authorize courier code details. A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker

Navigation Path: *Collections > Maintenance > Courier Setup > View Courier Setup*



- Filter the records in the View screen:
 - Click the search () icon to view the filters. You can filter the records by Courier Code, Courier Description, Authorization Status, and Record Status.
 - Click **Search**.
OR
Click **Reset** to reset the filter criteria.

- Click the refresh () icon to refresh the records.
- Perform the following steps to take actions on the courier setup. Click the Options () icon and then click any of the below option:
 - Unlock** – To modify the record details. Refer the **Create Courier Setup** section for field level details.
 - Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - To approve the record, select the record and click **Approve**.
 - To reject the record, select the record and click **Reject**. Enter relevant comments in the pop-up window that appears, and click **Confirm**.
 - Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - Copy** – To create a new courier setup by using similar details.
 - View** – To view the courier setup 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 the following table for specifying details in the above screen:

Note: Fields marked with '*' are mandatory.

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.

Field Name	Description
Clearing Network *	<p>Select any of the following clearing network in which the location participate for cheque clearing:</p> <ul style="list-style-type: none"> 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.

The screenshot shows the 'Create Location' form with the 'Correspondent Banks' tab selected. At the top, there are search fields for 'Bank *', 'Priority *', and 'Controlling Branch *'. Below these is a table with the following data:

Bank	Priority	Controlling Branch	Action
LM BANK	1	LM BRANCH	[Icon]

At the bottom right of the form are 'Save' and 'Cancel' buttons. A 'Page 1 of 1 (1 of 1 items)' indicator is also present.

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 **	<p>Specify the priority for the correspondent bank for cheque collection and clearing at the mapped location.</p> <p>Two or more correspondent bank linked with the same location cannot have same priority.</p>
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 priority.

The screenshot shows the 'Create Location' form with the 'Outside Network Banks' tab selected. The form contains a table with the following data:

Bank	Priority	Controlling Branch	Action
HDFC BANK	2	HDFC BANK-Mumbai	⋮

At the bottom of the form, there are buttons for 'Save' and 'Cancel'. The page number '1 of 1 (1 of 1 items)' is displayed at the bottom left.

*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**.

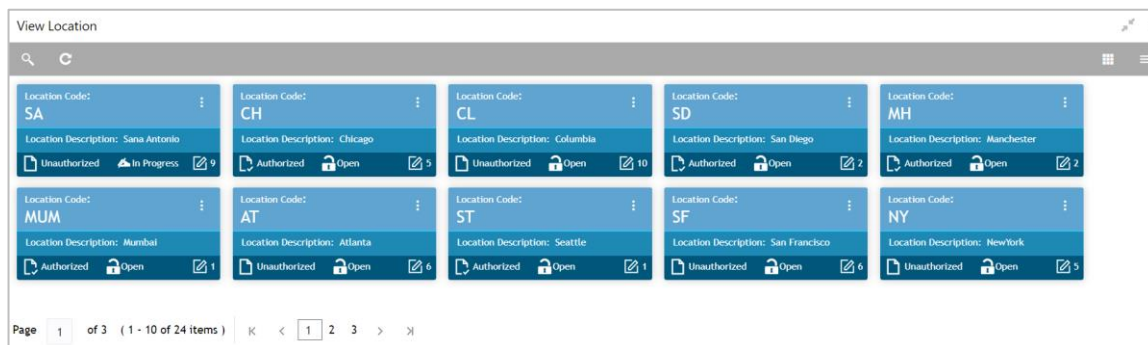
- Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.
- Click **Save** to save the record and send for authorization.

3.9.2 View Location

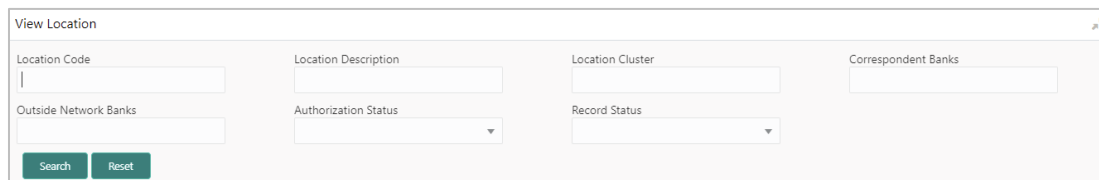
By using this screen, you can view, modify, delete, or authorize location details. A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker

Navigation Path: Collections > Maintenance > Location > View Location



- Filter the records in the View screen:
 - Click the search (🔍) icon to view the filters. You can filter the records by Location Code, Location Description, Location Cluster, Correspondent Banks, Outside Network Banks, Authorization Status, and Record Status.
 - Click **Search**.
OR
Click **Reset** to reset the filter criteria.



- Click the refresh (🔄) icon to refresh the records.
- Perform the following steps to take actions on the location. Click the Options (⋮) icon and then click any of the below option:
 - Unlock** – To modify the record details. Refer the **Create Location** section for field level details.
 - Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
- To approve the record, select the record and click **Approve**.
- To reject the record, select the record and click **Reject**. Enter relevant comments in the pop-up window that appears, and click **Confirm**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
- **Copy** – To create a new location by using similar details.
- **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 the following table for specifying details in 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.

Field Name	Description
Clearing Days	Enter the number of days in which instruments will be cleared for the location cluster.

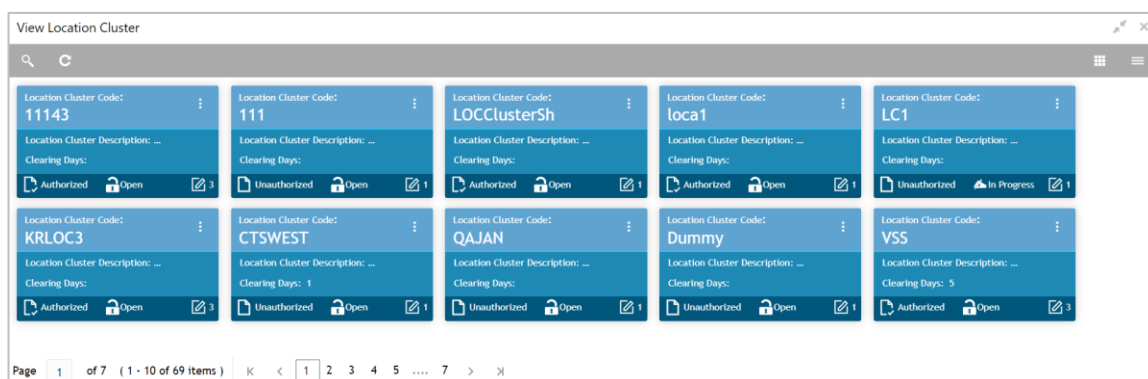
2. Click **Save** to save the record and send for authorization.

3.10.2 View Location Cluster

By using this screen, you can view, modify, delete, or authorize location cluster code details. A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker

Navigation Path: Collections > Maintenance > Location Cluster > View Location Cluster



- Filter the records in the View screen:
 - Click the search (🔍) icon to view the filters. You can filter the records by Location Cluster Code, Location Cluster Description, Authorization Status, and Record Status.
 - Click **Search**.

OR

Click **Reset** to reset the filter criteria.

- Click the refresh (🔄) icon to refresh the records.
- Perform the following steps to take actions on the location cluster. Click the Options (⋮) icon and then click any of the below option:
 - **Unlock** – To modify the record details. Refer the **Create Location Cluster** section for field level details.
 - **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
- To approve the record, select the record and click **Approve**.
- To reject the record, select the record and click **Reject**. Enter relevant comments in the pop-up window that appears, and click **Confirm**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
- **Copy** – To create a new location cluster by using similar details.
- **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*

The screenshot shows the 'Create Vault Maintenance' form with the following details:

- Vault Box Number:** VB78356
- Vault Box Description:** For Cust 78356
- Vault Branch:** 005-Sana Antonio Branch
- Vault Location:** Houston
- Vault Activation Date:** Dec 30, 2019
- Vault Expiry Date:** Dec 30, 2024
- Number Of Instrument:** 10
- Presentation From Day:** 4
- Presentation To Day:** 6
- Presentation Month:** Select

Buttons: Save, Cancel. Tab: Errors & Overrides.

1. Refer the following table for specifying details in 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. 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.

3.11.2View Vault Maintenance


By using this screen, you can view, modify, delete, or authorize vault box details. A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker

Navigation Path: Collections > Maintenance > PDC Vault Maintenance > View Vault Maintenance

Vault Box Number	Vault Box Description	Unauthorized	Open	Close
VAULT1	VAULT DEFAULT	Unauthorized	Open	Close
PDCV1	PDCV1	Unauthorized	Open	Close
V4	V4	Unauthorized	Open	Close
rej	reject test	Rejected	Open	Close
V30	V30	Unauthorized	Open	Close
Vault1	VL BOX 1	Unauthorized	Closed	Close
CLRvault1	ClearanceVlt1	Unauthorized	Open	Close
VAULT1	VAULT DEFAULT	Unauthorized	Closed	Close
VSS	VSS	Authorized	Open	Close
PDCAPI	PDCAPI	Authorized	Closed	Close

Page 1 of 12 (1 - 10 of 114 items)

- Filter the records in the View screen:
 - Click the search () icon to view the filters. You can filter the records by Vault Box Number, Vault Box Description, Vault Branch, Vault Location, Authorization Status, and Record Status.
 - Click **Search**.
OR
Click **Reset** to reset the filter criteria.

View Vault Maintenance

Vault Box Number:



Vault Box Description:

Vault Branch:

Vault Location:

Record Status:

Authorization Status:

- Click the refresh () icon to refresh the records.
- Perform the following steps to take actions on the vault maintenance. Click the Options () icon and then click any of the below option:
 - Unlock** – To modify the record details. Refer the **Create Vault Maintenance** section for field level details.
 - Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - To approve the record, select the record and click **Approve**.
 - To reject the record, select the record and click **Reject**. Enter relevant comments in the pop-up window that appears, and click **Confirm**.
 - Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - Copy** – To create a new vault maintenance by using similar details.
 - View** – To view the vault maintenance details.

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 the following table for specifying details in 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
	<ul style="list-style-type: none"> 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.

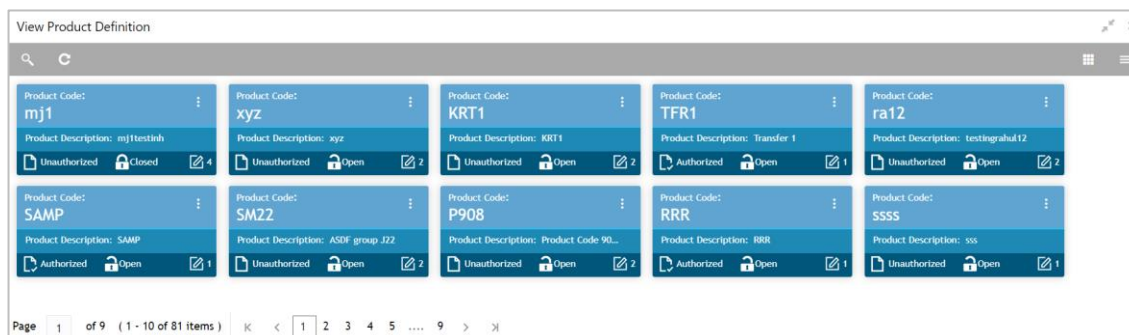
2. Click **Save** to save the record and send for authorization.


3.12.2 View Product Definition

By using this screen, you can view, modify, or authorize product details. A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker

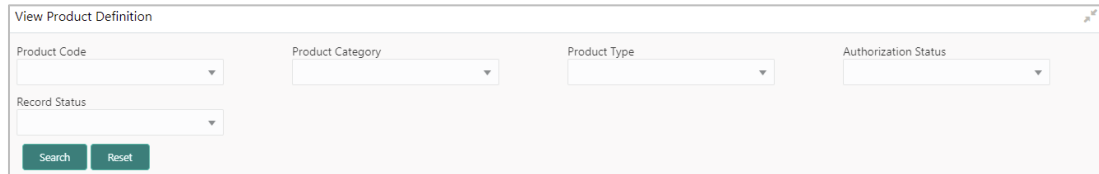
Navigation Path: Collections > Maintenance > Product Definition > View Product Definition





- Filter the records in the View screen:
 - Click the search () icon to view the filters. You can filter the records by Product Code, Product Category, Product Type, Authorization Status, and Record Status.
 - Click **Search**.

OR

Click **Reset** to reset the filter criteria.



- Click the refresh () icon to refresh the records.
- Perform the following steps to take actions on the product definition. Click the Options () icon and then click any of the below option:
 - Unlock** – To modify the record details. Refer the **Create Product Definition** section for field level details.
 - Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - To approve the record, select the record and click **Approve**.
 - To reject the record, select the record and click **Reject**. Enter relevant comments in the pop-up window that appears, and click **Confirm**.
 - Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - Copy** – To create a new product definition by using similar details.
 - View** – To view the product definition details.

3.13 Maintaining Alert Contact Details

The phone number and email ID of the contact person for sending alerts to, for each corporate, can be maintained using the 'Alert Contact Details' screen.

3.13.1 Create Alert Contact Details


This screen is used to create contact details for sending alerts to, for a specific corporate. Different contact persons can be set to receive different types of alerts. Newly created contact details take effect once authorized.

Navigation Path: Collections > Maintenance > Alerts > Alert Contact Details > Create

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


Note: Fields marked with ‘’ are mandatory.*


Field Name	Description
Party *	Click the search icon and select the corporate party to create alert contact details for.

2. To add a row for a contact, click the Add icon () and perform the following steps:
- Double click in the **Alert Code** column. Then click the search icon and select the required alert code to map the contact details for.


In the **Telephone Number** column, enter the contact person's phone number.

In the **Email** column, enter the contact person's email ID.

Click the Add icon () to add contact details for other alert codes and repeat the above steps.

To edit the contact details entered, click the Edit icon () under the **Action** column.

OR

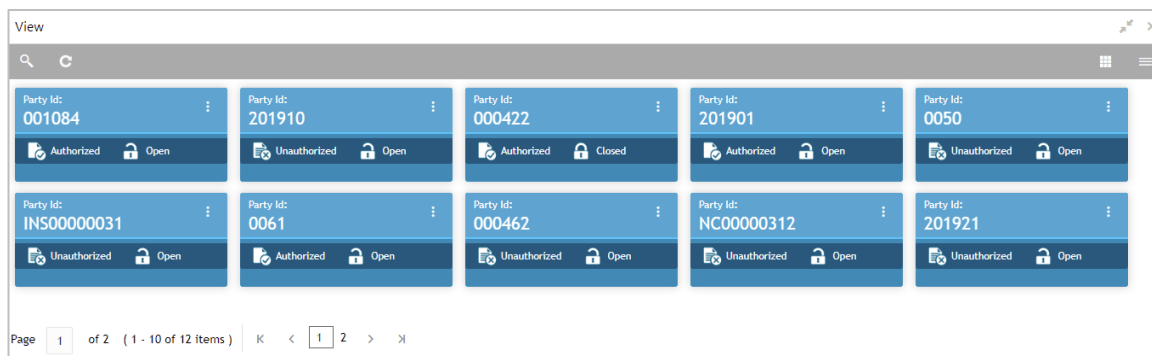
To delete a row, click the Remove icon ()

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

3.13.2 View Alert Contact Details

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

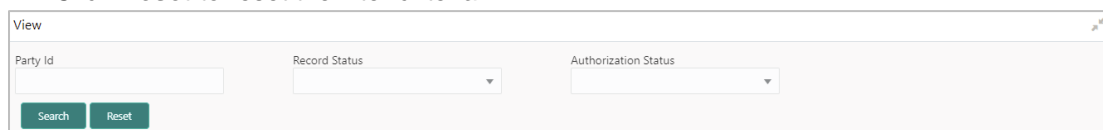
Navigation Path: Collections > Maintenance > Alerts > Alert Contact Details > View



- Filter the records in the View screen:
 - Click the search (🔍) icon to view the filters. You can filter the records by Party Id, Authorization Status, and Record Status.
 - Click **Search**.

OR

Click **Reset** to reset the filter criteria.



- Click the refresh (🔄) icon to refresh the records.
- Perform the following steps to take actions on the alert contact details. Click the Options (⋮) icon and then click any of the below option:
 - Unlock** – To modify the record details. Refer the **Create Alerts Contact Details** section for field level details.
 - Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - Copy** – To create a new alert contact details by using similar details.
 - View** – To view the alert contact details.

3.14 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.

3.14.1 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 the following table for specifying details in the above screen:

Note: Fields marked with '*' are mandatory.

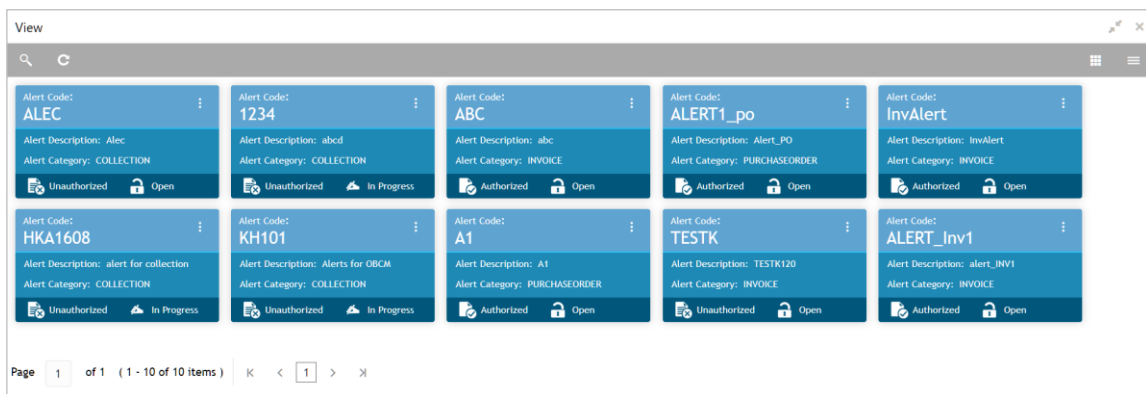
Field Name	Description
Alert Code *	Enter the unique alert code to be maintained in the system.
Alert Description *	Enter the description of the alert.
Alert Category *	Select the category of the alert. For example: Collection
Event *	Select event for which the alert should be used. For example: The '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.

3.14.2 View Alert Definition

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

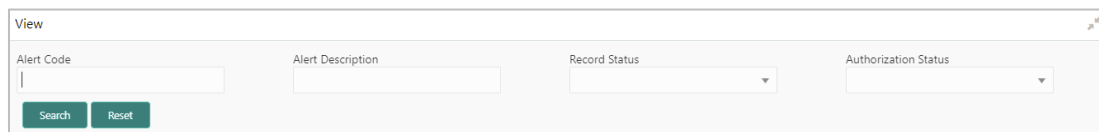
Navigation Path: Collections > Maintenance > Alerts > Alert Definition > View





- Filter the records in the View screen:
 - Click the search () icon to view the filters. You can filter the records by Alert Code, Alert Description, Authorization Status, and Record Status.
 - Click **Search**.

OR

Click **Reset** to reset the filter criteria.



- Click the refresh () icon to refresh the records.
- Perform the following steps to take actions on the alert definition. Click the Options () icon and then click any of the below option:
 - Unlock** – To modify the record details. Refer the **Create Alerts Definition** section for field level details.
 - Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - Copy** – To create a new alert definition by using similar details.
 - View** – To view the alert definition details.

3.15 Maintaining Alert Decisioning

The 'Alert Decisioning' functionality is used to manage how and when alerts are sent to recipients. The delivery mode and frequency for sending the alerts can also be defined.

3.15.1 Create Alert Decisioning


This screen is used to set the delivery mode and frequency of sending alerts to a recipient. Newly set decisioning records take effect once authorized. The phone number and email ID are obtained from the records maintained in the Alert Contact Details screen. Additional contact information can be entered in this screen.

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

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

Note: Fields marked with '*' are mandatory.

Field Name	Description
Filter Criteria	
Category *	Select the category to set the alerts for.
Filter Criteria *	Select the criteria to set the alerts for. The options available are: <ul style="list-style-type: none"> Default Corporate Based
Corporate Id *	Click the search icon and select the corporate party to set the alerts for. This field appears if you select the Corporate Based option from the 'Filter Criteria' list.
Alert Decision Details	
Event *	Select the event to set the alert for.
Alert Code *	Click the search icon and select from the required alert code. The list of alert codes are displayed as per selected combination of category and event.
Description	Displays the description of the selected alert code.

Field Name	Description
Recipient *	Select the recipient to whom the alert should be sent.
Frequency *	<p>Select whether the alert should be sent online when the event occurs, or should be scheduled to be sent prior to the occurrence of the event.</p> <p>On selecting the 'Scheduled' option, click the Alert Calendar icon () and perform the following steps:</p> <p>a. In the Number of Alerts field, enter the total alerts to be sent. In the Interval Days field, enter the interval in days between each alert. In the Text Template field, enter the alert content to be sent. In case of Email delivery mode, in the Attachment Template field of each alert, click the Search icon and select the template for the alert. Click Add to add the selected templates.</p>
Delivery Mode *	Select the mode through which the alert should be sent. The options are: Email, SMS, Whatsapp, and Dashboard.
Generate days before *	<p>Enter the number of days before the event when the alert should be generated in the system.</p> <p>This field appears when you select the 'Scheduled' option from the 'Frequency' list.</p>
Additional Phone/Email *	<p>Enter the additional phone number/email address to send the alert on.</p> <p>This field is displayed only for Email, WhatsApp, and SMS mode of delivery.</p>
Text Template for Email *	<p>Click the search icon and select the text template for an email alert.</p> <p>This field is displayed only for Online frequency and Email delivery mode.</p>
Attachment Template for Email	<p>Click the search icon and select the attachment template for an email alert.</p> <p>This field is displayed only for Online frequency and Email delivery mode.</p>
Text Template for Whatsapp *	<p>Click the search icon and select the text template for the WhatsApp alert.</p> <p>This field is displayed only for Online frequency and WhatsApp delivery mode.</p>
Text Template for SMS *	<p>Click the search icon and select the text template for an SMS alert.</p> <p>This field is displayed only for Online frequency and SMS delivery mode.</p>
Text Template for Dashboard *	<p>Enter the text template for the Dashboard alert.</p> <p>This field is displayed only for Online frequency and Dashboard delivery mode.</p>

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.

3.15.2 View Alert Decisioning

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

Navigation Path: Collections > Maintenance > Alerts > Alert Decisioning > View

- Filter the records in the View screen:
 - a. Click the search (🔍) icon to view the filters. You can filter the records by Corporate Id, Authorization Status, Record Status, and Category.
 - b. Click **Search**.

OR

Click **Reset** to reset the filter criteria.

- Click the refresh (🔄) icon to refresh the records.
- Perform the following steps to take actions on the alert decisioning. Click the Options (⋮) icon and then click any of the below option:
 - **Unlock** – To modify the record details. Refer the **Create Alerts Decisioning** section for field level details.
 - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - **Copy** – To create a new alert decisioning by using similar details.
 - **View** – To view the alert decisioning details.

4. Instrument Collections

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.

If an instrument collection record is received from an external channel or through file upload, and if the mandatory data is not present, then the bank user can edit and enrich such records.

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.

The screenshot shows the 'Instrument Collections' application window. On the left is a sidebar with 'Basic Info' selected. The main area is titled 'Basic Info' and contains a form. The form has several sections: 'Reference Number' with 'Create' and 'Draft' buttons; 'Branch' with a dropdown menu; 'Deposit Channel' with a dropdown menu; 'Processing Date' with a date field; 'Deposit Location' with a dropdown menu; 'Acknowledge Receipt Number' with a text field; 'Bag Weight (in kg)' with a numeric field; 'Initiator Reference Number' with a text field; 'Total Batch Amount' with currency and amount fields; and 'Deposit Slips' with a numeric field. At the bottom right are buttons for 'Back', 'Next', 'Save & Close', and 'Cancel'. The top right corner shows 'Screen (1 / 3)'.

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

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

Field Name	Description
Reference Number *	Click 'Create' to auto-generate a reference number for a new instruments collection record, or click 'Draft' to select an existing reference number. The 'Draft' option can be used to edit records that have been partially entered and saved, or records that have been uploaded through file upload.
Reference Number **	Click the Search icon to select an existing reference number.

Field Name	Description
	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.
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. Additionally, you can select deposit slips received through an external channel, and enrich the data and send for further processing. All mandatory data must be entered when enriching the instrument collection record. The number of deposit slips entered/selected in this tab, should match the number entered in the Basic Info tab.

3. Refer 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

Field Name	Description
	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.
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.

Field Name	Description
Pooling Account Details	Click this link to view the pooling account details maintained for the corporate.
User Defined Fields section	<p>Click the Add icon (+) to add user defined fields.</p> <p><i>Note: If the instrument collections record creation request has come from an external channel, and if there is pre-defined data in these user defined fields, then this data is retained only if the Product Type value is 'All' for Paper-Based product category. If the Product Type is any other value, then the user defined data fields are reset to blank. The data will then need to be manually added.</i></p>
Miscellaneous Fields section	<p>In the 'No. Of Miscellaneous Fields', enter the number to specify how many fields are required.</p> <p>In the each miscellaneous field box, enter name of the field.</p>

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:

Instrument Details

Deposit Slip Number
101010

Corporate
Carrefour

Instrument Details

Cheque Date *

Current

Post Dated

Instrument Number *
101010101

Instrument Date *
Jan 1, 2020

Instrument Type *
Saving Bank Cheque

Instrument Amount *

GBP

£60.00

Routing Number *
109890123

Drawn On Bank Name
VP3-New Hampshire

Drawn On Branch Name
New Hampshire

Clearing Location
New Hampshire

Location Cluster
CTS NORTH

Drawer

Drawer A/C No. *
10101010

Drawer A/c Name *
S

Clearing Network *
MICR

Product *
UCIN-Upcountry Inside Network

Arrangement Days
1

Credit Account No
Carrefour
0040006410072

Division Code *
Div000380

User Defined Fields

Miscellaneous Fields

Add Cancel

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.
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.

Field Name	Description
	This field cannot be modified once authorized.
Arrangement Days	Displays the number of days based on selected product and corporate.
Vault Box Number *	<p>This field is displayed only for 'Post Dated' cheque.</p> <p>This vault box number associated with the branch for the selected instrument date is auto-populated.</p> <p>In case of multiple vault boxes maintained with same presentation date, click the Search icon to select the appropriate vault box number.</p>
Vault Box Description	<p>This field is displayed only for 'Post Dated' cheque.</p> <p>The description of the selected vault box number is auto-populated.</p>
Vault Branch	<p>This field is displayed only for 'Post Dated' cheque.</p> <p>The branch of the selected vault box number is auto-populated.</p>
Presentation Date	<p>This field is displayed only for 'Post Dated' cheque.</p> <p>The presentation date is auto-calculated based on the instrument date and the system parameter set for the activation date.</p>
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	<p>Click the Search icon to select the division code in case if the 'Division Code' is mandatory in Corporate Enrichment screen else leave blank.</p> <p>Selected division code can be used for MIS purpose or for pooling of funds to the specific division code.</p> <p>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.</p> <p>This field cannot be modified once authorized.</p>
User Defined Fields section	Click the Add icon to add user defined fields.
Miscellaneous Fields section	<p>In the 'No. Of Miscellaneous Fields', enter the number to specify how many fields are required.</p> <p>In the each miscellaneous field box, enter name of the field.</p>

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

Instrument Collections

Basic Info | **Deposit Slip Details** | Deposit Summary

Deposit Slip Details

Type to search

No items to display.

Deposit Slip Number: 10101010 | Corporate: 000380 | Credit Account No: 0040006410072 | Deposit Slip Date: Jan 16, 2020

Pickup Location: - | Pickup Point: - | Pickup Date: -

Deposit Slip Amount: GBP £100.00 | Division Code: Div000380 | Deposit Slip Count: 0 / 1 | No. of Instruments: 2

Deposit Slip Value: GBP 100.00 / 100.00

Pooling Account Details

User Defined Fields

Miscellaneous Fields

No. of Miscellaneous Fields: 3 | Miscellaneous Field 1: Misc1 | Miscellaneous Field 2: Misc2 | Miscellaneous Field 3: Misc3

Instrument Details

Instrument Number	Instrument Date	Amount	Bank	Product	Action
10101010	Jan 1, 2020	GBP 40.00	Bank of America	Upcountry Inside Network	⋮
101010101	Jan 1, 2020	GBP 60.00	VP3-New Hampshire	Local Inside Network	⋮

Page 1 of 1 (1-2 of 2 items) | 1 |

Instrument Count: Total Instrument Value

Back Next Save & Close Cancel

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

*Note: In case you've added deposit slip details in this tab and click **Next**, without clicking **Add/Edit**, then the added deposit slip will not be added to the batch.*

8. Perform any of the following actions as per your requirement:
- Click **Back** to move back to the **Basic Info** screen.
 - Click **Next** move to the **Deposit Summary** screen.
 - 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.

Instrument Collections Errors & Overrides

Deposit Summary Screen (3 / 3)

Reference Number : 004270821COLL419 Deposit Slip Value : 100.00 / 100.00

[Expand All](#) [Collapse All](#)

Instrument Number	Instrument Date	Amount	Bank	Branch	Drawer A/C No.	Drawer A/C Name	Product
Deposit Slip No. 10101010							
10101010	2020-01-01	GBP 40.00	Bank of America	Atlanta	10101010	S	Upcountry Inside Network
101010101	2020-01-01	GBP 60.00	VP3-New Hampshire	New Hampshire	10101010	S	Local Inside Network

[Submit](#) [Back](#) [Print](#) [Save & Close](#) [Cancel](#)

Instrument Collections View Instrument

Deposit Summary

Instrument Details

Instrument Number 101010101	Instrument Type SAVINGCHEQUE	Instrument Date 2020-01-01	Instrument Amount GBP 60.00
Instrument Amount GBP 60.00	Routing Number 109890123	Drawn On Bank Code 0061	Drawn On Bank Name VP3-New Hampshire
Drawn On Branch Name New Hampshire	Clearing location New Hampshire	Location Cluster CTS NORTH	Drawer -
Drawer A/C No. 10101010	Drawer A/C Name S	Clearing Network MICR	Product Local Inside Network
Arrangement Days 1	Corporate Reference Number -	Credit Account No 0040006410072	Division Code Division000380

User Defined Fields

No Data to Display

Miscellaneous Fields

No. of Miscellaneous Fields	Miscellaneous Field 1	Miscellaneous Field 2	Miscellaneous Field 3
4	Misc1	Misc2	Misc3
Miscellaneous Field 4 Misc4			

[Submit](#) [Back](#) [Print](#) [Save & Close](#) [Cancel](#)

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

- Click **Submit** to submit the record for authorization. In case there are any errors in any of the deposit slips, a cross mark appears beside it. You can go back to the Deposit Slip Details tab to correct the error. Error-free deposit slips are highlighted with a check mark.
- Click **Back** to move back to the **Deposit Slip Details** screen.
- Click **Save & Close** to save populated data and close the window.
- Click **Cancel** to discard the instrument collection entry 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 can be deposited by the Corporate - Branch and 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 the following table for specifying details in 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, this is the 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'.

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.

- Optional: Click **Save & Close** to save the data and close the window. Click **Cancel** to close the window without saving the data.
- 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. Additionally, you can select an external reference number to load deposit slips received through an external channel, and enrich the data and send for further processing. The number of deposit slips entered/selected in this tab, should match the number entered in the Basic Info tab.

The screenshot shows the 'Deposit Entry' application window. The 'Deposit Slip Details' tab is active. On the left, there's a sidebar with three tabs: 'Basic Info', 'Deposit Slip Details' (selected), and 'Deposit Summary'. The main content area is titled 'Deposit Slip Details' and shows a 'Reference Number: 004231121COLL232'. Below this is a search bar for 'External Reference Number' with a value 'CD000000000247'. A list of results shows '2772021' selected for 'ABZ Solutions'. The main form contains several fields: 'Deposit Slip Number' (2772021), 'Corporate' (ABZ Solutions), 'Credit Account No' (HEL@-HEL0046200013), 'Deposit Slip Date' (2021-07-27), 'Pickup Location' (Pune), 'Pickup Date' (Jan 14, 2020 12:00 AM), 'Total Denomination Count' (10000), 'Deposit Slip Amount' (GBP 19000.00), 'Division Code' (DIV000462), 'Exchange Rate', and 'Amount (Account CCY)'. There are also sections for 'Pooling Account Details', 'User Defined Fields', 'Miscellaneous Fields', and 'Denomination Details'. At the bottom right are 'Add/Edit' and 'Reset' buttons. At the bottom left are 'Back', 'Next', 'Save & Close', and 'Cancel' buttons.

- Refer 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. Upon selecting a reference number, all associated deposit slips appear in the left pane.

Field Name	Description
	OR Click the search icon and select the deposit slips associated with the external reference number.
Deposit Slip Number *	Enter a new deposit slip number or select an existing one from the left pane. Selecting an existing deposit slip number auto-populates the data in the Deposit Slip Details pane on the right. A delete icon is present beside each deposit slip in the left pane. Upon selecting a deposit slip, if you wish to clear the Deposit Slip Details pane on the right, you can click this icon. This refreshes the right pane and makes it editable again. 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 entire 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 (i) to view all the currencies 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.

Field Name	Description
Exchange Rate	The exchange rate is auto-populated based on the credit account currency and deposit slip amount currency.
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.

Deposit Entry

Errors & Overrides

Screen (2 / 3)

Basic Info

Deposit Slip Details

Reference Number : 004231121COLL232

External Reference Number

CD000000000247

Deposit Slip Details

User Defined Fields

Miscellaneous Fields

No. of Miscellaneous Fields

Miscellaneous Field 1

Miscellaneous Field 2

Miscellaneous Field 3

Denomination Details

Denomination Type	Denomination Value	Count	Denomination Amount	Action
Note	100	50	£5,000.00	[Edit] [Delete]
Note	500	10	£5,000.00	[Edit] [Delete]

Page 1 of 1 (1-2 of 2 items)

Total Count

60

Total Denomination Amount

£10,000.00

Add/Edit

Reset

Back

Next


Save & Close

Cancel


- In the 'Denomination Details' section, click the Add icon (+) to add a row of denomination and Refer the following table for specifying details:

Note: Adding the denomination details is mandatory or non-mandatory, based on the value of a system parameter flag. If the flag is set to 'Y' then entering the details is mandatory, and if set to 'N', it is non-mandatory.

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.

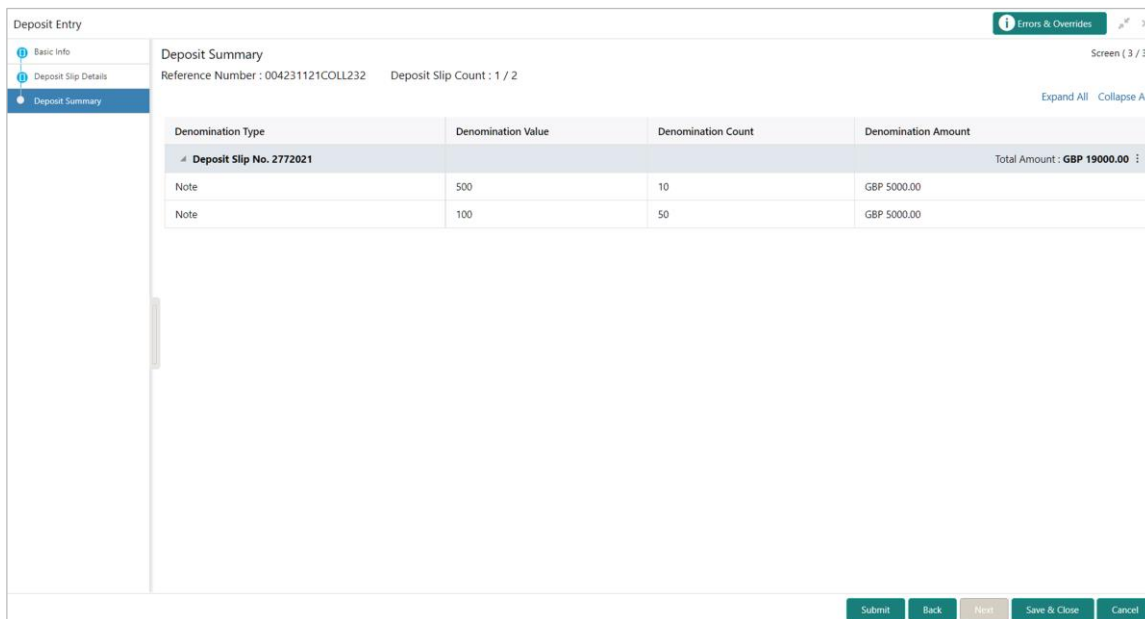
4. Click **Add/Edit** to add denomination details in the left pane or modify the selected records. If required, click **Reset** to clear the selected values.

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

- Click **Back** to move back to the **Basic Info** screen.
- Click **Next** move to the **Deposit Summary** screen.
- Click **Save & Close** to save populated data and close the window.
- 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.



Deposit Entry

Errors & Overrides Screen (3 / 3)

Deposit Summary

Reference Number : 004231121COLL232 Deposit Slip Count : 1 / 2

Expand All Collapse All

Denomination Type	Denomination Value	Denomination Count	Denomination Amount
Deposit Slip No. 2772021 Total Amount : GBP 19000.00			
Note	500	10	GBP 5000.00
Note	100	50	GBP 5000.00

Submit Back Next Save & Close Cancel

Perform any of the following actions, as per requirement:

- Click **Submit** to submit the deposit entry record and send for authorization.
- Click **Back** to move back to the **Deposit Slip Details** screen.
- Click **Save & Close** to save populated data and close the window.
- Click **Cancel** to cancel submission of the deposit entry record.

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.

When a cash withdrawal request is submitted by the bank user, a lien marking request is processed and a lien is marked in the debit account for the requested amount. In case the cash withdrawal request is edited again and submitted, then the existing lien number is cancelled, and a new lien marking request is sent. Similarly, if a cash withdrawal request is received from an external channel, a lien marking request is sent by the Oracle Banking Cash Management module to the bank's core system, only if the system parameter flag (Block Amount) is set to 'Y'. Upon validation of corporate details, the lien is marked in the debit account for the requested amount, till the withdrawal date. On the withdrawal date, the lien marking can be cancelled and a new one created, if there is a change in the exchange rate (between requested amount and account currencies) or if the withdrawal entry is edited and submitted by the bank user. Once the requested is authorized, the lien marking is released and the Cash Withdrawal accounting entry is posted for the lien amount. Liens that are not released on the withdrawal date, are released as part of an EOD batch job.

Navigation Path: Collections > Cash Transaction > Withdrawal Entry

The screenshot shows the 'Withdrawal Entry' screen with the following fields and values:

- Withdrawal Date:** Nov 24, 2021
- Lien Number:** ECA56614
- Lien Amount:** GBP5,600.00
- Lien Date:** Nov 24, 2021
- External Channel:** OBDX
- External Reference Number:** CW24112021100748
- Branch Name:** 004-LM BRANCH
- Corporate:** ABZ Solutions (000462)
- Debit Account Number:** ABZ Solutions HEL0046200024
- Cheque Date:** Nov 24, 2021
- Cheque Number:** 3372411
- Slip Number:** (empty)
- Corporate Reference Number:** (empty)
- Total Denomination Count:** 56
- Withdrawal Amount:** GBP5,600.00
- Exchange Rate:** 1.00
- Debit Amount:** GBP5,600.00

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

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

Field Name	Description
Card details	
The Withdrawal Date, Lien details, and External Channel are displayed once an external reference number is selected.	
Withdrawal Date	Displays the date of placing the withdrawal request.
Lien Number	Displays the reference number of the lien placed on the requested amount.
Lien Amount	Displays the amount that has been blocked, or the amount on which lien has been marked.
Lien Date	Displays the date of placement of the lien.

Field Name	Description
External Channel	Displays the channel through which the withdrawal request is received.
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 (i) to view all the currencies 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.
Debit Amount	Displays the debit amount after exchange rate conversion.

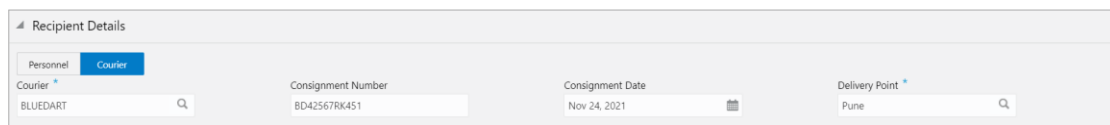
2. In the 'Recipient Details' section, click **Personnel** if the withdrawn cash is collected by the corporate and specify the following details:

The screenshot shows the 'Recipient Details' section of a form. It has two tabs: 'Personnel' (selected) and 'Courier'. Below the tabs, there are four input fields: 'Recipient Name' with the value 'recipetetet', 'ID Proof Type' with a dropdown menu showing 'Driving Licence', 'ID Proof Detail' with the value 'REC123', and 'Contact Number' with the value '434343434'.

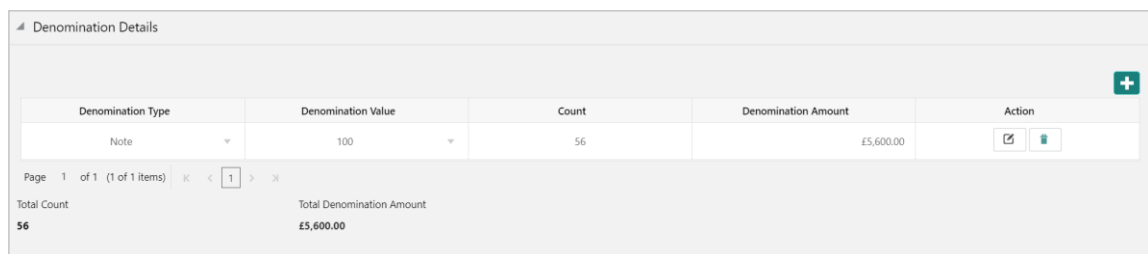
- a. In the **Recipient Name** field, enter name of the corporate.
- b. In the **ID Proof Type** list, select the identification proof displayed/submitted by the corporate.
- c. In the **ID Proof Detail** field, enter the unique identification number from the ID proof.
- d. In the **Contact Number** 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.
- In the **Consignment Number** field, enter the unique consignment number assigned to the cash delivery transaction.
- In the **Consignment Date** field, click the Calendar icon and select the date on which the consignment is assigned.
- In the **Delivery Point** field, click the Search icon and select the delivery point form where the cash will be collected by the corporate.





Denomination Type	Denomination Value	Count	Denomination Amount	Action
Note	100	56	£5,600.00	 

Page 1 of 1 (1 of 1 items)  

Total Count: 56 Total Denomination Amount: £5,600.00

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'.

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

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

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.

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.

6. Instruments Management

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*

The screenshot shows the 'Instrument Management' window. It has a title bar with 'Instrument Management' and standard window controls. Below the title bar is a section titled 'Instrument Details'. Inside this section, there are four main components: a 'Branch' dropdown menu showing '004-LM BRANCH', a 'Cheque Date' section with 'Current' and 'Post Dated' buttons, an 'Action' dropdown menu with 'Select' as the option, and a 'Processing Date' field showing 'Dec 19, 2019' with a calendar icon. A green 'Proceed' button is located to the right of the Processing Date field.

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:
 - [Credit advancement/postponement](#)
 - [Generate schedule](#)
 - [Mark schedule receipt](#)
 - [Mark return receipt](#)
 - [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.

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

Note: Fields marked with “” are mandatory. Certain mandatory fields become non-mandatory, on selection of certain other search parameters.*

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 Date Range	Click the Calendar icons and select the start and end dates of the range within which the instrument was deposited.
Instrument Date Range	Click the Calendar icons and select the start and end dates of the range for 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.

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

List Of Instruments

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Arrangement Credit Date	New Credit Date	Remarks
<input checked="" type="checkbox"/>	24112035	£40,000.00	Future Group	2020-01-01		

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

Total Selected: 1

New Credit Date *

Remarks

Apply

Instrument Summary

- Total Instrument Amount (1) £40,000.00
- Credit Advancement (0) £0.00
- Credit Postponement (0) £0.00

Submit

5. Select the instruments to be submitted for credit advancement/postponement.
6. In the **New Credit Date** field, click the Calendar icon and select the date on which instrument should be credited.
7. Optional: In the **Remarks** field, enter the remarks for the updated credit date.
8. Click **Apply** to update the new credit date in the grid.
 - If required, select the record and then click **Undo** to revert back the applied advancement/postponement.

List Of Instruments

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Arrangement Credit Date	New Credit Date	Remarks
<input checked="" type="checkbox"/>	24112035	£40,000.00	Future Group	2020-01-01	2020-12-04	

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

Total Selected: 1

New Credit Date *

Remarks

Apply **Undo**

Instrument Summary

- Total Instrument Amount (1) £40,000.00
- Credit Advancement (0) £0.00
- Credit Postponement (1) £40,000.00

Submit

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.

Filter Parameters

Deposit Branch *

Currency

Destination Bank

Destination Branch

Search **Reset**

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

Note: Fields marked with “” are mandatory. Certain mandatory fields become non-mandatory, on selection of certain other search parameters.*

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.

3. Click **Search** to view the result under ‘List of Instruments’ section.

List Of Instruments								
<input type="checkbox"/>	Destination Bank	Destination Branch	Instrument Number	Instrument Amount	Drawn On Bank	Drawn On Branch	Drawer	Drawer Account Number
<input checked="" type="checkbox"/>	0061	006	334654	£7,000.00	VP1-Miami	Miami	MERCIER CORPORATION	24346456
<input type="checkbox"/>	0061	002	54321	£400.00	VP3-New Hampshire	New Hampshire		54321
<input type="checkbox"/>	0040	004	6112	£900.00	Bank of America	Atlanta		98989898
<input type="checkbox"/>	0040	004	9112	£690.00	Bank of America	Atlanta		454
<input type="checkbox"/>	0061	002	536	£1,000.00	VP3-New Hampshire	New Hampshire		4353532
<input type="checkbox"/>	0061	002	4321	£400.00	VP3-New Hampshire	New Hampshire		4321
<input type="checkbox"/>	0061	002	321	£400.00	VP3-New Hampshire	New Hampshire		321
<input type="checkbox"/>	0030	002	7780983	£79.00	Bank of America	4758 N Racine Ave	WINBOND	112342
<input type="checkbox"/>	0040	004	191120	£700.00	Bank of America	Atlanta		56556565
<input type="checkbox"/>	0040	004	7113	£80.00	Bank of America	Atlanta		78787878

« < 1 > »

Next

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

List Of Schedules								
<input type="checkbox"/>	Schedule Reference Number	Schedule Date	Destination Bank	Destination Branch	Schedule Amount	Number Of Instrument	Courier	Courier POD Number
<input checked="" type="checkbox"/>	SCH0004202011190280	2019-12-19	0061	006	£7,000.00	1	BLUEDART	BLD158396

« < 1 > »

Confirm Cancel

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

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

7. 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:

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

Filter Parameters			
Receipt Branch *	Dispatch Branch	Schedule Reference Number	Courier
004-LM BRANCH			
Dispatch Date Range	Currency		
<div> <div></div> <div>← →</div> <div>Sep 6, 2021</div> <div></div> </div>	GBP		
<div>Search</div> <div>Reset</div>			

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

Note: Fields marked with ‘’ are mandatory. Certain mandatory fields become non-mandatory, on selection of certain other search parameters.*

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 Range	Click the Calendar icons and select the start and end dates of the range within which the instrument has been dispatched.
Currency	Select the currency of the instrument.

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

List Of Schedules								
<input type="checkbox"/>	Schedule Reference Number	Schedule Date	Destination Bank	Destination Branch	Schedule Amount	Number Of Instrument	Courier	Courier POD Number
<input checked="" type="checkbox"/>	SCH0004202010050223	2019-11-29	0061	006	£12,500.00	2		BLDT1785M3562
<input type="checkbox"/>	SCH0004202010050222	2019-11-29	0061	006	£4,300.00	2		
<input type="checkbox"/>	SCH0004202011220303	2019-12-19	0061	006	£7,000.00	1		
<input type="checkbox"/>	SCH0004202009300200	2019-11-29	0061	006	£78,000.00	2		
Page 1 of 1 (1-4 of 4 Items) <div> <div><</div> <div>1</div> <div>></div> </div>								
								Confirm

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

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

6.1.4 Generate Centralized Schedule

A Centralized Schedule is generated by a hub or controlling branch only. Centralized Schedules are generated only for partner banks for whom the ‘centralized schedule required’ system parameter flag is set to ‘Y’ and a controlling branch is defined.

Perform the following steps to generate a centralized schedule for instruments:

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

Filter Parameters			
Schedule Origination Branch 004-LM BRANCH	Original Schedule Reference Number	Destination Bank	Destination Branch
Schedule Receipt Date Range Sep 6, 2021	Currency GBP		
<div>Search</div> <div>Reset</div>			

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

Note: Fields marked with ‘’ are mandatory. Certain mandatory fields become non-mandatory, on selection of certain other search parameters.*

Field Name	Description
Schedule Origination Branch	Select the branch from where the schedule has been created.
Original Schedule Reference Number	Indicates an option to search on the basis of the schedule reference number. Click the search icon and select the required schedule reference number.
Destination Bank	Click the search icon and select the destination bank to search all the schedule reference numbers drawn on the selected destination bank.
Destination Branch	Click the search icon and select the destination branch to search all the schedule reference numbers drawn on the selected destination branch.
Schedule Receipt Date Range	Click the calendar icons and select the start and end dates of the schedule receipt date range.
Currency	Select the required currency.

- Click **Search** to view the list of instruments.
- Select the records to be linked to the centralized schedule.
- Click **Confirm** to send for authorization.

6.1.5 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:

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

Filter Parameters			
Dispatch Branch *	Returning Bank	Returning Branch	Schedule Reference Number
004-LM BRANCH			
Courier	Instrument Number	Scheduled Dispatch Date Range	Currency
		Sep 6, 2021	GBP
<div>Search</div> <div>Reset</div>			

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

Note: Fields marked with “” are mandatory. Certain mandatory fields become non-mandatory, on selection of certain other search parameters.*

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 Range	Click the Calendar icons and select start and end dates of the schedule dispatch date range.
Currency	Select the instrument currency.

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

<input type="checkbox"/>	Schedule Reference Number	Schedule Date	Receipt Branch	Returning Branch	Instrument Number	Instrument Amount	Drawn On Bank	Drawn On Branch	Drawer
<input type="checkbox"/>	SCH0004202009300200	2019-11-29	004	006	675675	£8,000.00	VP1-Miami	Miami	NUVOTON
<input checked="" type="checkbox"/>	SCH0004202009040181	2019-11-07	004	002	7780983	£79.00	Bank of America	4758 N Racine Ave	WINBOND
<input type="checkbox"/>	SCH0004202007010006	2019-11-06	004	002	6790124	£300.00	Bank of America	4758 N Racine Ave	SCFCUSTOMERTWI
<input type="checkbox"/>	SCH0004202010050223	2019-11-29	004	006	3543646	£500.00	VP1-Miami	Miami	NUVOTON
<input type="checkbox"/>	SCH0004202010050223	2019-11-29	004	006	323554	£12,000.00	VP1-Miami	Miami	NUVOTON

K < 1 > X

Confirm

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

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

6.1.6 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.

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

Note: Fields marked with “*” are mandatory. Certain mandatory fields become non-mandatory, on selection of certain other search parameters.

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 Range	Click the Calendar icons and select the start and end dates of the date range within which the instrument was deposited.
Instrument/Settlement Date Range	Click the Calendar icons and select the start and end dates of the range for the date mentioned on the instrument or when it was settled.
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.

Field Name	Description
Credit Account Number	Click the Search icon and select the account number to credit the instrument amount to. The application allows you to select either a real account or a virtual account.
Instrument Status	Select the required status of the instrument to be searched.
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.

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

<input type="checkbox"/>	Txn Reference Number	Deposit Slip Number	Schedule Reference Number	Instrument Number	Instrument Amount	Corporate Name	Credit Account Number	Drawer Detail
<input checked="" type="checkbox"/>	004271020INST482	123123451		334654	£7,000.00	GENLIGHT INTERNATIONAL		MERCIER COF

Hold Until

Realization Summary

Total Instrument Count	Total Instrument Amount	Realized Instrument Count	Realized Instrument Amount
1	£7,000.00	0	£0.00
Return Instrument Count	Return Instrument Amount	Hold Instrument Count	Hold Instrument Amount
0	£0.00	0	£0.00

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

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

- Click **Mark Realized**, if the instrument is cleared.
- Click **Mark Return**, if the instrument is returned.
- 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.

6. 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.

The screenshot shows the 'Instrument Details' form. At the top, there are four main sections: 'Branch' (a dropdown menu showing '004-LM BRANCH'), 'Cheque Date' (a toggle with 'Current' and 'Post Dated' options, where 'Post Dated' is selected), 'Action' (a dropdown menu showing 'Mark Extension'), and 'Processing Date' (a date field showing 'Sep 6, 2021' with a calendar icon and a 'Proceed' button). Below these is a 'Hide Search' section with a triangle icon. This section contains several search parameters: 'Deposit Branch' (dropdown, '004-LM BRANCH'), 'Currency' (dropdown, 'GBP'), 'Deposit Slip Number' (text input with search icon), 'Instrument Number' (text input with search icon), 'Product' (dropdown, 'Select'), 'Corporate' (text input with search icon), 'Drawee Bank' (text input with search icon), 'Drawee Bank Branch' (text input with search icon), 'Instrument Date Range' (calendar range picker), 'Deposit Date Range' (calendar range picker), and 'Vault Box Number' (text input with search icon). At the bottom left of the search section are 'Search' and 'Reset' buttons.

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

Note: Fields marked with '' are mandatory. Certain mandatory fields become non-mandatory, on selection of certain other search parameters.*

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.
Instrument Date Range	Click the Calendar icons and select the start and end dates of the range for the date mentioned on the instrument.
Deposit Date Range	Click the Calendar icons and select the start and end dates 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.

6. Click **Search** to view the search results.
7. 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:

- [Mark Extension](#)
- [Mark Hold](#)
- [Mark Unhold](#)
- [Mark Misplaced](#)
- [Mark Recovered](#)
- [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.

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Presentation Date	New Presentation Date	Remarks
<input checked="" type="checkbox"/>	20112013	£30,000.00	Future Group	2019-12-24		
<input checked="" type="checkbox"/>	20112012	£20,000.00	Future Group	2019-12-24		
<input type="checkbox"/>	20112011	£50,000.00	Future Group	2019-12-20		

Total Selected: 2
 New Presentation Date: Dec 25, 2019
 Remarks: SAVE THE DATE

Instrument Date Extension Summary
 Total Instrument Amount (2): £50,000.00
 Total Instrument Count: 2

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.

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Presentation Date	New Presentation Date	Remarks
<input checked="" type="checkbox"/>	20112013	£30,000.00	Future Group	2019-12-24	2019-12-25	SAVE THE DATE
<input checked="" type="checkbox"/>	20112012	£20,000.00	Future Group	2019-12-24	2019-12-25	SAVE THE DATE
<input type="checkbox"/>	20112011	£50,000.00	Future Group	2019-12-20		

Total Selected: 2
 New Presentation Date:

Remarks:

Instrument Date Extension Summary
 Total Instrument Amount (2): £50,000.00
 Total Instrument Count: 2

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.

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Hold Until Date	Remarks
<input checked="" type="checkbox"/>	11122021	£50,000.00	Future Group	2020-01-03		
<input checked="" type="checkbox"/>	1209201	£1,000.00	Future Group	2020-01-06		
<input checked="" type="checkbox"/>	1012201	£90,000.00	Future Group	2020-01-07		
<input type="checkbox"/>	1012203	£8,000.00	Future Group	2020-01-03		
<input type="checkbox"/>	1012202	£9,000.00	Future Group	2020-01-06		
<input type="checkbox"/>	202008125	£250.00	Future Group	2020-01-05		
<input type="checkbox"/>	202008121	£100.00	Future Group	2020-01-06		
<input type="checkbox"/>	202008122	£200.00	Future Group	2020-01-06		
<input type="checkbox"/>	81220	£1,000.00	Future Group	2020-01-07		
<input type="checkbox"/>	202008123	£300.00	Future Group	2020-01-06		

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Total Selected: 3

Hold Until Date:

Remarks:

Instrument Hold Summary

Total Instrument Amount: £141,000.00

Total Instrument Count: 3

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.

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Hold Until	Remarks
<input checked="" type="checkbox"/>	2411203	£100,000.00	Future Group	2020-01-03	2020-11-26	
<input type="checkbox"/>	2411202	£100,000.00	Future Group	2020-01-03		
<input type="checkbox"/>	2411205	£100,000.00	Future Group	2020-01-03		
<input type="checkbox"/>	2411201	£100,000.00	Future Group	2020-01-03		

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Total Selected: 1

Hold Until: Nov 26, 2020

Remarks:

Instrument Hold Summary

Total Instrument Amount: £100,000.00

Total Instrument Count: 1

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.

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks
<input checked="" type="checkbox"/>	2020111	£200.00	Future Group	2019-12-24	VAULT1	

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

Total Selected: 1

Remarks:

Instrument Unhold Summary

Total Instrument Amount
£200.00

Total Instrument Count
1

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

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

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks
<input checked="" type="checkbox"/>	2020111	£200.00	Future Group	2019-12-24	VAULT1	Ready to Unh...

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

Total Selected: 1

Remarks: Ready to Unhold

Instrument Unhold Summary

Total Instrument Amount
£200.00

Total Instrument Count
1

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.

6.2.4 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.

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks
<input checked="" type="checkbox"/>	2411203	£100,000.00	Future Group	2020-01-03	VAULT1	
<input type="checkbox"/>	2411201	£100,000.00	Future Group	2020-01-03	VAULT1	
<input type="checkbox"/>	2411205	£100,000.00	Future Group	2020-01-03	VAULT1	
<input type="checkbox"/>	2411202	£100,000.00	Future Group	2020-01-03	VAULT1	
<input type="checkbox"/>	9879871	£100.00	Future Group	2020-11-03	VAULT1	

Page 1 of 1 (1-5 of 5 items) < 1 >

Total Selected: 1

Remarks:

Instrument Misplaced Summary

Total Instrument Amount
£100,000.00

Total Instrument Count
1

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

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

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks
<input checked="" type="checkbox"/>	2411203	£100,000.00	Future Group	2020-01-03	VAULT1	Misplaced
<input type="checkbox"/>	2411201	£100,000.00	Future Group	2020-01-03	VAULT1	
<input type="checkbox"/>	2411205	£100,000.00	Future Group	2020-01-03	VAULT1	
<input type="checkbox"/>	2411202	£100,000.00	Future Group	2020-01-03	VAULT1	
<input type="checkbox"/>	9879871	£100.00	Future Group	2020-11-03	VAULT1	

Page 1 of 1 (1-5 of 5 items) < 1 >

Total Selected: 1

Remarks: Misplaced

Apply Undo Submit

Instrument Misplaced Summary

Total Instrument Amount
£100,000.00

Total Instrument Count
1

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.

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks
<input checked="" type="checkbox"/>	30112023	£1,000.00	Future Group	2020-01-03	VAULT1	

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

Total Selected: 1

Remarks: Recover the Instrument

Apply Submit

Instrument Recovered Summary

Total Instrument Amount
£1,000.00

Total Instrument Count
1

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.

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	New Instrument Number	Remarks
<input checked="" type="checkbox"/>	2411203	£100,000.00	Future Group	2020-01-03		
<input type="checkbox"/>	2411205	£100,000.00	Future Group	2020-01-03		
<input type="checkbox"/>	2411202	£100,000.00	Future Group	2020-01-03		
<input type="checkbox"/>	9879871	£100.00	Future Group	2020-11-03		
<input type="checkbox"/>	2411201	£100,000.00	Future Group	2020-01-03		

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Total Selected: 1

New Instrument Number:

Remarks:

Instrument Summary

Instrument Replacement
Total Instrument Amount: £0.00
Total Instrument Count: 0

Instrument Withdrawal
Total Instrument Amount: £100,000.00
Total Instrument Count: 1

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.

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	New Instrument Number	Remarks
<input checked="" type="checkbox"/>	2411203	£100,000.00	Future Group	2020-01-03	2411206	
<input type="checkbox"/>	2411205	£100,000.00	Future Group	2020-01-03		
<input type="checkbox"/>	2411202	£100,000.00	Future Group	2020-01-03		
<input type="checkbox"/>	9879871	£100.00	Future Group	2020-11-03		
<input type="checkbox"/>	2411201	£100,000.00	Future Group	2020-01-03		

Page 1 of 1 (1-5 of 5 items) < 1 >

Total Selected: 1

New Instrument Number:

Remarks:

Instrument Summary

Instrument Replacement
Total Instrument Amount: £100,000.00
Total Instrument Count: 1

Instrument Withdrawal
Total Instrument Amount: £0.00
Total Instrument Count: 0

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.

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.

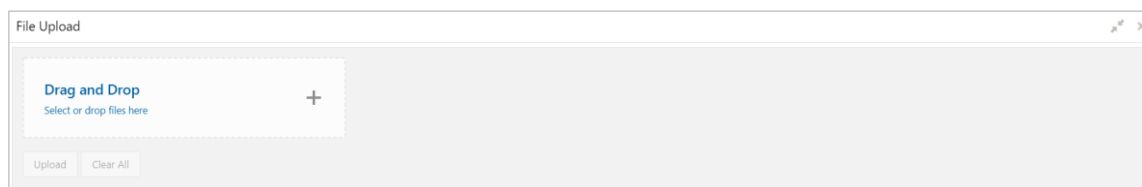
7.1 Upload Files

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

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.

Note: Instrument records through file upload are created even if certain mandatory fields are not added in the file while uploading. Whenever such records are edited and saved by the bank user, a validation is performed to ensure that all mandatory fields are updated.

7.2 View File Upload Status

This screen helps you to manage uploaded files.

Navigation Path: File Management > View File Upload Status

Filter by File Name	Filter by Maker ID	Filter by Checker ID								Refresh
Filter by Status	Filter by Upload Date: Start Date	Filter by Upload Date: End Date	Filter	Clear Filters						Rejected Files
File Name	Maker Id	Checker Id	Total Records	Approved	Successful	Failed	Maker Time Stamp	Checker Time Stamp	Status	Action
OBSFCM-INVOICES-SELLER_253706992411.csv	OBDX	OBDXC	1	1	1	0	2021-11-24T06:38:53.000+00:00	2021-11-24T06:38:54.000+00:00	Processed	
OBCM-INSTRUMENT-COLLECTIONS_34_4.csv	KRINAS	KRINAM	1	1	1	0	2021-11-23T12:29:08.000+00:00	2021-11-23T12:29:19.000+00:00	Processed	
OBCM-INSTRUMENT-COLLECTIONS_34_3.csv	KRINAS	KRINAM	1	1	0	1	2021-11-23T12:26:34.000+00:00	2021-11-23T12:27:23.000+00:00	Processed	
OBCM-INSTRUMENT-COLLECTIONS_34_2.csv	KRINAM	KRINAS	1	1	0	1	2021-11-23T12:22:22.000+00:00	2021-11-23T12:22:51.000+00:00	Processed	
OBCM-INSTRUMENT-COLLECTIONS_34_1.csv	KRINAS	KRINAM	1	1	1	0	2021-11-22T05:48:42.000+00:00	2021-11-22T06:02:23.000+00:00	Processed	
OBSFCM-PAYMENT_MANUAL_ALLOC_01506.csv	SAVITAR	SWETA	7	7	7	0	2021-11-20T08:55:36.000+00:00	2021-11-20T08:56:10.000+00:00	Processed	
OBSFCM-PAYMENT_AUTO-210520201_219.csv	GANESHM		0	0	0	0	2021-11-19T15:11:38.000+00:00		Unprocessed	
OBSFCM-INVOICES-BUYER_AUTO-210520203_770.csv	GANESHM		0	0	0	0	2021-11-19T15:11:12.000+00:00		Unprocessed	
OBCM-CASHFLOW-TRANSACTION_169Mayur2.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:29:41.000+00:00	2021-11-19T06:29:50.000+00:00	Processed	
OBCM-CASHFLOW-TRANSACTION_169Mayur1.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:27:53.000+00:00	2021-11-19T06:28:05.000+00:00	Processed	

Page 3 (21-30 of at least 4230 items) < 1 2 3 4 5 6 ... >

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

- In the **Filter by File Name** field, type partial or complete name of the file.
- In the **Filter by Maker ID** field, type partial or complete Maker ID used to create the file record.
- In the **Filter by Approver ID** field, type partial or complete Checker ID used to authorize the file.
- Click **Rejected Files** to view the list of rejected files.

Filter by File name	Filter by Maker ID	Filter by Checker ID						
Field	Version	Maker Id	Checker Id	Status	Remarks	Maker Time Stamp	Checker Time Stamp	
OBSFCM-INVOICES-BUYER_AUTO-210520203_833.csv	1	GANESHM	VUAVC	R		2021-08-10T12:16:14.000+00:00	2021-08-19T08:52:25.000+00:00	

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Perform any of the following actions:

- Click the Download icon () to download the file.
- Click the Remarks icon () to view the comments added while uploading the file.
- Click **Approve** in the 'Action' column to process the file.
- Click **Details** to view details of the processed file.
- If required, click **Retry** in the 'Action' column to retry the processing.

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 the following table for specifying details in 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	<p>Select the basis for a date range search. Available options are:</p> <p>For PDC:</p> <ul style="list-style-type: none"> • Processing Date • Instrument Date • Deposit Slip Date • Presentation Date • Request Date <p>For CDC:</p> <ul style="list-style-type: none"> • 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

Field Name	Description
	<ul style="list-style-type: none"> Expected Clearing Date
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	<p>Select the current processing status of the instrument. Available statuses are:</p> <ul style="list-style-type: none"> Processing Authorized Completed Request Accounting Generation Exception Posting Account Entries Exception Rework
Instrument Status	<p>Select the required statuses of the instruments to be searched. Available statuses are:</p> <p>For CDC:</p> <ul style="list-style-type: none"> Hold Realized Booked Return Sent For Clearing Awaiting Realization <p>For PDC:</p> <ul style="list-style-type: none"> Booked Hold Misplaced Withdrawn Replaced
Transaction Status	<p>Select the current status of the transaction. Available statuses are:</p> <ul style="list-style-type: none"> Schedule Generated Centralized Schedule Generated Physical Return Receipt Instrument Not Received Instrument Received <p>This field is displayed only for CDC.</p>
Credit Status	<p>Select the credit status of the instrument. Available statuses are:</p> <ul style="list-style-type: none"> Credited Reversed Partially Reversed <p>This field is displayed only for CDC.</p>

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

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	

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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 more details of the record. 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		
-	-	<input type="checkbox"/>	10		
Total Batch Amount	Total Deposit Slips				
1,800.00	1				

Basic Info

Deposit Slip Details

Instrument Details

Deposit Slip Number : 1234

Corporate ID 201922	Credit Account Number -	Deposit Slip Date 2020-01-08	Pickup Date 2020-01-08
Pickup Location -	Pickup Point -	No. Of Instruments 1	Deposit Slip Amount 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 SAVINGCHEQUE	Instrument Date 2020-01-01	Instrument Amount 1,800.00	Routing Number 10989034
Drawn On Bank Code 0020	Drawn On Bank Name LM BANK	Drawn On Branch Name Atlanta	Clearing Location Atlanta
Location Cluster CTS NORTH	Drawer -	Drawer A/C No. 5566990	Drawer A/C Name Tim
Clearing Network MICR	Product Transfer	Corporate Reference Number -	Credit Account No -
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

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 results. 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: <ul style="list-style-type: none"> 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 results.

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 more details of the record. For example, reference number:

Reference Number 004030821IACC340	Branch 004	Event Realization	Product Upcountry Outside Network
Party -	Accounting Entry Type Debit	Entry Posting Status Failure	Value Date 2020-01-14
Account Number 988623707	Amount 2,540.00	Accounting Role Code BRN_SUSP_ACC	Accounting Party Id -
Accounting Entry Code UCON_REALIZATION	Transaction Branch Code 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 004-LM BRANCH	Corporate Search	Account Number Search	Deposit Slip No. Search
Reference Number Search	External Reference Number Search	Deposit Location Search	Division Code Search
Deposit Channel Select	Courier Search	Processing Status Select	Credit Status Select
Amount Reference Basis Select	Currency Select	From Amount Search	To Amount Search
Date Reference Basis Select	Date Range Start End		
			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 results. 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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:

Field Name	Description
	<ul style="list-style-type: none"> 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**. The search results are displayed below.

OR

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

Cash Deposit Inquiry							
Show Search							
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	Request	
2020-01-16	140921311	004140921COLL800	Carrefour	USD	1,000.00	Request	
Page 1 of 1 (1 - 15 of 15 items) < 1 >							

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

Deposit Slip 210922

Basic Info			
Branch 004	Deposit Channel BRANCH	Deposit Location Atlanta	Financial Posting <input type="checkbox"/>
Processing Date 2020-01-16	Deposit Slip 1	Initiator Reference Number -	Acknowledgement Receipt Number -
Depositor Name shraddha	ID Proof Type Passport	ID Proof Detail 84hfj47	Contact Number -
Deposit Slip Details			
Corporate ID 000380	Credit Account Number 1111000380	Deposit Slip Date 2020-01-09	Deposit Date 2020-01-16
Pickup Location -	Pickup Point -	Denomination Count 100	Deposit Slip Amount (Txn CCY) 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

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 004-LM BRANCH	Corporate Search	Account Number Search	Slip Number Search
Cheque Number	Reference Number	External Reference Number	Courier
Amount Reference Basis Select	Currency Select	From Amount	To Amount
Date Reference Basis Select	Date Range Calendar icon	Processing Status Select	Debit Status Select
<input type="button" value="Search"/> <input type="button" value="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 results. 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.

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.

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	

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

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	Denomination Amount
Coin	50.00	950	47,500.00
Note	50.00	50	2,500.00
Total		1000	50,000.00
Page 1 of 1 (1-3 of 3 items) < 1 >			
Miscellaneous Fields			
No Data Available to Display			

8.5 Charge Inquiry

The 'Charge Inquiry' screen enables you to search for specific charges based on various filter criteria such as 'Event', 'Corporate', 'Charge Type', 'Txn Ref No.', 'Posting/Calculation Date', and so on.

Navigation Path: Collections > Inquiry > Charge Inquiry

The screenshot shows the 'Charge Inquiry' window with a 'Hide Search' button at the top left. Below it, there are several search criteria organized in columns:

- Branch:** A dropdown menu with '004-LM BRANCH' selected.
- Charge Code:** A text input field with a search icon.
- Charge Account:** A text input field with a search icon.
- Product:** A dropdown menu with 'Select'.
- Instrument Status:** A dropdown menu with 'Select'.
- Event:** A dropdown menu with 'Select'.
- Charge Group:** A dropdown menu with 'Select'.
- Date Reference Basis:** A dropdown menu with 'Select'.
- Deposit Slip No.:** A text input field.
- Credit/Debit Status:** A dropdown menu with 'Select'.
- Corporate:** A text input field with a search icon.
- Txn Ref No.:** A text input field.
- Date Range:** Two date pickers connected by a double-headed arrow.
- Instrument Number:** A text input field.
- Reference Number:** A text input field.
- Charge Type:** A dropdown menu with 'Select'.
- Collection Type:** A dropdown menu with 'Select'.
- Instrument Type:** A dropdown menu with 'Select'.

At the bottom left, there are 'Search' and 'Reset' buttons.

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 results. Fields marked with '*' are mandatory.

Field Name	Description
Branch	Select the required branch to proceed further. By default, the branch of the logged-in user is selected.
Event	Select the event, on the occurrence of which, the charge(s) has been applied.
Corporate	Click the search icon and select the corporate party that has been charged.
Reference Number	Enter the reference number to fetch the calculated / collected charges for the same.
Charge Code	Click the search icon and select the code of the charge being searched.
Charge Group	Select the charge group of the charge being searched. The options are: <ul style="list-style-type: none"> • Rebates • Tax • Commission • Fee
Txn Ref No.	Enter the reference number of the charge being searched. This field displays a list of relevant reference numbers once a corporate has been selected.
Charge Type	Select whether the charge is of 'Debit' or 'Credit' type.

Field Name	Description
Charge Account	Click the search icon and select the account number that the charge has been debited from or credited to. You can select the account type, whether customer account or GL account, in the Charge Account search window that pops-up.
Date Reference Basis	Select whether the charges should be searched based on the 'Posting Date' or the 'Calculation Date'.
Date Range	Enter the 'from' and 'to' dates for the option selected from the 'Date Reference Basis' list.
Collection Type	Select whether the charge has been collected 'Online' or in a 'Batch'.
Product	Select the product against which the charge has been applied.
Deposit Slip No	Enter a deposit slip number to view all charge transactions that have been calculated and collected for that deposit slip number.
Instrument Number	Enter an instrument number to view all charge transactions that have been calculated and collected for that instrument number.
Instrument Type	Select the type of instrument against which the charge has been applied. The options are: <ul style="list-style-type: none"> • PDC Collection • CDC Collection • Cash Deposit • Cash Withdrawal
Instrument Status	Select the status of the instrument against which the charge has been applied. The options are: <ul style="list-style-type: none"> • Booked • Hold • Returned • Realized
Credit/Debit Status	Select the required transaction status. The options are: <ul style="list-style-type: none"> • Credited • Reversed • Partially Reversed

2. Click **Search**. The search results are displayed below.

OR

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

Charge Inquiry							
Show Search ▼							
Txn Ref No.	Corporate	Charge Code	Instrument Type	Collection Date	Charge Currency	Charge Amount	Collection Type
OBCCOLLASHCHG0066	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
OBCCOLLASHCHG0065	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
OBCCOLLASHCHG0071	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
OBCCOLLASHCHG0083	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
OBCCOLLASHCHG0063	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
OBCCOLLASHCHG0064	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
OBCCOLLASHCHG0072	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
Page 1 of 1 (1 - 7 of 7 items) K < 1 > X							

3. If required, click the hyperlinked data in the column(s) to view more details of the record. For example, clicking on Txn Ref No. hyperlink displays the following:

Additional Details		Transaction Details	
Branch 004	Parent Charge Code -	Collection Type Batch	Charge Date -
Collection Date -	Event EOD	Party ABZ Solutions	Corporate Reference Number -
Instrument Type CASH_DEPOSIT	Product -	Instrument Status -	Credit/Debit Status CREDITED
Charge Type Debit			
Charge Pricing Id PRCRULE160120_0000001575	Charge Pricing Description * Cash Coll Charges	Annum Basis 365	Pricing Category * Fixed Amount
Pricing Method * Fixed Amount			
Pricing Currency * GBP	Charge In Txn Currency <input checked="" type="radio"/>		
Fixed Amount * £20.00			

Cash Details					
Additional Details			Transaction Details		
Reference Number	Processing Date	Deposit Slip No	Deposit Slip Amount	Credit/Debit Status	Credit Date
004141121COLL108		12523005	\$20,000	CREDITED	2020-01-15
Page 1 of 1 (1 of 1 items) K < 1 > X					

9. Batch Jobs

There are several activities required to be performed on a daily basis in the system. These activities are run by the system as batch jobs at the beginning and/or end of the day. This chapter includes the events that are part of Beginning of Day (BOD) and End of Day (EOD) batch jobs run by the system on a daily basis.

9.1 EOD Batch Jobs

Refer the Branch EOD section in Oracle Banking Common Core User Guide to Configure, Invoke, and View the EOD batch jobs.

Sr. No.	Job Name	Description
1	Unhold Post Dated Cheque	When the branch date is equal to instrument unhold date, this job updates the status of post-dated cheques that are currently in Hold status, as Unhold.
2	Post Dated Cheque Cancellation	When the branch date is equal to presentation date of the PDC cheques and the status is misplaced, this job updates PDC status as Cancelled.
3	Arrangement Credit	This job processes the arrangement credit to the Corporate Account, when the arrangement credit date is equal to the branch date.
4	Credit Reversal	When the branch date is equal to credit reversal date and the instrument status is still unknown, this job processes the arrangement credit reversal entry.
5	Return Recovery	On the return status update, this job processes and passes the Internal GL accounting entries for return recovery.
6	Vault Master Record Status	When the branch date is equal to the vault expiry date, this job updates the vault status from Open to Close.
7	Pooling Job for Instrument Collection	This pooling job processes the customer credit accounting entries as per the pooling setup configuration in the system for 'Paper Based' product category.
8	Cash Pooling	This pooling job processes the customer credit accounting entries as per the pooling setup configuration in the system for 'Cash' product category.
9	Withdrawal Cancel ECA Job	This job cancels all ECA blocked amount requests for which no action has been taken or the withdrawal date has surpassed.
10	OBCM Outward Clearing Request Job	This job sends all outward clearing requests to OBPM (Oracle Banking Payments system).

Sr. No.	Job Name	Description
11	Cheque Charges Job	This job processes charges for instrument collections.
12	Cash Charges Job	This job processes charges for cash deposits.

10. Process Codes

10.1 Cash Management

The following table represents the manual stages in Cash Management workflow along with the functional activity codes which can be used for mapping in the role activity screen under the SMS menu.

Refer the Role section in Oracle Banking Security Management System User guide to understand the procedure for creating roles and assigning an activity to it.

Stage	Functional Activity Code	Description
Processing	CMS_FA_MANUAL_ENRICHMENT	This is the processing stage of instrument collection where the maker can submit/reject an entry of instrument. If the entry is rejected, the record will be deleted and if submitted, then the transaction will be sent to the Authorization stage.
Authorization	CMS_FA_AUTHORIZATION	This is the authorization stage of instrument collection / instrument management, where the checker can approve/reject an entry of instrument.
Rework	CMS_FA_CMSWK_REWORK	If the checker rejects an entry, it goes to the rework stage where the maker can do the required modifications to the entry and submit it again.
Posting Accounting Entries Exception	CMS_FA_POSTING_ACC_EXCEPTION	This is the accounting-posting workflow stage exception, where posting to FCUBS fails due to errors. These errors need to be resolved.
Accounting Generation Exception	CMS_FA_ACC_GEN_EXCEPTION	This is the accounting-generation workflow stage exception, where accounting generation fails due to accounting setup errors. These accounting setup errors need to be resolved.

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Reference and Feedback

References

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

- Receivables and Payables User Guide
- Cashflow Forecasting User Guide
- Tasks User Guide
- Security Management System User Guide
- Common Core User Guide
- Oracle Banking Getting Started User Guide

Feedback and Support

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