

Core – Corporate Admin User Manual  
Oracle Banking Digital Experience  
Patchset Release 22.2.2.0.0

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**ORACLE®**

Core – Corporate Admin User Manual

December 2023

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 Documentation Accessibility

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

## 1.3 Access to Oracle Support

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

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

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

## 1.4 Structure

This manual is organized into the following categories:

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

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

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

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure. If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

## 1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Patchset Release 22.2.2.0.0, refer to the following documents:

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

## 2. Transaction Host Integration Matrix

### Legends

NH	No Host Interface Required.
✓	Pre integrated Host interface available.
✗	Pre integrated Host interface not available.

Sr. No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.10.0.0.0	Oracle FLEXCUBE Universal Banking 14.7.1.0.0	Oracle Banking SCF 14.7.1.0.0 / Oracle Banking Cash Management 14.7.1.0.0
1	Corporate Administrator Dashboards	NH	NH	NH
2	<b>Limits Definition</b>			
	Limits Definition – View	NH	NH	NH
	Limits Definition – Create	NH	NH	NH
	Limits Definition - Delete Limit	NH	NH	NH
3	<b>Limits Package Management</b>			
	Limit Package Management – View	NH	NH	NH
	Limit Package Management – Create	NH	NH	NH
	Limit Package Management - Edit	NH	NH	NH
	Limit Package Management – Delete	NH	NH	NH

Sr. No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.10.0.0.0	Oracle FLEXCUBE Universal Banking 14.7.1.0.0	Oracle Banking SCF 14.7.1.0.0 / Oracle Banking Cash Management 14.7.1.0.0
4	<b>User Management</b>			
	User Management-View	✓	✓	NH
5	<b>Group Corporate Onboarding</b>			
	Group Corporate Profiling	✓	✓	NH
	Party Account Access	✓	✓	NH
	User Management	✓	✓	NH
	User Group Maintenance	✓	✓	NH
	User Account Access	✓	✓	NH
	User Report Mapping	NH	NH	NH
	Workflow Management	✓	✓	NH
	Approval Rules	✓	✓	NH
6	<b>File Upload Maintenance</b>			
	File Identifier Maintenance – Summary	✓	✓	NH
	File Identifier Maintenance - Create	✓	✓	NH
	File Identifier Maintenance - View	✓	✓	NH
	File Identifier Maintenance - Edit	NH	NH	NH
7	<b>User File Identifier Mapping</b>			



Sr. No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.10.0.0.0	Oracle FLEXCUBE Universal Banking 14.7.1.0.0	Oracle Banking SCF 14.7.1.0.0 / Oracle Banking Cash Management 14.7.1.0.0
	User File Identifier Mapping - User Interface Details	✓	✓	NH
	User File Identifier Mapping - Summary	✓	✓	NH
	User File Identifier Mapping - Create	✓	✓	NH
	User File Identifier Mapping – Edit	NH	NH	NH
7	<b>Mailbox – Alerts (Summary and Details)</b>	NH	NH	NH
7.1	<b>Notifications</b>	NH	NH	NH
9	<b>Reports</b>			
9.1	<b>Report Generation</b>			
	View Scheduled Reports	✓	✓	NH
	Edit Schedule Reports	NH	NH	NH
9.2	<b>My Reports</b>			
	My Reports - Adhoc	✓	✓	NH
	My Reports - Schedule	✓	✓	NH
10	<b>Session Summary</b>	NH	NH	NH
11	<b>My Profile</b>	NH	NH	NH
12	<b>Security Settings</b>			
	Change Password	NH	NH	NH
	Set Security Questions	NH	NH	NH
13	<b>Forgot Password</b>	NH	NH	NH

<b>Sr. No.</b>	<b>Transaction Name / Function Name</b>	<b>Oracle FLEXCUBE Core Banking 11.10.0.0.0</b>	<b>Oracle FLEXCUBE Universal Banking 14.7.1.0.0</b>	<b>Oracle Banking SCF 14.7.1.0.0 / Oracle Banking Cash Management 14.7.1.0.0</b>
14	<b>Forgot Username</b>	<b>NH</b>	<b>NH</b>	<b>NH</b>
15	<b>ATM / Branch Locator</b>	<b>NH</b>	<b>NH</b>	<b>NH</b>

[Home](#)

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## 3. Corporate Administrator

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

Such delegated user with an administrator role will have restricted scope over these administration functionalities and scope will be restricted to manage the corporate to which they belong. Following administrative functions are extended for Corporate Administrator.

- Group Corporate Maintenance (Wizard)
  - Group Corporate Profiling (View)
  - Party Account Access
  - User Onboarding
  - User Group
  - User Account Access
  - Report Mapping
  - Workflow Management
  - Rules Management
- User Management
- File Upload Maintenance
  - File Identifier Maintenance
  - User File Identifier Mapping
- Transaction Limit Maintenance
- Reports Generation
  - Adhoc Report Generation
  - Schedule Report Generation
- Dashboard
  - Transactions
    - Pending for Approval
    - My Initiated List
    - My Approved List
  - Quick Links
- Mailbox
  - Alerts
  - Notification
- Account Settings
  - Profile
  - Session Summary
  - Manage DND Alerts
- Security & Login
  - Set Security Questions




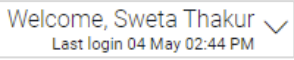

## 4. Corporate Administrator Dashboard

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

### Dashboard Overview

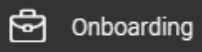
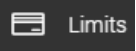
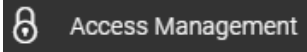
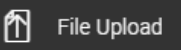
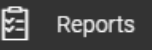
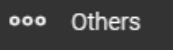

#### Icons







Following icons are present on the corporate administrator dashboard:

-  : Clicking this icon takes you to the dashboard.
-  : Clicking this icon takes you to the Mailbox screen.
-  : Click this icon to search the transactions.
-  : Click this icon to get option to log out from the application. Displays the welcome note with last login details. Click this icon to view the logged in user's profile or log out from the application.
-  : Click the toggle menu to access the transaction.

#### Menus

Following menus are present on the dashboard:

-  : Click this menu to manage users.
-  : Click this menu to manage limits.
-  : Click this menu to set up account access rules on the transactions.
-  : Click this menu to create a file identifier and map it to the user.
-  : Click this menu to generate reports and view the generated reports.
-  : (User Group Management, Alert Subscription)
-  : Click this menu to view the Mails, Alerts and Notifications.

-  **My Profile** : Click this icon to view the profile of the logged in user.
-  **Session Summary** : Click to view the login details like start date and time, end date and time, Channel and IP address of the last sessions of the logged in user.
-  **ATM/Branch Locator** Click to view the address and location of the ATMs and the branches of the Bank.
-  **Security Settings** : Click here for security settings.
-  **Help** : Click this to launch the online help.
-  **About** : Click this to view the information about the application like version number, copyright etc.

## Onboarding

### (a) User Management

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

## File Upload

### (a) File Identifier Maintenance

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

### (b) User File Identifier Mapping

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

Options accessible only via Toggle Menu

## Limits

### (a) Limit Definition

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

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

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

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

### **(b) Limits Package**

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

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

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

## **Reports**

### **(a) Report Generation**

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

### **(b) My Reports**

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

#### **Transactions: This section has the following tabs**

- Pending for Approval
- My Initiated List
- Transaction Log
- My Approved List

#### **1) Pending for Approval**



This section displays the details of transactions that are initiated by the maker and are pending for approval. It is briefly classified into two broad categories a) Financial and b) Non-Financial c) Administration. User can click each tab to view the details of transactions that are pending for approval. Transaction will appear under Financial and Non-Financial sections, if the user has also the access of initiating and approving corporate transactions (Non-administrative transactions)

The transactions pending approval within a period can be searched across modules by providing a date range. The financial and non-financial sections display module wise count of transactions which are pending approval. The details can be viewed either in a graphical format or in a list format using a switch option.

Click on  icon to search the transactions based on Date range.

---

**Note:**

- If for any module, the pending approval count is '0', then it will not be shown in the list.
  - In the  graph view, on clicking the bars in the graph, the user will be navigated to the transaction listing page.
  - In the  list view, on clicking the module name link, the list of transactions pending approval within the module can be viewed.
- 

This displays the financial transactions - further categorized into following modules:

Transaction will appear under Financial section, if the user has also the access of initiating and approving corporate transactions apart from the administrative maintenances.

- Accounts - The details of activity log are:
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Account Number: Account number of the transaction
    - Amount: Amount of the transaction
    - Initiated By: The user who has initiated the transaction.
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Non Accounts - The details of the activity log are:
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Amount : Amount of the transaction
    - Initiated By: The user who has initiated the transaction.
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Payments
    - Date: Date of the transaction
    - Description: Description of the transaction
    - From Account: Source Account number of the transaction
    - Amount : Amount of the transaction
    - Payee Account Details: Payee's account number of the transaction
    - Initiated By: The user who has initiated the transaction.
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Bill Payments
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Biller Name: Name of the biller
-

- Biller Location: Location of the biller
  - Details: Details of bill payment
  - From Account: Source Account number of the transaction
  - Amount : Amount of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
  - Bulk File
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Transaction Type: Transaction types of the file upload
    - File Name: Name of the file uploaded.
    - File Amount: Amount to be debited from debit account.
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Bulk Record
    - Date: Date of the transaction
    - Transaction Type: Transaction type of the bulk record
    - Debit Account: Account number of the account to be debited.
    - Amount: Amount to be debited from debit account
    - Payee Account Details: Payee's account number
    - .
    - Reference Number No: Reference Number of the transaction.
    - Status: Status of the transaction
  - Non Account Bulk Record
    - Date: Date of the transaction
    - Transaction Type: Transaction type of the bulk record
    - Amount: Amount of the transaction
    - Initiated By: The user who has initiated the transaction.
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Host to Host Bulk Files
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Transaction Type: Transaction type of the bulk record
    - File Name: name of the file uploaded
-



- File Amount : Amount of the transaction
- File Reference Number: Reference Number of the transaction.
- Status: Status of the transaction
- Host to Host Bulk Records
  - Date: Date of the transaction
  - Transaction Type: Transaction type of the bulk record
  - Debit Account: Account number of the account to be debited.
  - Amount: Amount to be debited from debit account
  - Payee Account Details: Payee's account number
  - Reference No: Reference Number of the transaction.
  - Status: Status of the transaction
- Supply Chain Finance
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Amount : Transaction amount.
  - Transaction Type: Transaction type of the bulk record
  - Debit Account: Account number of the account to be debited.
  - Reference No: Reference Number of the transaction.
  - Status: Status of the transaction

**Non- Financial:** This displays the non- financial transactions initiated by the maker and further categorized as below:

Transaction will appear under Non-Financial section, if the user has also the access of initiating and approving corporate transactions apart from the administrative maintenances.

- Accounts
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Details: Account number of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference No: Reference Number of the transaction.
  - Status: Status of the transaction
- Biller Maintenance
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Biller Name : Name of the biller
  - Biller Type: The type of biller
  - Category: The category of the biller

- Initiated By: The user who has initiated the transaction.
  - Reference No: Reference Number of the transaction.
  - Status: Status of the transaction
  - Payee and Biller
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Biller Type: Type of the biller
    - Biller Category & Sub-category : Biller Category & Sub-category
    - .
    - Reference No: Reference Number of the transaction.
    - Status: Status of the transaction
  - Bulk File
    - Date: Date of the transaction
    - File Identifier: Unique code assigned to the uploaded file.
    - Transaction Type: Transaction type of the file upload
    - File Name: Name of the file uploaded.
    - File Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Bulk Record
    - Date: Date of the transaction
    - File Identifier: Unique code assigned to the record.
    - Transaction Type: Transaction type of the bulk record
    - File Name : Name of the file uploaded
    - Record Reference No: Reference Number of the record.
    - Status: Status of the record
  - Trade Finance
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Beneficiary Name: Name of the Beneficiary against whom LC is to be created
    - Amount: Amount for the Letter of Credit / Bill
    - Reference No: Reference Number of the transaction.
    - Status: Status of the transaction
  - Trade Finance Maintenance
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Reference No: Reference Number of the transaction.
-

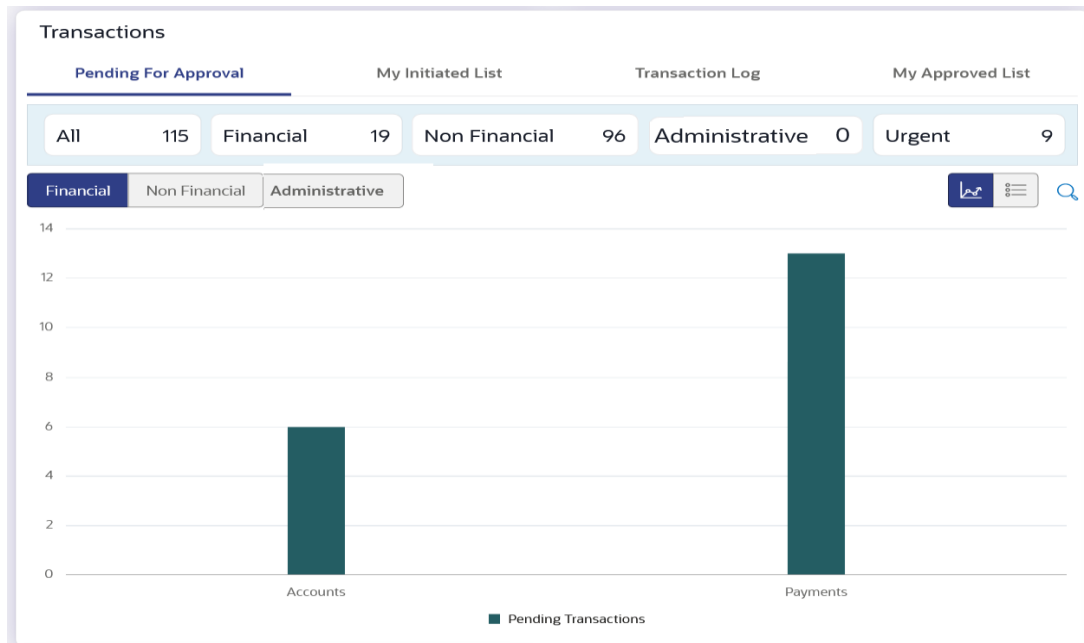
- Status: Status of the transaction
  - Forex Deal
    - Date: Date of the transaction
    - Reference Number: Reference Number of the transaction.
    - Description: Description of the transaction
    - Deal Type: Type of Deal user wants to initiate that is Spot or Forward
    - Currency Combination: List of permissible currency combination for deal booking
    - Amount: Amount for the booked forex deal
    - Status: Status of the transaction
  - Others
    - Date: Date of the transaction
    - Initiated By: User who has initiated the transaction
    - Transaction Type: Type of the transaction initiated
    - Description: Description of the transaction
    - Reference No: Reference Number of the transaction
    - Status: Status of the transaction
  - Virtual Account Management
    - Date: Date of the transaction
    - Description: Description of the transaction initiated
    - Initiated By: User who has initiated the transaction
    - Reference Number: Reference Number of the transaction
    - Status: Status of the transaction
  - Liquidity Management
    - Date: Date of the transaction
    - Transaction Type: Type of the transaction initiated
    - Structure Code & Name: Structure ID and description of the transaction
    - Initiated By: The user who has initiated the transaction
    - Reference Number: Reference Number of the transaction
    - Status: Status of the transaction
  - Host to Host Bulk Files
    - Date: Date of the transaction
    - Transaction Type: Transaction type of the bulk record
    - File Name: Name of the file uploaded
    - File Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Host to Host Bulk Records
-

- Date: Date of the transaction
- Transaction Type: Transaction type of the bulk record
- File Name: Name of the file uploaded
- Reference No: Reference Number of the transaction.
- Status: Status of the transaction
- Cash Management
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Reference No: Reference Number of the transaction
  - Status: Status of the transaction
- Receivable Payables Management
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Reference No: Reference Number of the transaction
  - Status: Status of the transaction
- Supply Chain Finance
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Reference No: Reference Number of the transaction
  - Status: Status of the transaction

**Transactions - Pending for Approval (List View)**

Transactions							
Pending For Approval		My Initiated List		Transaction Log		My Approved List	
All	115	Financial	19	Non Financial	96	Administrative	0
<span>Financial</span> <span>Non Financial</span> <span>Administrative</span>							
Modules	▼	Total	▼	Urgent	▼		
Accounts		6		0			
Payments		13		0			

**Transactions - Pending for Approval (Graph View)**



For more information, refer section Pending for Approval under Approval chapter.

## 2) My Initiated List

Displays the list of all the transactions initiated by the logged in for different type of transactions like account financial, account non-financial, bulk file, bulk record, payee, biller and payments transactions.

It is divided into two sections broadly; Financial and Non-Financial. The logged in user can view the transaction list with respective statuses and details.

The details can be viewed either in a graphical format or in a list format using a switch option.



: Click this icon to search the transactions that are performed on a particular date. A date range ( **From Date** and **To Date**) can be provided to search the transaction.

Each module showcases the number of transactions belonging in each of the following statuses:

- **Initiated:** The number of transactions that have been initiated but approval workflow is not assigned.
- **Pending Approval:** The number of transactions that have been initiated, but are pending for approval.
- **Locked :** The number of transactions that have been locked by the approver
- **Pending Modification:** The number of transactions that have been sent for modification by the approver to the initiator.
- **Approved:** The number of transactions that have been approved.
- **Rejected:** The number of transactions that have been rejected by the approver.
- **Expired:** The number of transactions that have been that have been initiated but expired.
- **Released:** The number of transactions that have been released by the releaser.
- **Pending Release:** The number of transactions that are pending for release by the releaser.
- **Release Rejected:** The number of transactions that have been rejected by the releaser.

## Transactions - My Initiated List

Modules	Initiated	PendingApproval	Locked	Modification	Approved	Rejected
Accounts	0	0	0	1	2	0

For more information, refer section **My Initiated List** under **Approval** chapter.

### 3) Transaction Log

Displays the list of all the different type of transactions like account financial, account non-financial, bulk file, bulk record, payee, biller and payments transactions.

It is divided into two categories broadly; Financial and Non-Financial. The logged in user can view the transaction summary with respective statuses and details.

The details can be viewed either in a graphical format or in a list format using a switch option.

On selecting either the Financial or the Non-Financial option, the modules under the particular option are displayed. Click the **Module** link to view the list of transactions in it.

Each module showcases the number of transactions present in each of the following statuses:

- **Initiated:** The number of transactions that have been initiated but approval workflow is not assigned.
- **Pending Approval:** The number of transactions that have been initiated, but are pending for approval.
- **Locked :** The number of transactions that have been locked by the approver
- **Pending Modification:** The number of transactions that have been sent for modification by the approver to the initiator.
- **Approved:** The number of transactions that have been approved.
- **Rejected:** The number of transactions that have been rejected by the approver.
- **Expired:** The number of transactions that have been that have been initiated but expired.
- **Released:** The number of transactions that have been released by the releaser.
- **Pending Release:** The number of transactions that are pending for release by the releaser.
- **Release Rejected:** The number of transactions that have been rejected by the releaser.



: Click this icon to search the transactions that are performed on a particular date. A date range (**From Date** and **To Date**) can be provided to search the transaction.

**Financial :** On clicking the module name link, the following details are displayed for each category:

- Accounts - The details of transaction log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Number: Account number of the transaction

- Amount: Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
  - Non Accounts - The details of the activity log are:
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Amount : Amount of the transaction
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Payments
    - Date: Date of the transaction
    - Description: Description of the transaction
    - From Account: Source Account number of the transaction
    - Amount : Amount of the transaction
    - Payee Account Details: Payee's account number of the transaction
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Bill Payments
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Biller Name: Name of the biller
    - Biller Location: Location of the biller
    - Details: Details of bill payment
    - From Account: Source Account number of the transaction
    - Amount : Amount of the transaction
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Bulk File
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Transaction Type: Transaction types of the file upload
    - File Name: Name of the file uploaded.
    - File Amount: Amount to be debited from debit account.
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Bulk Record
    - Date: Date of the transaction
    - Transaction Type: Transaction type of the bulk record
    - Debit Account: Account number of the account to be debited.
-

- Amount: Amount to be debited from debit account
  - Payee Account Details: Payee's account number
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
  - Non Account Bulk Record
    - Date: Date of the transaction
    - Transaction Type: Transaction type of the bulk record
    - Amount: Amount of the transaction
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
- Non- Financial:** This displays the non- financial transactions initiated by the maker and further categorized as below:
- Accounts
    - Date: Date of the transaction
    - Description: Description of the transaction
    - Account Number: Account number of the transaction
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Payee and Biller
    - Date: Date of the transaction
    - Payee/ Biller Name: Payee/ Biller name
    - Payee Type: Type of the payee
    - Category: Payee Category
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Bulk File
    - Date: Date of the transaction
    - File Identifier: Unique code assigned to the uploaded file.
    - Transaction Type: Transaction type of the file upload
    - File Name: Name of the file uploaded.
    - Reference Number: Reference Number of the transaction.
    - Status: Status of the transaction
  - Bulk Record
    - Date: Date of the transaction
    - File Identifier: Unique code assigned to the record.
    - Transaction Type: Transaction type of the bulk record
    - Description: Description of the transaction
    - Reference Number: Reference Number of the record.
    - Status: Status of the record
-



- Trade Finance
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Beneficiary Name: Name of the Beneficiary against whom LC is to be created
  - Amount: Amount for the Letter of Credit / Bill
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Forex Deal
  - Date: Date of the transaction
  - Reference Number: Reference Number of the transaction.
  - Description: Description of the transaction
  - Deal Type: Type of Deal user wants to initiate that is Spot or Forward
  - Currency Combination: List of permissible currency combination for deal booking
  - Amount: Amount for the booked forex deal
  - Status: Status of the transaction
- Others
  - Date: Date of the transaction
  - Initiated By: User who has initiated the transaction
  - Transaction Type: Type of the transaction initiated
  - Description: Description of the transaction
  - Reference Number: Reference Number of the transaction
  - Status: Status of the transaction
- Liquidity Management
  - Date: Date of the transaction
  - Transaction Type: Type of the transaction initiated
  - Structure ID: Structure ID of the transaction
  - Structure Description: Description of the transaction
  - Reference Number: Reference Number of the transaction
  - Status: Status of the transaction

## Transactions - Transaction Log

---

Modules	Initiated	PendingApproval	Locked	Modification	Approved	Rejected
Others	0	1	0	0	6	0

For more information, refer section **Transaction Log** under **Approval** chapter.

#### 4) My Approved List

This section displays the details of transactions that are approved by the approver user. It is classified into two broad categories; Financial and Non-Financial. Click each tab to view the snapshot of transactions already approved.

The logged in user can view the transaction summary with respective statuses and details. The details can be viewed either in a graphical format or in a list format using a switch option.

On selecting either the Financial or the Non-Financial transaction options, the modules under the particular option are displayed. In the list view, on clicking the module name link, the transaction details within the module can be viewed.



: Click this icon to search the transactions that are approved on a particular date. A date range ( **From Date** and **To Date**) can be provided to search the transaction.

#### Transactions - My Approved List

Modules	Total	Approved	Rejected
<a href="#">Biller Maintenance</a>	1	1	0
<a href="#">Others</a>	1	1	0

For more information, refer section **My Approved List** under **Approval** chapter.

[Home](#)

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## 5. Group Corporate Onboarding

Corporate onboarding is the process that bank undertakes when bringing a new business customer onboard. OBDX furnishes integrating the onboarding workflow to a business rules engine that facilitates uninterrupted corporate onboarding processing. Generally, the customer onboarding process constitutes of multiple activities.

In large corporate organizations, there is a need to have users with an administration role to carry out certain administrative functionalities for the corporate group. Such delegated users with an administrator role will have restricted scope over these administration functionalities and scope will be restricted to manage the Group Corporate (GCIF) to which they belong. Corporate administrator can be provided with a Dashboard to initiate and track the status of various administrative maintenances initiated or approved by the corporate admin user.

By default, access to all the parties available under the group corporate will be provided to the corporate administrator users with one the party as primary party at entity level. No option to select specific parties will be provided on the screen apart from the primary party.

Corporate administrator will be able to create the corporate users with any party ID as user's primary party ID from all Parties available under the Group Corporate.

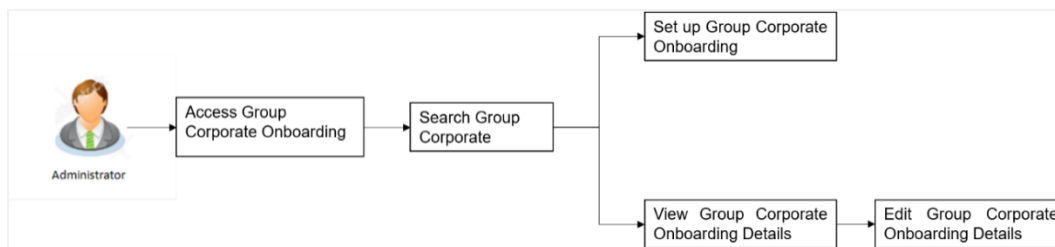
Using this maintenance, the corporate administrator will also be able to perform and view various maintenances available under the wizard post the bank administrator creates the Group Corporate and maintains the group profiling section.

Group corporate onboarding allows the administrator allow to maintain Party and User Account Access, User Onboarding, User Group Maintenance, User Reports Mapping, Approvals Workflow and Rules Maintenance etc. in a single flow. After performing these onboarding steps in a single flow, the applications send the same as a single approval. Group corporate onboarding allows corporate parties belonging to different entities to map under a Group Corporate ID. The new flag 'Group Corporate' is introduced in System Rules screen for banks to decide the mode of corporate onboarding.

Parameter values maintained against a Group Corporate defines the system behavior for the following:

- Accessible Roles for Group Corporate
- Workflow and Approval Flow preference
- Party and User level account access
- User onboarding with multi-entity setup and accessible Party Maintenance
- User Group Maintenance for Group Corporate users
- Corporate user report mapping maintenance to generate user reports
- Approval workflow and Rules setup for banking transaction

## Workflow



## Features supported in the Application

- Setup Group Corporate Onboarding
  - Group Corporate Profiling
  - Party Account Access
  - User Onboarding
  - User Group Maintenance
  - User Account Access
  - User Reports Mapping
  - Approval –Workflow Management
  - Approval – Rules Management
- View Group Corporate Onboarding Details
- Edit Group Corporate Onboarding Details

### How to reach here:

Corporate Administrator Dashboard > Toggle Menu > Menu > Corporate Onboarding > Group Corporate Onboarding

### 5.1.1 View Linked Parties under Group Corporate

The Corporate Administrator can view the linked parties under the selected Group Corporate on the Group Corporate Onboarding screen on expanding the Group Corporate details on right top corner. **To search linked parties under Group Corporate:**

1. Click on  icon adjacent to the Group Corporate ID. An expansion is visible on the Group Corporate ID from where the user can view the list of parties mapped to the Group Corporate along with the ID, name and entity details of each mapped party.

---


**Note:** A specific party can be searched by providing the Party ID, Name or Entity in the search field.

The screenshot displays the 'Group Corporate Onboarding' page in the Futura Bank system. At the top, there's a navigation bar with 'ATM & Branch Locator', 'English', and 'UBS OBPM 14.4 HEL Branch'. The main header shows 'futura bank' and a search bar. Below the header, the page title is 'Group Corporate Onboarding'. On the left, there's a sidebar with 'Group Corporate' and a search icon. The main content area is divided into sections: 'Group Corporate Profiling' with 'Group Corporate Name' set to 'ACME Group', 'Global Roles', and 'Bank Roles'. A search modal is open, showing a table with columns 'Party ID', 'Name', and 'Entity'. The table contains two rows: one with Party ID '000295', Name 'Darren Bulk Flet', and Entity 'UBS OBPM 14.4 HEL Branch'; and another with Party ID '003008', Name 'CUSTOSDC01', and Entity 'UBS OBPM 14.4 HEL Branch'. The search modal also includes a search bar and pagination controls showing 'Page 1 of 1 (1-2 of 2 items)'.

## Field Description

Field Name	Description
<b>Search</b>	Allows user to search for the specific Party by giving the ID, Name or Entity
<b>Party ID</b>	Displays Party ID of the existing linked party for respective group corporate ID/ Name
<b>Name</b>	Displays Party Name of the existing linked party for respective group corporate ID/ Name
<b>Entity</b>	Displays Entity of the existing linked party for respective group corporate ID/ Name

### 5.1.2 Comments

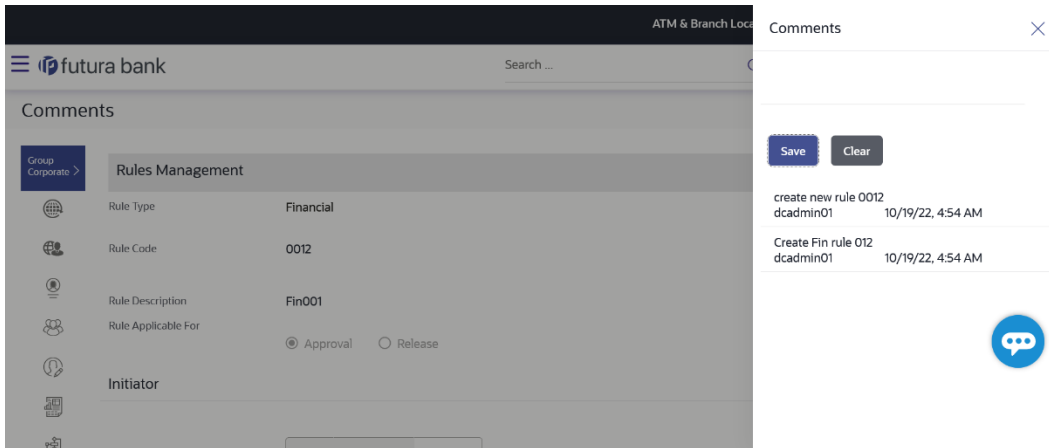
Click on  Comments icon to view / add stage wise comments by any user involved in the maintenance journey e.g., maker, checker etc.

Approver can capture stage wise comments by any user involved in the maintenance journey e.g., maker, checker etc.

#### Note:

- The comments will be captured at each resource level.
- The comments can be captured by any user who is working on the maintenance. Multiple comments can be captured for one resource.
- The user ID and date timestamp will be available for each comment.
- The user can add comments however the added comments cannot be modified or deleted.
- The comments will be available in the activity log for the Group Corporate against the transaction reference number as long as the GCIF data is not purged.
- A history of comments will be available in case the maintenance is picked up by another approver of same user group for action. The reference number of the transaction continues to be the same and hence the comments trail can be viewed.

### Comments Captured

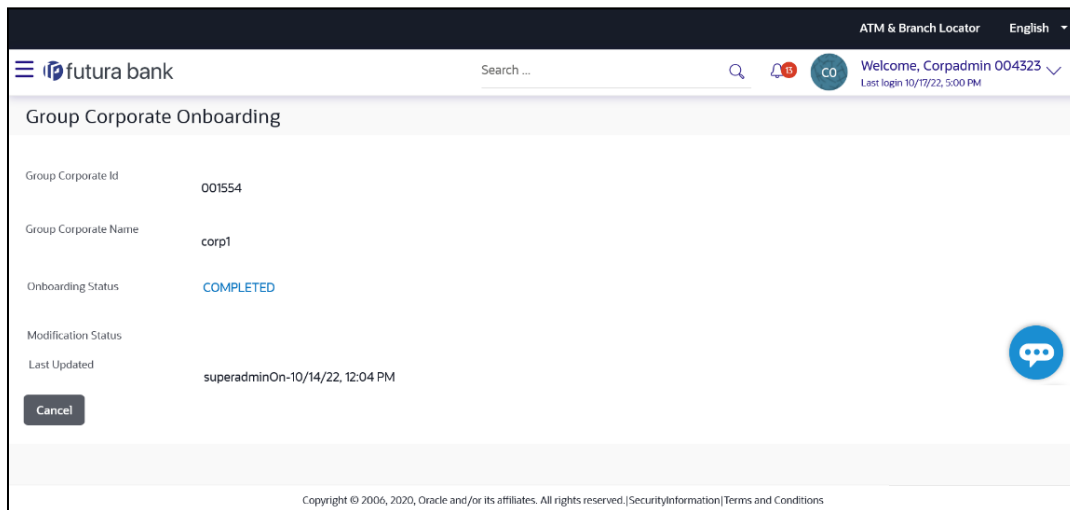


1. Enter the comments.
2. Click **Save** to save the comments.  
OR  
Click **Clear** to reset the data entered.

### Group Corporate Onboarding

1. On navigating system displays the Group Corporate Onboarding screen along with the corporate administrator details.

### Group Corporate Onboarding



### Format Description

Field Name	Description
<b>Group Corporate ID</b>	Group Corporate ID for which Group Corporate onboarding is to be maintained/ viewed.

Field Name	Description
<b>Group Corporate Name</b>	Group Corporate Name for which Group Corporate onboarding is to be maintained/ viewed.
<b>Onboarding Status</b>	Onboarding status of Group Corporate in Application
<b>Modification Status</b>	Modification status of Group Corporate in Application
<b>Last Updated</b>	Last updated details for the Group Corporate.

### 5.1.3 Ready to Submit

Any user who modifies any resource in the whole Group Corporate should be registered in the system as a contributor. When any user submits a transaction, a check should be performed if all the contributors have given readiness for submission or not.

When any user submits a transaction, a check is performed and if all contributors have given readiness, then transaction should get submitted successfully.

---

Note: Any user who has not performed any data modification on any step in the GCIF onboarding wizard but has only entered comments for a resource should not be considered a contributor.

---

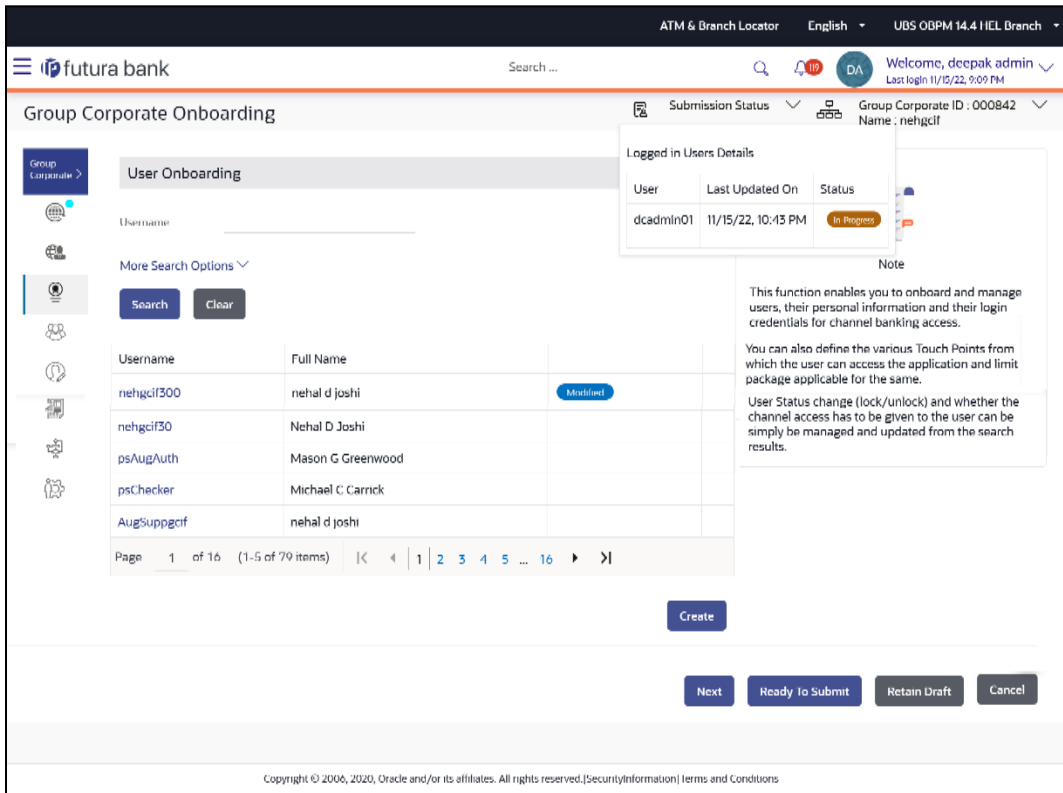
1. Update the transaction details and click **Save**.
2. On the **Group Corporate Onboarding** screen on top right corner, click on  icon adjacent to **Submission Status**. Displays the status of the transaction readiness.

---

Note: The status of the transaction is **In-progress** until the user submit it.

---

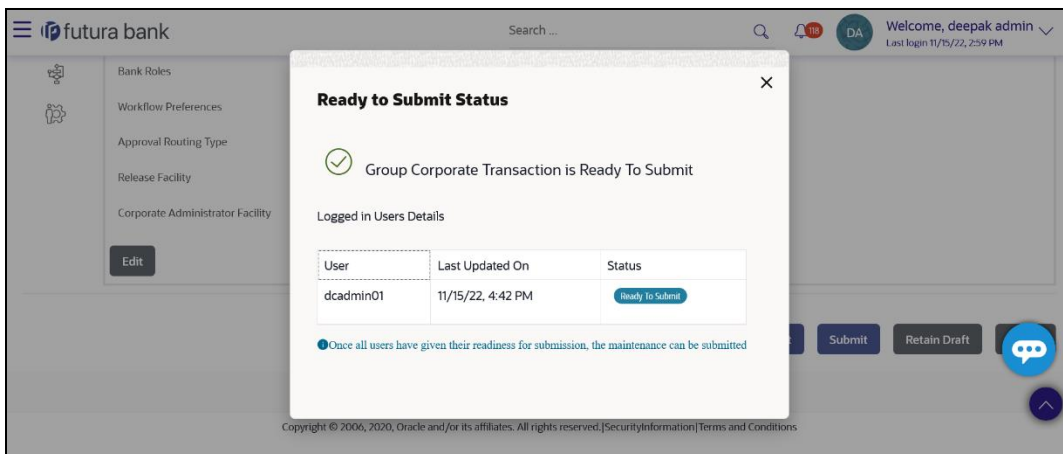
**Modified Transaction with status**



3. Click **Ready to Submit**. The **Ready to Submit Status** modal window appears.

Note: The status of the transaction changes to **Ready to Submit**.

**Ready to Submit Status modal window**



4. On successful performing check, and after all contributors have given readiness, then transaction is submitted successfully.



## 5.2 Step 1: Group Corporate Profiling

The corporate administrator will be able to view the profile details maintained by the Bank administrator for the Group Corporate. However, the administrator will not have the right to maintain or edit the profile information.

### Pre-Requisites

- Transaction access is provided to Bank Administrator.
- Approval rule set up for Bank Administrator to perform the actions.
- Party for which Group corporate needs to be set up is created in core banking application

### How to reach here:

*Corporate Administrator Dashboard > Toggle menu > Menu > Corporate Onboarding > Group Corporate Onboarding > Group Corporate Profiling*

### 5.2.1 Group Corporate Profiling - View

Using this option, Corporate administrators can view profiling details of the existing Group Corporate.

#### To view Profiling details of the Group Corporate:

1. Click on **Onboarding Status** link to view/update the corporate admin facilities maintained for corporate administrator. The **Group Corporate Onboarding – Group Corporate Profiling** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

#### Group Corporate Profiling – View

The screenshot displays the 'Group Corporate Profiling' interface. At the top, it shows the 'futura bank' logo and a search bar. The user is logged in as 'Welcome, Corpadmin 004323' with a last login time of '10/19/22, 5:00 PM'. The main content area is titled 'Group Corporate Onboarding' and shows the 'Group Corporate Profiling' details for 'corp1'. The 'Bank Roles' section is active, showing checkboxes for 'Checker', 'Viewer', and 'Maker', all of which are checked. Below this, there are several configuration sections: 'Workflow Preferences' (Corporate Level, Rule Level), 'Approval Flow' (Sequential, Parallel, No Approval), 'Approval Routing Type' (Auto, Manual), 'Release Facility' (Enable, Disable), and 'Corporate Administrator Facility' (Enable, Disable). At the bottom, there are buttons for 'Next', 'Submit', 'Retain Draft', and 'Cancel'. The footer contains the copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions'.

**Field Description:**

<b>Field Name</b>	<b>Description</b>
<b>Group Corporate Name</b>	Name of the group corporate.
<b>Global Role</b>	
<b>Bank Roles</b>	Display all the roles mapped at Group Corporate level.
<b>Workflow Preferences</b>	Display the workflow preference set up to implement the workflow. Possible values will be <ul style="list-style-type: none"> <li>• Corporate Level</li> <li>• Rule Level</li> </ul>
<b>Approval Flow</b>	Display the Approval workflow type, Possible values will be <ul style="list-style-type: none"> <li>• Sequential</li> <li>• Parallel</li> <li>• No Approval</li> </ul> <p>This field is enabled if <b>Corporate Level</b> option is selected in <b>Workflow Preferences</b> field.</p>
<b>Approval Routing Type</b>	Displays the approval routing type. Possible value will be <ul style="list-style-type: none"> <li>• Auto</li> <li>• Manual</li> </ul> <p><u>Note: In case system resolves multiple rules with different min-max slabs, then as per rule resolution logic, it will resolve the rule which has the nearest 'max' value in the defined slab.</u></p>
<b>Release Facility</b>	Displays the whether the release functionality is enabled or disabled at Group Corporate level.
<b>Corporate Administrator Facility</b>	Display the flag if Corporate Admin facility is maintained for the Group Corporate.
<b>Accessible Roles for Corporate Administrator</b>	Display the Roles that made available to Corporate admin for onboarding new users

2. Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.

OR  
 Click **Retain Draft** to save the details entered as draft.  
 OR  
 Click **Cancel** to cancel the transaction.

## 5.3 **Step 2: Party Account Access**

The corporate administrator will be able to view the Party Account Access maintenance created by the bank administrator or by another corporate administrator. Users will also be able to maintain (Add/Modify) Party Account access for all the parties available under a group corporate.

### **Pre-Requisites**

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

### **Features Supported In Application**

The following options are available as part of this maintenance:

- Party Account Access - Mapping
- Party Account Access – View
- Party Account Access - Edit
- Party Account Access - Delete

### **How to reach here:**

*Corporate Administrator Dashboard > Toggle menu > Menu > Corporate Onboarding > Group Corporate Onboarding > Party Account Access*

### 5.3.1 **Party Account Access – Create**

Using this option, Corporate Administrator can maintain Accounts and Transaction access for the corporate parties associated with a specific Group Corporate ID.

#### **To provide the corporate party (Associated to Group Corporate) with account and transaction access:**

1. From the **Mapping Summary of Party** dropdown list, select the corporate party id.
2. For a searched party, summary screen will be displayed with total accounts associated with corporate party, status of the accounts mapped for the internet banking, modified accounts if any and Auto account mapping status .

The screenshot displays the 'Group Corporate Onboarding' interface for 'futura bank'. The user is logged in as 'Administrator User'. The main section is 'Party Account Access' for party '000142 | ASHOK JAIN | UBS OBPM 1...'. A table shows the mapping of accounts for various modules:

Modules	Total Accounts	Mapped Accounts	Modified Accounts	Auto Mapped Accounts	Edit
Current & Savings - Conventional	6	0	2	On	<a href="#">Edit</a>
Current & Savings - Islamic	0	0	0	Off	<a href="#">Edit</a>
Term Deposits - Conventional	6	0	0	Off	<a href="#">Edit</a>
Term Deposits - Islamic	0	0	0	Off	<a href="#">Edit</a>
External Accounts	0	0	0	Off	<a href="#">Edit</a>
Loans - Conventional	0	0	0	Off	<a href="#">Edit</a>
Loans - Islamic	0	0	0	Off	<a href="#">Edit</a>
Credit Cards	10	0	0	Off	<a href="#">Edit</a>
Virtual Accounts	0	0	0	Off	<a href="#">Edit</a>
Virtual Account Management - Real Accounts	0	0	0	Off	<a href="#">Edit</a>
Liquidity Management	0	0	0	Off	<a href="#">Edit</a>

Below the table, the 'Mapping Summary of Modified Transaction Groups' shows 'Current & Savings - Conventional' with 1 modified account. A 'Map' button is present. At the bottom right, there are buttons for 'Next', 'Submit', 'Retain Draft', and 'Cancel'.

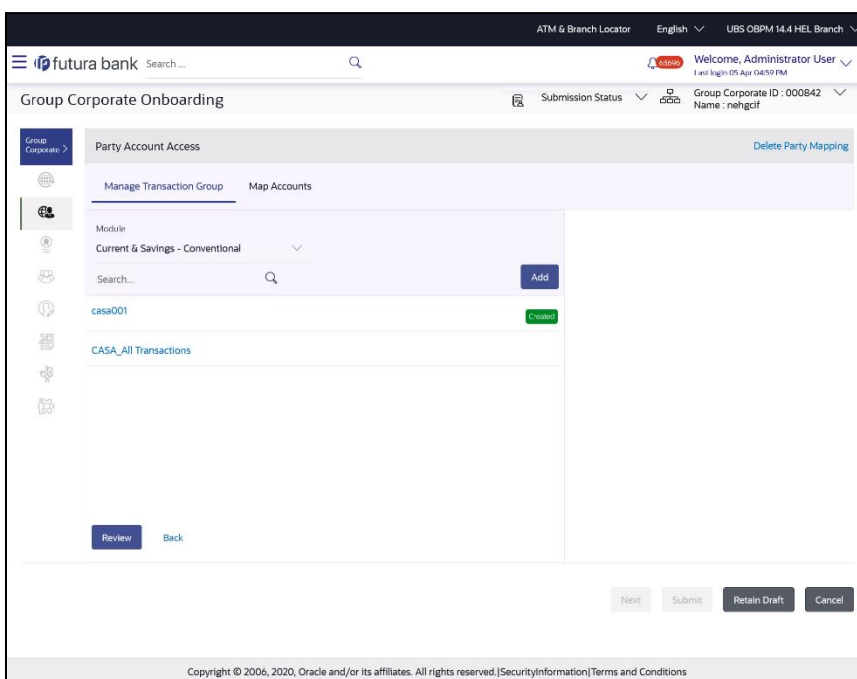
### Field Description

Field Name	Description
<b>Mapping Summary of Party</b>	The corporate party for which Party accounts access is being viewed
<b>Modules</b>	Banking Module names
<b>Total Accounts</b>	Total number of accounts available under the party.
<b>Mapped Accounts</b>	Number of accounts mapped to the particular account type.
<b>Modified Accounts</b>	Number of accounts modified for the particular account type.

Field Name	Description
<b>Auto Mapped Accounts</b>	<p>Mapping status of the accounts.</p> <p>The options can be:</p> <ul style="list-style-type: none"> <li>• <b>Auto:</b> gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future.</li> <li>• <b>Manual:</b> gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided</li> </ul>
<b>Edit or Map</b>	Click on the icon next to every module or click on Map button to edit party account access

3. If there is no mapping done for a party, the count for the **Mapped Accounts** will be '0'
4. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories i.e. Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.
5. Click **Map** or **Edit** (available across each banking module). The **Party Account Access - Create** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

### Party Account Access (Create) – Manage Transaction Group tab



**Field Description:**

<b>Field Name</b>	<b>Description</b>
<b>Manage Transaction Group tab</b>	
<b>Modules</b>	Select Banking Module to setup account access.
<b>Select Transaction Groups</b>	Select the Transaction group to map transactions and maintaining access in Account Access screens.
<b>Add Transaction Group</b>	Create a new transaction group by clicking the 'ADD' button. <hr/> <b>Note</b> : <ul style="list-style-type: none"> <li>• A new group can also be created by cloning/copying an existing transaction group</li> <li>• Multiple transaction groups can be created.</li> <li>• Transaction groups of one Group Corporate will be available for selection only for that Group Corporate</li> </ul> <hr/>
Following fields appears in overlay window when user click on <b>Add</b> to add new transaction group	
<b>Name of Transaction Group</b>	Specify the new transaction group to map transactions. Click <b>Verify</b> to check the availability the specific Transaction Group name.

## Party Account Access (Create) – Map Accounts tab

ATM & Branch Locator English UBS OBPM 14.4 HEL Branch

futura bank Search ... Welcome, Administrator User Last login 10/15/22, 10:36 AM

Group Corporate Profiling Submission Status Group Corporate ID : 000843 Name : SHAILCORP

Group Corporate Party Account Access Delete Party Mapping

Manage Transaction Group Map Accounts

Party 002531 | Columbia Pictures Incorporated...

Module Current & Savings - Conventional

Auto Map

Action  Map Transaction Group  Unmap

Transaction Groups septalltransactions x CASA\_All Transactions x CASA\_NEW x

Account Selection  All Accounts  Selected Accounts

All 2 Accounts Selected.

All SPORTS HEL0253100010 EUR Active Mapped Transaction Group : CASA\_NEW

All SPORTS HEL0253100032 GBP Active Mapped Transaction Group : CASA\_NEW

All SPORTS HEL0253100021 GBP Active Mapped Transaction Group : CASA\_NEW

All SPORTS HEL0253100065 GBP Active Mapped Transaction Group : CASA\_NEW

All SPORTS HEL0253100076 EUR Active Mapped Transaction Groups septalltransactions

Save Review Back

Next Submit Retain Draft Cancel

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### Field Description:

Field Name	Description
Map Accounts tab	
Party	Select the party to map accounts.

Field Name	Description
<b>Module</b>	Select Banking Module to setup account access.
<b>Auto Map</b>	<p>Mapping status of the accounts.</p> <p>The options can be:</p> <ul style="list-style-type: none"> <li>• <b>Auto:</b> gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future.</li> <li>• <b>Manual:</b> gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided</li> </ul>
<b>Action</b>	<p>Select the action to be done for selected transaction group.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Map Transaction Group: Select Transaction Group, then select the account numbers and then click on Save to map the transaction groups to the selected accounts. Multiple transactions can be mapped</li> <li>• Unmap: Select Unmap option, specify the transaction group to be unmapped and then select the accounts. On clicking Save, the selected transaction group will be unmapped from the account/accounts.</li> </ul> <hr/> <p>Note: Only one transaction group can be unmapped at a time. A transaction group can be unmapped from All Accounts or Selected Accounts.</p> <hr/>
<b>Transaction Group</b>	<p>Select one or multiple transaction group/s to be mapped to the selected accounts.</p> <p>Select one transaction group to be unmapped from the selected account/accounts.</p>
<b>Account Selection</b>	<p>Select the account numbers to be mapped to the Transaction groups. User can select all the accounts available under selected party ID or click on filter and select the specific accounts.</p> <hr/> <p>Note :</p> <ol style="list-style-type: none"> <li>1) System will show a tag as 'Modified' followed by the transaction group name after the account number.</li> <li>2) System displays the Account Number along with the Account Name, Account Currency, and Branch Code.</li> </ol> <hr/>
<b>Delete Party Mapping</b>	Click on <b>Delete Party Mapping</b> to delete all the Transaction and party account access maintenance done for corporate party all at once



6. The Party Account Access screen has two tabs. Header of the screen shows the Group Corporate Name and Group ID. The manage Transaction Group tab lists down all the **modules, transaction groups** created.
7. Navigate and select specific **module** tab (Including viz. Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.) in the first column for which account and transaction access mapping maintenance need to be setup.
8. The user can create a new **transaction group** by clicking the '**ADD**' button. On clicking **Add**, a new overlay will open where all the transactions and inquiries will be listed. User can provide a name the group and select the required transactions and inquiries and click the **save** button.  
OR  
Click **Reset** to clear added details in overlay screen.
9. A new group can also be created by **cloning/copying an existing transaction group**. Once the user selects an existing **transaction group**, system will populate the screen with the transactions selected in the copied group in editable mode. User can select or deselect some of the transactions as per his requirements and create a new group by providing a different transaction group name
10. There will be one factory shipped **Transaction group** for each module, which will have all transactions and inquiries grouped together.

---

**Note:** Factory shipped user group cannot be deleted or modified.

---

11. Once the transaction group/s are created, user can map these transaction groups to one or multiple accounts. Click on **Map Accounts** tab and select Party, then select Transaction Groups, select the account numbers and then click on **Save** to map the transaction groups to the selected accounts.
12. Click on the **Transaction Group link**, to view the list of transactions within the mapped transaction group in an overlay.
13. Select 'All Accounts' option to map/ unmap transaction groups from all accounts.  
OR  
If specific accounts are required to be mapped, then select the respective check boxes preceding the account number.
14. Once the user maps the accounts, system will show a tag as '**Modified**' followed by the transaction group name after the account number.
15. To map the new accounts, select appropriate option from **Auto Map toggle button**;  
Select **Auto** if you wish to allow access to all future Accounts across banking module.  
OR  
Select **Manual** if you wish to explicitly map new accounts and transactions.
16. User can **unmap** the transaction groups by selecting accounts and then clicking on **Save** button to reset their mapping.
17. User can click on **Delete Party Mapping** to delete all the Transaction and account access maintenance done for corporate party in one step.
18. User can drill down his search by applying Filter to search an account basis on the account number, transaction group, account access status, account status and currency
19. **Click Save** to save the maintenance, and redirect to the review page.  
OR  
Click **Next** to proceed to the next logical step.  
OR

Click **Submit** to submit the steps performed so far for approval.

OR

Click **Retain Draft** to save the details entered as draft.

OR

Click **Cancel** to cancel the transaction.

---

**Note:** Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

---

20. The **Review** screen appears. Verify the details, and click **Submit**.
  - OR
  - Click **Edit** to modify the details entered.
  - OR
  - Click **Next** to proceed to next step.
  - OR
  - Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.
  - OR
  - Click **Cancel** to cancel the transaction.
21. The success message of user creation appears along with the transaction reference number

### **5.3.2 Party Account Access- View**

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

#### **To Search and view the party account and transaction access:**

1. From the **Mapping Summary of Party** dropdown list, select the corporate party id.
2. For a searched party, summary screen will be displayed with total accounts associated with corporate party, status of the accounts mapped for the internet banking, modified accounts if any and Auto account mapping status .
3. Click the link under the total **Mapped accounts** or **Modified accounts**, The **Party Account Access – View** (Transaction Mapping) screen appears. The search result according to the search criteria appears
  - OR
  - Click **Cancel** to cancel the transaction.

## Party Account Access - Summary Results

The screenshot displays the 'Party Account Access' configuration page. At the top, it shows the 'futura bank' logo and user information: 'Welcome, Administrator User' with a last login of '12/1/22, 11:18 AM'. The page title is 'Group Corporate Onboarding' and the submission status is 'Submitted'. The selected party is '000142 | ASHOK JAIN | UBS OBPM 1...'. The table below lists various banking modules and their account access settings.

Modules	Total Accounts	Mapped Accounts	Modified Accounts	Auto Mapped Accounts	Edit
Current & Savings - Conventional	6	0	2	<input checked="" type="checkbox"/> On	<a href="#">Edit</a>
Current & Savings - Islamic	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Term Deposits - Conventional	6	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Term Deposits - Islamic	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
External Accounts	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Loans - Conventional	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Loans - Islamic	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Credit Cards	10	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Virtual Accounts	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Virtual Account Management - Real Accounts	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Liquidity Management	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>

Below the table, there is a 'Mapping Summary of Modified Transaction Groups' section showing 'Current & Savings - Conventional' with 1 mapped account. A 'Map' button is present below this section. At the bottom of the page, there are 'Next', 'Submit', 'Retain Draft', and 'Cancel' buttons.

### Field Description

Field Name	Description
<b>Mapping Summary of Party</b>	The corporate party for which Party accounts access is being viewed
<b>Modules</b>	Banking Module names
<b>Total Accounts</b>	Total number of accounts available under the party.
<b>Mapped Accounts</b>	Number of accounts mapped to the particular account type.

Field Name	Description
<b>Modified Accounts</b>	Number of accounts modified for the particular account type.
<b>Auto Mapped Accounts</b>	<p>Mapping status of the accounts.</p> <p>The options can be:</p> <ul style="list-style-type: none"> <li>• <b>Auto:</b> gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future.</li> <li>• <b>Manual:</b> gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided</li> </ul>
<b>Edit or Map</b>	Click on the icon next to every module or click on Map button to edit party account access

4. If there is no mapping done for a party, the count for the **Mapped Accounts** will be '0'
5. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories

### Party Account Access – View

The screenshot displays the 'Mapped Accounts' window. On the left, there is a sidebar with navigation icons. The main area is divided into two panes. The left pane shows a search bar 'Enter Exact Account Number' with a 'Search' button and a refresh icon. Below it, two mapped accounts are listed for 'TATA INDUSTRIES': one with account number 'HEL0020400018' (EUR, Active) under 'Transaction Group CSA2', and another with 'HEL0020400020' (EUR, Active) under 'Transaction Group CSA1'. The right pane, titled 'Transaction Group Details', shows 'CSA2' and a 'Transactions' tab. It contains a list of transaction types with checkboxes for selection, including 'All Transactions', 'All Domestic Payouts', 'All Internal Transfers', 'All International Low Value Payouts', 'All International Payouts', and 'All Own Account Transfers'. Each category has sub-items like 'Adhoc Domestic Payment', 'Domestic Standing Instruction', etc.

**Field Description:**

Field Name	Description
<b>Modules</b>	Display name of the product for which account access is being viewed.
<b>Mapped Accounts</b>	<p>Display Account number associated with corporate party, and the mapped transaction groups</p> <ul style="list-style-type: none"> <li>• Display account number along with the name, currency and status of the account as Active or Inactive. The mapped transaction group names can also be viewed against each account</li> </ul>
<b>Transaction Groups Details</b>	Display the Transaction group details which are mapped to each account of the selected party. The details of the transaction group includes information related to transactions and inquiries.

6. The Party Account Access details screen has two sections. First column lists down all the Account numbers mapped with the corporate party, including Status of the account (Active or Inactive) and transaction group name
7. In the second column, user can view the **transaction group** details with all the transactions and inquiries access.
8. Click **Cancel** to cancel the transaction.
9. Click **Edit / Map** to update the **Party Account Access** account mapping for new accounts and existing accounts.  
OR  
Click **Cancel** to cancel the transaction.
10. Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.

### **5.3.3 Party Account Access- Edit**

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

**To Search and Edit the party account and transaction access:**

1. From the **Mapping Summary of Party** dropdown list, select the corporate party id.
2. For a searched party, summary screen will be displayed with total accounts associated with corporate party, status of the accounts mapped for the internet banking, modified accounts if any and Auto account mapping status .
3. Click the link under the total **Mapped accounts** or **Modified accounts**, The **Party Account Access – View** (Transaction Mapping) screen appears. . The search result according to the search criteria appears  
OR  
Click **Cancel** to cancel the transaction.

4. If there is no mapping done for a party, the count for the **Mapped Accounts** will be '0'
5. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories
6. Click **Map** or **Edit** (available across each banking module). The **Party Account Access - Edit** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

### Party Account Access – Edit

The screenshot displays the 'Party Account Access' interface. At the top, it shows the user's name 'Jack Nikon' and the last login time '15 Nov 06:48 PM'. The main heading is 'Party Account Access'. Below this, there is a 'Mapping Summary of Party' section for the party ID '\*\*\*216 | A JRELimó | UBS OBPM 14.4 HE...'. The central part of the screen is a table with the following data:

Modules	Total Accounts	Mapped Accounts	Modified Accounts	Auto Mapped Accounts	Edit
Current & Savings - Conventional	2	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Current & Savings - Islamic	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Loan	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Term Deposit	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Credit Card	10	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Virtual Account Management - Real Accounts	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Liquidity Management	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Virtual Account	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>

Below the table is a 'Map' button. At the bottom right, there are four buttons: 'Next', 'Submit', 'Retain Draft', and 'Cancel'. The footer contains the copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

## Party Account Access – Edit Details

The screenshot shows the 'Party Account Access' screen in the Futura Bank system. The header includes the bank logo, search bar, and user information: 'Welcome, Administrator User' with a last login of '05 Apr 05:27 PM'. The page title is 'Group Corporate Onboarding' and the submission status is 'Submission Status'. The Group Corporate ID is '000718' and the name is 'AadlCorp'. The main content area has two tabs: 'Manage Transaction Group' (selected) and 'Map Accounts'. The 'Manage Transaction Group' tab shows a 'Module' dropdown set to 'Current & Savings - Conventional' and a search bar. Below this, a table lists transaction groups: 'casa001' (status: Created) and 'CASA\_All Transactions'. At the bottom, there are buttons for 'Review', 'Back', 'Next', 'Submit', 'Retain Draft', and 'Cancel'. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

7. The Party Account Access screen has two tabs. Header of the screen shows the Group Corporate Name and Group ID. The manage Transaction Group tab lists down all the **modules, transaction groups** created.
8. Navigate and select specific **module** tab (Including viz. Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.) in the first column for which account and transaction access mapping maintenance need to be setup.
9. The user can create a new **transaction group** by clicking the '**ADD**' button. On clicking **Add**, a new overlay will open where all the transactions and inquiries will be listed. User can provide a name the group and select the required transactions and inquiries and click the **save** button.  
OR  
Click **Reset** to clear added details in overlay screen.
10. A new group can also be created by **cloning/copying an existing transaction group**. Once the user selects an existing **transaction group**, system will populate the screen with the transactions selected in the copied group in editable mode. User can select or deselect some of the transactions as per requirements and create a new group by providing a different transaction group name
11. There will be one factory shipped **Transaction group** for each module, which will have all transactions and inquiries grouped together.

---

**Note:** Factory shipped user groups cannot be deleted or modified.

---

12. Once the transaction groups are created, user can select specific module, along with the transaction groups and can select 'All Accounts' to map the selected transaction group/s to all the existing accounts under the selected party  
OR  
If transaction groups need to be mapped to specific accounts, then the user needs to select the respective check boxes preceding the account number.
13. Once the user maps the accounts, system will show a tag as '**Modified**' followed by the transaction group name after the account number.
14. To map the new accounts, select appropriate option from **Auto Map** toggle button;  
Select **Auto** if you wish to allow access to all future Accounts across banking module.  
OR  
Select **Manual** if you wish to explicitly map new accounts and transactions.
15. User can **unmap** the transaction groups by selecting accounts and then clicking on Save button to reset their mapping with Group Corporate
16. User can click on **Delete Party Mapping** to delete all the transaction and party account access maintenance done for corporate party in one step.
17. User can drill down his search by applying Filter to search an account basis on Transaction Group, currency, mapping status
18. **Click Save** to save the maintenance, and redirect to the review page.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.

---

**Note:** Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

---

19. The **Review** screen appears. Verify the details, and click **Submit**.  
OR  
Click **Edit** to modify the details entered.  
OR  
Click **Next** to proceed to next step.  
OR  
Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.  
OR  
Click **Cancel** to cancel the transaction.
20. The success message of user creation appears along with the transaction reference number

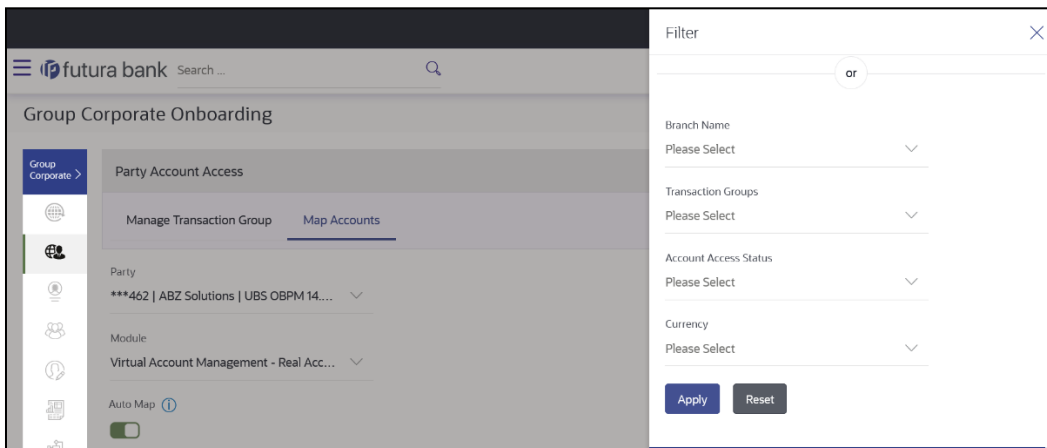
---

**Note:** Following flow explains the drill down options to search by applying Filter to search an account for Virtual Accounts Management & Liquidity Management module –

---



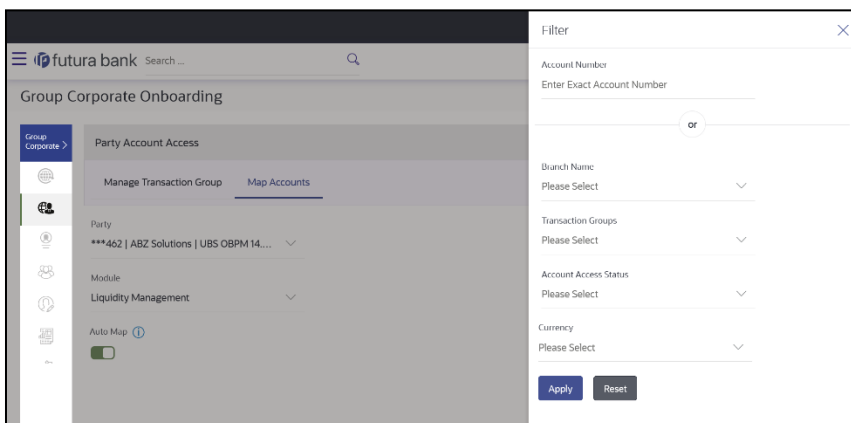
**Virtual Account Management (Real Account ) Tab-**



**To view Virtual Account Management - Real Accounts:**

1. In the **Account Number** field, enter the exact Real Account number.  
 OR  
 From the **Branch name** drop down, select the Branch name.  
 OR  
 From the **Transaction groups**, select the transaction group.  
 OR  
 From the **Account Access Status** field, select an appropriate status.  
 OR  
 From the **Currency** field, select the required currency.
2. Click **Apply** to Apply the filter.  
 OR  
 Click **Reset** to reset the entered data.
3. The user can filter through two sections :
  1. On the basis of the Account Number.  
 OR
  2. A combination of branch name, currency filters and other parameters. After the OR division, the user can use these search parameters alone or in a combination to filter search results.

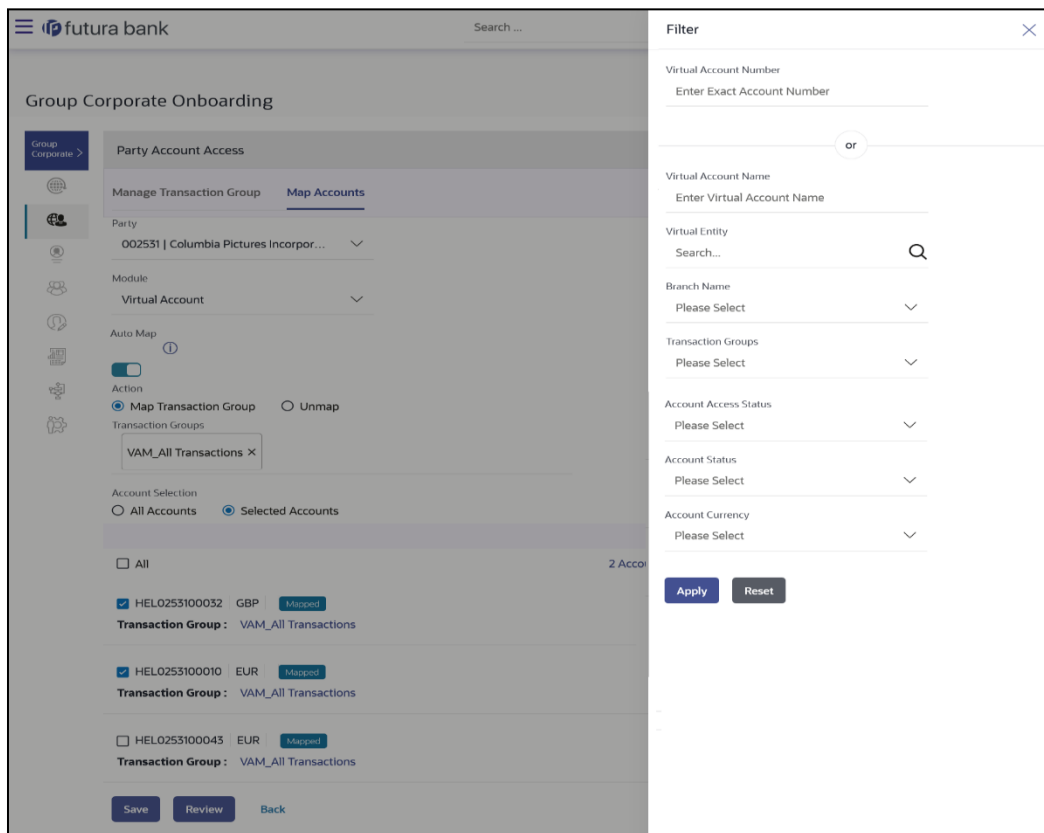
**Liquidity Management Tab -**



**To view Liquidity Management Accounts:**

1. In the **Account Number** field, enter the exact Real Account number.  
 OR  
 From the **Branch name** drop down, select the Branch name.  
 OR  
 From the **Transaction groups**, select the transaction group.  
 OR  
 From the **Account Access Status** field, select an appropriate status.  
 OR  
 From the **Currency** field, select the required currency
2. Click **Apply** to Apply the filter.  
 OR  
 Click **Reset** to reset the entered data.
3. The user can filter through two sections :
  1. On the basis of the Account Number.  
 OR
  2. A combination of branch name, currency filters and other parameters. After the OR division, the user can use these search parameters alone or in a combination to filter search results.

**Virtual Accounts Tab -**



**To view Virtual Accounts:**

1. In the **Virtual Account Number** field, enter the exact Virtual Account number.  
OR  
In the **Virtual Account Name** field, enter the Virtual Account Name.  
OR  
From the **Virtual Entity** search, select the Virtual Entity name.  
OR  
From the **Branch name** drop down, select the Branch name.  
OR  
From the **Transaction groups**, select the transaction group.  
OR  
From the **Account Access Status** field, select an appropriate status.  
OR  
From the **Status** drop down, select the status.  
OR  
From the **Currency** field, select the required currency
2. Click **Apply** to Apply the filter.  
OR  
Click **Reset** to reset the entered data.
3. The user can filter through two sections :
  1. On the basis of the Account Number  
OR
  2. A combination of branch name, currency filters and other parameters . After the OR division, the user can use these search parameters alone or in a combination to filter search results .

**5.3.4 Party Account Access- Delete**

As part of this option, party account mapping can be deleted.

**To delete account and transaction access for the party:**

1. From the **Mapping Summary of Party** dropdown list, select the corporate party id.
2. For a searched party, summary screen will be displayed with total accounts associated with corporate party, status of the accounts mapped for the internet banking, modified accounts if any and Auto account mapping status .
3. Click the link under the total **Mapped accounts** or **Modified accounts**, The **Party Account Access – View** (Transaction Mapping) screen appears. . The search result according to the search criteria appears  
OR  
All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories
4. Click **Map** or **Edit** (available across each banking module). The **Party Account Access - Edit** screen appears.  
OR  
Click **Cancel** to cancel the transaction.
5. Click on **Delete Party Mapping** to delete all the Transaction and account access maintenance done for corporate party in one-step.

- The application prompt the administrator with a message Are you sure you want to delete Party Account Access setup for linked Party ID – Party name with an option of Yes / No.
6. Click **Yes** to proceed with the deletion request.  
It will navigate to confirmation page with a success message and the status.  
OR  
Click **No** if you do not wish to proceed with deletion.
  7. Click **OK** to complete the transaction.
  8. **Click Save** to save the maintenance, and redirect to the review page.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.
  9. The **Review** screen appears. Verify the details, and click **Submit**.  
OR  
Click **Edit** to modify the details entered.  
OR  
Click **Next** to proceed to next step.  
OR  
Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.  
OR  
Click **Cancel** to cancel the transaction
  10. The success message of user creation appears along with the transaction reference number

## 5.4 Step 3: User Onboarding

This function will allow the corporate administrator to create a new user by entering all the data manually or by copying an existing user. User Management function enables system/bank/corporate administrator to onboard and manage users and their login credentials for channel banking access. The corporate administrators can define various touch points from which the user can access the channel banking and limit package applicable for the same. In a multi entity scenario, this function will enable corporate administrator to provide access to multiple entities to users.

You can view/modify only those users who have subset of accesses of corporate administrator. Extending access of any newly added parties under the Group Corporate to the corporate administrators needs to be handled operationally.

Corporate administrators will also be able to access the corporate users onboarded by the bank administrators or by another corporate administrator under the Group Corporate mapped. Corporate administrators will be able to create a new user and even modify existing users.

---

Note: When an administrator creates/modifies a user through User Management either via Group Corporate onboarding (for corporate user) or via standalone screens (for administrator and retail user), the global roles would be available for assignment to the user in the same manner as is available in the current system, however, the entity specific roles would be listed in Entity-specific sections for each user. Administrator will be able to map multiple roles to the user under each entity

---

**Internal Users**

- Corporate Administrator

**External Users**

- Corporate User
- Non Customer- Corporate users
- Corporate Administrator

**Pre-Requisites**

- User Segment and Application roles are maintained
- Transactions are associated with each Application role
- Transaction (User Management) access is provided to System/Bank Administrator.
- Approval rule set up for Bank administrator to perform the actions.
- Party Preference is maintained for corporate user

**How to reach here:**

*Corporate Administrator Dashboard > Toggle menu > Menu > Corporate Onboarding > Group Corporate Onboarding > User Onboarding tab*

**5.4.1 User Management - Search and View**

Using this option, System/ bank administrators can search and view details of the existing users. Administrator selects the user type of the user to be searched.

Default search is available with User Name, but the user can also be searched by providing other details like First Name, Last Name, Party ID. Email ID and Mobile Number.

**To search for a user:**

1. Enter the search criteria, click **Search**.  
The search results appear on the **User Management** screen based on the search parameters.  
OR  
Click **Cancel** if you want to cancel the transaction.  
OR  
Click **Clear** if you want to reset the search parameters.  
OR  
Click **Create** to create internal and external users.

### User Management - Search

ATM & Branch Locator English UBS OBPM 14.4 HEL Branch

futura bank Search ... AU Welcome, Administrator User Last login 7/26/22, 7:50 AM

Group Corporate Onboarding Submission Status Group Corporate ID : 000826 Name : SRKCORP1

Group Corporate > User Onboarding

Username

More Search Options

Search Clear

MCORPINIT	SHAIL RAM K INITIATOR
MCORPAPPRI	Shail R Approver1
rahulcorporate	Rahul
MCORPINIT1	S R Maker
karnacorp	Rahul

Page 1 of 2 (1-5 of 8 items) | < > 1 2 >

Next Submit Retain Draft Cancel

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### User Management - More Search Options

ATM/Branch English UBS OBPM 14.4 HEL Branch

futura bank Search ... AU Welcome, Mustafa Gari Last login 03 Dec 04:33 PM

Group Corporate Onboarding Submission Status Group Corporate ID : 000654 Name : ACME Group

Group Corporate > User Onboarding

Username

First Name

Last Name

Email

Mobile Number

Party Id Please select the party id

Less Search Options

Search Clear

MCORPINIT	SHAIL RAM K INITIATOR	Modified
MCORPAPPRI	Shail R Approver1	
rahulcorporate	Rahul	
MCORPINIT1	S R Maker	
karnacorp	Rahul	

Page 1 of 2 (1-5 of 8 items) | < > 1 2 >

Create

Next Submit Retain Draft Cancel

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## Field Description

Field Name	Description
<b>User Name</b>	To search the user with the user name. Partial search is allowed.
<b>More Search Options</b>	
Below fields appears if you click the <b>More Search Options</b> link.	
<b>First Name</b>	Allows to search based on first name or given name of the user.
<b>Last Name</b>	Allows to search based on last name/ surname of the user.
<b>Email</b>	Allows to search based on email id of the user.
<b>Mobile Number</b>	Allows to search based on mobile number of the user.
<b>Party ID</b>	Allows to search based on Party id.

### To view the user details:

1. Enter the search criteria and click **Search** in the **User Management** screen.  
The search results appear based on the search parameters.

### User Management - Search Results

The screenshot displays the 'User Onboarding' interface within the 'Group Corporate Onboarding' section. The search criteria entered are:

- Username: (empty)
- First Name: (empty)
- Last Name: (empty)
- Email: (empty)
- Mobile Number: (empty)
- Party ID: Please select the party id (dropdown menu)

The search results show two entries:

Group Corporate ID	User Name
Nehalimits	Nehal D Joshi
NehalimitsCust1	Nehal D Joshi

The page also includes a 'Note' section stating: 'This function enables you to onboard and manage users, their personal information and their login credentials for channel banking access. You can also define the various Touch Points from which the user can access the application and limit package applicable for the same. User Status change (lock/unlock) and whether the channel access has to be given to the user can be simply be managed and updated from the search results.'

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Search Results</b>	
<b>User Name</b>	User Name of the user.
<b>Full Name</b>	First name and last name of the user.
<b>Status</b>	Status of the user.

1. Click the **User Name** link of the record for which you want to view the user details.  
The **User Management - View** screen appears.



## User Management – View

ATM & Branch Locator
English
UBS OBPM 14.4 HEL Branch

futura bank
Search ...
DA Welcome, deepak admin

Group Corporate Onboarding
Submission Status
Group Corporate ID : 003904

Group Corporate Name : FuturaBank
Summary

**User Onboarding**

User type: Corporate User

Group Corporate ID: 003904

Party ID: 004444

**Personal Information**

Username: corpadmin01

Title: Mr

First Name: deepak

Middle Name: -

Last Name: admin

Date of Birth: 10/8/91

**Contact Details**

Email ID: deepak.chhabra@oracle.com

Contact Number (Mobile): 8080214009

Contact Number (Landline): 0172778899

Address Line 1: adf

Address Line 2: -

Address Line 3: -

Address Line 4: -

Country: IN

City: mumbai

Zip Code: 400063

**User Groups And Global Roles**

User Groups: selfassign, InitCorpAdminGroup

Roles: corpAdminMkMaker

**DND Alerts**

Category:  Approval

**Primary Entity**

Entity Name: UBS OBPM 14.4 HEL Branch

**Map Parties**

Primary Party: 004444|deepaknew|UBS OBPM 14.4 HEL Branch

Accessible Parties: 002439|David Warner|UBS OBPM 14.4 HEL Branch

Limits: No Limit attached to the user

Touch Points: Internet

Map Roles: -

**Accessible Entity Details**

Entity Name: OBPM 100.76.138.209 14.5 INN HEL

**Map Parties**

Primary Party: 003343|reliance jio 6|OBPM 100.76.138.209 14.5 INN HEL

Accessible Parties: -

Limits: No Limit attached to the user

Touch Points: -

Map Roles: -

[Download profile](#)

**Note**

This function enables you to onboard and manage users, their personal information and their login credentials for channel banking access.

You can also define the various Touch Points from which the user can access the application and limit package applicable for the same.

User Status change (lock/unlock) and whether the channel access has to be given to the user can be simply be managed and updated from the search results.

Next
Submit
Retain Draft
Cancel

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>View</b>	
<b>User Type</b>	Type of user. The user will be: <ul style="list-style-type: none"> <li>Corporate User</li> </ul>
<b>Group Corporate ID</b>	Group Corporate ID mapped to the user is displayed.
<b>Party ID</b>	Party ID for which the user is created will be displayed.
<b>Personal Information</b>	
<b>User Name</b>	Name of the user (login ID) of the user.
<b>Title</b>	Title of the user. The options are: <ul style="list-style-type: none"> <li>Mr</li> <li>Mrs</li> <li>Miss</li> <li>Ms</li> <li>Dr</li> <li>Master</li> </ul>
<b>First Name</b>	First name of the user.
<b>Middle Name</b>	Middle name of the user.
<b>Last Name</b>	Last name/ surname of the user.
<b>Date of Birth</b>	Date of birth of the user.
<b>Contact Details</b>	
<b>Email ID</b>	Email id of the user.
<b>Contact Number (Mobile)</b>	Mobile number of the user.
<b>Contact Number (Land Line)</b>	Phone number (land line) number of the user.
<b>Address Line 1-4</b>	Address of the user.

<b>Country</b>	Country of the user.
<b>City</b>	City in which the user resides.
<b>Zip Code</b>	The postal code of the city in which the user resided.
<b>Roles</b>	Application roles mapped to the user. In case of multi entity setup, these roles will be for the default/home entity of the user.

### User Groups And Global Roles

<b>User Groups</b>	The list of all user groups to which the selected user belongs.
--------------------	---

---

**Note:**

- This information is read-only and hence cannot be modified.
  - If a particular user needs to be removed from a user group, then the administrator must manually go to the particular user group screen and remove the user.
- 

<b>Roles</b>	The global roles which are mapped to the users.
--------------	---

### DND Alerts

<b>Category</b>	The list of categories for which DND is configured can be enabled or disabled using this option.
-----------------	--

### Primary Entity

<b>Entity Name</b>	Name of the primary entity.
--------------------	-----------------------------

### Map Parties

<b>Primary Party</b>	Name of the primary party along with the group corporate code and entity name.
----------------------	--

<b>Accessible Parties</b>	Accessible parties along with the group corporate code and entity name associated to the user.
---------------------------	--

<b>Limits</b>	Limits package associated to the user.
---------------	--

<b>Touch Points</b>	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
---------------------	--

<b>Map Roles</b>	The roles to which the entities are mapped.
------------------	---

---

**Accessible Entity Details**

**Entity Name** Accessible Entity name associated to the user.

**Map Parties**

**Primary Party** Primary Party ID details of the user is associated with the New Entity.

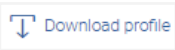
**Accessible Parties Name** Accessible Party Details that user has access.

**Limits - Touch Point/Groups**

Limits package associated to the user for the accessible entity.

**Touch Points/ Group** Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.

**Map Roles** The roles to which the entities are mapped.

2. Click **Edit** to edit the user details.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.  
OR  
Click  to download the user details.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.

## 5.4.2 User Management - Edit

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

### User Management – Edit

**Group Corporate Onboarding**

**User Onboarding**

Party ID: 003965|NehLimitsCust|UBS OB... Summary

**Personal Information**

Username: NehLimits  
 Title: Ms  
 First Name: Nehal  
 Middle Name: U  
 Last Name: Joshi  
 Date of Birth: 02/05/1989

**Contact Details**

Email ID: nehaj.joshi@oracle.com  
 Contact Number (Mobile): 0000000000  
 Contact Number (Landline):  
 Address Line 1: 12, park avenue  
 Address Line 2: south block  
 Address Line 3: atom street  
 Address Line 4: london  
 Country: United Kingdom  
 City: london  
 Zip Code: s2u24b

**User Groups And Global Roles**

User Groups: No User Group Assigned to the user  
 Select Roles:  
 checker@Belleric@1  CorporateAdminChecker  
 Checker  Viewer  Maker  
 NONINTERNATIONAL  
 Is Corporate Administrator: Yes No

**DND Alerts**

Select Category:  
 Approval  Term Deposit  Payments

**Primary Entity**

Entity Name: UBS OBPM 14.4 HLL Branch

Limit	Limit Package
API Access	Please select Limit Package
Internet	coolLimitDefnMapping
Missed Call Banking	Please select Limit Package
Mobile Application	limitPkg123
Mobile (Responsive)	Please select Limit Package
Siri/Chatbot	Please select Limit Package
SMS Banking	Please select Limit Package
Snapshot	Please select Limit Package
Soft Token Application	Please select Limit Package
Wearables	Please select Limit Package
RunAtAccesspointDescription	Please select Limit Package
RunAtAccesspointDescription1	Please select Limit Package
Internal Access Point Group For All	Please select Limit Package
Touch point group ID	Please select Limit Package
Global	ACDLimitPkg

Map Parties:  
 Primary Party: 0001421ASHOK\_JAIN|UBS OBPM 14.4 HLL Branch  
 Accessible Parties: [003965|NehLimitsCust|UBS OBPM 14.4 HLL Branch X]

Select Touch Points:  
 Mobile Application  Mobile (Responsive)  
 Internet  Wearables  Soft Token Application  
 touch@0

Buttons: Save, Next, Submit, Retain Draft, Cancel

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Edit</b>	
<b>Party ID</b>	Party ID for which the user is created will be displayed.
<b>Personal Information</b>	
<b>User Name</b>	Name of the user (login ID) of the user.
<b>Title</b>	Title of the user. The options are: <ul style="list-style-type: none"> <li>• Mr</li> <li>• Mrs</li> <li>• Miss</li> <li>• Ms</li> <li>• Dr</li> <li>• Master</li> </ul>
<b>First Name</b>	First name of the user.
<b>Middle Name</b>	Middle name of the user.
<b>Last Name</b>	Last name/ surname of the user.
<b>Date of Birth</b>	Date of birth of the user.
<b>Contact Details</b>	
<b>Email ID</b>	Email id of the user.
<b>Contact Number (Mobile)</b>	Mobile number of the user.
<b>Contact Number (Land Line)</b>	Phone number (land line) number of the user.
<b>Address Line 1-4</b>	Address of the user.
<b>Country</b>	Country of the user.
<b>City</b>	City in which the user resides.
<b>Zip Code</b>	The postal code of the city in which the user resided.

**Roles** Application roles mapped to the user.  
In case of multi entity setup, these roles will be for the default/home entity of the user.

### User Groups And Global Roles

**User Groups** The list of all user groups to which the selected user belongs.

---

**Note:**

- This information is read-only and hence cannot be modified.
  - If a particular user needs to be removed from a user group, then the administrator must manually go to the particular user group screen and remove the user.
- 

**Roles** The global roles which are available for mapping it to the users.

### DND Alerts

**Category** The list of categories for which DND is configured can be enabled or disabled using this option.

### Primary Entity

**Entity Name** Name of the primary entity.

### Map Parties

**Primary Party** Name of the primary party along with the group corporate code and entity name.

**Accessible Parties** Accessible parties along with the group corporate code and entity name associated to the user.

**Limits** Limits package associated to the user.

**Touch Points** Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.

**Map Roles** The roles to which the entities are mapped.

### Accessible Entity Details

**Entity Name** Accessible Entity name associated to the user.

### Map Parties

---

<b>Primary Party</b>	Primary Party ID details of the user is associated with the New Entity
<b>Accessible Parties Name</b>	Accessible Party Details that user has access.
<b>Limits - Touch Point/Groups</b>	Limits package associated to the user for the accessible entity.
<b>Touch Points/ Group</b>	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
<b>Map Roles</b>	The roles to which the entities are mapped.

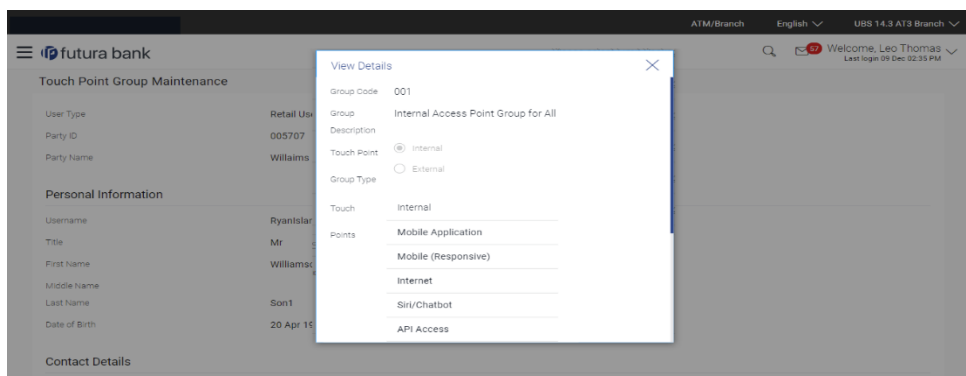
---

#### To edit or update a user details:

1. Enter the search criteria, click **Search**.  
The **search** results appear on the **User Management** screen based on the search parameters.  
OR  
Click **Clear** if you want to reset the search parameters.  
OR  
Click **Cancel** if you want to cancel the transaction.
2. In the **User Management - Search Results** section, click the **User Name** link of the record for which you want to edit the user details.  
The **User Management - View** screen appears.
3. Click **Edit** to update the user information.
4. In the **User Name** field, enter the required details. Click **Check Availability** to check the uniqueness of the user ID. If the user ID is already used.
5. In the **Personal Information** section, enter the required details.
6. In the **Contact Details** section, enter the required details.
7. In the **Roles** section, select the checkbox (s) against the **Roles**, to map to the user.
8. In the **Touch Points** section, select the touch points to be mapped to user.
9. In the **Accessible Entity Details** section, add the accessible entities for the user and select the party and limits for that entity (applicable only if Bank has Multi Entity setup).
  - a. Click **Add Entity** button, to add accessible entity to a user.
  - b. In the **Limits** section, select the appropriate limit package under the Package for each touch point column.
  - c. In the **Primary Party ID** field, Select the Primary Party ID details of the user is associated with the New Entity
  - d. From the **Accessible Party Details**, select the parties to map with user.



## Touch Points Group - View Details



### Field Description

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

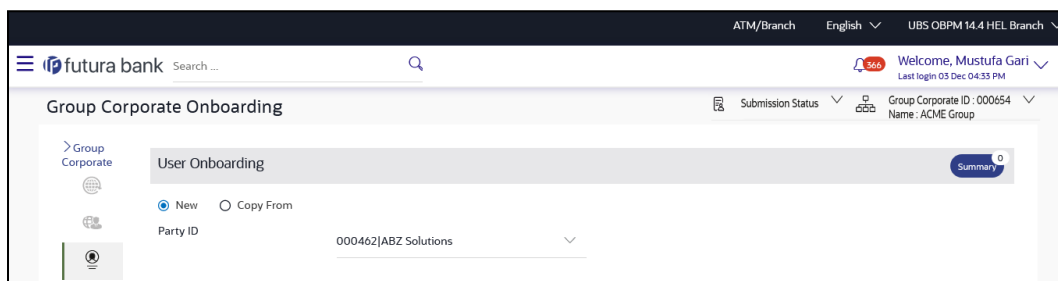
10. **Click Save** to save the maintenance, and redirect to the review page.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.
11. The **Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
12. The success message of updates appears.

### 5.4.3 User Management - Create

Corporate Administrator logs into the system and navigates to the User Management screen. This function allows the administrator to create internal and external users.

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

#### Group corporate Onboarding - User Onboarding




#### Field Description

Field Name	Description
<b>New</b>	Allows selecting a Parent Party ID of the user.
<b>Copy From</b>	Allows to select an already created user (user created under the same Group Corporate) and screen will display the copied data for all the sections except Personal and Contact information. System/ Bank Administrator would require to fill Personal and Contact information and he can make the changes in the copied data as well.
<b>Party ID</b>	Parent Party ID of the user for mapping it to the user.

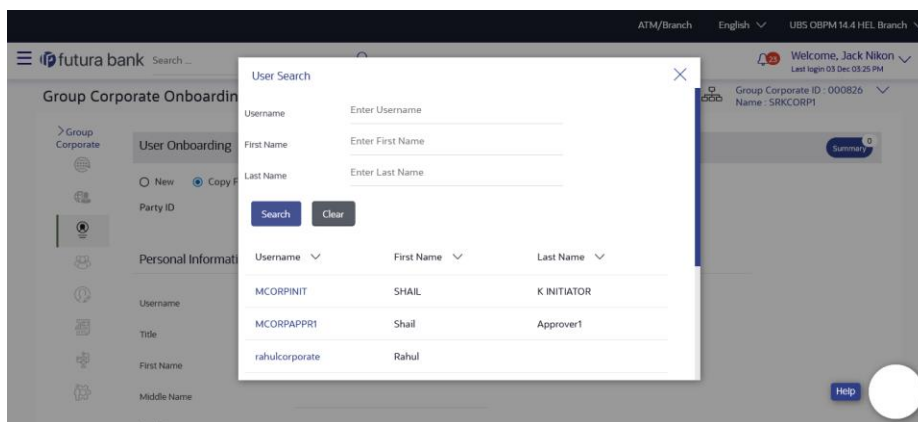
#### To onboard a user:

1. In the **User Management** screen, Click **Create**.
2. Select the option to create a new or by copying an existing user.
3. If you select **New** option;
  - a. From the **Party ID** list, select a Parent Party ID of the user. The **Personal Information, Contact Details, Touch Points, Roles, Limits and Accessible Entity** sections appear.
4. If you select the **Copy From** option;
  - a. The **User Search** popup window appears.

- b. Enter the search criteria and click **Search**.  
The search results appear on the **Search User** screen based on the search parameters.  
OR  
Click **Clear** if you want to reset the search parameters.

**Note:** Click  icon to refresh the detail entered in select user field.

### User Management – User Search



### Field Description

Field Name	Description
<b>Search</b>	
<b>User Name</b>	To search the user with the user name. Partial search is allowed.
<b>First Name</b>	Allows to search based on first name or given name of the user.
<b>Last Name</b>	Allows to search based on last name/ surname of the user.
<b>Search Results</b>	
<b>User ID</b>	User ID of the user.
<b>First Name</b>	First Name of the user.
<b>Last Name</b>	Last Name of the user.

- c. Click the **User ID** link of the record for which you want to onboard.  
The **Personal Information, Contact Details, Touch Points, Roles, Limits** and **Accessible Entity** sections appear.

# User Onboarding

ifb futura bank

ATM & Branch Locator

English

UBS OBPM 14.4 HBL Branch

Search ...

Welcome, Administrator User  
Last login: 7/27/17, 9:31 AM

Group Corporate ID - 000555  
Name: GCP2558

Touch Onboard >  
 Copy from  
 Party ID  
 Personal Information  
 Contact Details  
 User Groups And Global Roles  
 DND Alerts  
 Primary Entity

**User Onboarding** General

New  
 Copy from  
 Party ID: 000142IASI HOK JANIU... ▼

**Personal Information**

Username:  Available

Title:  ▼

First Name:

Middle Name:

Last Name:

Date of Birth:  📅

**Contact Details**

Email ID:

Contact Number (Mobile):

Contact Number (Landline):

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Country:  ▼

City:

Zip Code:

**User Groups And Global Roles**

User Groups: No User Group Assigned to the user

Select Roles:

checkerReliance1  Corporate/Admin/Checker

Checker  Viewer  Maker

NONINTERNATIONAL

Is Corporate Administrator:

**DND Alerts**

Select Category:

Approval  Term Deposit  Payments

**Primary Entity**

Entity Name:  ▼

**Limits**

API Access	Please select Limit Package	🔄
Internet	codi.limDefnMapping	🔄
Missed Call Banking	Please select Limit Package	🔄
Mobile Application	limDefn175	🔄
Mobile (Responsive)	Please select Limit Package	🔄
SH/Chatbot	Please select Limit Package	🔄
SMS Banking	Please select Limit Package	🔄
Snapshot	Please select Limit Package	🔄
Soft Token Application	Please select Limit Package	🔄
Wearables	Please select Limit Package	🔄
RunitAccesspointDescription	Please select Limit Package	🔄
RunitAccesspointDescription1	Please select Limit Package	🔄
Internal Access Point Group for All	Please select Limit Package	🔄
Touch point group KID	Please select Limit Package	🔄
TpNewGrpID	Please select Limit Package	🔄
termID	Please select Limit Package	🔄
grpID	Please select Limit Package	🔄
testtpnewID	Please select Limit Package	🔄
Global	AEDLimitPkg	🔄

**Map Parties**

Primary Party:

Associated Parties:  ✕

Select Touch Points:

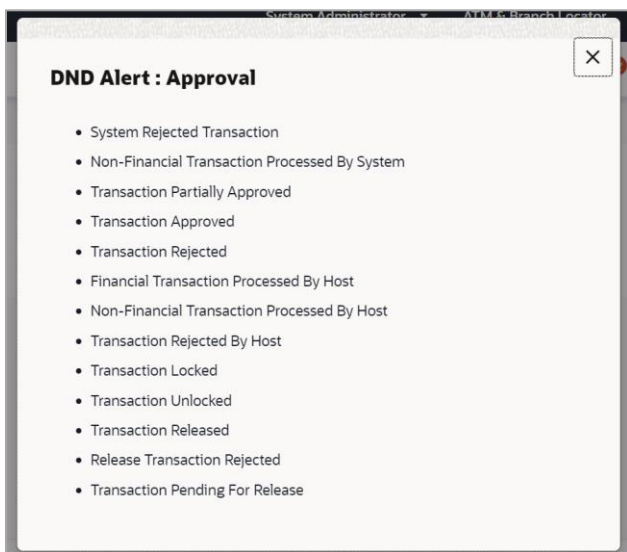
Mobile Application  Mobile (Responsive)

Internet  Wearables  Soft token Application

tocuh86

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## DND Alerts - Category Details



### Field Description

Field Name	Description
<b>Create</b>	
<b>Party ID</b>	Select Party ID for which the user is to be created.
<b>Personal Information</b>	
<b>User Name</b>	Name of the user (login ID) of the user.
<b>Title</b>	Title of the user. The options are: <ul style="list-style-type: none"> <li>• Mr</li> <li>• Mrs</li> <li>• Miss</li> <li>• Ms</li> <li>• Dr</li> <li>• Master</li> </ul>
<b>First Name</b>	First name of the user.
<b>Middle Name</b>	Middle name of the user.
<b>Last Name</b>	Last name/ surname of the user.


<b>Field Name</b>	<b>Description</b>
<b>Date of Birth</b>	Date of birth of the user.
<b>Contact Details</b>	
<b>Email ID</b>	Email id of the user.
<b>Contact Number (Mobile)</b>	Mobile number of the user.
<b>Contact Number (Land Line)</b>	Phone number (land line) number of the user.
<b>Address Line 1-4</b>	Address of the user.
<b>Country</b>	Country of the user.
<b>City</b>	City in which the user resides.
<b>Zip Code</b>	The postal code of the city in which the user resided.
<b>Roles</b>	Application roles mapped to the user. In case of multi entity setup, these roles will be for the default/home entity of the user.
<b>User Groups And Global Roles</b>	
<b>User Groups</b>	The list of all user groups to which the selected user belongs. <hr/> <b>Note:</b> • This information is read-only and hence cannot be modified. • If a particular user needs to be removed from a user group, then the administrator must manually go to the particular user group screen and remove the user. <hr/>
<b>Roles</b>	The global roles which are available for mapping it to the users.
<b>Corporate Administrator</b>	Define whether the corporate user is corporate administrator or not.
<b>DND Alerts</b>	
<b>Select Category</b>	The list of categories for which DND is configured can be enabled or disabled using this option.
<b>Primary Entity</b>	

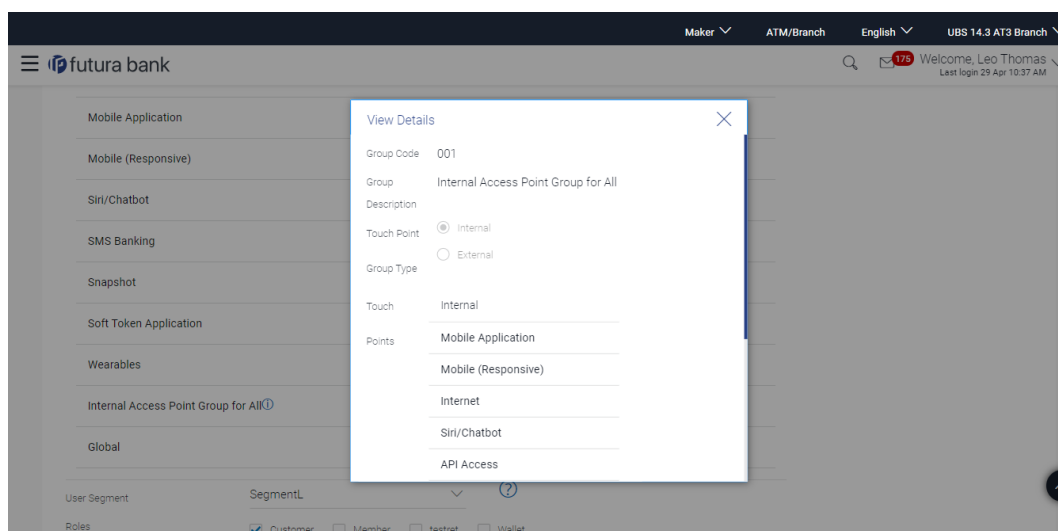
Field Name	Description
<b>Entity Name</b>	Name of the primary entity.
<b>Map Parties</b>	
<b>Primary Party</b>	Name of the primary party along with the group corporate code and entity name.
<b>Accessible Parties</b>	Accessible parties along with the group corporate code and entity name associated to the user.
<b>Limits</b>	Limits package associated to the user.
<b>Touch Points</b>	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
<b>Map Roles</b>	The roles to which the entities are mapped.
<b>Accessible Entity Details</b>	
<b>Entity Name</b>	Accessible Entity name associated to the user.
<b>Map Parties</b>	
<b>Primary Party</b>	Primary Party ID details of the user is associated with the New Entity
<b>Accessible Parties Name</b>	Accessible Party Details that user has access.
<b>Limits - Touch Point/Groups</b>	
Limits package associated to the user for the accessible entity.	
<b>Touch Points/ Group</b>	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
<b>Map Roles</b>	The roles to which the entities are mapped.

5. In the **User Name** field, enter the required details. Click **Check Availability** to check the uniqueness of the user ID. If the user ID is already used, then enter a unique valid username.
6. In the rest of the **Personal Information** section, enter the required details.
7. In the **Contact Details** section, enter the required details.
8. In the **Roles** section, select the checkbox (s) against the **Roles**, to map to the user.
9. In the **Touch Points** section, select the touch points to be mapped to user.

10. In **Select Category** field under **DND Alerts** section, select the desired categories for which DND needs to be enabled.
11. In the **Accessible Entity Details** section, add the accessible entities for the user and select the party and limits for that entity (applicable only if Bank has Multi Entity setup).
  - a. Click **Add Entity** button, to add accessible entity to a user.
  - b. In the **Limits** section, select the appropriate limit package under the Package for each touch point column.
  - c. In the **Primary Party ID** field, Select the Primary Party ID details of the user is associated with the New Entity
  - d. From the **Accessible Party Details**, select the parties to map with user.

### Touch Points Group - View Details

This pop-up screen appears on clicking  beside a touch point group in the **Limits** section, which appears when onboarding corporate user types.



### Field Description

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

12. Click **Save** to save the maintenance, and redirect to the review page.  
OR



- Click **Next** to proceed to the next logical step.
- OR
- Click **Submit** to submit the steps performed so far for approval.
- OR
- Click **Retain Draft** to save the details entered as draft.
- OR
- Click **Cancel** to cancel the transaction.

---

**Note:** Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

---

13. The **Review** screen appears. Verify the details, and click **Submit**.
  - OR
  - Click **Add Another** to add another maintenance of the same step.
  - OR
  - Click **Edit** to modify the details entered.
  - OR
  - Click **Next** to proceed to next step.
  - OR
  - Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.
  - OR
  - Click **Cancel** to cancel the transaction.
14. The success message of user creation appears along with the transaction reference number.

## 5.5 **Step 4: User Group Maintenance**

Using the User Group maintenance option, the corporate administrator can maintain the user groups of corporate users of Group Corporate.

As user groups are maintained at the Group Corporate level, the corporate administrator can view all user groups but only add/delete the users belonging to his accessible parties available under the Group Corporate. Also, administrator can view summary of all users available in the group, however complete details of the user can be viewed only if user has access to all the party IDs mapped to the corporate user.

### **Prerequisites:**

- Transaction access is provided to Bank Administrator.
- Multiple corporate users are maintained.
- Approval rule set up for Bank administrator to perform the actions.
- Party preference for which the groups are to be created is maintained and is active.

### **Features Supported In Application**

User Group Management allows Bank Administrator to:

- Create User Groups
- View User Groups
- Modify User Groups

### **How to reach here:**

*Corporate Administrator Dashboard > Toggle menu > Menu > Corporate Onboarding > Group Corporate Onboarding > User Group*

### 5.5.1 **User Groups – Create**

Bank Administrator can create a new User Group for the Group Corporate ID by using this option. Only the users of single Group Corporate ID can be clubbed together in a User Group.

Administrator can create multiple user groups and one user can be part of multiple user groups. Bank Administrator will be allowed to create user group even without adding a single user.

#### **To create a user group:**

1. The **User selection** screen appears. Select the appropriate option.

## User Group - Create

Group Corporate Onboarding

Submission Status

Group Corporate ID : 000654  
Name : ACME Group

User Groups

Group Code: Corp 1

Group Description: Corp User

User Information

nehvam

nehgcif50

Add

Save

Summary

User Groups

Customers are grouped into user segments so that banks can offer appropriate products and services.

You can create new user segments and use it subsequently to define specific maintenances at user segment level if required.

Next Submit Retain Draft Cancel

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## Field Description

Field Name	Description
------------	-------------

Group Code	To specify User Group code.
------------	-----------------------------

Group Description	To specify User Group description.
-------------------	------------------------------------

User Information	Search and select user to map with User Group which is being created
------------------	--

## Search User

Select a User

Username: neh

First Name: Enter First Name

Last Name: Enter Last Name

Search Clear

Username	First Name	Last Name
nehvam	nehal	joshi
nehgcif300	nehal	joshi
nehgcif30	Nehal	Joshi

Submit Retain Draft Cancel

Help

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## Field Description

### Field Name Description

---

#### Search User

**User ID** Search User by using User ID to map with user group

**First Name** Search and select user by using First name and add a user to the user group.  
Users belonging to the same Group Corporate will be listed.

**Last Name** Search and select user by using Last name and add a user to the user group.  
Users belonging to the same Group Corporate will be listed.


#### Search Result

**User ID** Display user ID of the searched user

**First Name** Display First name of the searched user

**Last Name** Display Last name of the searched user

---

2. Click **Create**.
  3. In the **Group Code** field, enter the group code.
  4. In the **Group Description** field, enter the group name.
  5. In the **User Group** section, Click **Add** to add the selected user in the User Group. Once added, the user name will be removed from the user drop-down to avoid duplication of users.  
Click  to remove a user from the User Group.
  6. Click **Save** to save the maintenance, and redirect to the review page.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.
- 

**Note:** Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

---

7. The **Review** screen appears. Verify the details, and click **Submit**.  
OR  
Click **Add Another** to add new user group in same flow.  
OR  
Click **Edit** to modify the details entered.  
OR  
Click **Next** to proceed to next step.

- OR
- Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.
- OR
- Click **Cancel** to cancel the transaction

**Note:** You can click  to delete a record.

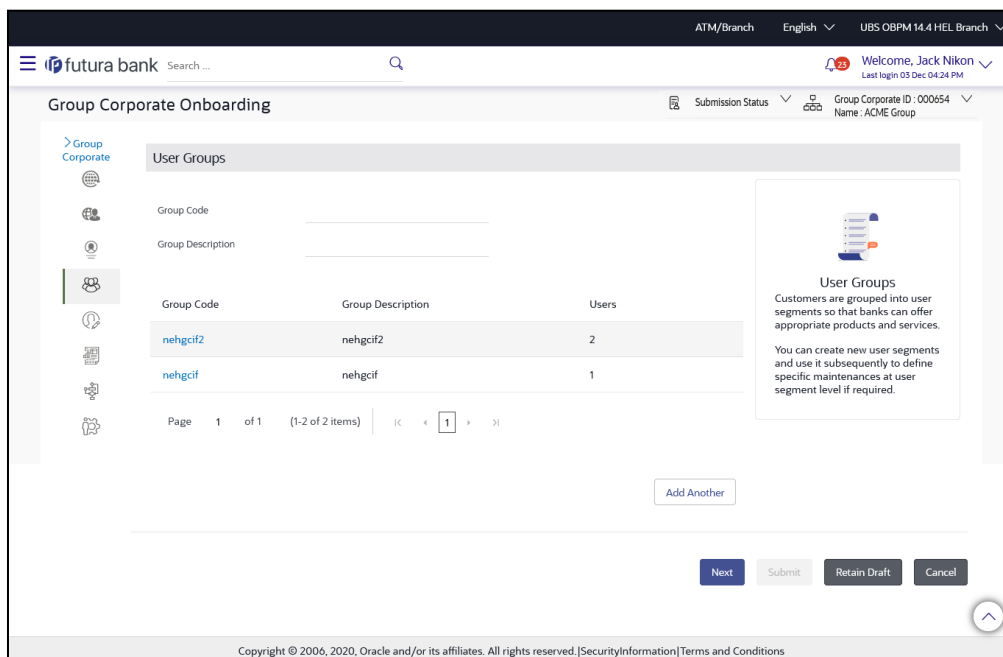
## 5.5.2 User Groups – Summary & View

Once the logged in Bank Administrator navigates to User Group Management screen, and searches User Group Code. User groups maintained if any under the Group Corporate would be displayed on the screen. User can opt to view the details of existing user groups.

The summarized view of all the user groups created (if any) for the Group corporate is displayed on the screen. Further drill down is given on each user group to view the details of the users who are part of the user group.

### To search and view User Group details of the Group Corporate:

1. In **User Group Management** screen, in the **Group Code** or in **Group Description** enter the Respective details.
2. Click Search. User groups maintained if any under the Group Code or Group Description are displayed on the screen.



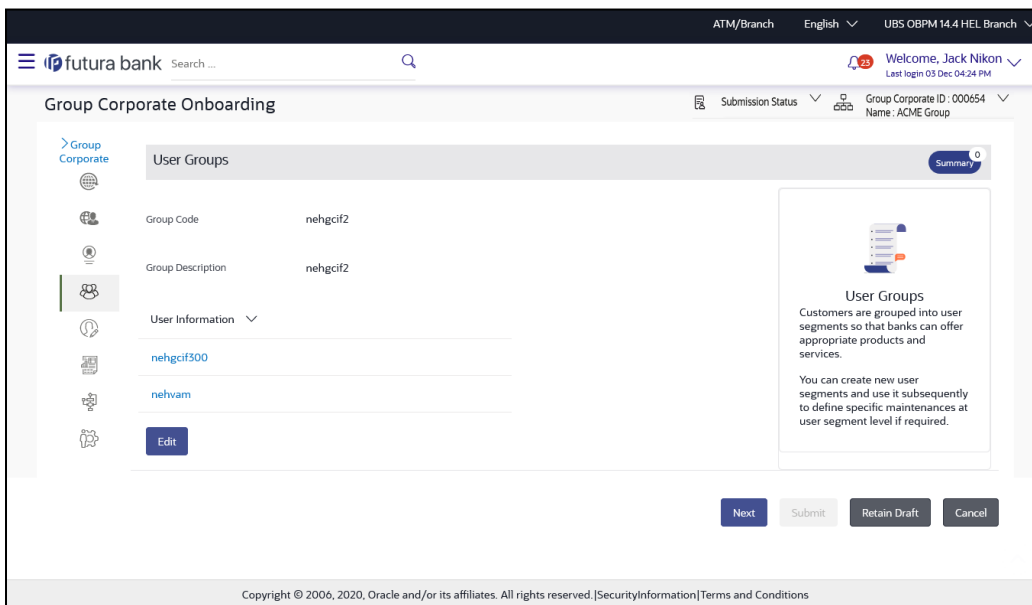
**Field Name**                      **Description**

**Search User Group**

Field Name	Description
<b>Group Code</b>	Enter User group code
<b>Group Description</b>	Enter Description provided to the user group.
<b>Search Result</b>	
<b>Group Code</b>	Display user group code
<b>Group Description</b>	Display description provided to the user group
<b>User Count</b>	Display Number of users available in each user group

3. Click on **Group Code** hyperlink to view details of list of users associated with entered user group.

### User Group – View



### Field Description

Field Name	Description
<b>Group Code</b>	Display user group code
<b>Group Description</b>	Display description provided to the user group
<b>User Information</b>	

Field Name	Description
<b>User ID</b>	User ID of the user who is part of the user group is displayed.
<b>Name</b>	Display name of the User
<b>Mobile Number</b>	Display Mobile Number of the user that maintain with bank

4. Click **Back** to navigate back to previous screen.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.

### 5.5.3 User Groups – Edit

This function enables the Bank Administrator to edit the description of existing user groups mapped under Group Corporate. Bank Administrator can also add new users and remove existing users of the user group as part of this function.

A check is performed on minimum and maximum number of users allowed as a part of user group while adding or removing the users from the user group.

#### **To edit or update a user group:**

1. In **User Group Management** screen, in the **Group Code** or in **Group Description** enter the Respective details.
2. Click Search. User groups maintained if any under the Group Code or Group Description are displayed on the screen.

The screenshot shows the 'User Groups' section of the Futura Bank Group Corporate Onboarding interface. The page title is 'Group Corporate Onboarding'. The user is logged in as Jack Nikon. The interface includes a search bar, a sidebar with navigation icons, and a main content area with a table of user groups. The table has columns for Group Code, Group Description, and Users. Two user groups are listed: 'nehgcf2' with 2 users and 'nehgcf' with 1 user. There is also an 'Add Another' button and a 'User Groups' informational box.

Group Code	Group Description	Users
nehgcf2	nehgcf2	2
nehgcf	nehgcf	1

Field Name	Description
<b>Search User Group</b>	
<b>Group Code</b>	Enter User group code
<b>Group Description</b>	Enter Description provided to the user group.
<b>Search Result</b>	
<b>Group Code</b>	Display user group code
<b>Group Description</b>	Display description provided to the user group
<b>User Count</b>	Display Number of users available in each user group

- Click on **Group Code** hyperlink to view details of list of users associated with entered user group.
- Click **Edit** to edit the user group.  
The **User Groups - Edit** screen displays the mapping of the user group.  
OR  
Click **Cancel** to cancel the transaction.




## User Group – Edit

The screenshot displays the 'User Groups' edit page. The top navigation bar includes 'futura bank', a search bar, and user information for 'Jack Nikon'. The main content area is titled 'Group Corporate Onboarding' and shows the 'User Groups' section. The 'Group Code' is 'nehgcf2' and the 'Group Description' is 'nehgcf2'. Under 'User Information', there is a list of users: 'nehgcf500' and 'nehvam', each with a trash icon. There are 'Add' and 'Save' buttons. A right-hand panel contains a 'User Groups' informational box. At the bottom, there are 'Next', 'Submit', 'Retain Draft', and 'Cancel' buttons.

## Field Description

Field Name	Description
<b>Edit</b>	
<b>Group Code</b>	Display user group code
<b>Group Description</b>	Enter Description provided to the user group.
<b>User Information</b>	
<b>User ID</b>	User ID of the user who is part of the user group is displayed.

- In the User Group section, Click **Add** to add the selected user in the User Group. Once added, the user name will be removed from the user drop-down to avoid duplication of users. Click  to remove a user from the User Group.
- Click **Save** to save the maintenance, and redirect to the review page.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.

The **User Group - Review** screen appears. Verify the details, and click **Confirm**.

OR

Click on **Add Another** to add new User Group.

OR

Click **Cancel** to cancel the transaction.

OR

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

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

## 5.6 **Step 5: User Account Access**

Using this option the corporate administrator will be able to set up account and transaction access for user(s) of the Group Corporate. This maintenance can be done only after the Party Account Access is setup for the parent party of the user(s). The user level mapping of accounts and transactions must be done to provide access to the accounts for performing transactions to the specific user.

Corporate administrator can copy mapping from another user. The mapping of only those party's accounts will be copied to which the user has access. The corporate administrator will be able to maintain the account access of users who have subset of accesses of corporate administrator.

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Note: The corporate administrator will be able to maintain the account access of all the users available under the Group Corporate.

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### **Pre-Requisites**

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

### **Features Supported In Application**

The following options are available as part of this maintenance:

- User Account Access - Mapping
- User Account Access – View
- User Account Access - Edit
- User Account Access - Delete

### **How to reach here:**

*Corporate Administrator Dashboard > Toggle menu > Menu > Corporate Onboarding > Group Corporate Onboarding > User Account Access*

## 5.6.1 User Account Access – Create

Using this option, Bank Administrator can maintain Accounts and Transaction access for the corporate users associated with a specific Group Corporate ID.

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

### To provide the user with account and transaction access:

1. In the **User Search** field search users for whom Transaction Account access need to be maintained.  
OR  
Select the user from list displayed below.
2. Select the user ID and click on **“Map”** to navigate to **Account Access summary**

### User Account Access – Search and Search Result

The screenshot displays the 'User Account Access' interface. At the top, there's a search bar and a 'Summary' button. Below is a 'User List' table with the following data:

User ID	User Name	Copy Mapping from User	Status
<input checked="" type="radio"/> ajcorpadminchecker	AjCorp AdminMaker	-	Created
<input type="radio"/> rwsuer5	SWAT CHECKER	Please Select	-
<input type="radio"/> ADMINMAKER2531	SWAT MAKER	Please Select	-
<input type="radio"/> rwcheckerC	rw checkerC	-	Mapped
<input type="radio"/> rwcheckerB	rw checkerB	-	Mapped
<input type="radio"/> rwcheckerA	rw checkerA	-	Mapped
<input type="radio"/> ADMINCHECKER2531	SWAT CHECKER	-	Mapped
<input type="radio"/> ajcorpadminmaker	AjCorp Adminmaker	Please Select	-
<input type="radio"/> BrandonR5	S Kinitiator	-	Mapped
<input type="radio"/> rrmaker	AjCorp Adminmaker	Please Select	-

At the bottom of the table, there is a 'Map' button. The page also includes a pagination control showing 'Page 1 of 2 (1-10 of 16 Items)' and a 'Next' button. At the very bottom, there are buttons for 'Next', 'Submit', 'Retain Draft', and 'Cancel'.

### Field Description

Field Name	Description
<b>Search (User)</b>	User quick search panel so search user for setting up the account access.
<b>Search Result</b>	
<b>User ID</b>	User ID the corporate user
<b>User Name</b>	User name of the corporate user
<b>Copy Mapping from User</b>	Select this to Inherit and copy account maintenance from already setup user to new user
<b>Status</b>	Displays the account mapping status for the corporate user. <ul style="list-style-type: none"> <li>• <b>Mapped:</b> Corporate user for which accounts mapping is being done and authorized.</li> <li>• <b>Modified:</b> Corporate user for which accounts mapping is being done but pending approval by authorizer.</li> <li>• <b>Deleted:</b> Corporate user for which accounts mapping is deleted.</li> </ul>

- From the **Mapping Summary of Party** dropdown list, select the corporate party id associated with Corporate User.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
- For a searched user, summary screen will be displayed with total accounts associated with corporate party of that user, status of the accounts mapped for the internet banking for user, modified accounts if any and Auto account mapping status .

## User Account Access – Summary

The screenshot displays the 'User Account Access' summary for user 'ajcorpadminchecker' (AjCorp AdminMaker). The 'Mapping Summary of Party' is set to '002531 | Columbia Pictures Incorpor...'. The main table lists various banking modules with their respective account counts and access status.

Modules	Total Accounts	Mapped Accounts	Modified Accounts	Auto Mapped Accounts	Edit
Current & Savings - Conventional	5	0	0	On	<a href="#">Edit</a>
Current & Savings - Islamic	2	0	0	Off	<a href="#">Edit</a>
Virtual Account Management - Real Accounts	3	0	0	Off	<a href="#">Edit</a>
Liquidity Management	0	0	0	Off	<a href="#">Edit</a>
External Accounts	0	0	0	Off	<a href="#">Edit</a>
Loans - Conventional	0	0	0	Off	<a href="#">Edit</a>
Loans - Islamic	0	0	0	Off	<a href="#">Edit</a>
Credit Cards	0	0	0	Off	<a href="#">Edit</a>
Virtual Accounts	6	0	0	Off	<a href="#">Edit</a>
Term Deposits - Conventional	0	0	0	Off	<a href="#">Edit</a>
Term Deposits - Islamic	0	0	0	Off	<a href="#">Edit</a>

Modules	Modified Groups
Current & Savings - Conventional	1
Virtual Accounts	4

Buttons at the bottom: Map, Back, Next, Submit, Retain Draft, Cancel.

### Field Description

Field Name	Description
User ID	User ID the corporate user
User Name	User name of the corporate user
Mapping Summary of Party	The corporate party for which Party accounts access is being viewed
Modules	Banking module names.

Field Name	Description
<b>Total Accounts</b>	Total number of accounts available under the party that can be map with corporate user.
<b>Mapped Accounts</b>	Number of accounts mapped to the particular account type of corporate user.
<b>Modified Accounts</b>	Number of accounts modified for the particular account type of corporate user.
<b>Auto Mapped Accounts</b>	<p>Mapping status of the accounts.</p> <p>The options can be:</p> <ul style="list-style-type: none"> <li>• <b>Auto:</b> gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future.</li> <li>• <b>Manual:</b> gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided</li> </ul>

#### Mapping Summary of Modified Transaction Group

<b>Modules</b>	Banking module names.
<b>Modified Groups</b>	Number of transaction groups modified for the particular module.
<b>Edit or Map</b>	Click on the icon next to every module or click on Map button to edit User account access

5. If there is no mapping done for a user, the count for the **Mapped Accounts** will be '0'.
6. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories i.e. Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.
7. User Account Access will inherit the account access setup at the party level for all the parties associated to him (party association will be done at the time of user onboarding in user management screen). The screen will show the inherited Maintenance in User Account Access screen. In the **Auto Mapped Accounts** field, toggled **ON** to allow access to all future Accounts across banking module.  
OR  
In the **Auto Mapped Accounts** field, toggled **OFF** to explicitly map new accounts and transactions manually.
8. Click on the **Modified Groups** count link to view the details of transaction groups details.
8. Click **Map** or **Edit** (available across each banking module). The **User Account Access - Create** screen appears.

- OR
- Click **Cancel** to cancel the transaction.
- OR
- Click **Back** to navigate to the previous screen.

### User Account Access – Manage Transaction Group Tab

The screenshot displays the 'User Account Access' page within the 'Group Corporate Onboarding' section of the 'futura bank' application. The page header includes 'ATM & Branch Locator', 'English', and 'UBS OBPM 14.4 HEL Branch'. The user is identified as 'Administrator User' with a last login of '8/4/22, 2:51 PM'. The 'Group Corporate ID' is '000842' and the 'Name' is 'nehgcf'. The main content area is titled 'User Account Access' and shows the user 'ajcorpadminchecker' with the name 'AjCorp AdminMaker'. Below this, the 'Manage Transaction Group' tab is active, showing a table of transaction groups. The table has columns for 'Module' and 'Map Accounts'. The first row shows 'Current & Savings - Conventional' as the module and a search field. The second row shows 'CASA\_NEW' as the module and a 'Modified' button. The third row shows 'CASA\_All Transactions' as the module and a 'Modified' button. At the bottom of the page, there are buttons for 'Review', 'Back', 'Next', 'Submit', 'Retain Draft', and 'Cancel'. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

## User Account Access – Map Accounts Tab

The screenshot displays the 'User Account Access' page for 'ADMINMAKER2531' (SWATI MAKER). The 'Map Accounts' tab is active, showing the 'Map Transaction Group' action selected. The 'Party' is '002531 | Columbia Pictures Incorporated...' and the 'Module' is 'Current & Savings - Islamic'. Under 'Account Selection', 'Selected Accounts' is chosen, and two accounts are selected: 'All SPOTS HEL0253100054 GBP Active Mapped' and 'All SPOTS HEL0253100043 EUR Active Mapped'. Both accounts are mapped to the 'CASA\_NEW' transaction group. Buttons for 'Save', 'Review', 'Back', 'Next', 'Submit', 'Retain Draft', and 'Cancel' are visible at the bottom.

### Field Description:


Field Name	Description
<b>User ID</b>	User ID the corporate user for whom account access in being setup
<b>User Name</b>	User name of the corporate user
<b>Manage Transaction Group Tab</b>	
<b>Module</b>	Select Banking Module types available under the selected party to setup account access.



Field Name	Description
<b>Select Transaction Groups</b>	Select the Transaction group to map transactions and maintain access in Account Access screens. <hr/> <b>Note :</b> 1) Transaction groups mapped to the accounts at party level will be shown on this screen. 2) In user account access, the accounts can be mapped to the same transaction group to which the accounts are mapped at the party level
<b>Transactions Groups</b>	Search and add the transaction groups.
<b>Map Accounts Tab</b>	
<b>Mapping Summary of Party</b>	The corporate party for which user accounts access is being viewed.
<b>Modules</b>	Select Banking Module available under the selected party to setup account access
<b>Apply Party level Changes</b>	Toggle to enable to apply party level changes automatically.
<b>Action</b>	Option to map/unmap the transactions and maintain access in Account Access screens of Transaction Groups. The options are: <ul style="list-style-type: none"> <li>• Map Transaction Group</li> <li>• Unmap</li> </ul> <hr/> <b>Note:</b> Only one transaction group can be unmapped at a time. A transaction group can be unmapped from All Accounts or Selected Accounts.
<b>Transaction Groups</b>	Select one or multiple Transaction group/s to map transactions and maintain access in Account Access screens. <hr/> <b>Note :</b> 1) Transaction groups mapped to the accounts at party level will be shown on this screen. 2) In user account access, the accounts can be mapped to the same transaction group to which the accounts are mapped at the party level

Field Name	Description
<b>Account Selection</b>	<p>Select accounts to map the transaction groups.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• All Accounts</li> <li>• Selected Accounts</li> </ul> <p><b>Note</b> : System will show a tag as 'Modified' followed by the transaction group name after the account number</p>
<b>All Accounts</b>	Click to select all the accounts available under the selected module.
<b>Selected Accounts</b>	
<b>Selected Accounts</b>	Select the desired accounts to map the transaction group.
<b>Number of Accounts Selected</b>	Number of accounts selected under the particular module.
<b>Delete Party Mapping</b>	Click on <b>Delete Party Mapping</b> to delete all the Transaction and account access maintenance done for corporate users in one step.

9. In the **Manage Transaction Group** Tab;

- Select specific **module** tab (Including viz. Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.) for which account and transaction access mapping maintenance need to be setup.
- Click on the  icon to search & select the **Transaction group/s** under selected module.

User can modify the transaction group other than the factory shipped to select or deselect the transaction access.

- Click on the **Transaction Group** link the **Transaction Group Details** overlay screen appears.  
Click **Edit** to modify the transaction/ inquires.  
Click **Save** to save the changes.

10. In the **Map Accounts** Tab;

- From the **Module** list, select the factory shipped **Transaction group** under selected module which will have all transactions and inquiries grouped together.

---

**Note:** Factory shipped user group cannot be deleted or modified.

---

- In the **Apply Party Level Changes** field, toggle to enable to apply party level changes automatically.
- In **Action** field, select the desired option to map/ unmap the Transaction Group.

- iv. If the **Map Transaction Group** option is selected;
  - v. In the **Transaction Groups** list, select the transaction Group/s to map / unmap from the drop-down list.
  - vi. In **Account Selection** field, select the option to map the transaction groups to all the accounts or specific accounts.
  - vii. Once the transaction group/s are created, user can map these transaction groups to one or multiple accounts . Click on **Map Accounts** tab and select Party, then select Transaction Groups, select the account numbers and then click on **Save** to map the transaction groups to the selected accounts.
  - viii. Click on the **Transaction Group link**, to view the list of transactions within the mapped transaction group in an overlay.
  - ix. Select **'All Accounts'** option to map/ unmap transaction groups from all accounts.  
OR  
If specific accounts are required to be mapped, then select the respective check boxes preceding the account number.
  - x. Once the user maps the accounts, system will show a tag as **'Modified'** followed by the transaction group name after the account number.
  - xi. To map the new accounts, select appropriate option from **Auto Map** toggle button; Select **Auto** if you wish to allow access to all future Accounts across banking module.  
OR  
Select **Manual** if you wish to explicitly map new accounts and transactions.
11. Once the user maps the accounts, system will show a tag as **'Modified'** followed by the transaction group name after the account number.
  12. If the **Unmap** option is selected;
    - i. User can **unmap** the accounts by selecting accounts and then clicking on Unmap button to reset their mapping with Group Corporate.
  13. User can click on **Delete Party Mapping** to delete all the Transaction and account access maintenance done for corporate user in one step.
  14. Click on the **Filter** icon to further drill down by applying new search criteria in **Filter** overlay screen on basis of Account Number, Transaction Group, Currency, Mapping Status.

### User Account Access - Filter Criteria

The screenshot displays the 'User Account Access' section of the Futura Bank Group Corporate Onboarding interface. The main content area shows a table with columns for 'User ID' and 'User Name', with the entry 'rwcheckerA' and 'rw checkerA'. Below the table are tabs for 'Manage Transaction Group' and 'Map Accounts'. The 'Party' field is set to '\*\*\*531 | Columbia Pictures Incorporated ...' and the 'Module' is 'Current & Savings - Conventional'. A 'Filter' overlay is open on the right, allowing users to filter by 'Account Number' (with a search field for 'Enter Exact Account Number'), 'Account Access Status' (set to 'Mapped'), 'Status' (set to 'Active'), and 'Currency' (set to 'USD'). 'Apply' and 'Reset' buttons are at the bottom of the filter overlay.

- a. Click **Apply** to Apply the filter.  
OR  
Click **Reset** to reset the entered data.
- 15. Click **Save** to save the maintenance.  
OR  
Click **Review** screen appears. Verify the details, and click **Submit**.  
OR  
Click **Back** to navigate back to previous scree.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.

---

**Note:** Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

---

- 16. The **Review** screen appears. Verify the details, and click **Submit**.  
OR  
Click **Edit** to modify the details entered.  
OR  
Click **Next** to proceed to next step.  
OR  
Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.  
OR  
Click **Cancel** to cancel the transaction.
- 17. The success message of user creation appears along with the transaction reference number.

## **5.6.2 User Account Access – View**

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

### **To view the account and transaction access:**

1. In the **User Search** field search users for whom Transaction Account access is being viewed.  
OR  
Select the user from list displayed below.
2. Select the user ID and click on “Map” to navigate to **Account Access summary**.

## User Account Access – Search and Search Result

The screenshot shows the 'User Account Access' section of the Futura Bank Group Corporate Onboarding interface. It features a search bar at the top with the text 'Search...'. Below the search bar is a table titled 'User List' with the following columns: User ID, User Name, Copy Mapping from User, and Status. The table contains several rows of user accounts, including 'ajcorpadminchecker', 'rwsuer5', 'ADMINMAKER2531', 'rwcheckerC', 'rwcheckerB', 'rwcheckerA', 'ADMINCHECKER2531', 'ajcorpadminmaker', 'BrandoniR5', and 'rrmaker'. The status of each user is indicated by a colored button: 'Created' (green), 'Mapped' (blue), or a dash (-). At the bottom of the table, there are navigation buttons: 'Next', 'Submit', 'Retain Draft', and 'Cancel'. The page number '1 of 2' and a total of '16 items' are also visible.

User ID	User Name	Copy Mapping from User	Status
<input checked="" type="radio"/> ajcorpadminchecker	AjCorp AdminMaker	-	Created
<input type="radio"/> rwsuer5	SWAT CHECKER	Please Select	-
<input type="radio"/> ADMINMAKER2531	SWAT MAKER	Please Select	-
<input type="radio"/> rwcheckerC	rw checkerC	-	Mapped
<input type="radio"/> rwcheckerB	rw checkerB	-	Mapped
<input type="radio"/> rwcheckerA	rw checkerA	-	Mapped
<input type="radio"/> ADMINCHECKER2531	SWAT CHECKER	-	Mapped
<input type="radio"/> ajcorpadminmaker	AjCorp Adminmaker	Please Select	-
<input type="radio"/> BrandoniR5	S KInitiator	-	Mapped
<input type="radio"/> rrmaker	AjCorp Adminmaker	Please Select	-

### Field Description

Field Name	Description
<b>Search (User)</b>	User quick search panel so search user for setting up the account access.
<b>Search Result</b>	
<b>User ID</b>	User ID the corporate user.
<b>User Name</b>	User name of the corporate user.
<b>Copy Mapping from User</b>	Select this to Inherit and copy account maintenance from already setup user to new user.
<b>Status</b>	Displays the account mapping status for the corporate user. <ul style="list-style-type: none"> <li><b>Mapped:</b> Corporate user for which accounts mapping is being done and authorized.</li> </ul>

**Field Name Description**

- **Modified:** Corporate user for which accounts mapping is being done but pending approval by authorizer.
- **Deleted:** Corporate user for which accounts mapping is deleted.

3. From the **Mapping Summary of Party** dropdown list, select the corporate party id associated with Corporate User.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
4. For a searched user, summary screen will be displayed with total accounts associated with corporate party of that user, status of the accounts mapped for the internet banking for user, modified accounts if any and Auto account mapping status .

**User Account Access - Summary Results**

The screenshot displays the 'User Account Access' summary screen in the futura bank system. The user is 'ajcorpadminchecker' (AJCorp AdminMaker). The 'Mapping Summary of Party' is set to '002531 | Columbia Pictures Incorpor...'. The main table lists various account modules with their total counts, mapped counts, modified counts, and auto-mapping status.

Modules	Total Accounts	Mapped Accounts	Modified Accounts	Auto Mapped Accounts	Edit
Current & Savings - Conventional	5	0	0	On	<a href="#">Edit</a>
Current & Savings - Islamic	2	0	0	Off	<a href="#">Edit</a>
Virtual Account Management - Real Accounts	3	0	0	Off	<a href="#">Edit</a>
Liquidity Management	0	0	0	Off	<a href="#">Edit</a>
External Accounts	0	0	0	Off	<a href="#">Edit</a>
Loans - Conventional	0	0	0	Off	<a href="#">Edit</a>
Loans - Islamic	0	0	0	Off	<a href="#">Edit</a>
Credit Cards	0	0	0	Off	<a href="#">Edit</a>
Virtual Accounts	6	0	0	Off	<a href="#">Edit</a>
Term Deposits - Conventional	0	0	0	Off	<a href="#">Edit</a>
Term Deposits - Islamic	0	0	0	Off	<a href="#">Edit</a>

Below the main table is a 'Mapping Summary of Modified Transaction Groups' table:

Modules	Modified Groups
Current & Savings - Conventional	1
Virtual Accounts	4

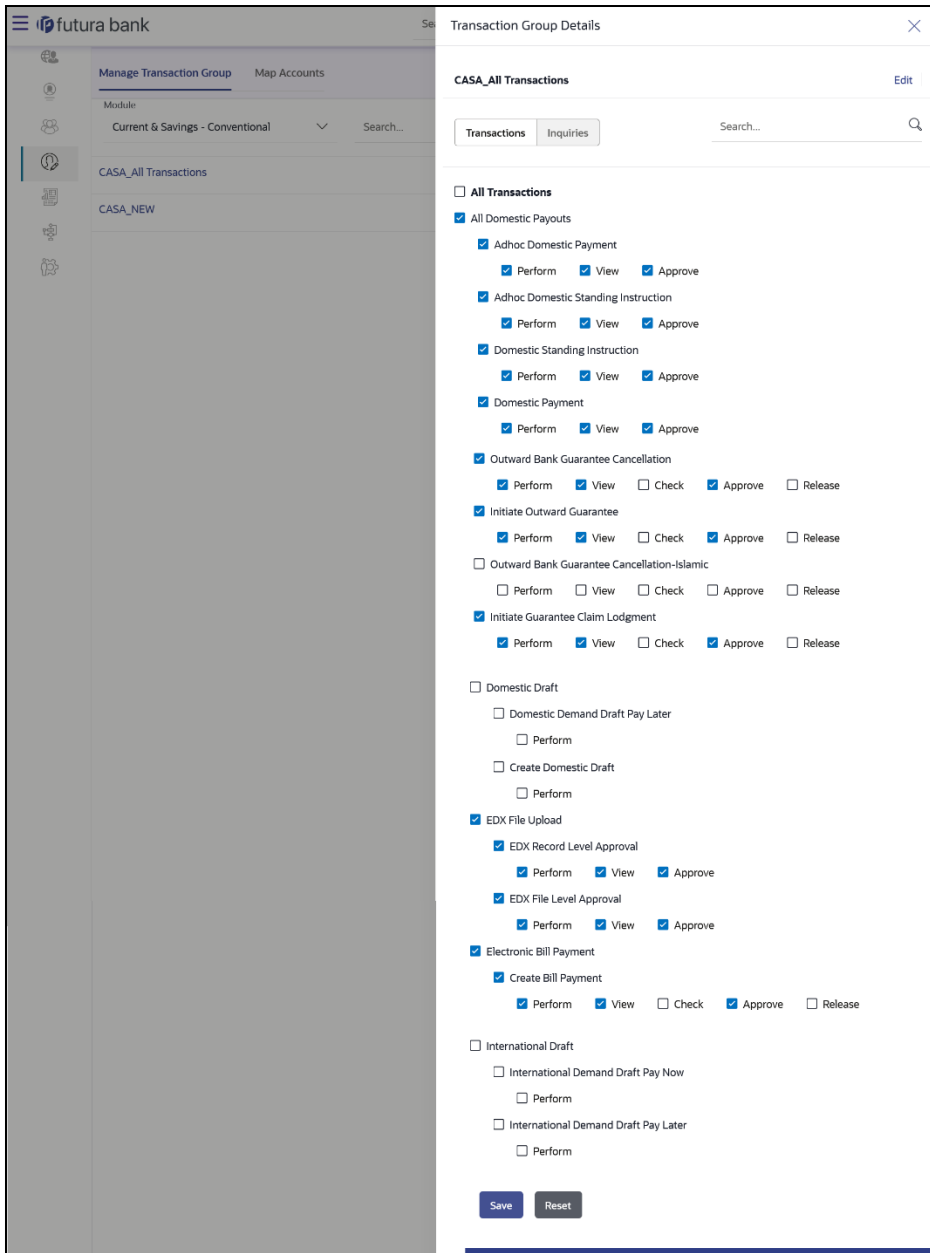
At the bottom of the screen, there are buttons for 'Map', 'Back', 'Next', 'Submit', 'Retain Draft', and 'Cancel'. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. (SecurityInformation) Terms and Conditions'.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>User ID</b>	User ID the corporate user
<b>User Name</b>	User name of the corporate user
<b>Mapping Summary of Party</b>	The corporate party for which Party accounts access is being viewed
<b>Modules</b>	Banking Module names
<b>Total Accounts</b>	Total number of accounts available under the party that can be map with corporate user.
<b>Mapped Accounts</b>	Number of accounts mapped to the particular account type of corporate user.
<b>Modified Accounts</b>	Number of accounts modified for the particular account type of corporate user.
<b>Auto Mapped Accounts</b>	<p>Mapping status of the accounts.</p> <p>The options can be:</p> <ul style="list-style-type: none"> <li>• <b>Auto:</b> gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future.</li> <li>• <b>Manual:</b> gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided</li> </ul>
<b>Edit or Map</b>	Click on the icon next to every module or click on Map button to edit User account access

5. If there is no mapping done for a party, the count for the **Mapped Accounts** will be '0'
6. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories

### User Account Access – View



**Field Description:**

Field Name	Description
Modules	Display name of the product for which account access is being viewed.
Mapped Transaction Group	Display the transaction groups selected to setup the user account access.



Field Name	Description
<b>Transaction Groups Details</b>	Display the Transaction group details with which user account access is maintained along with transaction and inquiries mapped to it.

7. The User Account Access details screen has two sections. First section displays the lists down all the transaction groups mapped.
8. In the second column, user can view the **transaction group** details with all the transactions and inquiries access.
9. Click **Edit / Map** to update the **User Account Access** account mapping for new accounts and existing accounts.  
OR  
Click **Back** to navigate to the previous screen.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.

### **5.6.3 User Account Access – Edit**

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

#### **To Search and Edit the User account and transaction access:**

1. In the **User Search** field search users for whom Transaction Account access is to modify.  
OR  
Select the user from list displayed below.
2. Select the user ID and click on "Map" to navigate to **Account Access summary**
3. From the **Mapping Summary of Party** dropdown list, select the corporate party id.
4. For a searched user, summary screen will be displayed with total accounts associated with corporate party of that user, status of the accounts mapped for the internet banking for user, modified accounts if any and Auto account mapping status.
5. Click the link under the total **Mapped accounts** or **Modified accounts**, The **User Account Access – View** (Transaction Mapping) screen appears. The search result according to the search criteria appears  
OR  
Click **Cancel** to cancel the transaction.
6. If there is no mapping done for a user, the count for the **Mapped Accounts** will be '0'.
7. All the accounts held by the selected user as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories
8. Click **Map** or **Edit** (available across each banking module). The **User Account Access - Edit** screen appears.

OR  
Click **Cancel** to cancel the transaction.

**User Account Access – Search and Search Result**

The screenshot shows the 'User Account Access' section of the futura bank Group Corporate Onboarding interface. It includes a search bar, a 'User List' table, and navigation controls.

User ID	User Name	Copy Mapping from User	Status
<input checked="" type="radio"/> ajcorpadminchecker	AjCorp AdminMaker	-	Created
<input type="radio"/> rwsuer5	SWAT CHECKER	Please Select	-
<input type="radio"/> ADMINMAKER2531	SWAT MAKER	Please Select	-
<input type="radio"/> rwcheckerC	rw checkerC	-	Mapped
<input type="radio"/> rwcheckerB	rw checkerB	-	Mapped
<input type="radio"/> rwcheckerA	rw checkerA	-	Mapped
<input type="radio"/> ADMINCHECKER2531	SWAT CHECKER	-	Mapped
<input type="radio"/> ajcorpadminmaker	AjCorp Adminmaker	Please Select	-
<input type="radio"/> Brandonr5	S KInitiator	-	Mapped
<input type="radio"/> rrmaker	AjCorp Adminmaker	Please Select	-

Page 1 of 2 (1-10 of 16 items) [Navigation icons]

Map [Next] [Submit] [Retain Draft] [Cancel]

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User Account Access – Summary

ATM & Branch Locator English UBS OBP 14.4 | FI Branch

futura bank Search ... AU Welcome, Administrator User Last login 8/4/22, 2:51 PM

Group Corporate Onboarding Submission Status Group Corporate ID : 000842 Name : nehgcif

Group Corporate >

User Account Access

User ID: ajcorpadminchecker User Name: AJCorp AdminMaker

Mapping Summary of Party: 002531 | Columbia Pictures Incorpor... (v)

Modules	Total Accounts	Mapped Accounts	Modified Accounts	Auto Mapped Accounts	Edit
Current & Savings - Conventional	5	0	0	<input checked="" type="checkbox"/> On	<a href="#">Edit</a>
Current & Savings - Islamic	2	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Virtual Account Management - Real Accounts	5	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Liquidity Management	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
External Accounts	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Loans - Conventional	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Loans - Islamic	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Credit Cards	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Virtual Accounts	6	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Term Deposits - Conventional	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>
Term Deposits - Islamic	0	0	0	<input type="checkbox"/> Off	<a href="#">Edit</a>

Mapping Summary of Modified Transaction Groups

Modules	Modified Groups
Current & Savings - Conventional	1
Virtual Accounts	4

[Map](#) [Back](#)

[Next](#) [Submit](#) [Retain Draft](#) [Cancel](#)

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### User Account Access – Manage Transaction Group

The screenshot shows the 'User Account Access' page for user 'ajcorpadminchecker' (AJCorp AdminMaker). The 'Manage Transaction Group' tab is active, and the 'Map Accounts' sub-tab is selected. The 'Module' is set to 'Current & Savings - Conventional'. A search bar is present. Two accounts are listed: 'CASA\_NEW' and 'CASA\_All Transactions', both with a 'Mapped' status. Navigation buttons include 'Review', 'Back', 'Next', 'Submit', 'Retain Draft', and 'Cancel'.

### User Account Access – Map Accounts Tab

The screenshot shows the 'Map Accounts' sub-tab. The user is 'ADMINMAKER2531' (SWATI MAKER). The 'Party' is '002531 | Columbia Pictures Incorporated...'. The 'Module' is 'Current & Savings - Islamic'. The 'Action' is 'Map Transaction Group'. Under 'Transaction Groups', 'CASA\_NEW' is selected. Under 'Account Selection', 'Selected Accounts' is chosen, showing two accounts: 'All SPORTS HEL0253100054 GBP Active Mapped' and 'All SPORTS HEL0253100043 EUR Active Mapped', both with 'Transaction Group: CASA\_NEW'. Navigation buttons include 'Save', 'Review', 'Back', 'Next', 'Submit', 'Retain Draft', and 'Cancel'.

9. The User Account Access screen has four section. Header of the screen shows the User ID and User Name. First column lists down all the **modules** in tabular form, second column list down the **transaction groups** and third column list down banking module wise **account number**
10. Navigate and select specific **module** tab (Including viz. Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.) in the first column for which account and transaction access mapping maintenance need to be setup.
11. In the second column, There will be one factory shipped **Transaction group** for each module, which will have all transactions and inquiries grouped together.

---

**Note:** Factory shipped user group cannot be deleted or modified.

---

12. Once the transaction groups are created, user can select specific module , along with the transaction groups and can select 'All Accounts' to map the selected transaction group/s to all the existing accounts under the selected party  
OR  
If transaction groups need to be mapped to specific accounts, then the user needs to select the respective check boxes preceding the account number.
13. Once the user maps the accounts, system will show a tag as '**Modified**' followed by the transaction group name after the account number.
14. To map the new accounts, select appropriate option from **Auto Map** toggle button;  
Select **Auto** if you wish to allow access to all future Accounts across banking module.  
OR  
Select **Manual** if you wish to explicitly map new accounts and transactions.
15. User can **unmap** the transaction groups by selecting accounts and then clicking on Save button to reset their mapping with Group Corporate
16. User can click on **Delete Party Mapping** to delete all the Transaction and account access maintenance done for corporate user in one step.
17. User can drill down his search by applying Filter to search an account basis on Transaction Group, currency, mapping status
18. Click **Save** to save the maintenance, and redirect to the review page.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.

---

**Note:** Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

---

19. The **Review** screen appears. Verify the details, and click **Submit**.  
OR  
Click **Edit** to modify the details entered.  
OR  
Click **Next** to proceed to next step.  
OR

Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.

OR

Click **Cancel** to cancel the transaction.

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

Note: Following flow explains the Drill down options to search by applying Filter to search an account for Virtual Accounts Management & Liquidity Management module.

### Virtual Account Management (Real Account) Tab-

The screenshot shows the Futura Bank interface with a 'Filter' overlay. The main interface displays the 'Virtual Account Management - Real Accounts' tab. The filter overlay includes the following fields:

- Account Number:** Enter Exact Account Number
- Branch Name:** Please Select
- Account Access Status:** Please Select
- Account Currency:** Please Select

The filter overlay also features an 'or' operator between the Account Number and Branch Name fields, and 'Apply' and 'Reset' buttons at the bottom.

### To view Virtual Account Management - Real Accounts:

- In the **Account Number** field, enter the exact Real Account number.  
OR  
From the **Branch name** drop down, select the Branch name.  
OR  
From the **Account Access Status** field, select an appropriate status.  
OR  
From the **Currency** field, select the required currency.
- Click **Apply** to Apply the filter.  
OR  
Click **Reset** to reset the entered data.
- The user can filter through two sections :
  - On the basis of the Account Number  
OR
  - A combination of branch name, currency filters and other parameters. The user can use these search parameters alone or in a combination to filter search results.

## Liquidity Management Tab -

The screenshot displays the Oracle Futura Bank Group Corporate Onboarding interface. The main content area is titled "Group Corporate Onboarding" and shows the "Liquidity Management" tab selected. The interface includes a sidebar with navigation icons, a main content area with a "User Account Access" section (User ID: LMIND1, User Name: Michael Lamb), a "Mapping Summary of Party" section (\*\*\*857 | Linked Cust | UBS OBPM 14.4 H...), and a "Select Module" section with a list of modules including "Liquidity Management". A "Filter" overlay is visible on the right side, containing fields for "Account Number", "Branch Name", "Account Access Status", and "Currency". The "Filter" overlay also includes an "OR" operator and "Apply" and "Reset" buttons. At the bottom of the interface, there are "Save", "Back", "Next", "Submit", "Retain Draft", and "Cancel" buttons.

## To view Liquidity Management Accounts:

1. In the **Account Number** field, enter the exact Real Account number.  
OR  
From the **Branch name** drop down, select the Branch name.  
OR  
From the **Account Access Status** field, select an appropriate status.  
OR  
From the **Currency** field, select the required currency.
2. Click **Apply** to Apply the filter.  
OR  
Click **Reset** to reset the entered data.
3. The user can filter through two sections :
  1. On the basis of the Account Number  
OR

- A combination of branch name, currency filters and other parameters. The user can use these search parameters alone or in a combination to filter search results.

### Virtual Accounts Tab: -

The screenshot displays the Futura Bank Group Corporate Onboarding interface. The main window shows the 'Virtual Accounts' tab selected in the left-hand navigation menu. The main content area is divided into several sections: 'User Account Access' (User ID: nehvam30, User Name: nehal joshi), 'Mapping Summary of Party' (\*\*\*023 | Rudolf Creations | UBS OBPM 1...), and a table for mapping modules to transaction groups. The 'Virtual Account' section is currently empty. A 'Filter' modal is open on the right, allowing users to search for virtual accounts based on various criteria: Virtual Account Number (Exact Account Number), Virtual Account Name, Virtual Entity (Searchable), Branch Name (Dropdown), Account Access Status (Dropdown), Status (Dropdown), and Currency (Dropdown). The modal includes 'Apply' and 'Reset' buttons. At the bottom of the main window, there are 'Save' and 'Back' buttons, and at the bottom right, 'Next', 'Submit', 'Retain Draft', and 'Cancel' buttons. A copyright notice is visible at the very bottom: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

### To view Virtual Accounts:

- In the **Virtual Account Number** field, enter the exact Virtual Account number.  
OR  
In the **Virtual Account Name** field, enter the Virtual account name.  
OR  
From the **Virtual Entity** search, select the Virtual Entity name.  
OR  
From the **Branch name** drop down, select the Branch name.  
OR  
From the **Account Access Status** field, select an appropriate status.  
OR  
From the **Status** drop down, select the status.



- OR  
From the **Currency** field, select the required currency.
2. Click **Apply** to apply the filter.  
OR  
Click **Reset** to reset the entered data.
  3. The user can filter through two sections :
    1. On the basis of the Account Number  
OR
    2. A combination of branch name, currency filters and other parameters. The user can use these search parameters alone or in a combination to filter search results.

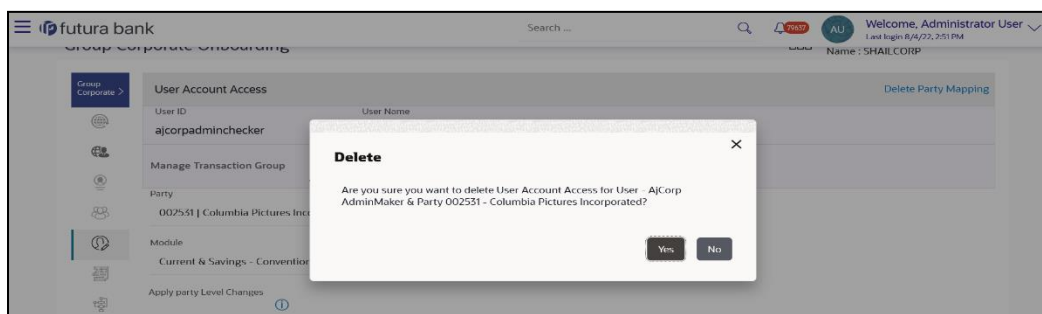
### 5.6.4 User Account Access – Delete

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

#### To delete account and transaction access for the User:

1. In the **User Search** field search users for whom Transaction Account access is to modify.  
OR  
Select the user from list displayed below.
2. Select the user ID and click on “Map” to navigate to **Account Access summary**.
3. From the **Mapping Summary of Party** dropdown list, select the corporate party id.
4. For a searched user, summary screen will be displayed with total accounts associated with corporate party of that user, status of the accounts mapped for the internet banking for user, modified accounts if any and Auto account mapping status .
5. Click the link under the total **Mapped accounts** or **Modified accounts**, The **User Account Access – View** (Transaction Mapping) screen appears. . The search result according to the search criteria appears.  
OR  
Click **Cancel** to cancel the transaction.
6. User can click on **Delete Party Mapping** to delete all the Transaction and account access maintenance done for corporate user in one step.

#### User Account Access – Delete party Mapping



- a. Click **Yes** to delete the party mapping.  
OR  
Click **No** to cancel the process.
7. Click **Save** to save the maintenance, and redirect to the review page.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.

---

**Note:** Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

---

8. **The Review** screen appears. Verify the details, and click **Submit**.  
OR  
Click **Edit** to modify the details entered.  
OR  
Click **Next** to proceed to next step.  
OR  
Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.  
OR  
Click **Cancel** to cancel the transaction.
9. The success message of user creation appears along with the transaction reference number

## 5.7 **Step 6: User Report Mapping**

The user report mapping maintenance will allow the corporate administrators to map/un-map the report or set of reports to a specific corporate user or at the Group Corporate level. The corporate users can generate and view the reports to which they have an access.

Corporate administrator will be permitted to create, edit or view the report mapping maintenance at Group Corporate Level (Enabling/Disabling reports at GCIF level and updation of auto-mapping flag) only if he has access to all the Party IDs. The corporate administrator will not be permitted to map/un-map the reports to self or to another corporate administrator. However, bank administrator will be able to map the administrative reports to the corporate administrator.

### **How to reach here:**

*Corporate Administrator Dashboard > Toggle menu > Menu > Corporate Onboarding > Group Corporate Onboarding > Report Mapping tab*

### 5.7.1 **User Report Mapping – Search & View**

Using this option Corporate Administrator can search and view the reports mapped to the user.

#### **To search and view the reports mapping:**

1. In the **Map Report to** field, select the appropriate option whose mapped reports to be viewed.
  - a. If you select **Group Corporate** option;
    - i. System displays the report mapping summary at group corporate level.
  - b. If you select **User** option;
    - i. Enter the search criteria, click **Search**. The **User Report Mapping** screen with search results appears.  
OR  
Click **Clear** to clear the search parameters.  
OR  
Click **Cancel** to cancel the transaction.

### User Report Mapping – Mapping Summary (User Level)

The screenshot displays the 'User Report Mapping' interface. At the top, there's a navigation bar with 'futura bank' logo, search bar, and user information: 'Welcome, Administrator User', 'Last login: 9/2/22, 12:59 PM', and 'Group Corporate ID: GCIF000451 Name: AlibabaGCIF'. The main section is titled 'User Report Mapping' and includes a 'Map Report to' section with radio buttons for 'Group Corporate' and 'User' (selected). Below this are input fields for 'User ID', 'First Name', 'Last Name', 'Email', 'Mobile Number', and 'Party ID'. A 'Search Party Name' field is also present. There are 'Search', 'Cancel', and 'Clear' buttons. A 'Note' box on the right explains the mapping process. Below the form is a table of search results with columns for report ID, report name, user name, and a status icon (checkmark or gear).



Report ID	Report Name	User Name	Status
SA	sunauto	sunny augusty	✓
SA	Sunchecker	Sun Approver	⚙️
KP	SunCheckerUser	Khushbu Patidar	✓
SM	Sunmaker	Sun maker	✓
KP	SunMakerUser	khushbu Patidar	⚙️

Page 1 of 1 (1-5 of 5 Items) |< < 1 > >|

Next Submit Retain Draft Cancel

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## Field Description

Field Name	Description
<b>Map Report to</b>	Select the appropriate option whose mapped reports to be viewed. The options are: <ul style="list-style-type: none"> <li>• Group Corporate</li> <li>• User</li> </ul>
Below fields appears if you select <b>User</b> option in the <b>Map Report to</b> field.	
<b>User ID</b>	To search the user with the user ID. Partial search is allowed.
<b>First Name</b>	To search the user with the user first name. Partial search is allowed.
<b>Last Name</b>	To search the user with the user last name. Partial search is allowed.
<b>Email</b>	To search the user with the email address of the user. Partial search is allowed.
<b>Mobile Number</b>	To search the user with the mobile number of the user. Partial search is allowed.
<b>Party ID</b>	To search the user with the party ID. Partial search is allowed.
<b>Search Result</b>	
<b>Initials</b>	The initials of the user.
<b>User ID</b>	User Id of the corporate user.
<b>User Details</b>	Name of the corporate user.
<b>Mapping</b>	Displays whether the file identifier is mapped to the user. <ul style="list-style-type: none"> <li>•  - denotes that the report is mapped to the user</li> <li>•  - denotes that the report is not mapped to the user.</li> </ul>

2. Click on the record to view the details. The **User Report Mapping - View** screen appears.

## User Report Mapping – Mapping Summary (Group Corporate Level)

Group Corporate Onboarding

Submission Status Group Corporate ID : 000834 Name : RichardSonn

Report Mapping

Map Report to  Group Corporate  User

Mapping Summary

Report Id	Description	Formats
<input checked="" type="checkbox"/>	U3 Daily Balance Position Report	PDF
<input checked="" type="checkbox"/>	C5 File Identifier wise Party User Mapping Report	PDF,CSV
<input type="checkbox"/>	C6 Party User wise File Identifiers Mapping Report	PDF
<input checked="" type="checkbox"/>	C3 Party wise File Identifiers Mapping Report	PDF,CSV
<input type="checkbox"/>	C4 Party wise Payee Maintenance Report	PDF
<input type="checkbox"/>	U2 Party wise Payee Maintenance Report	PDF
<input type="checkbox"/>	C7 Party wise User Groups Report	PDF
<input type="checkbox"/>	C1 Party wise Workflows Report	PDF
<input type="checkbox"/>	U4 Transaction Summary Report	PDF,CSV
<input type="checkbox"/>	C9 User Entitlement Report	PDF,CSV

Page 1 of 1 (1-10 of 10 items) < 1 >

Do you wish to map Group Corporate Reports with all users?  On ⓘ

Edit

Next Submit Retain Draft Cancel

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### Field Description

Field Name	Description
------------	-------------

<b>User Name</b>	Name of the corporate user.
------------------	-----------------------------

<b>User ID</b>	User Id of the corporate user.
----------------	--------------------------------

### Mapping Summary

<b>Report ID</b>	Unique id assigned to the mapped report.
------------------	--

<b>Description</b>	Description of the report.
--------------------	----------------------------

<b>Formats</b>	Formats in which a report can be generated.
----------------	---


3. Click **Edit** to update the user report mapping.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.

## 5.7.2 User Report Mapping - Create

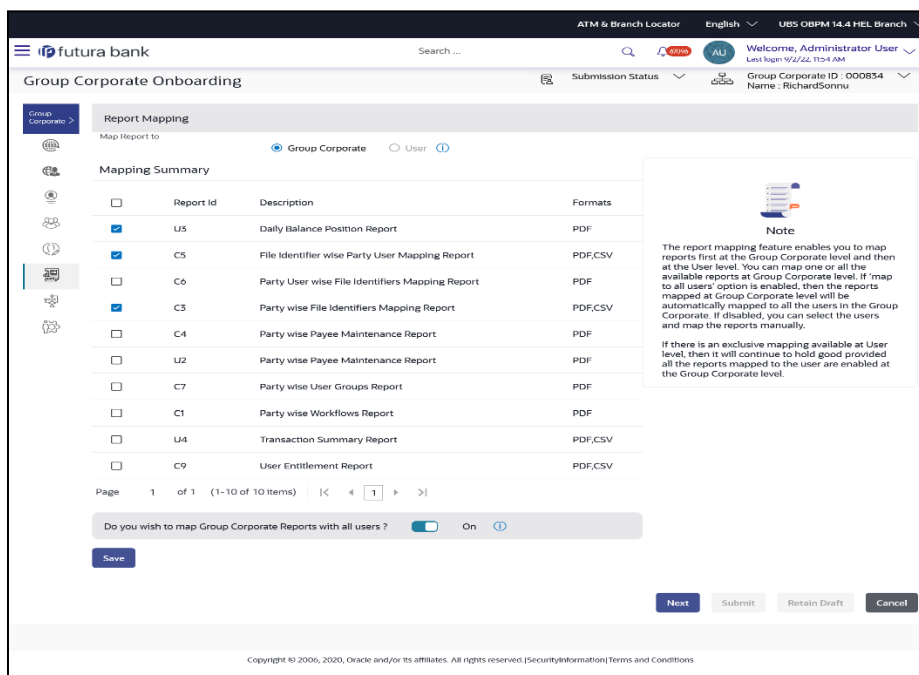
Using this option Bank Administrator can map the reports to a specific corporate user.

### To map the reports to a user:

1. Enter the search criteria, click **Search**. The **User Report Mapping** screen with search results appears.  
OR  
Click **Clear** to clear the search parameters.  
OR  
Click **Cancel** to cancel the transaction.

2. Click  of user record, for which you want to map the report/ s. The **User Report Mapping** screen to create the report mapping appears.

### User Report Mapping - Create



The screenshot displays the 'User Report Mapping - Create' interface. At the top, it shows the user's name 'Administrator User' and the group corporate ID '000834'. The main section is titled 'Report Mapping' and includes a 'Map Report to' section with radio buttons for 'Group Corporate' (selected) and 'User'. Below this is a 'Mapping Summary' table with columns for 'Report Id', 'Description', and 'Formats'. The table lists several reports, with checkboxes indicating which are mapped. A 'Note' box on the right explains the mapping process. At the bottom, there is a 'Save' button and a toggle switch for 'Do you wish to map Group Corporate Reports with all users?' which is currently turned 'On'.

Report Id	Description	Formats
<input checked="" type="checkbox"/>	U5 Daily Balance Position Report	PDF
<input checked="" type="checkbox"/>	C5 File Identifier wise Party User Mapping Report	PDF,CSV
<input checked="" type="checkbox"/>	C6 Party User wise File Identifiers Mapping Report	PDF
<input checked="" type="checkbox"/>	C3 Party wise File Identifiers Mapping Report	PDF,CSV
<input type="checkbox"/>	C4 Party wise Payee Maintenance Report	PDF
<input type="checkbox"/>	U2 Party wise Payee Maintenance Report	PDF
<input type="checkbox"/>	C7 Party wise User Groups Report	PDF
<input type="checkbox"/>	C1 Party wise Workflows Report	PDF
<input type="checkbox"/>	U4 Transaction Summary Report	PDF,CSV
<input type="checkbox"/>	C9 User Entitlement Report	PDF,CSV

Page 1 of 1 (1-10 of 10 items) | < 1 >

Do you wish to map Group Corporate Reports with all users?  On

Save

Next Submit Retain Draft Cancel

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**Field Description**


<b>Field Name</b>	<b>Description</b>
<b>User Name</b>	Name of the corporate user.
<b>User ID</b>	User ID of the corporate user.
<b>Mapping Summary</b>	
<b>Report ID</b>	Unique id assigned to a report.
<b>Description</b>	Description of the report.
<b>Formats</b>	The format in which the report is to be generated. The format could be PDF, XLSX.

3. In the **Mapping Summary** section, select the report id of the report which you want to map to the user.
4. Click **Save** to save the maintenance, and redirect to the review page.  
OR  
Click **Back** to navigate back to previous screen.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.
5. The **Review** screen appears. Verify the details, and click **Confirm**.
6. OR  
Click **Add Another** to add another maintenance of the same step.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
7. The success message appears along with the transaction reference number and status of the transaction.

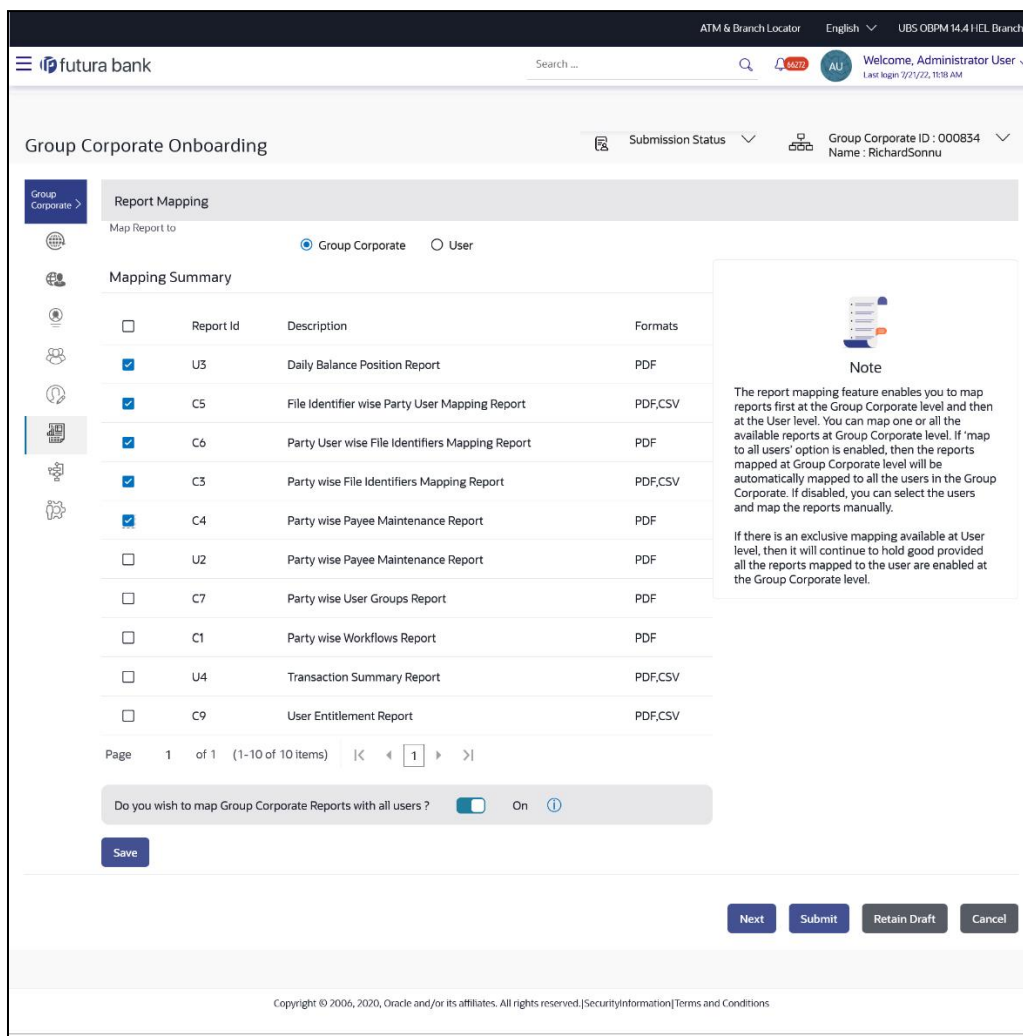
### 5.7.3 User Report Mapping - Edit

Using this option Bank Administrator can edit the mapping or un-map the reports from specific corporate user.

#### To edit a User Report Mapping:

1. Enter the search criteria, click **Search**. The **User Report Mapping** screen with search results appears.  
OR  
Click **Clear** to clear the search parameters.  
OR  
Click **Cancel** to cancel the transaction.
2. Click  against the record for which you want to view the details. The **User Report Mapping - View** screen appears.
3. Click **Edit**. The **User Report Mapping - Edit** screen appears.

#### User Report Mapping - Edit



ATM & Branch Locator English UBS OBPM 14.4 | EL Branch

futura bank Search ... AU Welcome, Administrator User  
Last login: 12/27/22, 10:38 AM

Group Corporate Onboarding Submission Status Group Corporate ID : 000834  
Name : RichardSonn

Group Corporate > Report Mapping

Map Report to  Group Corporate  User

Mapping Summary

<input type="checkbox"/>	Report Id	Description	Formats
<input checked="" type="checkbox"/>	U5	Daily Balance Position Report	PDF
<input checked="" type="checkbox"/>	C5	File Identifier wise Party User Mapping Report	PDF,CSV
<input checked="" type="checkbox"/>	C6	Party User wise File Identifiers Mapping Report	PDF
<input checked="" type="checkbox"/>	C3	Party wise File Identifiers Mapping Report	PDF,CSV
<input checked="" type="checkbox"/>	C4	Party wise Payee Maintenance Report	PDF
<input type="checkbox"/>	U2	Party wise Payee Maintenance Report	PDF
<input type="checkbox"/>	C7	Party wise User Groups Report	PDF
<input type="checkbox"/>	C1	Party wise Workflows Report	PDF
<input type="checkbox"/>	U4	Transaction Summary Report	PDF,CSV
<input type="checkbox"/>	C9	User Entitlement Report	PDF,CSV

Page 1 of 1 (1-10 of 10 items) < < 1 > >

Do you wish to map Group Corporate Reports with all users?  On ⓘ

Save

Next Submit Retain Draft Cancel

Note

The report mapping feature enables you to map reports first at the Group Corporate level and then at the User level. You can map one or all the available reports at Group Corporate level. If 'map to all users' option is enabled, then the reports mapped at Group Corporate level will be automatically mapped to all the users in the Group Corporate. If disabled, you can select the users and map the reports manually.

If there is an exclusive mapping available at User level, then it will continue to hold good provided all the reports mapped to the user are enabled at the Group Corporate level.

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4. View the details of report mapping already saved. Select or de-select the report id record to map / un-map a report to a user.
5. Click **Save** to save the modified details.  
OR  
Click **Back** to navigate to previous screen.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.
6. The **Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
7. The success message appears along with the transaction reference number and status of the transaction.

## 5.8 **Step 7: Workflow Management**

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

Workflows can be created independently and can be attached to a specific transaction/maintenance as part of the Rule configuration. The corporate administrator will be able to create the approval and release workflows.

Since Workflows are maintained at the Group Corporate level, the corporate administrator will be able to add the users/user groups belonging to all parties available under the Group Corporate

### **Prerequisites**

- Transaction access is provided to Bank Administrator.
- Party preference is maintained.
- Multiple users are maintained under a party or as Bank Administrators
- Approval rule set up for Bank Administrator to perform the actions.
- Necessary user groups are maintained using User Group Management.

### **How to reach here:**

*Corporate Administrator Dashboard > Toggle menu > Menu > Corporate Onboarding > Group Corporate Onboarding > Workflow Management tab*

### 5.8.1 **Workflow Management – Summary**

User can opt to view the details of existing workflows or can create new approval workflow using this screen based on the choose workflow type

## Workflow Management – Summary

The screenshot displays the 'Workflow Management' section of the Futura Bank Group Corporate Onboarding system. At the top, there's a navigation bar with 'futura bank' logo, search bar, and user information. The main content area includes a search form with fields for 'Workflow Code', 'Workflow Description', and 'Workflow Type' (radio buttons for 'Approval' and 'Release'). Below the form is a table of workflow entries:

Workflow Code	Workflow Description	Count	Status	Type
DEFAUTHWF1	DEFAUTHWF1	3	Modified	APPROVAL
RunitFlow285710	Updated	2		APPROVAL
RunitFlow222551	testingRunits	1		APPROVAL
WorkflowTest79990	testingRunits	1		APPROVAL
RUnitsFlowTest	RUnitsFlowTest	1		APPROVAL
RunitFlow271795	testingRunits	1		APPROVAL
WorkflowTest31932	testingRunits	1		APPROVAL
WorkflowTest73559	testingRunits	1		APPROVAL
RunitFlow247990	testingRunits	1		APPROVAL
RunitFlow2345888	testingRunits	1		APPROVAL

Below the table is a pagination control showing 'Page 1 of 9 (1-10 of 86 items)' and an 'Add Another' button. At the bottom right, there are buttons for 'Next', 'Submit', 'Retain Draft', and 'Cancel'. A sidebar on the right titled 'Workflow Management' contains a diagram and text explaining that workflows can be created with multiple levels of approvals and can be attached to specific transactions or maintenance as part of the approval rule configuration.

### Field Description

Field Name	Description
<b>Workflow Code</b>	Enter the approval workflow code to be searched.
<b>Workflow Description</b>	Enter the description of the approval workflow to be searched.
<b>Workflow Type</b>	Specify the workflow type to be searched. The options are: <ul style="list-style-type: none"> <li>• Approval</li> <li>• Release</li> </ul>

### Search Result

Field Name	Description
<b>Workflow Code</b>	Code of the already maintained approval workflow. This field will be displayed only if there are existing approval workflows available.
<b>Workflow Description</b>	Description of the already maintained approval workflow. This field will be displayed only if there are existing approval workflows available.
<b>Approval Levels</b>	Number of approval levels in each workflow. This field will be displayed only if there are existing approval workflows available.
<b>Workflow Type</b>	Displays the type of workflow whether it is for Approval or Release.

1. In the **Workflow Code** field, enter the approval workflow code to be searched.
2. In the **Workflow Description** field, enter the description of the approval workflow to be searched.
3. In the **Workflow Type** field, select the type of workflow to be searched.
4. Click **Search**. The **Workflow Management** screen with search results appears based on the searched criteria.
5. Click the **Workflow Code** link to view details of the selected Approval Workflow. The **Workflow Management - View** screen appears.  
OR  
Click **Create**. The **Workflow Management - Create** screen appears.  
OR  
Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.  
OR  
Click **Back** to go back to previous screen.

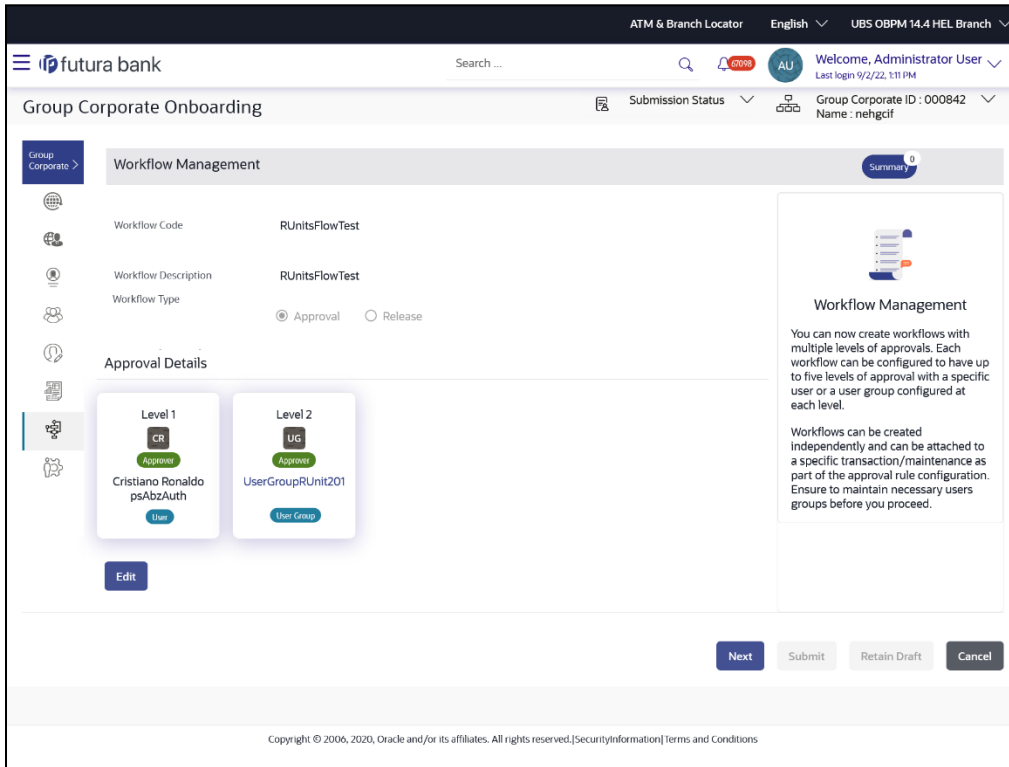
## 5.8.2 Workflow Management –View

Further drill down is provided on each workflow to view the details of the users/ user groups who are a part of the workflow

### To view the approval workflow for corporate users:

1. In the **Workflow Management** screen, enter the search parameters and click **Search**. The **Workflow Management** screen with search results appears based on the searched criteria.
2. Click the **Workflow Code** link to view details of the selected Approval Workflow. The **Workflow Management - View** screen appears.

## Workflow Management – View



### Field Description

Field Name	Description
<b>View</b>	
<b>Workflow Code</b>	Workflow code is displayed.
<b>Workflow Description</b>	Workflow description is displayed.
<b>Workflow Type</b>	The type of workflow i.e. whether it is for approval or release.
<b>Approval Details</b>	
<b>Approval Level</b>	User / user group maintained at each approval level.

Field Name	Description
<b>User / User Group</b>	<p>User or a user group maintained at each level of approval.</p> <p>On Approval -Workflow screen, Admin User can click on the Name of the user group that is part of the workflow to see the list of users which are part of that Group.</p> <p>User can search specific user name, by using the search window on Group Details overlay.</p>

#### Release Details

<b>User / User Group</b>	Displays the user or a user group maintained to release the transaction.
--------------------------	--

3. Click **Edit** to edit the workflow. The **Workflow Management - Edit** screen with values in editable form appears.
  - OR
  - Click **Cancel** to cancel the transaction.
  - OR
  - Click **Back** to navigate back to previous screen.
  - OR
  - Click **Next** to proceed to the next logical step.
  - OR
  - Click **Submit** to submit the steps performed so far for approval.
  - OR
  - Click **Retain Draft** to save the details entered as draft.
  - OR
  - Click **Cancel** to cancel the transaction.

### 5.8.3 Workflow Management – Create

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

Corporate admin can also create workflow for release if the Release Facility is enabled at Group Corporate Level. Admin can specify user or user group who will release the transaction. All the users and user groups created under the Corporate Group will be made available for mapping.

If level type is Approver, the user can provide multiple levels within the workflow. Each level can be specified as an Approver or Checker and for each level (approver or checker), the type can be selected as User or User Group.

**Note:**

- 1) Release functionality can be configured only for corporate user’s transactions.
- 2) Only one level of releaser can be configured in the workflow.
- 3) The same user can act on the same transaction only once in a particular role (checker or approver). For example, the same user can check the same transaction only once as a checker.
- 4) The bank needs to operationally ensure that approver levels are also added. If only checkers are added and no approver is added, then the transaction will be processed without an approver.

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

**Workflow Management – Create**

**Field Description**


Field Name	Description
<b>Create</b>	
<b>Workflow Code</b>	To specify approval workflow code.

Field Name	Description
<b>Workflow Description</b>	To specify approval workflow description.
<b>Workflow Type</b>	Specify whether the workflow which the administrator is creating are for approval or for release functionality. The options are: <ul style="list-style-type: none"> <li>• Approval</li> <li>• Release</li> </ul>
<b>Approval Details</b>	
Below fields appears if you select <b>Approval</b> option in the <b>Workflow Type</b> field.	
<b>Level Type</b>	Specify the level type for the workflow. The options are: <ul style="list-style-type: none"> <li>• Approver</li> <li>• Checker</li> </ul>
<b>Level</b>	Approval levels for a user / user group. User can click Add for multi-level approval process.
<b>User / User Group</b>	To select specific user or a user group at each level of approval. <hr/> Note: All the users and user groups created under the Group Corporate will be made available for mapping. <hr/>
<b>Release Details</b>	
Below fields appears if you select <b>Release</b> option in the <b>Workflow Type</b> field.	
<b>User / User Group</b>	To select specific user or a user group to release the transaction. <hr/> Note: 1) All the users and user groups created under the Group Corporate will be available for mapping. 2) Only one level of releaser can be configured in the workflow. <hr/>

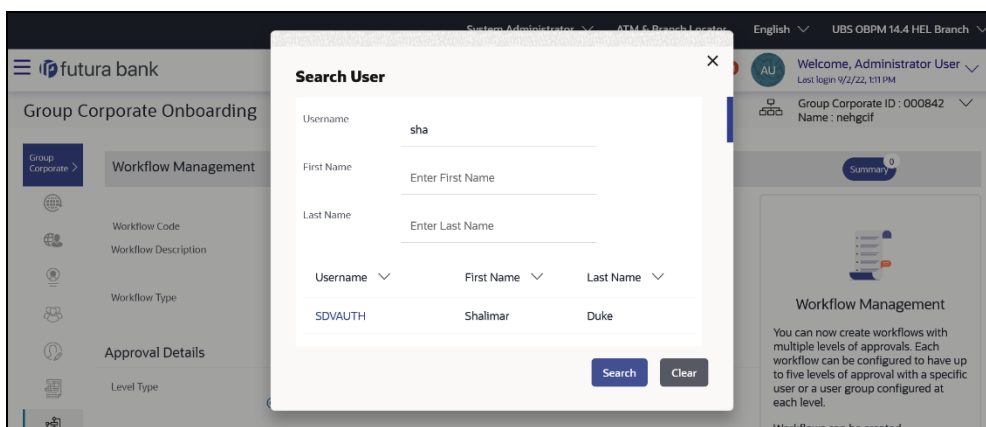
**To create an approval workflow:**

1. In the **Workflow Code** field, enter the workflow code.
2. In the **Workflow Description** field, enter the name of the workflow.
3. If you have selected **Approval** option in the **Workflow Type** field;
  - a. In the **Level Type** field, specify the level type for workflow.




- b. In the **Level 1** field, select the appropriate user / user group in the **Approval Details** section.
- c. Click  icon to add appropriate user / user group. The **User Search** popup appears. All the users and User groups created under the Group Corporate will be available for assigning at various approval levels.

**Workflow Management – User Search**




**Field Description**



Field Name	Description
<b>Search</b>	
<b>User Name</b>	To search the user with the user name. Partial search is allowed.
<b>First Name</b>	Allows to search based on first name or given name of the user.
<b>Last Name</b>	Allows to search based on last name/ surname of the user.
<b>Search Results</b>	
<b>User ID</b>	User ID of the user.
<b>Full Name</b>	Full Name of the user.
<b>Last Name</b>	Last Name of the user

- d. From the **User Name / User Groups** list, click & select the approver user name at specific level of approval.  
OR  
Click  icon to remove user/ user group.

---

**Note:** Click  icon to refresh the detail entered.

---

- e. Click **Add** to add the selected user/ user group at specific level of approval.  
OR  
Click  icon to remove specific approval level.
4. If you have selected **Release** option in the **Workflow Type** field;
  - a. In the **Level 1** field, select the appropriate user / user group in the **Approval Details** section.
  - b. Click  icon to add appropriate user / user group.  
The **User Search** popup appears. All the users and User groups created under the Group Corporate will be available for assigning at various approval levels.
5. Click **Save** to save Approval Workflow.  
OR  
Click **Back** to navigate back to previous screen.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.
6. The **Review** screen appears. Verify the details, and click **Confirm**.  
OR
7. Click on **Add Another** to new Workflow.  
OR  
Click **Edit** to modify the details entered.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
8. The success message of saving the created approval workflow appears along with the transaction reference number and status.

#### 5.8.4 Workflow Management - Edit

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

##### **To edit an approval workflow:**

1. In the **Workflow Management** screen, enter the search parameters and click **Search**. The **Workflow Management** screen with search results appears based on the searched criteria.
2. Click the **Workflow Code** link to view details of the selected Approval Workflow. The **Workflow Management - View** screen appears.

3. Click **Edit** to edit the workflow. The **Workflow Management - Edit** screen with values in editable form appears.  
 OR  
 Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.  
 OR  
 Click **Back** to go back to the previous screen.

### Workflow Management - Edit

### Field Description

Field Name	Description
<b>Edit</b>	
<b>Workflow Code</b>	Workflow code is displayed.
<b>Workflow Description</b>	Workflow description is displayed in editable form.

Field Name	Description
<b>Workflow Type</b>	Specify whether the workflow which the administrator is creating are for approval or for release functionality.. The options are: <ul style="list-style-type: none"> <li>• Approval</li> <li>• Release</li> </ul>

### Approval Details

Below fields appears if you select **Approval** option in the **Workflow Type** field.

<b>Level Type</b>	Specify the level type for the workflow. The options are: <ul style="list-style-type: none"> <li>• Approver</li> <li>• Checker</li> </ul>
-------------------	--


<b>Level</b>	Approval levels for a user / user group. Administrator can remove or add approval levels in a workflow.
--------------	--

<b>User Name / User Groups</b>	User or a user group maintained at each level of approval. Administrator can edit an existing user/user group maintained at each level and can also specify user/user group for additional approval level.
--------------------------------	---

### Release Details

Below fields appears if you select **Release** option in the **Workflow Type** field.

<b>User / User Group</b>	To select specific user or a user group to release the transaction. <hr/> Note: All the users and user groups created under the Group Corporate will be made available for mapping. <hr/>
--------------------------	--

- Edit the required details.
- Click **Add** to add the selected user/ user group at specific level of approval.  
OR  
Click  icon to remove specific approval level.
- Click **Save** to save Approval Workflow.  
OR  
Click **Back** to navigate back to previous screen.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR

Click **Retain Draft** to save the details entered as draft.

OR

Click **Cancel** to cancel the transaction.

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

OR

Click on **Add Another** to add new Workflow.

OR

Click **Cancel** to cancel the transaction.

OR

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

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

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

## 5.9 Step 8: Approval Rules

This function will enable the corporate administrator to set up conditions for approval as well as for Releaser as per the corporate requirements. A rule can be set up for financial, non-financial, non-account financial transactions and for maintenance.

Corporate administrators will not be permitted to maintain administrative approval rules for the same group corporate.

### Prerequisites:

- Transaction access is provided to Bank Administrator
- Party preference is maintained for setting up rules for corporates
- Corporate and Administrator users are maintained
- Workflow configuration is maintained if approval required is to be set as 'Yes'
- Approval rule set up for Bank Administrator to perform the actions
- Necessary user groups and approval workflows are maintained

### Features supported in application

The Approval Rule maintenances allow the bank administrator to:

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

### How to reach here:

*Corporate Administrator Dashboard > Toggle menu > Menu > Corporate Onboarding > Group Corporate Onboarding > Approval Rules tab*

## 5.9.1 Approval Rules – Summary

Corporate Administrator logs into the system and navigates to the Rules Management screen. User can opt to view the details of existing Approval Rules or can create new approval rule using this screen.

### Rules Management – Summary

The screenshot displays the 'Rules Management' screen in the Oracle Futura Bank system. The interface includes a search form with fields for 'Rule Code', 'Rule Description', and 'Rule Applicable for' (with radio buttons for 'Approval' and 'Release'). Below the search form is a table listing existing rules. The table has the following columns: Rule Code, Rule Description, Maker, Approval Required, Change Type, and Rule Applicable for. The table contains six rows of data. A sidebar on the left shows navigation options, and a right-hand panel provides a brief overview of the Rules Management function. At the bottom, there are 'Submit', 'Retain Draft', and 'Cancel' buttons.

Rule Code	Rule Description	Maker	Approval Required	Change Type	Rule Applicable for
new_rule_3	new_rule_3	test_vamsi_1	No		APPROVAL
new_vam 2	new_vam 2	test_vamsi 1	No		APPROVAL
testrule123	testrule123	All Users	No		APPROVAL
testrule1235	testrule1235	All Users	No		APPROVAL
199501	199501	All Users	No		APPROVAL
new_rule_1	new_rule_1	test_vamsi_1	No		APPROVAL

### Field Description

Field Name	Description
Rule Code	Search with Approval rule code.
Rule Description	Search with Approval rule description.
Rule Applicable For	Search whether rule is applicable for Release or Approval.
<b>Search Result</b>	
Rule Code	The Approval rule code.
Rule Description	The Approval rule description.

Field Name	Description
<b>Maker</b>	Initiator type (User ID or User Group Code) of the transaction. This field will be displayed only if existing approval rules are available.
<b>Approval Required</b>	Whether approval is required for each rule maintained.
<b>Change Type</b>	Displays the status of the record i.e. if it is created or modified.
<b>Rule Applicable for</b>	Displays the whether the approval rule is applicable for Release or Approval.

1. In the **Rule Code** field, enter the approval Rule code to be searched.
2. In the **Rule Description** field, enter the description of the approval Rule to be searched.
3. In the **Rule Applicable For** field, specify whether the approval rule is applicable for Release or Approval.
4. Click **Search**. The **Rule Management** screen with search results appears based on the searched criteria.
5. Click the **Rule code** link, to view details of the selected Approval Rule. The **Approval Rules - View** screen appears.  
OR  
Click on **Add Another** to Add the **Approval Rules**.  
OR  
Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.  
OR  
Click **Back** to go back to previous screen.  
OR  
Click **Create** to create new Approval Rule for corporate users.

## 5.9.2 Approval Rules - View

On accessing 'Rules Management' menu option, and searching rules, summarized view of all the approval rules maintained (if any) for the party are displayed on the screen. Further drill down is given on each rule to view the details of approval rule.

### To view the approval rules for corporate users:

1. In the **Approval Rules** screen, enter the search parameters and click **Search**. The **Approval Rules** screen with search results appears based on the searched criteria.
2. Click the **Rule Code** link, for which you want to view the details. The **Approval Rules - View** screen appears.

## Approval Rules View

ATM & Branch Locator | English | UBS OBPM 14.4 HEL Branch

Welcome, Administrator User  
Last login: 7/27/22, 11:58 AM

Group Corporate Onboarding

Submission Status | Group Corporate ID : 000842 | Name : nehgcif

Group Corporate >

- Rule Type
- Rule Code
- Rule Description
- Rule Applicable For
- Initiator
- Initiator Type
- Rules Management
- Transactions
- Accounts
- Currency
- Amount Range
- Workflow Details

Rule Type: **Financial**

Rule Code: **SDVMAKERFina**

Rule Description: **SDVMAKERFina**

Rule Applicable For:  Approval  Release

Summary

**Initiator**

Initiator Type: User User Group All Users

SDVMAKER

Party ID: 000462|ABZ Solutions

**Transactions**

Transactions:  All Transactions  Select Specific Transactions

**Accounts**

Accounts:  All Accounts  Select Specific Accounts

**Currency**

Currency: **GBP**

**Amount Range**

From Amount: **GBP 1.00**

To Amount: **GBP 100.00**

**Workflow Details**

Approval Required: Yes No

Workflow: **SDVCHECKERWFL1**

Level 1

MO

Approver

Mac Olivier

SDV-CHECKER

User

Edit Delete

Submit Retain Draft Cancel

**Rules Management**

Rules Management refers to parameters that drive the enterprise approvals for financial, non-financial, maintenance and administrative transactions. You can search and view all the approval rules maintained for a party. You can edit the rules and update them.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>View</b>	
<b>Rule Type</b>	<p>Transaction rule type for which the approval rule is set up.</p> <p>The transaction rule for corporate user are:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Non Financial</li> <li>• Maintenance</li> <li>• Non Account Financial</li> <li>• Administration</li> <li>• Service Request</li> </ul>
<b>Rule Code</b>	Approval rule code.
<b>Rule Description</b>	Approval rule description.
<b>Rule Applicable For</b>	<p>Displays for which the rule is set up.</p> <p>It could be:</p> <ul style="list-style-type: none"> <li>• Approval</li> <li>• Releaser</li> </ul>
<b>Initiator</b>	
<b>Initiator Type</b>	<p>Initiator type specified while creating a rule.</p> <hr/> <p>Note : " All Users' will be displayed for Initiator Type if rule is created with Initiator type as "All users"</p> <hr/>
<b>User Name / User Groups</b>	Name of the user or user group defined as initiator for the rule condition.
<b>Party ID</b>	Displays one or multiple Party IDs mapped to the selected Group Corporate ID.

Field Name	Description
<b>Transactions</b>	<p>The transactions for which the rule is being set up.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• All Transactions</li> <li>• Select Specific Transactions</li> <li>• All Service Request – rule will be applicable for all the service requests available in the form builder</li> <li>• Select Specific Category – all the service request categories available in the form builder will be listed for selection where one category can be selected</li> <li>• Select Specific Service Request - all the service requests available in the form builder will be listed for selection where one service requests can be checked</li> </ul> <p>Type of transactions available depends on the selection of rule type.</p> <p>The option '<b>All Service Requests</b>', '<b>Specific Service Request</b>' or '<b>Specific Category</b>' is enabled only if the <b>Service Request</b> option is selected in <b>Rule Type</b> field.</p>
<b>Accounts</b>	<p>Field will display the accounts along with their names mapped based on the Party ID selection for which rule being viewed is set up.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• All Accounts</li> <li>• Select Specific Accounts</li> </ul> <p>This field appears if you select <b>Financial</b> and <b>Non Financial</b> in the <b>Rule Type</b> field.</p>
<b>Currency</b>	<p>Currency type in which the financial approval rule for a corporate is defined.</p> <p>This field appears if you select <b>Financial</b> and <b>Non Account Financial</b> in the <b>Rule Type</b> field.</p> <hr/> <p>Note:</p> <ol style="list-style-type: none"> <li>1) Entity's base currency (maintained in System Configuration) will be defaulted in the currency field.</li> <li>2) User will be able to select the currency other than the default currency from the currency list.</li> </ol> <hr/>
<b>Amount Range</b>	

Field Name	Description
<b>From Amount/ To Amount</b>	Transactions allowed for the user between the amount range. This field appears if you select <b>Financial</b> and <b>Non Account Financial</b> in the <b>Rule Type</b> field.
<b>Workflow Details</b>	
<b>Approval Required</b>	Field displays whether approval is required or not. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Approval Type</b>	Displays the Approval workflow type. Possible value will be: <ul style="list-style-type: none"> <li>• Sequential</li> <li>• Parallel</li> </ul> This field is displayed if <b>Yes</b> option is selected in <b>Approval Required</b> field and when workflow preference is set at <b>Rule Level</b> in Group Corporate Profiling setup.
<b>Workflow</b>	Field displays the approval workflow details along with the defined approval levels. For release, it displays the release workflow details. This field appears if you select <b>Yes</b> in the <b>Approval Required</b> field.

3. Click **Edit** to edit the approval rule. The **Approval Rule - Edit** screen with values in editable form appears.  
OR  
Click **Delete** to delete the approval rule.  
OR  
Click **Back** to navigate back to previous screen.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.

### 5.9.3 **Approval Rules - Edit**

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

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

#### **To edit an approval workflow:**

1. In the **Approval Rules** screen, enter the search parameters and click **Search**. The **Approval Rules** screen with search results appears based on the searched criteria.
2. Click the **Rule Code** link, for which you want to view the details. The **Approval Rules - View** screen appears.
3. Click **Edit** to edit the approval rule. The **Approval Rule - Edit** screen with values in editable form appears.

# Approval Rules - Edit

ATM & Branch Locator English UBS OBPM 14.4 HEL Branch

Search ... Welcome, Administrator User  
Last login: 12/15/25, 11:58 AM

Group Corporate Onboarding Submission Status Group Corporate ID : 000842  
Name : nehgcif

### Rules Management

Rules Management refers to parameters that drive the enterprise approvals for financial, non-financial, maintenance and administrative transactions. You can search and view all the approval rules maintained for a party. You can edit the rules and update them.

Rule Type: Financial

Rule Code: SDVMAKERFina

Rule Description: sdmaker

Rule Applicable For:  Approval  Release

Initiator:  User  User Group  All Users

Initiator Type: SDVAUTH

Party ID: 000462|ABZ Solutions X, 004263|Santa Corp X

Transactions:  All Transactions  Select Specific Transactions

- Term Deposits (Financial)
  - Top Up
  - Redeem TD
  - New Deposit
- AccountAggregation
- Credit Card Financial
- Loans
- File Upload
- Virtual Account Management Transactions
- Payments

Accounts:  All Accounts  Select Specific Accounts

Currency: GBP

Amount Range: From Amount GBP 10.00 To Amount GBP 10,000,000.00

Workflow Details: Approval Required: Yes No Workflow: RunItFlow222551

Level 1 CR Cristiano Ronaldo psAbzAuth Use

Save

Submit Retain Draft Cancel

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Edit</b>	
<b>Rule Type</b>	<p>Transaction rule type for which the approval rule is set up will be displayed.</p> <p>The transaction rule for corporate user are:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Non Financial</li> <li>• Maintenance</li> <li>• Non Account Financial</li> <li>• Administration</li> <li>• Service Request</li> </ul>
<b>Rule Code</b>	Approval rule code provided by the user.
<b>Rule Description</b>	Approval rule description provided by the user in editable form.
<b>Rule Applicable For</b>	The rule applicable for Release or Approval in editable form.
<b>Initiator</b>	
<b>Initiator Type</b>	<p>Initiator type who initiates the transaction will be displayed in editable form.</p> <hr/> <p><b>Note:</b> If 'All Users' is selected, then the rule being created is applicable for all users of Corporate Party</p>
<b>User Name / User Groups</b>	<p>Name of the user or user group as initiator will be displayed in editable form.</p> <p>If initiator is selected as User, then all the users belonging to the party will be listed for selection.</p> <p>If initiator is selected as User Group, then all the user groups belonging to the party will be listed for selection.</p>
<b>Party ID</b>	The one or multiple Party IDs mapped to the selected Group Corporate ID will be displayed in editable form.

Field Name	Description
<b>Transactions</b>	<p>The transactions to set the approval rules will be displayed in editable form.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• All Transactions – If selected, the rule can be setup for all transactions</li> <li>• Select Specific Transactions – Specific transactions can be selected for which the rule is applicable. The transaction type and names are listed for selection</li> <li>• All Service Request – rule will be applicable for all the service requests available in the form builder</li> <li>• Select Specific Category – all the service request categories available in the form builder will be listed for selection where one category can be selected</li> <li>• Select Specific Service Request - all the service requests available in the form builder will be listed for selection where one service requests can be checked</li> </ul> <p>Type of transactions available depends on the selection of rule type.</p> <p>The option '<b>All Service Requests</b>', '<b>Specific Service Request</b>' or '<b>Specific Category</b>' is enabled only if the <b>Service Request</b> option is selected in <b>Rule Type</b> field.</p>
<b>Accounts</b>	<p>Type of accounts based on the Party ID selection will be displayed in editable form.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• All Accounts – If selected, the rule can be setup for all accounts within the selected Party IDs</li> <li>• Select Specific Accounts – Specific accounts can be selected for which the rule is applicable. The Party ID, Account Type and Account Numbers along with their names are listed for selection</li> </ul> <p>This field appears if you select <b>Financial</b> and <b>Non Financial</b> in the <b>Rule Type</b> field.</p>
<b>Currency</b>	<p>Currency type in which the financial approval rule for a corporate is defined.</p>
<b>Amount Range</b>	

Field Name	Description
<b>From Amount/ To Amount</b>	<p>Transactions allowed for the user between the defined amounts ranges will be displayed in editable form.</p> <p>This field appears if you select <b>Financial and Non Account Financial</b> in the <b>Rule Type</b> field.</p>
<b>Workflow Details</b>	
<b>Approval Required</b>	<p>Whether approval is required will be displayed in editable form.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Approval Type</b>	<p>Define the Approval workflow type. Possible value will be</p> <ul style="list-style-type: none"> <li>• Sequential</li> <li>• Parallel</li> </ul> <p>This field is enabled if <b>Yes</b> option is selected in <b>Approval Required</b> field and when workflow preference is set at <b>Rule Level</b> in Group Corporate Profiling setup.</p>
<b>Workflow</b>	<p>Details of the approval workflow within which different levels are available for approver and checker will be displayed in editable form.</p> <p>For release, it displays the release workflow details.</p> <p>This field appears if you select <b>Yes</b> in the <b>Approval Required</b> field.</p>

1. Edit the required details.
  2. Click **Save** to save the approval rule.  
OR  
Click **Back** to navigate back to previous screen.  
OR  
Click **Next** to proceed to the next logical step.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.
- The **Approval Rule - Edit Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click on **Add Another** to add new Rule.  
OR  
Click **Cancel** to cancel the transaction.



OR

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

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

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

#### 5.9.4 **Approval Rule – Create**

Corporate Administrator can create approval rules for the corporate users. In Approval Rules, Bank Administrator can define the rule conditions for various type of transactions.

Approval rules can be setup based on the following parameters.

- Type of Transaction
  - Financial Transactions
    - This option is used to setup approval rules for the transactions, this involves exchange of money.
    - E.g. Money Transfer, Draft Issuance, Redeem Term Deposit etc.
  - Non Financial Transactions
    - This option is used to setup approval rules for the transaction which are for an account but does not involve exchange of money.
    - E.g. Cheque Book Request, Statement Request, Stop Cheque etc.
  - Maintenance
    - This option is used to setup approval rules for the transaction which are at the party level and not for a specific account
    - E.g. Payee Maintenance, Biller Maintenance etc.
  - Non Account Financial Transactions:
    - This option is used to setup approval rules for the transaction with amount range and no debit account
    - E.g. Initiate LC, Supply Chain Finance related transactions like create Invoice.
  - Initiator
    - Specific User
    - User Group
    - All Users
  - Party ID
    - This option allows to select one or multiple Party IDs
  - Accounts
    - All Accounts based on party selection
    - Select Specific Accounts based on party selection
  - Transactions
    - All Transactions
    - Select Specific Transactions
  - Currency

- Amount Range
- Service Requests
  - All Service Requests
  - Specific Service Request

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

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

## Approval Rules – Corporate User - Create

ATM & Branch Locator
English
UBS OBPM 14.4 HEL Branch

futura bank
Search ...
Welcome, Administrator User  
Last login: 9/29/2018 4:42

Group Corporate Onboarding
Submission Status
Group Corporate ID : 000842  
Name : nehgcif

Group Corporate

### Rules Management

Rules Type: Financial
Summary 0

Rule Code: SDVMAKERFina

Rule Description: sdmaker

Rule Applicable For:  Approval  Release

Initiator

Initiator Type: User User Group All Users

SDVAUTH

Select User

Party ID: 000452|ABZ Solutions X  
004263|Santa Corp X

Transactions

Transactions:  All Transactions  Select Specific Transactions

Term Deposits (Financial)

- Top Up
- Redeem TD
- New Deposit

Account Aggregation

Credit Card Financial

Loans

File Upload

Virtual Account Management Transactions

Payments

Accounts

Accounts:  All Accounts  Select Specific Accounts

Currency

Currency: GBP

Amount Range

From Amount: GBP 10.00

To Amount: GBP 10,000,000.00

Workflow Details

Approval Required: Yes No

Workflow: RuntFlow22251

Level 1

CR

Approved

Cristiano Ronaldo

ps@abzauth

User

Save

Submit Retain Draft Cancel

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**Field Description**


<b>Field Name</b>	<b>Description</b>
<b>Rule Type</b>	Transaction rule type for which the approval rule needs to be set up. The transaction rule for corporate user are: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Non Financial</li> <li>• Maintenance</li> <li>• Non Account Financial</li> <li>• Administration</li> <li>• Service Request</li> </ul>
<b>Rule Code</b>	To specify approval rule code.
<b>Rule Description</b>	To specify approval rule description.
<b>Rule Applicable For</b>	Specify the rule applicable for Release or Approval. The options are: <ul style="list-style-type: none"> <li>• Approval</li> <li>• Release</li> </ul>
<b>Initiator</b>	
<b>Initiator Type</b>	Initiator type who initiates the transaction. The options are: <ul style="list-style-type: none"> <li>• User - For creating an approval rule for a single user. A lookup will be provided to search for a specific user</li> <li>• User Group - For creating an approval rule for a User Group</li> <li>• All Users - For creating an approval rule of all the users of the Group Corporate</li> </ul>
<b>User / User Group</b>	Name of the user or user group as initiator. If initiator is selected as User, then all the users belonging to the party will be listed for selection. If initiator is selected as User Group, then all the user groups belonging to the party will be listed for selection. If Initiator is selected as 'All Users', then the rule being created is applicable for all users of Corporate Party.
<b>Party ID</b>	The one or multiple Party IDs to be mapped to the selected Group Corporate ID.

Field Name	Description
<b>Transactions</b>	<p>Select the transactions for which the rule is being set up.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• All Transactions – Allow to select all the transactions within module</li> <li>• Select Specific Transactions – Allow to select specific transactions within each module</li> <li>• All Service Request – rule will be applicable for all the service requests available in the form builder</li> <li>• Select Specific Category – all the service request categories available in the form builder will be listed for selection where one category can be selected</li> <li>• Select Specific Service Request - all the service requests available in the form builder will be listed for selection where one service requests can be checked</li> </ul> <p>Type of transactions available depends on the selection of rule type.</p> <p>The option <b>'All Service Requests'</b>, <b>'Specific Service Request'</b> or <b>'Specific Category'</b> is enabled only if the <b>Service Request</b> option is selected in <b>Rule Type</b> field.</p>
<b>Accounts</b>	<p>Specify the accounts mapped based on the Party ID selection for which rule being viewed is set up.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• All Accounts - Allow to select all the accounts of the selected Party ID</li> <li>• Select Specific Accounts - Allow to select specific accounts within each party ID</li> </ul> <p>Based on the Party ID selection, accounts associated to the party ID are available for selection.</p> <p>This field appears if you select <b>Financial</b> and <b>Non Financial</b> in the <b>Rule Type</b> field.</p>
<b>Counts of Accounts Mapped</b>	<p>Displays the number of accounts mapped to the Group Corporate.</p>

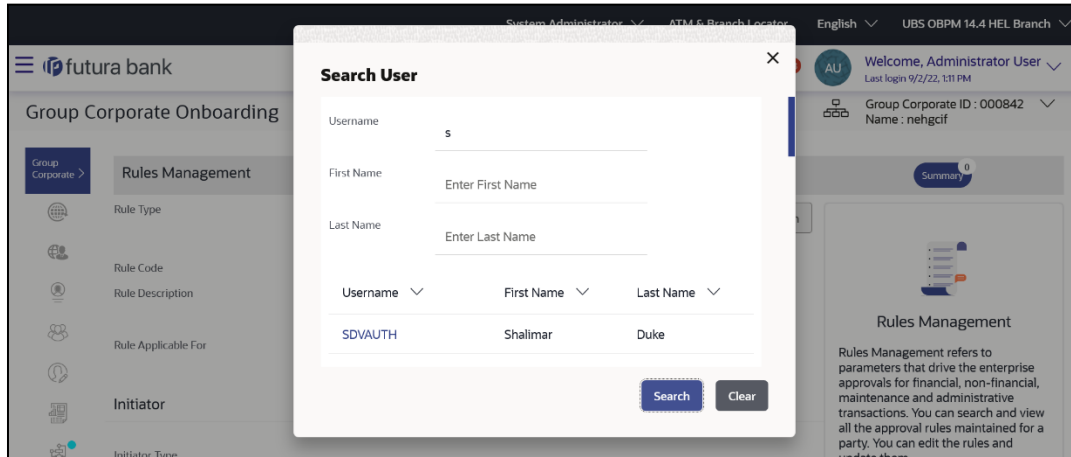
Field Name	Description
<b>Currency</b>	<p>Currency type in which the financial approval rule for a corporate is defined.</p> <p>This field appears if you select <b>Financial</b> and Non Account Financial in the <b>Rule Type</b> field.</p> <hr/> <p>Note:</p> <p>1) Entity's base currency (maintained in system configuration) will be defaulted in the currency field.</p> <p>2) User will be able to select the currency other than the default currency from the currency list.</p> <hr/>
<b>Amount Range</b>	
<b>From Amount/ To Amount</b>	<p>Transactions allowed for the user between the amount range.</p> <p>This field appears if you select <b>Financial</b> and Non Account Financial in the <b>Rule Type</b> field.</p>
<b>Workflow Details</b>	
<b>Approval Required</b>	<p>Option to decide whether approval is required or not for the set condition.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Approval Type</b>	<p>Define the Approval workflow type. Possible value will be</p> <ul style="list-style-type: none"> <li>• Sequential</li> <li>• Parallel</li> </ul> <p>This field is enabled if <b>Yes</b> option is selected in <b>Approval Required</b> field and when workflow preference is set at <b>Rule Level</b> in Group Corporate Profiling setup.</p>
<b>Workflow</b>	<p>All workflows maintained for the party are listed here along with the defined approval level for each of them. Select one workflow within which different levels are available for approver and checker.</p> <p>For release, the release workflow can be selected.</p> <p>This field appears if you select <b>Yes</b> in the <b>Approval Required</b> field.</p> <hr/>

**To create an approval rule for corporate user:**

1. In the **Rule Type** field, select the appropriate transaction rule type.
2. In the **Rule Code** field, enter the code.

3. In the **Rule Description** field, enter the rule name.
4. In the **Rule Applicable For** field, specify the rule applicable for Release or Approval.
5. From the **Initiator Type** field, click appropriate user / user group and select the user/ user group or Select 'All Users'.
6. Click  icon to add appropriate user / user group. The **Search User to Copy Mapping** popup appears.

### Approval Rules – Search User




### Field Description


Field Name	Description
<b>Search</b>	
<b>User ID</b>	To search the user with the user ID. Partial search is allowed.
<b>First Name</b>	Allows to search based on first name or given name of the user.
<b>Last Name</b>	Allows to search based on last name/ surname of the user.
<b>Search Results</b>	
<b>User ID</b>	User ID of the user.
<b>Full Name</b>	Full Name of the user.

- a. From the **User Name / User Groups** list, click & select the user ID.

OR

Click  icon to remove user/ user group.

**Note:** Click  icon to refresh the detail entered.

7. Click **Add** to add the selected user/ user group as a initiator.  
OR  
Click  icon to remove specific initiator.
8. From the **Party ID** list, click and select one or multiple Party IDs to be mapped to the selected Group Corporate ID.
9. From the **Transaction** list, select the transactions to be mapped to the rule.
  - a. If you have selected **Select Specific Transactions** option, select one or multiple transactions within modules to mapped to the selected Group Corporate ID.


---

**Note:** Click  icon to search and add specific transaction from the search lookup.

---

10. If you have selected **Financial** option in the **Rule Type** field;
  - a. From the **Accounts** list, select the appropriate accounts.
    - i. If you have selected **Select Specific Accounts** option;
      1. Click the Party ID whose accounts needs to be mapped, and then select one or multiple accounts to mapped to the selected Group Corporate. System displays the count of accounts selected.

---

**Note:** Click  icon to search and add specific account from the search lookup.

---

- b. From the **Currency** list, select the appropriate account currency.
11. If you have selected **Financial** and **Non Account Financial** option in the **Rule Type** field;
  - a. In the **Amount Range** section, enter the appropriate amount.
12. In the **Workflow Details** section, select whether approval is required for the mapped transactions.
  - a. If you select **Yes** option,
    - i. In the **Approval Type** field, select approval workflow type.
    - ii. From the **Workflow** list, select the appropriate Workflow.
13. Click **Save** to save approval rule.  
OR  
Click **Back** to navigate back to previous screen.  
OR  
Click **Submit** to submit the steps performed so far for approval.  
OR  
Click **Retain Draft** to save the details entered as draft.  
OR  
Click **Cancel** to cancel the transaction.
14. The **Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click on **Add Another** to Add The **Approval Rule**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.



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

## **Send to Modify**

When the maker sends the Group Corporate Onboarding maintenance for approval, the approver will have an option to send the maintenance back for modification.

Approver dashboard is available for Bank administrator users whose main responsibility is of approving the transactions initiated by Bank administrator in maker role. Approver has the responsibility to ensure correctness of the maintenances as per the bank and corporate mandate, to ensure speedy and accurate processing.

When the transaction is sent back for modification, then all the users who have access to perform modifications on GCIF onboarding will be able to view the maintenance in their activity log. Any of the users can pick up the transaction and make the necessary modification.

---

**Note:** During **Send to Modify**, the comments capture by approver are optional. the bank needs to handle operationally to ensure that specific comments are captured during send for modification.

---

- Login to OBDX internet banking application as an approver.
- Navigate **Group Corporate Onboarding** screen.

### **Send to Modify**

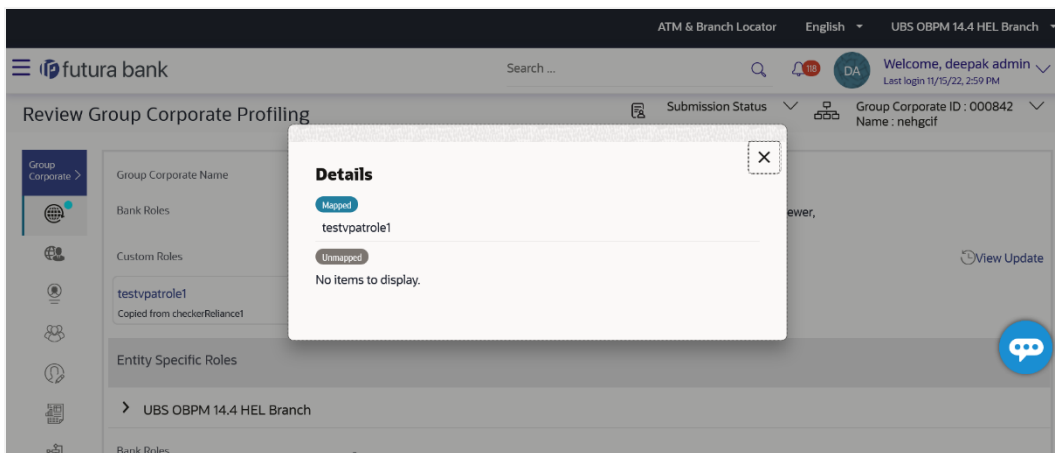
- Click **Send to Modify** to send the Group Corporate Onboarding maintenance back to maker for modification. A popup appears.
- Click **Send to Modify** option.
- Enter the comments while sending for modification to specify the reason for sending the maintenance for modification.
- Click **Save** to save the comments and send the maintenance to maker for modification.  
OR  
Click **Clear** to reset the data entered.
- Click **Send and Back** to send back to maker.
- Now login to OBDX internet banking application as a maker.

9. View the Group Corporate Onboarding maintenance in Activity Log, and make the necessary modifications and send back to approver.
10. On re-login as approver, then the modified data will be highlighted for the approver to understand the changes.

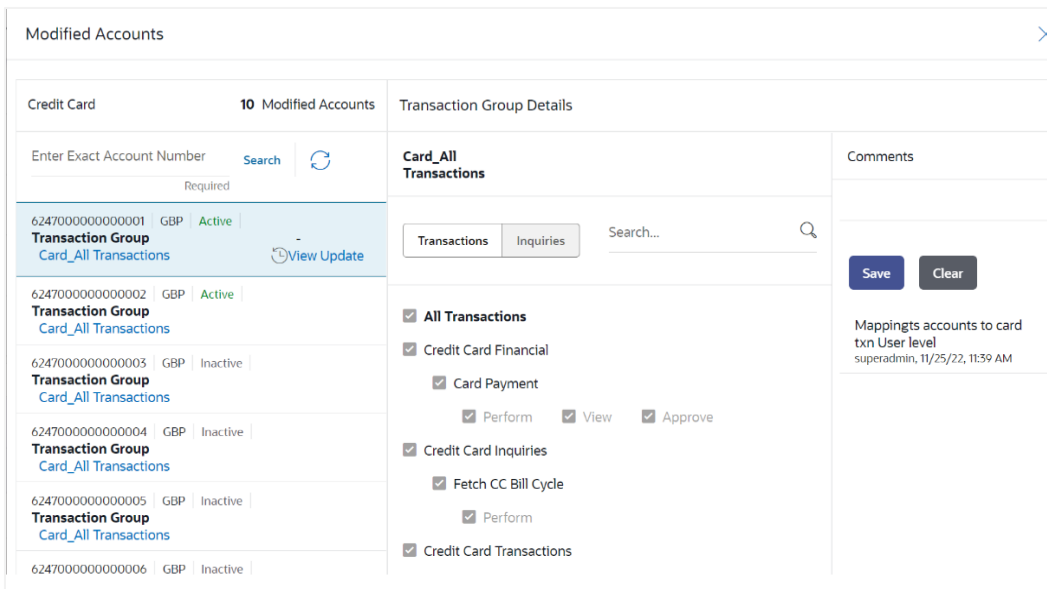
**Note:**

- 1) The modification will be shown post comparison with the last “approved” value only.
- 2) Click on the **View Updates** to view the new changes in case the field has multiple values.

**View Updates**



**Modified data with highlight**



11. Click on highlighted data to view the modifications.
12. Verify the changes and approve the transaction.

## **FAQ**

### **Step 1: Group Corporate Profiling**

#### **1. Can administrator modify Bank role before assigning to Group Corporate?**

No, if the Administrator assigns a Bank role to Group Corporate, all the entitlements available in the selected roles will be assigned at Group Corporate level. Any modification required in the bank roles can be done using Role transaction mapping screen. If in future bank assigns a new transaction access in the bank role (from Role transaction mapping screen), it will automatically be given to the all the Group Corporates having that roles mapped

#### **2. Is mapping of custom role is mandatory?**

No. Administrator can select and assign the roles available at enterprise level as is, or he can create a custom role as per his requirement for the Group corporate by cloning a role available at Group Corporate level.

Admin will be able to assign a mix of bank roles and custom roles to a Group Corporate.

#### **3. Are the Customize bank roles will be applicable across the application?**

No, The Customize bank role will be available only for the Group Corporate for which it was created. Any changes done in the bank roles, from which this custom role has been created, will not have any impact on the custom created roles

#### **4. What is sequential and parallel type of approval flow?**

Under Sequential approval flow, the approval can be done only in the sequence as mentioned in approval workflow. It is "Non-Sequential" type of approval flow, which does not follow any specific sequence. Any user (who is part of the approval flow) from any approval level can pick up the transaction/maintenance and approve it. This will be applicable across Group Corporate

#### **5. What is the approval currency?**

Approval Currency is the preferred currency for setting up the approval rules.

#### **6. How can the user define Sequential or Parallel approval flow at the Corporate Level and Rule Level?**

During Group Corporate Profiling setup, the user has an option to select the workflow preference at Corporate Level or Rule Level. If Corporate Level is specified, then the approval flow (Sequential/Parallel/No Approval) can be captured on the same screen. If Rule Level is selected, then the approval flow (Sequential/Parallel) must be specified during rule creation.

### **Step 2: Party Account Access**

#### **1. Is it necessary to setup Party Account Access Management before setting up User Account Access for Group Corporate?**

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

**2. What is the significance of Transactions or Inquiry Group?**

Transaction groups are for the purpose of grouping transactions and maintaining access in Account Access screens.

There will be one factory shipped Transaction group for each module, which will have all transactions and inquiries grouped together. Factory shipped user group cannot be deleted or modified.

A new group can also be created by cloning/copying an existing transaction group. Deletion of custom transaction group will be allowed.

Transaction groups of one Group Corporate will be available for selection only for that Group Corporate

**3. Can we setup Party Account Access for multiple corporate parties associated with Group Corporate in single flow?**

Yes, All the party ID mapped under Group Corporate will be listed in the dropdown. Admin can select one party at a time and setup the party account access for the same .Once he is done he can follow the same flow by selecting another party for Account maintenance before final submission.

OR

He can save the application in draft for further modification.

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

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

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

Manual: Denies the newly added accounts and transactions by default. This is to ensure that access to accounts and transactions is provided only upon receiving specific instructions from corporates

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

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

**Step 3: User Onboarding****1. Who can create / update the user at Group Corporate level?**

System administrator and bank administrator can create or edit the users.

**2. Does the application allows admin to create new user by cloning the exiting one?**

Yes. An option to create a new user from by copying an existing user is provided.

If 'Copy' is selected, admin will be able to select an already created user (user created under the same Group Corporate) and screen will be displayed the copied data for all the sections except Personal and Contact information. Admin will be require to fill Personal and Contact information and he can make the changes in the copied data as well.

**3. Can one assign multiple Application roles to a user?**

Yes, multiple Application roles can be assigned to the user. All the Roles (both Enterprise and Customer) mapped at the Group Corporate level will be available for selection while setting up the user management.

**4. What is the significance of primary and Accessible parties?**

Corporate users at Group Corporate level will have one primary party and multiple assessable parties for each entity. Show primary party selected on the top will by default as selected under Primary Party for that Entity.

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

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

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

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

**Step 4: User Group Maintenance****1. Is the user selection for user group maintenance is depends on the parent party?**

No, user selection is not depend upon the parent corporate party. Application will list down the entire user associated with group corporate for user group creation irrespective of parent party.

**2. Can a user be the part of multiple user groups created under a Group Corporate?**

Yes, same user can be part of multiple user groups under group corporate. Whereas, User Group would be allowed to create even without adding a single user

**3. Can I delete an existing user group?**

No, user groups cannot be deleted but can be edited. Administrator can add new users and remove existing users of the user group.

**Step 5: User Account Access**

**1. If user is associated with one parent corporate party and multiple accessible parties, then will he be allowed to setup account access for the corporate parties in single flow?**

Yes, All the party ID mapped under Group Corporate and associated with corporate user will be listed in the dropdown. Admin can select one party at a time and setup the user account access for the same .Once he is done he can follow the same flow by selecting another party for user Account maintenance before final submission.

OR

He can save the application in draft for further modification.

**2. Will Party Account Access – Deletion for a party lead to automatic deletion of User Account Access?**

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

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

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

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

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

**Step 6: User Report Mapping**

**1. What is the significance of user report mapping?**

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

**2. Is the user selection for user report mapping maintenance is depends on the parent party?**

No, user selection is not depend upon the parent corporate party. Application will list down the entire user associated with group corporate for user report mapping irrespective of parent party.

**Step 7: Workflow Management**

**1. Is the user selection for workflow maintenance is depends on the parent party?**

No, user selection is not depend upon the parent corporate party. Application will list down the entire user associated with group corporate for workflow maintenance irrespective of parent party.

**2. What is approval workflow maintenance?**

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

**3. How many approval levels can I set up in the system?**

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

**4. Can I get the list of users associated with a group from workflow management screen?**

Yes, list of the users associated with a group can be viewed using workflow management screen.

**Step 8: Approval Rules**

**1. Is the user selection for workflow maintenance is depends on the parent party?**

No, user selection is not depend upon the parent corporate party. Application will list down the entire user associated with group corporate for approval -rules maintenance irrespective of parent party.

**2. How many approval levels can I set up in the system?**

Administrator can set up minimum one and maximum five levels of approvals as a part of approval workflow. Whereas, maximum levels of approvals that the user can set is configurable as Day0.

**3. What happens if the transaction is initiated in the currency in which approval rule is not maintained?**

If the rule is not maintained in specific currency, then the application will check the preferred currency selected while setting up the group corporate.

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## 6. User Management

User Management function enables Corporate Administrator to view user details along with their login credentials for channel banking access. This module facilitates channel banking access to corporate users of group corporate that the Corporate Administrator belongs to.

### Prerequisites:

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

### Features supported in application

The User Management module allows the Corporate Administrator to:

- Search User

### How to reach here:

*Corporate Administrator Dashboard > Toggle menu > Menu > User Management*

### 6.1 User Management – Search/ View User

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

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

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

## User Management - Search User

### Field Description

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

### To search and view details of the existing users

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

### User Management – Search User - More Search Options

## Field Description

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


2. **Enter** the search criteria, click **Search**.  
The search results appear on the **User Management** screen based on the search parameters.  
OR  
Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.  
OR  
Click **Clear** to clear the input search parameters.

## User Management - Search Results

The screenshot shows the 'User Management' interface with search results for 'a'. The search criteria are 'Corporate User' and 'a'. The results table lists several users with their IDs, names, and status (Unlocked/Granted). A 'Note' on the right states: 'This function enables you to onboard/manage users, their personal information and their login credentials for channel banking access. You can also define the various Touch Points from which the user can access the application and limit package applicable for the same. User Status change (lock/unlock) and whether the channel access has to be given to the user can be simply be managed and updated from the search results.'

User ID	User Name	Status	Access
corpadmin aprvr1	corpadminApr1	Unlocked	Granted
deepak approve1	dcapprove11	Unlocked	Granted
deepak release01	dcrelease01	Unlocked	Granted
deepak maker	dcmake1	Unlocked	Granted
deep approve12	dcapprove12	Unlocked	Granted
deepak admin	corpadmin01	Unlocked	Granted
deepak corpadminapr2	corpadminapr02	Unlocked	Granted

**Field Description**

Field Name	Description
<b>Search Results</b>	
<b>Full Name</b>	First name and last name of the user.
<b>User Name</b>	User Name of the user.
<b>Status</b>	Status of the user, Locked or Unlocked.
<b>User Access</b>	Indicates whether channel access is granted. Click  to grant / revoke access rights.
<p><b>Note:</b> Channel access feature will only be available with DB authenticator as Identity Management System.</p>	

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

3. Click the **User Name** link to view the user details.

**To view the user details:**

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

The screenshot displays the Oracle Futura Bank User Management interface. At the top, there is a navigation bar with the Futura Bank logo, a search bar, and user information: 'Welcome, ark makr1' and 'Last login: 11/28/20, 6:02 PM'. The main content area is titled 'User Management' and includes a 'Download profile' link. The user details are organized into several sections:

- User Information:** User Type (Corporate User), Group Corporate ID (00352), Party ID (004428).
- Personal Information:** Username (dcmaker002), Title (Mr), First Name (deepak), Middle Name (-), Last Name (maker002), Date of Birth (1/1/96).
- Contact Details:** Email ID (deepak.chhabra@oracle.com), Contact Number (Mobile) (8080214009), Contact Number (Landline) (0172778899), Address Lines 1-4 (ad1test to ad4test), Country (India), City (mumbai), Zip Code (400063).
- User Groups And Global Roles:** User Groups (WFGrp), Roles (Checker and Maker).
- DND Alerts:** Category (Approval).
- Primary Entity:** Entity Name (UBS OBPM 14.4 HEL Branch), Map Parties (Primary Party: 004428|Ankit Kothari2|UBS OBPM 14.4 HEL Branch, Accessible Parties: -), Limits (No Limit attached to the user), Touch Points (Internet and Mobile Application), Map Roles (Checker and Maker).

At the bottom of the interface, there are buttons for 'Reset Password' and 'Back', and a copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

## Field Description

Field Name	Description
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<b>User Type</b>	User type is always defaulted to 'Corporate User'.
------------------	--

Field Name	Description
<b>Group Corporate ID</b>	
<b>Party ID</b>	Party ID mapped to the user. Party ID is defaulted to the mapped Party ID of the Corporate Administrator.
<b>Personal Information</b>	
<b>User Name</b>	Name (login ID) of the user.
<b>Title</b>	Title of the user. <ul style="list-style-type: none"> <li>• Mr</li> <li>• Mrs</li> <li>• Miss</li> <li>• Ms</li> <li>• Dr</li> <li>• Master</li> </ul>
<b>First Name</b>	First name of the user.
<b>Middle Name</b>	Middle name of the user.
<b>Last Name</b>	Last name/ surname of the user.
<b>Date of Birth</b>	Date of birth of the user.
<b>Contact Details</b>	
<b>Email ID</b>	Email id of the user.
<b>Contact Number (Mobile)</b>	Mobile number of the user.
<b>Contact Number (Land Line)</b>	Phone number (land line) number of the user.
<b>Address Line 1-4</b>	Address of the user.
<b>Country</b>	Country of the user.
<b>City</b>	City in which the user resides.
<b>Zip Code</b>	The postal code of the city in which the user resides.

Field Name	Description
<b>User Groups And Global Roles</b>	
<b>User Groups</b>	<p>The list of all user groups to which the selected user belongs.</p> <hr/> <p>Note:</p> <ul style="list-style-type: none"> <li>• This information is read-only and hence cannot be modified..</li> <li>• If a particular user needs to be removed from a user group, then the administrator must manually go to the particular user group screen and remove the user.</li> </ul> <hr/>
<b>Roles</b>	The global roles which are mapped to the users.
<b>DND Alerts</b>	
<b>Category</b>	The list of categories for which DND is configured can be enabled or disabled using this option.
<b>Touch Points</b>	
<b>Selected Touch Points</b>	<p>The touch points (banking channels) selected for a user to perform transactions.</p> <p>The touch points could be:</p> <ul style="list-style-type: none"> <li>• Mobile Application</li> <li>• Mobile (Responsive)</li> <li>• Internet</li> <li>• Missed Call Banking</li> <li>• SMS Banking</li> <li>• Wearables</li> <li>• Snapshot</li> <li>• Siri / Chatbot</li> <li>• API Access</li> <li>• Soft Token Application</li> </ul>
<b>Primary Entity</b>	
<b>Entity Name</b>	Name of the primary entity.
<b>Map Parties</b>	
<b>Primary Party</b>	Name of the primary party along with the group corporate code and entity name.

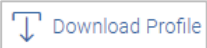
Field Name	Description
<b>Accessible Parties</b>	Accessible parties along with the group corporate code and entity name associated to the user.
<b>Limits</b>	Limits package associated to the user.
<b>Touch Points</b>	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
<b>Map Roles</b>	The roles to which the entities are mapped.
<b>Accessible Entity Details</b>	
<b>Entity Name</b>	Accessible Entity name associated to the user.
<b>Map Parties</b>	
<b>Primary Party</b>	Primary Party ID details of the user is associated with the New Entity
<b>Accessible Parties Name</b>	Accessible Party Details that user has access.
<b>Limits - Touch Point/Groups</b>	
Limits package associated to the user for the accessible entity.	
<b>Touch Points/ Group</b>	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
<b>Map Roles</b>	The roles to which the entities are mapped.

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

OR

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

OR

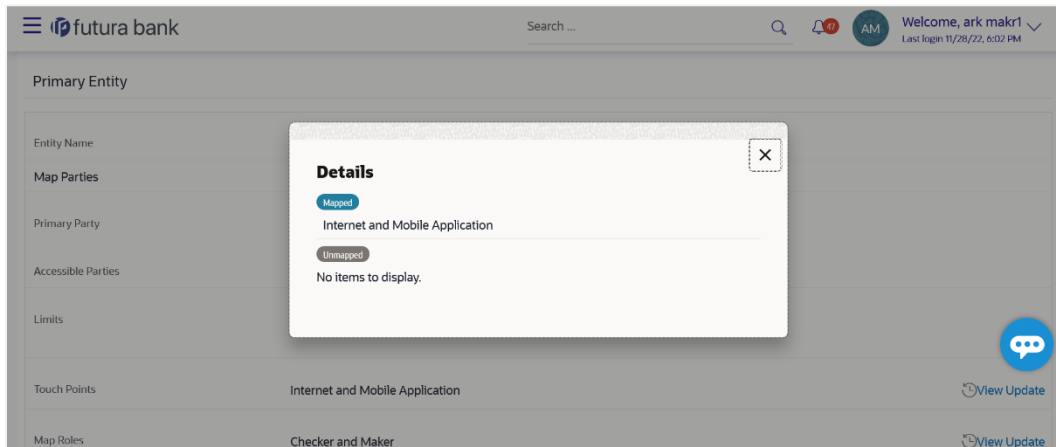
Click  to download the user details.

Note: On re-login to application

- 1) The modification will be shown post comparison with the last "approved" value only.
- 2) Click on the **View Updates** to view the new changes in case the field has multiple values.



## View Updates



### User Management - Change user status

This section allows you to lock and unlock a user.

#### To lock or unlock a user:


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

## Lock / Unlock User

The screenshot shows the 'User Management' page in the Futura Bank system. The 'User Type' is set to 'Corporate User' and the search criteria is 'a'. The search results table is as follows:

Full Name	Username	Status	Channel Access
deep maker001	dcmaker001	Unlocked	Granted
deepak maker002	dcmaker002	Unlocked	Granted
ark checker	akcheckr	Unlocked	Granted
ark makr1	akmakr	Unlocked	Granted
ark corp2	aksupr	Unlocked	Granted
ark Bohr	akmtest	Unlocked	Granted

A 'Note' on the right side of the page states: 'This function enables you to onboard and manage users, their personal information and their login credentials for channel banking access. You can also define the various Touch Points from which the user can access the application and limit package applicable for the same. User Status change (lock/unlock) and whether the channel access has to be given to the user can be simply be managed and updated from the search results.'

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

## User Status Maintenance

The screenshot shows the 'User Status Maintenance' dialog box overlaid on the search results. The dialog box has a title bar with a close button (X). Inside, there is a 'Lock Status' section with a toggle switch currently set to 'Unlocked'. At the bottom of the dialog box are 'Submit' and 'Cancel' buttons. The background search results are dimmed, showing the same table as in the previous screenshot.

3. In the **Lock Status** field move the slider to lock / unlock a user.
4. In the **Reason** field enter the appropriate description.

- Click **Submit** to save.  
OR  
Click **Cancel** to close.

### User Management - Channel Access Permission

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

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

#### To grant or revoke channel access:

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


### Channel Access

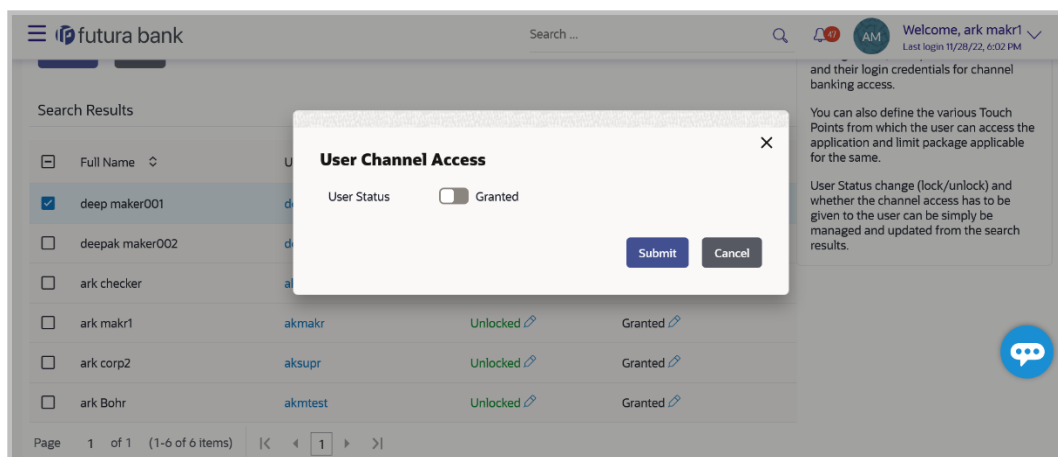
The screenshot shows the 'User Management' page in the Futura Bank system. The search criteria is set to 'Corporate User' and the search results are displayed in a table. The table has four columns: Username, Channel Access, Status, and Channel Access. The search results are as follows:

Username	Channel Access	Status	Channel Access
deep maker001	dcmaker001	Unlocked	Granted
deepak maker002	dcmaker002	Unlocked	Granted
ark checker	akcheckr	Unlocked	Granted
ark maker1	akmakr	Unlocked	Granted
ark corp2	aksupr	Unlocked	Granted
ark Bohr	akmtest	Unlocked	Granted

Below the table, there is a 'Page 1 of 1 (1-6 of 6 items)' indicator and a 'Cancel' button. A 'Note' box on the right side of the screen provides additional information about the Channel Access feature.

**Note**  
This function enables you to onboard and manage users, their personal information and their login credentials for channel banking access.  
You can also define the various Touch Points from which the user can access the application and limit package applicable for the same.  
User Status change (lock/unlock) and whether the channel access has to be given to the user can be simply be managed and updated from the search results.

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



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

## FAQ

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

No, party ID mapped to the user cannot be edited by the Corporate Administrator.

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

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

### 3. Can one assign multiple Application roles to a user?

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

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

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

User Type	Application Roles
Corporate User	Maker

User Type	Application Roles
	Checker
	Viewer
	Corporate Admin Maker
	Corporate Admin Checker

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

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

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## 7. Limits Definition

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

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

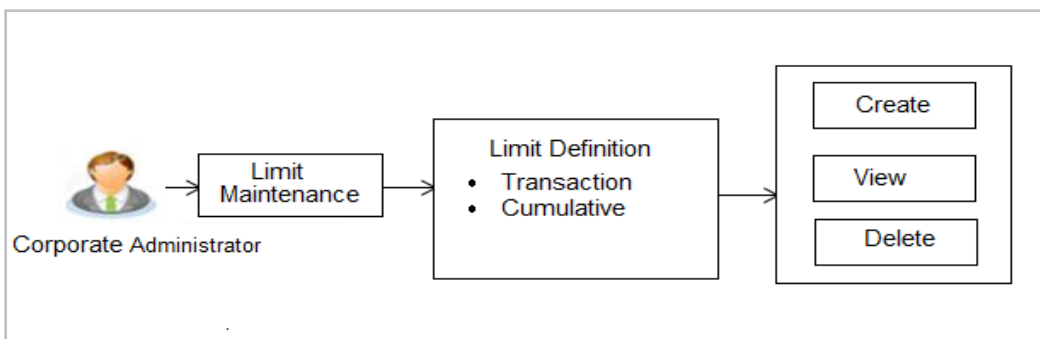
- Transaction: It is the initiation limit with minimum and maximum amount defined
- Cumulative: It is the collective transaction amount limit for all the transactions that can be performed during a day and maximum number of transaction in a day

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

### Pre-Requisites

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

### Workflow



### Features supported in application

Using this option Corporate Administrator can perform the following actions:

- Search/ View Limits
- Create Limit
- Delete Limits

### How to reach here:

*Corporate Administrator Dashboard > Toggle menu > Menu > Limits > Limits Definition*

## 7.1 Limits Definition - View

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

### To search and view limits:

1. In the **Limits Definition** screen, enter the search parameters and click **Search**. The **Limits Definition** screen with search results appears based on the searched criteria.  
OR  
Click **Cancel** to cancel the search process.  
OR  
Click **Clear** to reset the search parameters.

### Limits Definition - Search

The screenshot shows the 'Limit Definition' search interface in the Futura Bank system. The interface includes search filters for Limit Code, Limit Description, Limit Type (Transaction, Cumulative, Cooling Period), and Updated On (From Date, To Date). A table displays search results with columns for Limit Code, Limit Description, Limit Type, and Updated On. A 'Create' button is visible on the right side of the interface.

Limit Code	Limit Description	Limit Type	Updated On
SGAJTL3	SGAJTL3	Transaction	08 Apr 2020
TLAJEUR5z	TLAJEUR5z	Transaction	08 Apr 2020
TransactionLimit2	Transaction Limit 2	Transaction	08 Apr 2020
TransactionLimit4	Transaction Limit 4	Transaction	08 Apr 2020
TLAJINR5z	TLAJINR5z	Transaction	08 Apr 2020
TransactionLimit1	Transaction Limit 1	Transaction	08 Apr 2020
TransactionLimit3	Transaction Limit 3	Transaction	08 Apr 2020
AJTLz	AJTLz	Transaction	08 Apr 2020
SGAJTL	SGAJTL	Transaction	08 Apr 2020
AJSGSRTL	AJSGSRTL	Transaction	08 Apr 2020

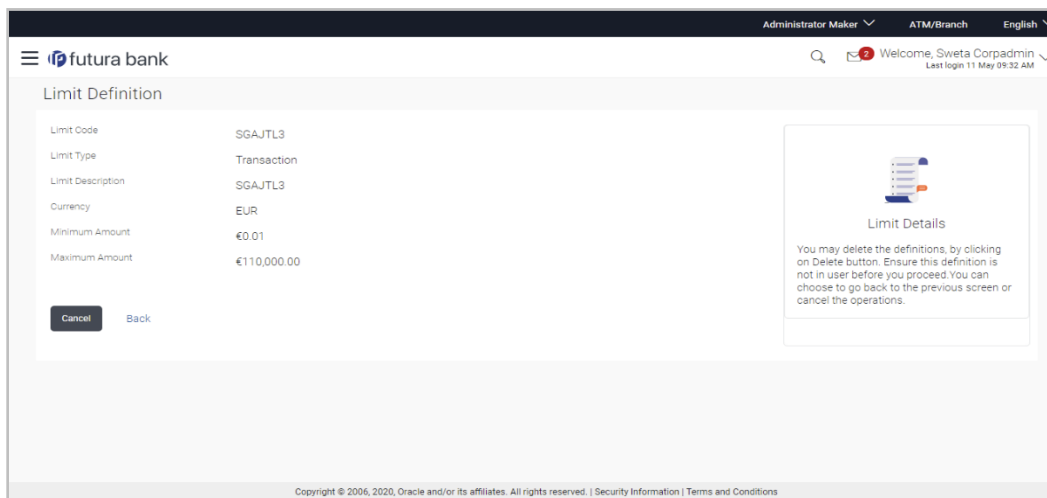
### Field Description

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

Field Name	Description
<b>Limit Type</b>	Types of limits are: <ul style="list-style-type: none"> <li>Transaction – It is the initiation limit with minimum and maximum amount</li> <li>Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month</li> </ul>
<b>Search Results</b>	
<b>Limit Code</b>	Name/unique identifier of the limit.
<b>Limit Description</b>	Description of the limit.
<b>Limit Type</b>	The limit type are: <ul style="list-style-type: none"> <li>Transaction – It is the initiation limit with minimum and maximum amount</li> <li>Cumulative – It is a duration based limit with max amount</li> </ul>

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

### Limits Definition - View



- Click **Delete** to delete the limit.  
OR  
Click **Cancel** to cancel the transaction and navigate back to dashboard.  
OR  
Click **Back** to navigate to the previous screen.



## 7.2 Limits Definition - Create

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

### To create a transaction limit:

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

### Limits Definition - Transaction - Create

The screenshot displays the 'Limits Definition' screen for a 'Transaction' limit. The form includes the following fields:

- Limit Type:** Transaction (selected), Cumulative, Cooling Period
- Limit Code:** Limit 001
- Limit Description:** Corporate Limit 10
- Currency:** GBP
- Minimum Amount:** £1.00
- Maximum Amount:** £10,000,000.00

Buttons: Save, Cancel, Back

**Create Limit Definition**

You can define following types of limits on the transactions

- Transaction – Minimum and maximum transaction initiation limit.
- Cumulative - Collective amount of a transaction and total number of transaction limit.
- Cooling Period – Limits for newly added payees

Map these limit definitions to a transaction as a part of limit package.

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### Field Description

Field Name	Description
<b>Limit Type</b>	The limit type for selection are: <ul style="list-style-type: none"> <li>• Transaction – It is the initiation limit with minimum and maximum amount</li> <li>• Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month</li> </ul>
<b>Limit Code</b>	Name/unique identifier of the limit.
<b>Limit Description</b>	Description of the limit.
<b>Currency</b>	The currency to be set for the limit.
<b>Minimum Amount</b>	The minimum amount for a transaction in local currency.
<b>Maximum Amount</b>	The maximum amount for a transaction in local currency.

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

3. In the **Limit Description** field, enter the description of the limit.
4. From the **Currency** field, select the appropriate currency for the limits.
5. In the **Minimum Amount** and **Maximum Amount** field, enter the minimum and maximum amount for a transaction in local currency.
6. Click **Save** to save the created limit.  
OR  
Click **Cancel** to cancel the transaction and navigate back to dashboard.  
OR  
Click **Back** to navigate to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to previous screen.
8. The success message of transaction submission appears.  
Click **OK** to complete the transaction.

### Limits Definition - Cumulative - Create

The screenshot shows the 'Limit Definition' form in the Futura Bank system. The form is for creating a 'Cumulative' limit. The fields are as follows:

- Limit Type:** Transaction, Cumulative (selected), Cooling Period
- Limit Code:** Limit 002
- Limit Description:** Limit 02
- Frequency:** Daily, Monthly (selected)
- Currency:** GBP
- Cumulative Transaction Amount:** £100,000,000.00
- Maximum Transactions:** Per Month, 100

At the bottom of the form are buttons for 'Save', 'Cancel', and 'Back'. A sidebar on the right titled 'Create Limit Definition' provides instructions: 'You can define following types of limits on the transactions' and lists: 'Transaction - Minimum and maximum transaction initiation limit', 'Cumulative - Collective amount of a transaction and total number of transaction limit', and 'Cooling Period - Limits for newly added payees. Map these limit definitions to a transaction as a part of limit package.'

### Field Description

Field Name	Description
<b>Limit Type</b>	Limit type for selection are: <ul style="list-style-type: none"> <li>• Transaction – It is the initiation limit with minimum and maximum amount</li> <li>• Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month</li> </ul>
<b>Limit Code</b>	Name/unique identifier of the limit.

Field Name	Description
<b>Limit Description</b>	Description of the limit.
<b>Frequency</b>	The specific duration for which the limits can be utilized and available. The options are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Monthly</li> </ul>
<b>Currency</b>	The currency to be set for the limit.
<b>Cumulative Transaction Amount</b>	The collective amount in local currency for transactions that can be performed in a day.
<b>Maximum Transactions</b>	The maximum number of transactions that can be performed per day.

**To create a cumulative limit:**

1. Click the **Cumulative** tab. The **Limits Definition - Create** screen with **Cumulative** tab appears.
2. Enter the relevant information in **Limit Code** and **Limit Description** field.
3. From the **Frequency** field, select the appropriate duration for the limits.
4. From the **Currency** field, select the appropriate currency for the limits.
5. In the **Cumulative Transaction Amount** field, enter the collective amount of transaction in local currency.
6. In the **Maximum Transactions** field, enter the value for maximum number of transactions.
7. Click **Save** to save the created limit.  
OR  
Click **Cancel** to cancel the transaction and navigate back to dashboard.  
OR  
Click **Back** to navigate to previous screen.
8. The **Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to previous screen.
9. The success message of transaction submission appears.  
Click **OK** to complete the transaction.

## 7.3 Limits Definition - Delete Limit

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

### To delete a limit:

1. In the **Limits Definition** screen, enter the search parameters and click **Search**. The **Limits Definition** screen with search results appears based on the searched criteria.  
OR  
Click **Cancel** to cancel the search process.  
OR  
Click **Clear** to reset the search parameters.

### Limits Definition - Search

The screenshot shows the 'Limits Definition - Search' interface. At the top, there are navigation tabs for 'Administrator Maker', 'ATM/Branch', and 'English'. The main header includes the 'futura bank' logo and a user welcome message: 'Welcome, Sweta Corpadmin' with the last login time '11 May 09:32 AM'. The search filters are as follows:

- Limit Code: LIMIT 10
- Limit Description: (empty)
- Limit Type:  Transaction,  Cumulative,  Cooling Period
- Updated On: From Date [calendar icon] To Date [calendar icon]

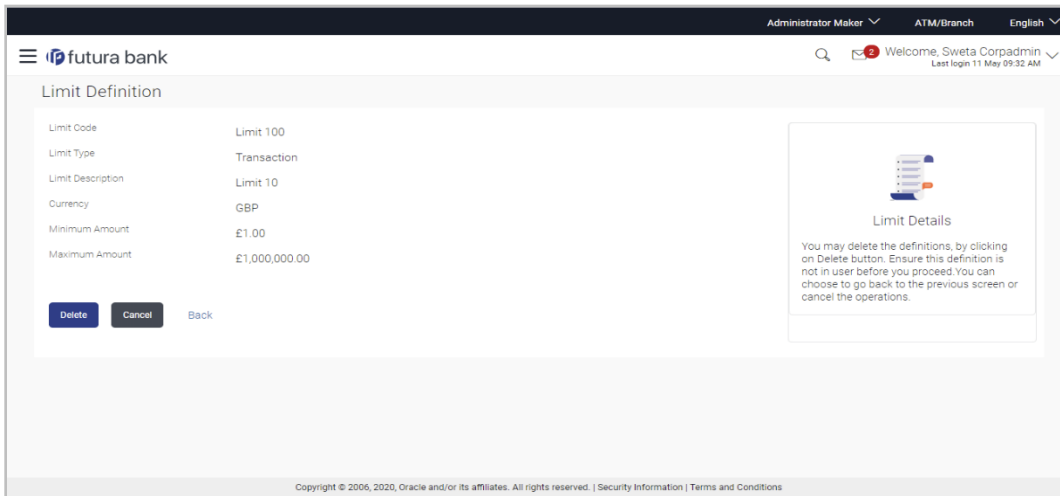
Buttons for 'Search' and 'Clear' are present. Below the filters is a table with the following data:

Limit Code	Limit Description	Limit Type	Updated On
Limit 100	Limit 10	Transaction	11 May 2020

Page navigation shows 'Page 1 of 1 (1 of 1 items)'. A 'Cancel' button is at the bottom left. On the right, a 'Limit Definition' sidebar contains a 'Create' button and explanatory text about transaction limits.

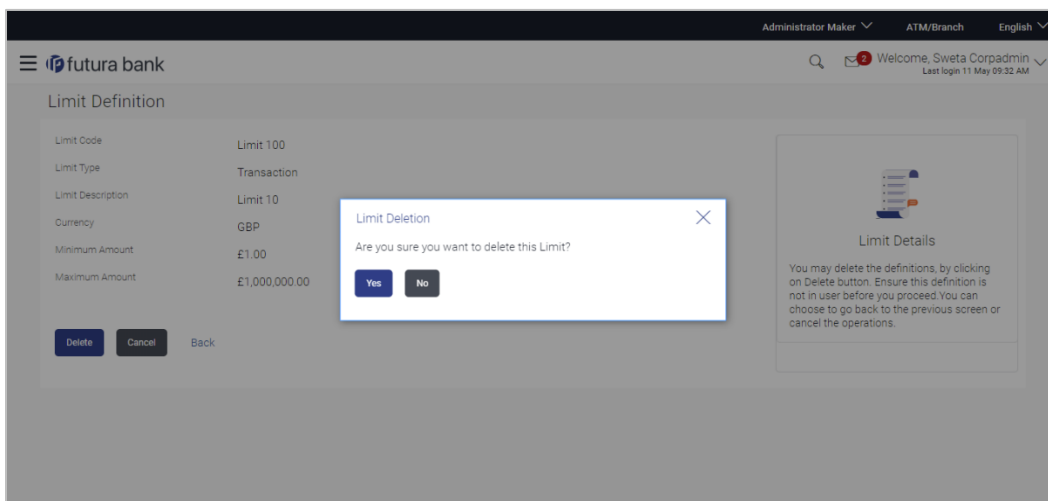
2. Click the **Limit Code** of the record for which you want to view the details. The **Limits Definition -View** screen appears.

## Limits Definition - View



3. Click **Delete**. The **Delete Warning** message appears.  
OR  
Click **Cancel** to cancel the transaction and navigate back to dashboard.  
OR  
Click **Back** to navigate to the previous screen.

## Delete Limit



4. Click **Yes** to confirm the deletion.  
OR  
Click **No** to cancel the deletion process.
5. The success message of transaction submission appears.  
Click **OK** to complete the transaction.

[Home](#)

## 8. Limits Package Management

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

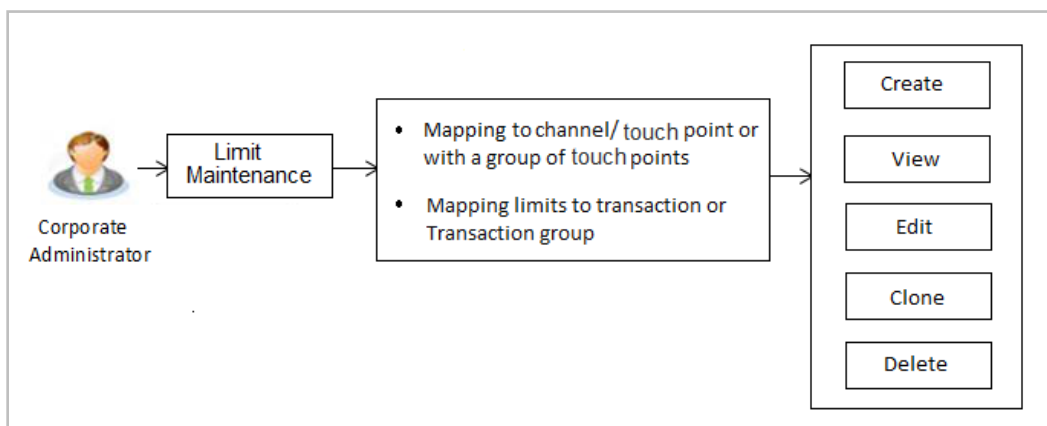
The limits packages once created can be mapped to

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

### Prerequisites:

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

### Workflow



### Features supported in application

The administrator can perform the following actions:

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

### How to reach here:

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

## 8.1 Limit Package Management - View

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

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

### To search and view limit package:

1. In the **Limit Package Management** screen, click **Search**. The **Limit Package Management** screen with search results appears based on the searched criteria.  
OR  
Click **Clear** to reset the search parameters.  
OR  
Click **Cancel** to cancel the search process.

### Limit Package Management - Search

The screenshot displays the 'Limit Package Management' search interface. At the top, there are user details: Administrator Approver, ATM/Branch, and English. The main area contains search filters for 'Package Code' and 'Package Description', along with a 'More Search Options' dropdown. A 'Search' button and a 'Clear' button are present. Below the filters is a table with the following data:

Package Code	Package Description	Touch Point	Currency	Updated On
Limit Pkg 01	Limit Packages 001	APINTERNET	GBP	11 May 2020

Below the table, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and a 'Cancel' button. On the right side, there is a 'Limit Package' section with a 'Create' button and a descriptive text: 'You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package. If you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.'

### Field Description

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

Field Name	Description
<b>Touch Point / Touch Point Group</b>	Touch Point and the group of Touch Points mapped with the limit package. The options are: <ul style="list-style-type: none"> <li>• Touch Point</li> <li>• Touch Point Group</li> </ul>
<b>Currency</b>	Currency in which the limit package is created.
<b>Updated On</b>	Date range in which limit package were updated.
<b>Search Results</b>	
<b>Package Code</b>	The unique code of the limit package.
<b>Package Description</b>	Description of the limit package.
<b>Touch Point</b>	Name of the touch point mapped to the limit package.
<b>Currency</b>	Currency in which the limit package is created.
<b>Updated On</b>	Date on which limit package was updated.
<b>Roles</b>	The limit is applicable to specific party or role (s).

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

### Limit Package Management - View

The screenshot shows the Oracle Futura Bank interface for viewing a limit package. The top navigation bar includes the user name 'Administrator Approver', the current branch 'ATM/Branch', and the language 'English'. The main header shows the 'futura bank' logo and a search bar with the text 'Welcome, Sweta Corpadmin' and 'Last login 11 May 09:32 AM'. The page title is 'Limit Package Management'. The main content area displays the following details for the selected package:

Limit Package Code	Limit Pkg 01
Limit Package Description	Limit Packages 001
Touch Point	Internet
Currency	GBP
Transaction Name	Create Forex Deal
Cumulative Limit Daily	CLDAJzGBP - CLDAJzGBP
Cumulative Limit Monthly	CLMAJ2zGBP - CLMAJ2zGBP
Transaction Limit	TLAJzGBP - TLAJzGBP
Cooling Limit	coolLimit - coolLimit

Below the details table, there is a 'Clone' button. At the bottom of the main content area, there are buttons for 'Edit', 'Delete', 'Cancel', and 'Back'. On the right side, there is a 'Limit Package Details' section with the following text:

**Limit Package Details**

You can edit the parameters set for each transaction available in a package or can delete the package by clicking on Delete button. Ensure this package is not in user before you proceed to delete. To speed up the process you can clone an existing limit package. You may also choose to go back to the previous screen or cancel the operation.

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**Field Description**

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

3. Click **Clone** to make another copy of details.  
OR  
Click **Edit** to edit the limit package.  
OR  
Click **Delete** to delete the limit package.  
OR  
Click **Cancel** to cancel the transaction and go back to Dashboard.  
OR  
Click **Back** to navigate to the previous screen.

## 8.2 Limit Package Management - Create

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

**To create a limit package:**

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

### Limit Package Management - Create

The screenshot shows the 'Limit Package Management - Create' interface. At the top, there's a navigation bar with 'Administrator Maker', 'ATM/Branch', and 'English'. Below that, the 'futura bank' logo and a user welcome message 'Welcome, Sweta Corpadmin' are visible. The main content area is titled 'Limit Package Management' and contains a form with the following fields:

- Limit Package Code: Limit Pkg 02
- Limit Package Description: Limit Package 002
- Touch Point:  Touch Point,  Touch Point Group,  Global
- Touch Point: Mobile Applica...
- Currency: GBP

Below these are two transaction entries, each with a 'Delete Transaction' button:

- Transaction Name: V2 Fund Transfer
- Effective Date: 11 May 2020
- Cumulative Limit Daily: CLDAJzGBP - CLDAJzGBP
- Cumulative Limit Monthly: bulkcumumonth - bulkcumumonth
- Transaction Limit: InvoiceTransaction - Invoice Transa...
- Cooling Limit: coolLimit - coolLimit

The second transaction entry has similar details:

- Transaction Name: Create Bill Payment
- Effective Date: 11 May 2020
- Cumulative Limit Daily: cumDlimit - cumulatibe daily limit
- Cumulative Limit Monthly: InvoiceMonthlyCum - Invoice Transa...
- Transaction Limit: TLAJzGBP - TLAJzGBP
- Cooling Limit: CPLAJzGBP - CPLAJzGBP

At the bottom, there are buttons for 'Add Transaction', 'Add Transaction Group', 'Save', 'Cancel', and 'Back'. A sidebar on the right contains 'Edit Package Details' with a sub-header and a paragraph of text: 'You can remove the transaction from the limit package or can delete/modify the limit definitions mapped against each transaction. You can also add new transaction(s) as part of this limits package.'

### Field Description

Field Name	Description
<b>Limit Package Code</b>	The unique code /name of the limit package.
<b>Limit Package Description</b>	Description of the limit package.

Field Name	Description
<b>Touch Point</b>	<p>Touch points and the group of touch points mapped with the limit package.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Touch Point</li> <li>• Touch Point Group</li> <li>• Global: This a group of touch points created automatically (default touch point group has all internal and external touch points).</li> </ul>
<b>Touch Point</b>	<p>Touch points mapped to the limit package.</p> <p>This field is displayed and enabled if you select <b>Touch Point</b> option in the <b>Touch Point</b> field.</p>
<b>Touch Point Group</b>	<p>Touch point group mapped to the limit package.</p> <p>This field is displayed and enabled if you select <b>Touch Point Group</b> option in the <b>Touch Point</b> field.</p>
<b>Currency</b>	The currency to be set for the limit package.
<b>Transaction Name/ Transaction Group Name</b>	Transaction or Transaction Group name, to which the limit has to be assigned.
<b>Effective Date</b>	The effective date of the limit package, for the selected transaction.
<b>Cumulative Limit Daily</b>	Select the Cumulative Limit Definition for the selected transaction/transaction group for daily limits.
<b>Cumulative Limit Monthly</b>	Select the Cumulative Limit Definition for the selected transaction/transaction group for monthly limits.
<b>Transaction Limit</b>	Select the Transaction Limit Definition for the selected transaction/transaction group for daily limits.

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

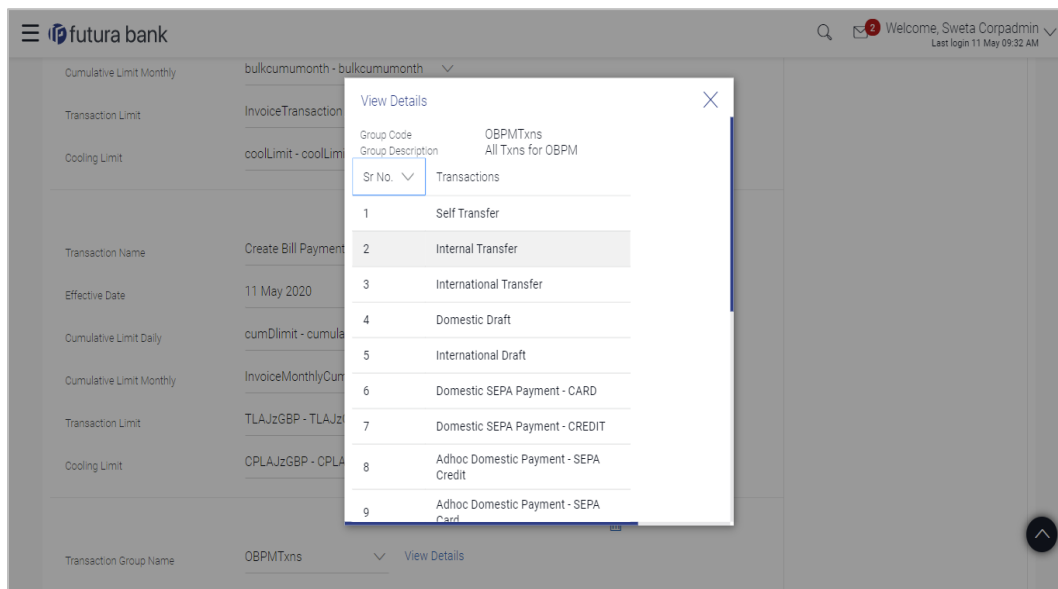
6. Click the **Add Transaction Group** link to assign limits to a transaction group. By default system displays Transactions option for assigning the limit.
7. From the **Transaction Name/Transaction Group Name** list, select the appropriate option.

---

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

---

### View Details -Transaction Group Details




### Field Description

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

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

- Click **Cancel** to cancel the transaction.  
 OR  
 Click **Back** to navigate to the previous screen.
12. The **Review** screen appears. Verify the details, and click **Confirm**.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Back** to navigate to the previous screen.
13. The success message of transaction submission appears. Click **OK** to complete the transaction.

---

**Note:** You can click  to delete a transaction limit of a transaction.

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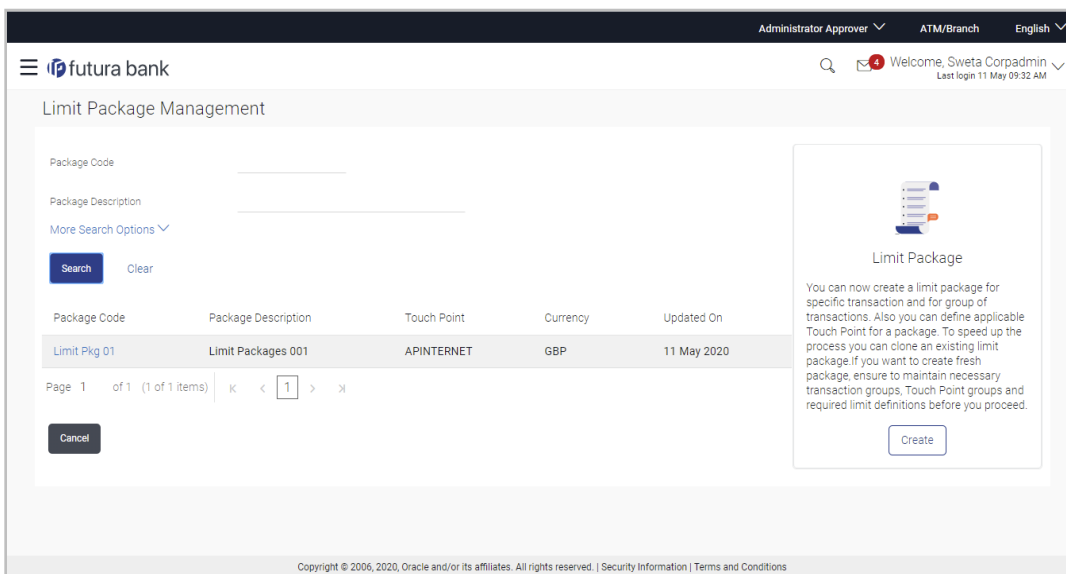
## 8.3 Limit Package Management - Edit

Using this option, Corporate Administrator can update or edit a limit package created by any corporate administrator of the mapped GCIF. User is not allowed to edit the packages created by the Bank administrator.

### To edit a limit package:

- In the **Limit Package Management** screen, click Search. The **Limits Package Management** screen with search results appears based on the searched criteria.  
 OR  
 Click **Clear** to reset the search parameters.  
 OR  
 Click **Cancel** to cancel the search process.

### Limit Package Management - Search



The screenshot shows the 'Limit Package Management' search interface. At the top, there are user and system details: 'Administrator Approver', 'ATM/Branch', and 'English'. The Futura Bank logo is on the left. The search area includes input fields for 'Package Code' and 'Package Description', a 'More Search Options' dropdown, and 'Search' and 'Clear' buttons. Below the search area is a table with the following data:

Package Code	Package Description	Touch Point	Currency	Updated On
Limit Pkg 01	Limit Packages 001	APINTERNET	GBP	11 May 2020

Below the table, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and a 'Cancel' button. On the right side, there is a 'Limit Package' section with a 'Create' button and a descriptive text: 'You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package. If you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.'

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

## Limit Package Management - View

Administrator Approver ATM/Branch English

Welcome, Sweta Corpadmin  
Last login 11 May 09:32 AM

### Limit Package Management

Limit Package Code	Limit Pkg 01
Limit Package Description	Limit Packages 001
Touch Point	Internet
Currency	GBP
Transaction Name	Create Forex Deal
Cumulative Limit Daily	CLDAJzGBP - CLDAJzGBP
Cumulative Limit Monthly	CLMAJzGBP - CLMAJzGBP
Transaction Limit	TLAJzGBP - TLAJzGBP
Cooling Limit	coolLimit - coolLimit

Clone

Edit Delete Cancel Back

**Limit Package Details**

You can edit the parameters set for each transaction available in a package or can delete the package by clicking on Delete button. Ensure this package is not in user before you proceed to delete. To speed up the process you can clone an existing limit package. You may also choose to go back to the previous screen or cancel the operation.

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

## Limit Package Management - Edit

Administrator Approver ATM/Branch English

Welcome, Sweta Corpadmin  
Last login 11 May 09:32 AM

### Limit Package Management

Limit Package Code	Limit Pkg 01
Limit Package Description	Limit Packages 001
Currency	GBP
Transaction Name	Create Forex Deal
Effective Date	11 May 2020
Expiry Date	
Cumulative Limit Daily	CLDAJzGBP - CLDAJzGBP
Cumulative Limit Monthly	CLMAJzGBP - CLMAJzGBP
Transaction Limit	TLAJzGBP - TLAJzGBP
Cooling Limit	coolLimit - coolLimit

Add Transaction | Add Transaction Group

Save Cancel Back

**Edit Package Details**

You can remove the transaction from the limit package or can delete/modify the limit definitions mapped against each transaction. You can also add new transaction(s) as part of this limits package.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Limit Package Code</b>	The unique code /name of the limit package.
<b>Limit Package Description</b>	Description of the limit package.
<b>Currency</b>	Currency in which the limit package is created.
<b>Transaction Name/ Transaction Group Name</b>	Name of the Transaction/ transaction group that is mapped to the limit package.
<b>Effective Date</b>	The date from which the limit package is effective for the transaction.
<b>Expiry Date</b>	Expiry date of a specific limit linked to a transaction. This field will be displayed only if expiry date is maintained for each transaction.
<b>Cumulative Limit Daily</b>	Daily Cumulative Limit definition set for the specific transaction. It displays the limit name and description.
<b>Cumulative Limit Monthly</b>	Monthly Cumulative Limit definition set for the specific transaction
<b>Transaction Limit</b>	Transaction Limit definition set for the specific transaction. It displays the limit name and description.

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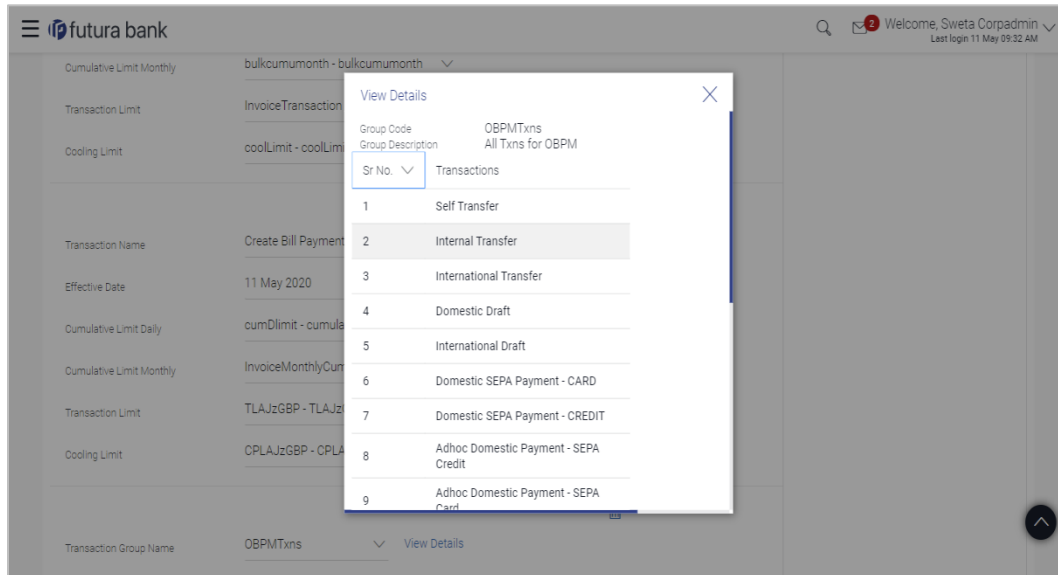
4. Edit the required details.

---

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


---

## View Details -Transaction Group Details



## Field Description

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

5. Click **Add Transaction**, if you want to add a new transaction.  
OR  
Click **Add Transaction Group**, if you want to add a new transaction group.  
OR  
Click  to delete an existing transaction.
6. Click **Save** to save the changes made to the limit package.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
8. The success message of transaction submission appears. Click **OK** to complete the transaction.



## 8.4 Limit Package Management - Clone

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

### To clone a limit package:

1. In the **Limit Package Management** screen, click **Search**. The **Limits Package Management** screen with search results appears based on the searched criteria.  
OR  
Click **Clear** to reset the search parameters.  
OR  
Click **Cancel** to cancel the search process.

### Limit Package Management - Search

The screenshot shows the 'Limit Package Management' search interface. At the top, there are navigation elements for 'Administrator Approver', 'ATM/Branch', and 'English'. The user is identified as 'Welcome, Sweta Corpadmin' with a last login of '11 May 09:32 AM'. The search filters include 'Package Code', 'Package Description', and 'More Search Options'. A 'Search' button is present. The results table has the following data:

Package Code	Package Description	Touch Point	Currency	Updated On
Limit Pkg 01	Limit Packages 001	APINTERNET	GBP	11 May 2020

Below the table, it indicates 'Page 1 of 1 (1 of 1 items)'. A 'Cancel' button is located at the bottom left. On the right side, there is a 'Limit Package' information box with a 'Create' button.

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

### Limit Package Management - View

The screenshot shows the 'Limit Package Management - View' screen. It displays the following details for 'Limit Pkg 01':

Limit Package Code	Limit Pkg 01
Limit Package Description	Limit Packages 001
Touch Point	Internet
Currency	GBP
Transaction Name	Create Forex Deal
Cumulative Limit Daily	CLDAJzGBP - CLDAJzGBP
Cumulative Limit Monthly	CLMAJzGBP - CLMAJzGBP
Transaction Limit	TLAJzGBP - TLAJzGBP
Cooling Limit	coolLimit - coolLimit

At the bottom left, there is a 'Clone' button. Below it are 'Edit', 'Delete', and 'Cancel' buttons, and a 'Back' link. On the right side, there is a 'Limit Package Details' information box.

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

### Limits Package Management - Create

The screenshot displays the 'Limit Package Management - Create' interface. At the top, there's a navigation bar with 'Administrator Approver', 'ATM/Branch', and 'English'. Below that, the 'futura bank' logo and a user welcome message 'Welcome, Sweta Corpadmin' are visible. The main content area is titled 'Limit Package Management' and contains a form with the following fields:

- Limit Package Code: Limit 003
- Limit Package Description: Limit 03
- Touch Point:  Touch Point,  Touch Point Group,  Global
- Touch Point: Internet
- Currency: GBP
- Transaction Name: Create Forex Deal
- Effective Date: 11 May 2020
- Cumulative Limit Daily: CLDAJzGBP - CLDAJzGBP
- Cumulative Limit Monthly: CLMAJ2zGBP - CLMAJ2zGBP
- Transaction Limit: TLAJzGBP - TLAJzGBP
- Cooling Limit: coolLimit - coolLimit

At the bottom of the form, there are buttons for 'Save', 'Cancel', and 'Back'. A sidebar on the right features a 'Create Limit Package' section with a brief explanation: 'You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package if you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.'

4. Update limit package with required changes.
5. Click **Save** to save the limit package.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.  
The user will be navigated back to the create screen.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
7. The success message of transaction submission appears.  
Click **OK** to complete the transaction.

## 8.5 Limit Package Management - Delete

Using this option, Corporate Administrator can delete a limit package created by corporate administrator mapped to the same GCIF. Corporate administrator is not allowed to delete the packages created by the Bank administrator.

### To delete a limit package:

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

Click **Clear** to reset the search parameters.  
OR  
Click **Cancel** to cancel the search process.

## Limit Package Management - Search

The screenshot shows the 'Limit Package Management' search interface. At the top, there are dropdown menus for 'Administrator Approver', 'ATM/Branch', and 'English'. The user is logged in as 'Sweta Corpadmin'. The search filters include 'Package Code' and 'Package Description'. A 'Search' button is present, along with a 'Clear' button. The search results table is as follows:

Package Code	Package Description	Touch Point	Currency	Updated On
Limit Pkg 01	Limit Packages 001	APIINTERNET	GBP	11 May 2020
Limit 003	Limit 03	APIINTERNET	GBP	11 May 2020

Below the table, there is a pagination control showing 'Page 1 of 1 (1-2 of 2 items)'. A 'Cancel' button is located at the bottom left. On the right side, there is a 'Limit Package' section with a 'Create' button and a descriptive text about creating and cloning limit packages.

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

## Limit Package Management - View

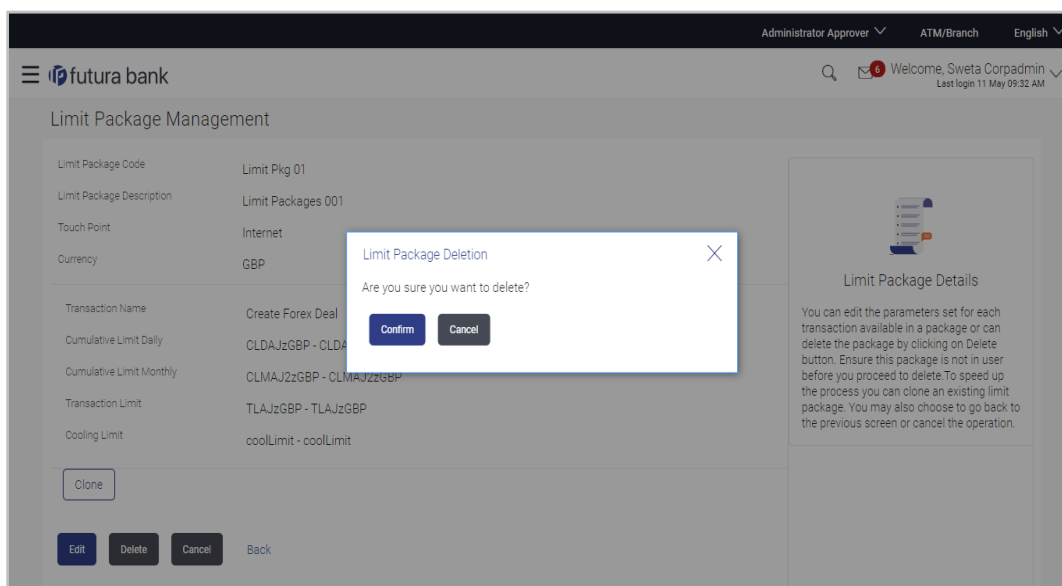
The screenshot shows the 'Limit Package Management - View' screen. The page displays the following details for the selected package:

Limit Package Code	Limit Pkg 01
Limit Package Description	Limit Packages 001
Touch Point	Internet
Currency	GBP
Transaction Name	Create Forex Deal
Cumulative Limit Daily	CLDAJzGBP - CLDAJzGBP
Cumulative Limit Monthly	CLMAJ2zGBP - CLMAJ2zGBP
Transaction Limit	TLAJzGBP - TLAJzGBP
Cooling Limit	coolLimit - coolLimit

At the bottom, there are buttons for 'Clone', 'Edit', 'Delete', 'Cancel', and 'Back'. On the right side, there is a 'Limit Package Details' section with a 'Delete' button and a descriptive text about editing and deleting the package.

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

## Delete Limit Package



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

## FAQ

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

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

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

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

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

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

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

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

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

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

[Home](#)



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## 9. File Upload Maintenance

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

The File Upload functionality enables users to process:

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

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

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

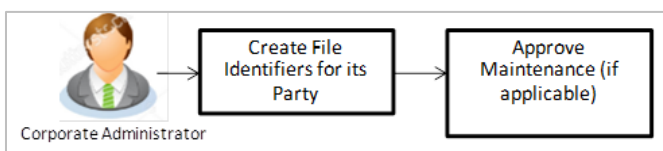
## 10. File Identifier Maintenance

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

### Prerequisites

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

### Workflow



### Features Supported In Application

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

### How to reach here:

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

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

## 10.1 File Identifier Maintenance - Summary

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

### To view the file identifiers:

1. View **File Identifier Maintenance** screen with FI's mapped to the users.  
OR  
Click **Cancel** to cancel the transaction.



## File Identifier Maintenance - Summary

ATM & Branch Locator English UBS OBPM 14.4 HEL Branch

futura bank Search ... Welcome, deepak admin2  
Last login 11/22/22, 2:09 PM

File Identifier Maintenance

Group Corporate ID 003356  
Party ID 004439 | reliance4 jio ltd

Search Cancel

File Identifiers

Sr. no.	File Identifier	Description	Transaction Type	Approval Type
1	Dhavns	Dhavns	Internal Funds Transfer	File
2	InternalFTDeSDMC	InternalFTDeSDMC	Internal Funds Transfer	File
3	InternalFTMDMC	InternalFTMDMC	Internal Funds Transfer	Record

Cancel

Note  
Assignment of file identifiers to different parties can be done. Approval type needs to be set as whether it would be record level or file level. File template can be selected for the maintenance. Once created for a party, account level changes can be done from User File Identifier mapping screen.

Create

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### Field Description

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

Field Name	Description
<b>Transaction Type</b>	Type of transaction: The Transaction type can be: <ul style="list-style-type: none"><li>• Internal funds Transfer</li><li>• Domestic Funds Transfer</li><li>• International Funds Transfer</li><li>• Mixed Transfer</li><li>• Internal Payee</li><li>• Domestic Payee</li><li>• International Payee</li><li>• Mixed Payee</li><li>• Demand Draft Payee</li><li>• Create Virtual Accounts</li><li>• Create Virtual Account Structure</li><li>• Create Virtual Identifiers</li><li>• Delete Virtual Accounts</li><li>• Mixed Payments</li><li>• Create Invoices</li></ul>
<b>Approval Type</b>	The approval type is at file level or record level.

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

## File Identifier Maintenance - View

The screenshot displays the 'File Identifier Maintenance - View' page in the Futura Bank system. The page header includes the Futura Bank logo, a search icon, a mail icon, and the user 'Macs Admin' with a last login time of 12 May 06:38 PM. The page title is 'File Identifier Maintenance'. The main content area is titled 'Details' and contains the following information:

Party Id	***308
Party Name	Sunrise Coffee
File Identifier	InternalFTDeISDMC
Description	InternalFTDeISDMC
File Template	Internal Funds Transfer Delimited SDMC
Maximum No Of Records	100
Transaction Type	Internal Funds Transfer
Accounting Type	Single Debit Multiple Credit
File Type	DELIMITED
Format Type	CSV/XML,XLS,XLSX
Approval Type	<input type="radio"/> Record Level <input checked="" type="radio"/> File Level

At the bottom of the details section, there are three buttons: 'Edit', 'Cancel', and 'Back'. The footer of the page contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name corresponding to the party ID.
<b>Details</b>	
<b>File Identifier</b>	Unique code assigned to the uploaded file.
<b>Description</b>	Descriptions corresponding to the file upload code.

Field Name	Description
<b>File Template</b>	<p>Predefined file templates.</p> <p>Few examples of file templates are:</p> <ul style="list-style-type: none"> <li>• Internal funds Transfer</li> <li>• Domestic Funds Transfer</li> <li>• International Funds Transfer</li> <li>• Mixed Transfer</li> <li>• Internal Payee</li> <li>• Domestic Payee</li> <li>• International Payee</li> <li>• Mixed Payee</li> <li>• Demand Draft Payee</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> <li>• Create Invoices</li> </ul>
<b>Maximum No of Records</b>	Maximum number of records in the uploaded file.
<b>Partial Processing Tolerance (%)</b>	<p>The partial processing tolerance for a file (in percentage terms). Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.</p> <p>This field is applicable only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.</p>
<b>Debit Account Number</b>	<p>Debit account number.</p> <p>This field appears only for file templates having <b>Account ID defined at FI level</b>.</p>
<b>Transaction Type</b>	Type of transaction.
<b>File Type</b>	The file type - delimited or fixed length.
<b>Format Type</b>	<p>The format in which file is uploaded.</p> <p>The format could be CSV, XML, XLS, XLSX.</p>

Field Name	Description
Approval Type	<p>The approval type is at file level or record level.</p> <ul style="list-style-type: none"> <li>File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse.</li> <li>Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>

- Click **Edit** to modify the file identifier.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

## 10.2 File Identifier Maintenance - Create

Using this option corporate administrator can create a file identifier.

**To create a file identifier:**

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

### File Identifier Maintenance - Create

The screenshot displays the 'File Identifier Maintenance - Create' interface. At the top, the user is logged in as 'Administrator Approver' with 'ATM/Branch' and 'English' selected. The page title is 'File Identifier Maintenance'. The form contains the following fields and values:

- Party Id: \*\*\*308
- Party Name: Sunrise Coffee
- File Identifier: Account
- Description: Account Details
- File Template: Create Virtual Accounts
- Maximum No Of Records: 10000
- Partial Pre-processing Tolerance(%): 1
- Transaction Type: Virtual Account
- File Type: DELIMITED
- Format Type: CSV,XML,XLS,XLSX
- Approval Type: Record Level (selected), File Level

At the bottom left, there are buttons for 'Save', 'Cancel', and 'Back'. On the right side, a 'Note' box contains the following text: 'Assignment of file identifiers to different parties can be done. Approval type needs to be set as whether it would be record level or file level. File template can be selected for the maintenance. Once this is created for a party, account level changes can be done from User File Identifier mapping screen.'

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name corresponding to the party ID.
<b>Details</b>	
<b>File Identifier</b>	Unique code assign to the uploaded file.
<b>Description</b>	Descriptions corresponding to the file upload code.
<b>File Template</b>	<p>Predefined file templates.</p> <p>Few examples of file templates are:</p> <ul style="list-style-type: none"> <li>• Internal funds Transfer</li> <li>• Domestic Funds Transfer</li> <li>• International Funds Transfer</li> <li>• Mixed Transfer</li> <li>• Internal Payee</li> <li>• Domestic Payee</li> <li>• International Payee</li> <li>• Mixed Payee</li> <li>• Demand Draft Payee</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> <li>• Create Invoices</li> </ul>
<b>Maximum No of Records</b>	Maximum number of records in the uploaded file.
<b>Partial Processing Tolerance (%)</b>	<p>The partial processing tolerance for a file (in percentage terms).</p> <p>Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.</p> <p>This field will be displayed only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.</p>

Field Name	Description
<b>Debit Account Number</b>	Account number of the account to be debited. This field appears only for file templates having <b>Account ID defined at FI level</b> .
<b>Transaction Type</b>	Type of transaction: The transaction type can be: <ul style="list-style-type: none"> <li>• Internal funds Transfer</li> <li>• Domestic Funds Transfer</li> <li>• International Funds Transfer</li> <li>• Mixed Transfer</li> <li>• Internal Payee</li> <li>• Domestic Payee</li> <li>• International Payee</li> <li>• Mixed Payee</li> <li>• Demand Draft Payee</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Account Structure</li> <li>• Create Virtual Identifiers</li> <li>• Delete Virtual Accounts</li> <li>• Mixed Payments</li> <li>• Create Invoices</li> </ul>
<b>File Type</b>	The file type - delimited or fixed length.
<b>Format Type</b>	The format in which file is uploaded. The format could be CSV, XML, XLS, XLSX.
<b>Approval Type</b>	The approval type is at file level or record level. <ul style="list-style-type: none"> <li>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse</li> <li>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records</li> </ul>

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

5. Select the appropriate **Approval Type**.
6. Click **Save**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
7. The **Review** screen appears. Verify the details and click **Confirm**.  
OR  
Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.  
OR  
Click **Back** to navigate to the previous screen.
8. The success message appears along with the transaction reference number and status.  
Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## 10.3 File Identifier Maintenance - Edit

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

### To edit file identifier:

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

### File Identifier Maintenance - Edit

The screenshot shows the 'File Identifier Maintenance - Edit' screen in the Futura Bank system. The interface includes a header with the bank logo, user information (Administrator Approver, ATM/Branch, English), and a welcome message for 'Mac Admin'. The main content area is titled 'File Identifier Maintenance' and contains a 'Details' section with the following fields:

Party Id	***308
Party Name	Sunrise Coffee
File Identifier	InternalFTDelSDMC
Description	InternalFTDelSDMC
File Template	Internal Funds Transfer Delimited SDMC
Maximum No Of Records	1000
Transaction Type	Internal Funds Transfer
Accounting Type	Single Debit Multiple Credit
File Type	DELIMITED
Format Type	CSV,XML,XLS,XLSX
Approval Type	<input type="radio"/> Record Level <input checked="" type="radio"/> File Level

At the bottom of the form, there are three buttons: 'Save', 'Cancel', and 'Back'. The footer contains the copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.



**Field Description**

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

Field Name	Description
<b>Transaction Type</b>	Type of transaction is displayed. The Transaction type can be: <ul style="list-style-type: none"> <li>• Internal funds Transfer</li> <li>• Domestic Funds Transfer</li> <li>• International Funds Transfer</li> <li>• Mixed Payments</li> <li>• Internal Payee</li> <li>• Domestic Payee</li> <li>• International Payee</li> <li>• Mixed Payee</li> <li>• Demand Draft Payee</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> <li>• Delete Virtual Accounts</li> <li>• Create Invoices</li> </ul>
<b>File Type</b>	The file type is displayed.
<b>Format Type</b>	The format in which file is uploaded is displayed. The format could be CSV, XML, XLS, XLSX.
<b>Approval Type</b>	The approval type is at file level or record level is displayed. <ul style="list-style-type: none"> <li>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse.</li> <li>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>

3. Edit the required file identifiers. e.g. Description, Maximum Number of Records, and Partial Processing Tolerance – if required.
4. Click **Save** to save the modified details.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to previous screen
5. The **File Identifier Maintenance – Edit - Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

OR  
Click **Back** to navigate to previous screen

6. The success message of saving the file identifier modification appears along with the transaction reference number and status.  
Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## **FAQ**

### **1. What are the different types of transaction types, accounting types, and file formats supported?**

The following table details the different transaction types, accounting types, and file formats supported. A file template supports each of the combination.

<b>Sr No.</b>	<b>Parameter</b>	<b>Types</b>
1	Transaction Type	Internal funds Transfer Domestic Funds Transfer International Funds Transfer Mixed Transfer Payee Files Create Virtual Accounts, Structure, Identifier Create Invoices
2	Accounting Type	Single Debit, Single Credit (SDSC) Single Debit, Multi Credit (SDMC) Multi Debit, Multi Credit (MDMC)
3	Approval Type	File Level Record Level
4	Format Type	CSV, XML, XLS, XLSX

### **2. What is the business rationale of having different accounting types?**

Find below the accounting types catered through file templates, and business examples:

Sr No.	Accounting Type	Business Example	Approval Type
1	Single Debit, Single Credit (SDSC)	A corporate may want to make monthly payments to its various vendors from one central account. So though the debit account is the same across all records, the credit accounts are different and the debit accounting entry is not consolidated.	Record Type or File Type
2	Single Debit, Multi Credit (SDMC)	A corporate may want to make monthly salary payments to all its employees. A single consolidated debit entry is passed, against multiple credits to different accounts.	File Type
3	Multi Debit, Multi Credit (MDMC)	This file format caters to a lot of one to one transfers between two parties for various payments. Organizations that are brokers or intermediaries in trade contracts, may find this format more suitable for their business needs.	Record Type

### 3. What is the business rationale of having different approval types?

A record type approval, gives more flexibility to the corporate user – in the sense, that even if some records are not validated, the file could still be processed (only those records that have passed validations) and file type approval, gives more control to the corporate user. Since all records in the file have to pass validations, before a file is processed.

### 4. What is the role of an administrator in file upload?

The administrator is from the corporate side, who creates file identifiers, for his party.

### 5. What is a 'File Upload Template'?

A template that is used to upload a file, distinguishes one file from another, depending on the transaction type of the payment, format of the file to be uploaded, approval type set-up for the file, and accounting type of a payment file is known as 'File Upload Template'.

[Home](#)

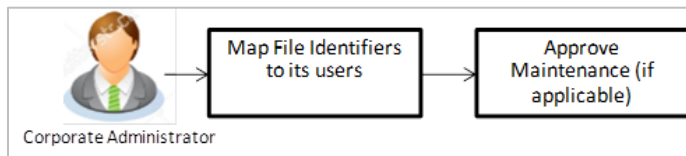
## 11. User File Identifier Mapping

This option enables the corporate administrator to map the desired file identifiers to the corporate users. This mapping enables corporate users to upload and view specific bulk files.

### Prerequisites

- Party Preferences is maintained for Corporate
- Party and Account access has been set for corporate and its users
- Set-up Transaction and account access
- Approval Rules are setup for the corporate File Identifier Maintenance is done

### Workflow



### Features Supported In Application

This option allows the corporate administrator to:

- View User File Identifier Mapping
- Create User File Identifier Mapping
- Edit User File Identifier Mapping

### How to reach here:

*Corporate Administrator Dashboard > Quick Links > File Upload > User File Identifier Mapping*  
OR

*Corporate Administrator Dashboard > Toggle Menu > Menu > File Upload > User File Identifier Mapping*

### 11.1 User File Identifier Mapping - Details

Using this option the corporate administrator can view the file identifiers mapped to its users.

## User File Identifier Mapping - Details

**User File Identifier Mapping**

Group Corporate ID: 003356  
 Party ID: 004439 | reliance4 | jo ltd

**Search** **Cancel**

**Users List**

Initials	User Details	Contact Details	Mapping
DC	deep corpuser dccmaker1	ankit.r.kothari@oracle.com 8080214009	
DC	deepak chh8 dcchecker8	ankit.r.kothari@oracle.com 8080214009	
DA	Deepak approver6 dccapprove6	deepak.chhabra@oracle.com 8080214009	
DA	deepak admin2 dccorpadmin01	deepak.chhabra@oracle.com 8080214009	
DM	deepak makerr4 dcmaker4	deepak.chhabra@oracle.com 8080214009	
DA	deepak app3 dcapprove5	deepak.chhabra@oracle.com 8080214009	
DA	deepak approver2 dcapprove2	deepak.chhabra@oracle.com 8080214009	
DC	deep corp10 dcchecker10	deepak.chhabra@oracle.com 8080214009	
DC	deep chhabra11 dcchecker11	deepak.chhabra@oracle.com 8080214009	
DC	deepak checker7 dcchecker7	deepak.chhabra@oracle.com 8080214009	



**Cancel**

**Note**  
 This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which administrator can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

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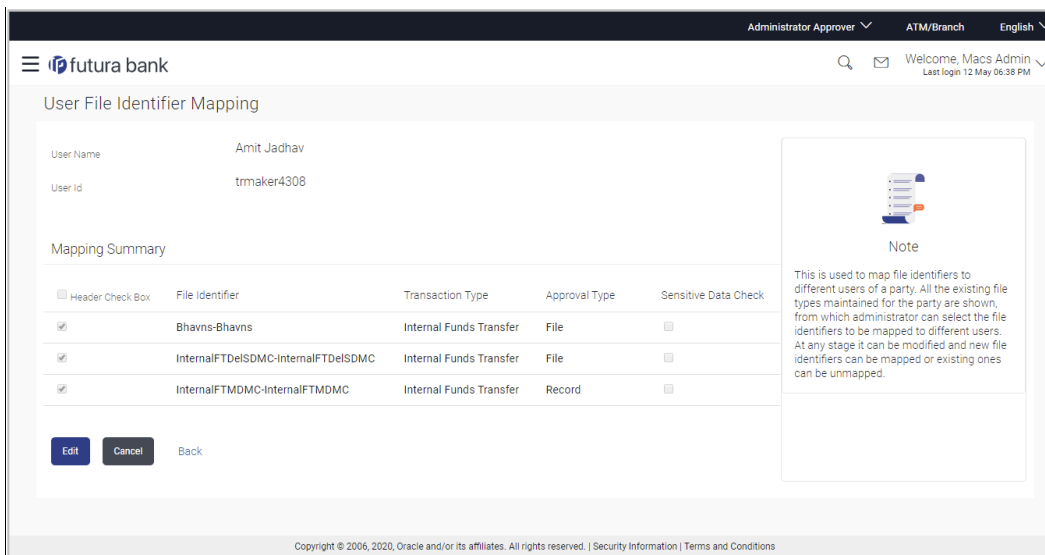
### Field Description

Field Name	Description
<b>Group Corporate ID</b>	ID of the group corporate.
<b>Party Name</b>	Party name corresponding to the party ID.
<b>Users List</b>	
<b>Initials</b>	The initials of the user id.
<b>User Details</b>	The details of the user like user name or user id.
<b>Contact Details</b>	Contact number of the user.

Field Name	Description
<b>Mapping</b>	Displays whether the file identifier is mapped to the user. <ul style="list-style-type: none"> <li> - denotes that the file identifier is mapped to the user.</li> <li> - denotes that the file identifier is not mapped to the user.</li> </ul>

1. Click the file identifier record for which you want to view the details. The **User File Identifier Mapping - View** screen appears.

### User File Identifier Mapping - View



The screenshot shows the 'User File Identifier Mapping' view for user Amit Jadhav (User Id: tmaker4308). It includes a 'Mapping Summary' table and a 'Note' section.

Header Check Box	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
<input checked="" type="checkbox"/>	Bhavns-Bhavns	Internal Funds Transfer	File	<input type="checkbox"/>
<input checked="" type="checkbox"/>	InternalFTDeISDMC-InternalFTDeISDMC	Internal Funds Transfer	File	<input type="checkbox"/>
<input checked="" type="checkbox"/>	InternalFTMDMC-InternalFTMDMC	Internal Funds Transfer	Record	<input type="checkbox"/>

**Note:** This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which administrator can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

### Field Description

Field Name	Description
<b>User Name</b>	User name of the corporate user
<b>User Id</b>	User ID of the user.
<b>Mapping Summary</b>	
<b>File Identifier</b>	Unique code assigned to the uploaded file.


Field Name	Description
<b>Transaction Type</b>	Type of transaction: The Transaction type can be: <ul style="list-style-type: none"> <li>• Internal funds Transfer,</li> <li>• Domestic Funds Transfer,</li> <li>• International Funds Transfer,</li> <li>• Mixed Transfer</li> <li>• Internal / Domestic / International / Mixed Payees</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> </ul>
<b>Approval Type</b>	The approval type is at file level or record level. <ul style="list-style-type: none"> <li>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected.</li> <li>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>
<b>Sensitive Data Check</b>	If selected, the users are barred from viewing the contents of the file.

- 
2. Click **Edit** to modify the user file identifier mapping.  
OR  
Click **Back** to navigate to the previous screen.  
OR  
Click **Cancel** to cancel the transaction.

## 11.2 User File Identifier Mapping - Create

Using this option corporate administrator can map the file identifiers to a user.

**To map a user to a file identifier:**

1. Go to the **User File Identifier Mapping - View** screen.
2. Click  of file identifier record, for which you want to map the user. The **User File Identifier Mapping - Create** screen appears.



## User File Identifier Mapping - Create

Administrator Approver ATM/Branch English

futura bank Welcome, Sweta Thakur  
Last login 30 Apr 04:45 PM

User File Identifier Mapping

User Name Wayne Rooney  
User Id WayneR

Mapping Summary

<input type="checkbox"/> Header Check Box	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
<input checked="" type="checkbox"/>	AddBillerFile-Add Biller File Level	Admin Biller	File	<input type="checkbox"/>
<input checked="" type="checkbox"/>	AddBillerRec-Add Biller Record Level	Admin Biller	Record	<input type="checkbox"/>
<input type="checkbox"/>	FIBiller-File Identifier Biller	Admin Biller	File	<input type="checkbox"/>
<input type="checkbox"/>	Utilitybiller-Utility Biller	Admin Biller	Record	<input type="checkbox"/>

[Back](#)

**Note**  
This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which administrator can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

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### Field Description

Field Name	Description
<b>User Name</b>	User name of the corporate user.
<b>User Id</b>	User ID of the user.
<b>Mapping Summary</b>	
<b>File Identifier</b>	Unique code assigned to the uploaded file.
<b>Transaction Type</b>	Type of transaction: The Transaction type can be: <ul style="list-style-type: none"> <li>• Internal funds Transfer,</li> <li>• Domestic Funds Transfer,</li> <li>• International Funds Transfer,</li> <li>• Mixed Transfer</li> <li>• Internal / Domestic / International / Mixed Payees</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> <li>• Create Invoices</li> </ul>


Field Name	Description
<b>Approval Type</b>	The approval type is at file level or record level. <ul style="list-style-type: none"> <li>File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected.</li> <li>Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>
<b>Sensitive Data Check</b>	If selected, the users are barred from viewing the contents of the file.

- In the **Mapping Summary** section, select the file identifier which you want to map to the user.
- Click **Save**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.
- The **User File Identifier Mapping – Create - Review** screen appears. Verify the details and click **Confirm**.  
OR  
Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.  
OR  
Click **Back** to navigate to the previous screen.
- The success message of submitting the File Identifier Mapping appears along with the transaction reference number and status.  
Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## 11.3 User File Identifier Mapping – Edit

Using this option bank or corporate administrator can edit and update a user file identifier mapping.

### To edit a file identifier:

- Go to the **User File Identifier Mapping – View** screen.
- Click  of file identifier record, for which you want to edit the mapping. The **User File Identifier Mapping - Edit** screen appears.

## User File Identifier Mapping – Edit

User Name: Wayne Rooney  
User Id: WayneR

Mapping Summary

<input type="checkbox"/> Header Check Box	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
<input checked="" type="checkbox"/>	AddBillerFile-Add Biller File Level	Admin Biller	File	<input type="checkbox"/>
<input checked="" type="checkbox"/>	AddBillerRec-Add Biller Record Level	Admin Biller	Record	<input type="checkbox"/>
<input type="checkbox"/>	FIBiller-File Identifier Biller	Admin Biller	File	<input type="checkbox"/>
<input type="checkbox"/>	Utilitybiller-Utility Biller	Admin Biller	Record	<input type="checkbox"/>

Note: This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which administrator can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

Buttons: Save, Cancel, Back

### Field Description

Field Name	Description
<b>User Name</b>	User name of the corporate user.
<b>User ID</b>	User ID of the user.
<b>Mapping Summary</b>	
<b>File Identifier</b>	Unique code assigned to the uploaded file.
<b>Transaction Type</b>	Type of transaction: The Transaction type can be: <ul style="list-style-type: none"> <li>• Internal funds Transfer,</li> <li>• Domestic Funds Transfer,</li> <li>• International Funds Transfer,</li> <li>• Mixed Transfer</li> <li>• Internal / Domestic / International / Mixed Payees</li> <li>• Create Virtual Accounts</li> <li>• Create Virtual Accounts Structure</li> <li>• Create Virtual Identifier</li> <li>• Create Invoice</li> </ul>

Field Name	Description
<b>Approval Type</b>	<p>The approval type is at file level or record level.</p> <ul style="list-style-type: none"> <li>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected.</li> <li>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>
<b>Sensitive Data Check</b>	If selected, the users are barred from viewing the contents of the file.

3. View the details of File Identifier mapping already saved.
4. Select the check box to map / un-map a File Identifier to a user and to enable or disable the **Sensitive Data Check**, select the check box.
5. Click **Save** to save the modified details.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to previous screen.
6. The **User File Identifier Mapping – Edit – Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to previous screen.
7. The success message of submitting the File Identifier Mapping appears along with the transaction reference number and status.  
Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## **FAQ**

1. **Can all users of a particular corporate access all file types, mapped to the corporate?**

No, only users who are mapped to particular File Identifier's can access those files. For example, only the Human Resource Department of a corporate may have access to upload / view and enquire status of salary files. Mapping File Identifier's to users thus enables access of certain types of file, to certain users.

2. **If a user is mapped to a File Identifier, and he has uploaded a file – but post this, he is no longer mapped to the File Identifier – can he view the status of the file?**

No the user will not be able to view the status of the file, if he is not mapped to it, at the point in time when he is checking for the status.

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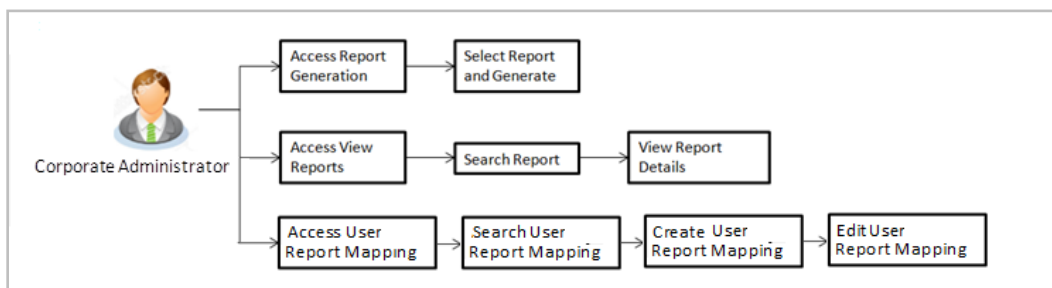
## 12. Reports

Using this option, Corporate Administrators can generate various adhoc and schedule banking reports. Application provides an option to generate and schedule reports using Oracle Analytics Publisher and also by using an internal application. The adoption of Oracle Analytics Publisher provides a simple and easy tool for the Operational and MIS reports

### Prerequisites:

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

### Workflow



### Features supported in application

Report module allows Corporate Administrator to:

- Generate and schedule Customer and Administrative Reports
- View/ Download generated Reports
- View User Report Mapping
- Create User Report Mapping
- Edit User Report Mapping
- View Scheduled Report

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## 13. Report Generation

Corporate Administrator logs into the system and navigates to Report Generation screen. On accessing 'Report Generation' menu, Corporate Administrator has to select an option if an adhoc report is to be generated or report needs to be scheduled.

Reports generation is categorized as:

- Adhoc Reports: When a report needs to be generated immediately on a need basis.
- Schedule Reports: When report generation needs to be scheduled at fixed intervals e.g. daily, weekly, monthly etc.

After selecting the report generation category, user has to select a type of a report which needs to be generated. Other reports parameters with respect to each report are displayed on the screen as input fields so that report can be requested with specific data.

**Note:** If 2 factor authentication is enabled, the reports get generated only after successful authentication.

Corporate Administrator can also view all the reports that are scheduled and can view and edit the parameters of the scheduled reports, as per requirement. The changes made will be effective from next report generation cycle. Corporate Administrator approver can approve or reject the maintenance initiated for updating existing report schedule.

### How to reach here:

*Corporate Administrator Dashboard > Toggle menu > Menu > Reports > Report Generation*

### Report Generation

The screenshot displays the 'Report Generation' interface for Futura Bank. At the top, there is a navigation bar with 'Administrator Approver', 'ATM/Branch', and 'English' options. The main content area is titled 'Reports' and has two tabs: 'Adhoc' (selected) and 'Schedule'. Under the 'Adhoc' tab, there is a 'Report Name' field with a dropdown menu labeled 'Select Report Type'. Below this field are three buttons: 'Generate Report', 'Cancel', and 'Clear'. To the right of the form is a 'Tips' box with a lightbulb icon and text explaining that adhoc reports are for internal or customer-related use and require selecting report name, frequency, duration, and format. The footer of the page contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

Field Name	Description
Report Name	Select the type of report to be generated.

## 13.1 Adhoc Reports

Adhoc reports are generated on demand or on request. Reports can be requested from the 'Reports' screen. Generated adhoc reports can be viewed using 'My Reports' screen.

### Adhoc Reports

The screenshot shows the 'Reports' section of the Futura Bank interface. It features two tabs: 'Adhoc' (selected) and 'Schedule'. Under the 'Adhoc' tab, there are input fields for 'Report Name' (set to 'File Identifier wise Party User Ma...'), 'Report Format' (set to 'PDF'), and 'Party ID' (set to '\*\*\*308'). A 'Party Name' field is also present, set to 'Sunrise Coffee'. Below these fields are three buttons: 'Generate Report' (in blue), 'Cancel', and 'Clear'. To the right of the input fields is a 'Tips' box with a lightbulb icon, containing text about generating adhoc reports. The top of the page shows the user 'Administrator Approver' and 'Welcome, Macs Admin' with a last login time of '13 May 10:10 AM'. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>

**Note:** Other reports parameters with respect to each report are displayed on the screen as input fields except party ID and party name (party ID and party name gets defaulted for the corporate) so that report can be requested with specific data. The input fields for each reports are mentioned under specific reports section.

## 13.2 Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

### Schedule Reports

The screenshot displays the 'Schedule Reports' interface for Futura Bank. The user is logged in as 'Mac's Admin'. The interface is divided into 'Adhoc' and 'Schedule' tabs, with 'Schedule' selected. The form includes the following fields and values:

- Report Name:** File Identifier wise Party User Ma...
- Report Format:** PDF
- Select Frequency:** DAILY
- Start Generating:** 05/13/20 10:25
- Stop Generating:** 05/27/20 10:25
- Party ID:** \*\*\*308
- Party Name:** Sunrise Coffee

Buttons for 'Schedule Report', 'Cancel', and 'Clear' are visible. A 'View Scheduled Reports' link is also present. A 'Tips' box on the right provides guidance on scheduling reports for internal or customer-related data.

### Field Description

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Select Frequency</b>	Select the frequency at which the report is to be generated. The options are: <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>



Field Name	Description
<b>Start Generating</b>	Start date of the date range from which you want to generate the report.
<b>Stop Generating</b>	End date of the date range up-to which you want to generate the report.
<b>View Scheduled Report</b>	Link to view all the reports that are scheduled under a party mapped to the logged in user.

### 13.2.1 View Scheduled Reports

Using this option, Corporate Administrator can view all the reports and its details that are scheduled under a party mapped to the user.

#### To view the scheduled reports:

1. Click the **Scheduled** tab. The scheduled report generation screen appears.
2. Click the **View Scheduled Reports** link. The **Scheduled Reports** screen appears.

#### Scheduled Reports

The screenshot shows the 'Scheduled Reports' interface. At the top, there's a navigation bar with 'System Administrator', 'ATM/Branch', 'English', and 'UBS 14.3 AT3 Branch'. Below that, the 'futura bank' logo is on the left, and a search icon, a notification icon with '332', and a user profile 'Welcome, Sweta Thakur' with 'Last login 30 Apr 05:40 PM' are on the right. The main content area has a 'Scheduled Reports' title and a search bar with a dropdown menu set to 'Select'. Below the search bar are 'Search', 'Cancel', and 'Clear' buttons. A table with the following data is displayed:

Report Name	Report Id	Schedule Frequency	Start Date	End Date
Billar Registration Report	300424390012	DAILY	2020-04-30T19:25:00	2020-05-31T19:25:00


Below the table, it says 'Page 1 of 1 (1 of 1 items)' with navigation arrows. At the bottom, there's a footer: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

#### Field Description

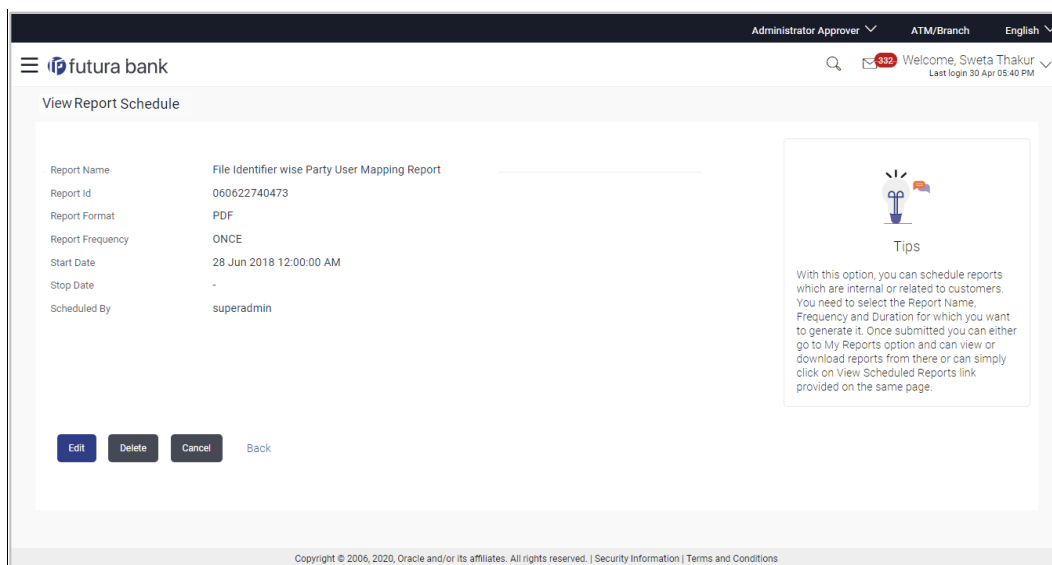
Field Name	Description
<b>Search</b>	

Field Name	Description
<b>Report Name</b>	Name of the scheduled reports.
<b>Search Results</b>	
<b>Report Name</b>	Name of the scheduled reports.
<b>Report ID</b>	IDs of the reports that are scheduled.
<b>Schedule Frequency</b>	The frequency at which the report is scheduled.
<b>Start Date</b>	Date from which the report will be generated as per the frequency defined.
<b>End Date</b>	Date till which the report will be generated as per the frequency defined.

3. Click on desired **Report ID** to view the details of the scheduled report. The **View Reports Schedule** screen appears.  
OR

Click on the  icon against the Report ID, to select the **Report from the list**, which you want to view. The searched report appears in the search result section. Click the **Report ID** to view the details of the scheduled report.

### View Reports Schedule



**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Name of the scheduled report.
<b>Report ID</b>	ID of the scheduled report.
<b>Report Format</b>	The report format of the scheduled report.
<b>Report Frequency</b>	The frequency at which the reports are scheduled to run.
<b>Start Date</b>	Date from which the report will be generated as per the frequency defined.
<b>Stop Date</b>	Date till which the report will be generated as per the frequency defined.
<b>Scheduled By</b>	User ID of the user who scheduled the report generation.

**13.2.2 Edit Scheduled Reports**

Using this option, Corporate Administrator can edit the parameters defined for scheduled reports. These changes are applied to generate the reports of next scheduled cycle.

**To edit the scheduled reports:**

1. Click the **Schedule** tab. The scheduled report generation screen appears.
2. Click the **View Scheduled Reports** link.  
The **Scheduled Reports** screen appears.
3. Click on desired **Report ID** to edit the details of the scheduled report. The **View Report Schedule** screen appears.
4. Click **Edit** to modify the report schedule. The **Edit Report Schedule** screen appears.  
OR  
Click **Delete** to delete the report schedule.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate to the previous screen.

## Edit Reports Schedule

The screenshot displays the 'Edit Report Schedule' interface. The form contains the following fields:

- Report Name:** File Identifier wise Party User Mapping Report
- Report Id:** 060622740473
- Report Format:** PDF
- Report Frequency:** ONCE
- Start Generating:** 06/28/18
- Scheduled By:** superadmin

At the bottom of the form are buttons for 'Save', 'Cancel', and 'Back'. A 'Tips' box on the right states: 'With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.'

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## Field Description

Field Name	Description
<b>Report Name</b>	Name of the scheduled reports. Name of the report will be displayed in non-editable form.
<b>Report ID</b>	ID of the reports that are scheduled. This is a non-editable field.
<b>Report Format</b>	The report format of the scheduled report.
<b>Report Frequency</b>	The frequency of the scheduled report. The options are: <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	The start date of the scheduled report. This field can be edited only if the date and time is in future.
<b>Stop Generating</b>	The date till which the report is to be generated.
<b>Scheduled By</b>	User ID of the user who scheduled the report generation.

5. Modify the details, if required. You can modify the Report Format, Report Frequency Start generation date and time (if future date) and Stop Generating date and time.
6. Click **Save** to save the changes. The **Confirm Edit Report Schedule** screen appears.  
OR  
Click **Back** to navigate to the previous screen.  
OR  
Click **Cancel** to cancel the transaction.
7. Click **Confirm**.  
The user will be navigated back to the create screen.  
OR  
Click **Cancel** to cancel the transaction.
8. The success message of goal category creation appears.  
Click **Ok** to close the screen and navigate to the dashboard.

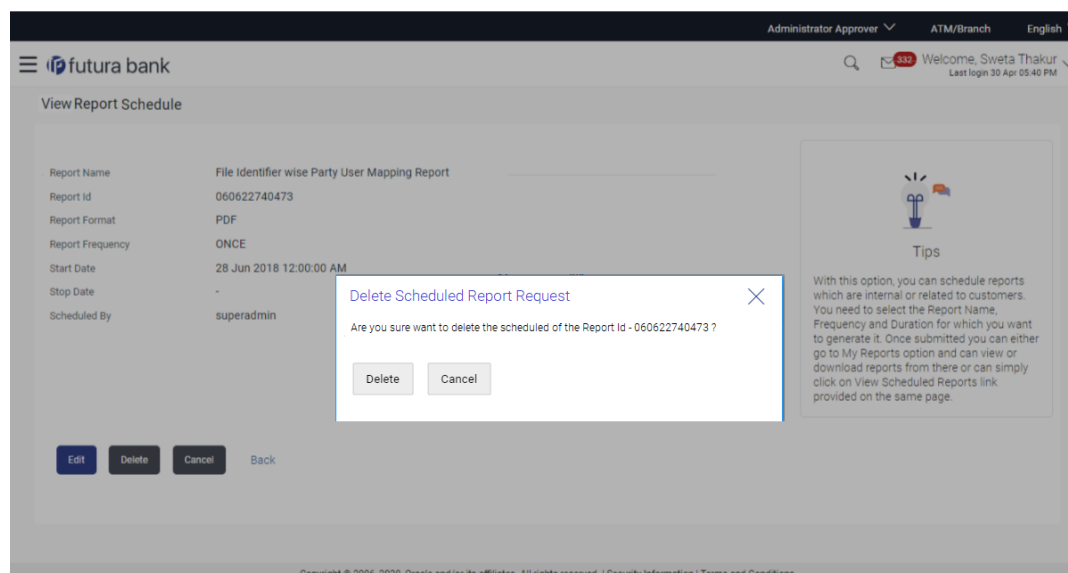
### **13.2.3 Delete Scheduled Reports**

The Corporate Administrator can delete the scheduled reports which are no longer required.

#### **To delete account and transaction access for the user:**

1. In the **Reports** screen, click the **Schedule** tab. The scheduled report generation screen appears.
2. Click the **View Scheduled Reports** link.  
The **Scheduled Reports** screen appears.
3. Click on desired **Report ID** to delete the scheduled report. The **View Report Schedule** screen appears.
4. Click **Delete**.  
The application will prompt the administrator with a deletion message.

## Delete Reports Schedule



5. Click **Confirm** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.
6. Click **Ok** to close the screen and navigate to the dashboard.

## 13.3 List of Reports

Below are the list of reports that the corporate admin can schedule for generation or can download on an adhoc basis

- File Identifier wise Party User Mapping Report
- Party User wise File Identifiers Mapping Report
- Party wise File Identifiers Mapping Report
- Party wise Payee Maintenance Report
- Party wise User Groups Report
- 
- User Entitlement Report
- User List Report
- Approval Rule Report
-

## 13.4 File Identifier wise Party User Mapping Report

File Identifiers wise Party User Mapping report provides the summary of user IDs mapped to each file identifiers under party ID associated to the corporate.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

### How to reach here:

Corporate Administrator Dashboard > Toggle menu > Menu > Report > Report Generation

### 13.4.1 File Identifier wise Party User Mapping - Adhoc Report

File Identifier wise Party User Mapping Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

#### To generate the File Identifier wise Party User Mapping adhoc report:

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

#### File Identifier wise Party User Mapping - Adhoc Report

#### Field Description

Field Name	Description
Report Name	Select the type of report to be generated.

Field Name	Description
<b>Report Format</b>	Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> <li>• XLS</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.

- From the **Report Format** list, select the format in which the report is to be generated.
- Click **Generate Report** to view and generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to reset the search parameters.
- The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.  
OR  
Click **Generate another report** to generate another report.
- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note:** You can also download the requested report from *Administrator Dashboard > Toggle Menu > Reports > My Reports*.

---



**For reference, a specimen of the report generated is given below:**

File Identifier wise Party User Mapping			futura bank
Party Id: 000981   Party Name: Raytheon Incorporation			
File Identifier Code:	FISalary	Transaction Type : International Funds Transfer	Approval Type: FILE LEVEL
Sr No	User Name	User Id	
1	May Jones	risemaker1	

1 Report generated by | 26 Dec 2017, 07:04

### Field Description

Field Name	Description
<b>Report Parameters</b>	
<b>Party ID</b>	The party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>File Identifier Code</b>	The file identifier code mapped to the users.
<b>Transaction Type</b>	The transaction type associated with the file identifier code.
<b>Approval Type</b>	Approval type for the file - either Record or File.
<b>Sr. No</b>	Serial number of the records.
<b>User Name</b>	Name of the user to whom the file identifiers are mapped.

Field Name	Description
User ID	ID of the user.

### 13.4.2 File Identifier wise Party User Mapping - Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under schedule reports.

**To generate the File Identifier wise Party User Mapping schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

#### File Identifier wise Party User Mapping

Administrator Approver | ATM/Branch | English

Welcome, Macs Admin  
Last login 13 May 10:10 AM

Reports

Adhoc | **Schedule**

Report Name: File Identifier wise Party User Ma...  
Report Format: PDF  
Select Frequency: WEEKLY  
Start Generating: 05/13/20 10:35 | Stop Generating: 05/28/20 10:35  
Party ID: \*\*\*308 | Party Name: Sunrise Coffee

[Schedule Report](#) [Cancel](#) [Clear](#)

[View Scheduled Reports](#)

**Tips**  
With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

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#### Field Description

Field Name	Description
Report Name	Select the type of report to be generated.

Field Name	Description
<b>Report Format</b>	Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Select Frequency</b>	Select the frequency at which the report is to be generated. The options are: <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	Date from which the report is to be generated as per the frequency defined.
<b>Stop Generating</b>	Date till which the report is to be generated as per the frequency defined.
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>View Scheduled Report</b>	Link to view all the reports that are scheduled.

- From the **Report Format** list, select the format in which the report is to be generated.
- From the **Select Frequency** list, select the appropriate option.
- From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- Click **Schedule Report** to view and generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to reset the search parameters.  
OR  
Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.
- The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.

OR

Click **Schedule another Report** to generate another report.

- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note:** You can also download the requested report from **Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports**.

---

## 13.5 Party wise File Identifiers Mapping Report

Party wise file identifier mapping report provides summary of file identifiers mapped to party ID of the corporate.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

### How to reach here:

*Corporate Administrator Dashboard > Toggle menu > Menu > Reports > Report Generation*

### 13.5.1 Party wise File Identifiers Mapping - Adhoc Report

Party wise File Identifiers Mapping Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

#### To generate the Party wise File Identifiers Mapping adhoc report:

- Click the **Adhoc** tab.
- From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

#### Party wise File Identifiers Mapping - Adhoc Report

The screenshot shows the 'Reports' section of the Futura Bank administrator interface. The 'Adhoc' tab is selected. The report configuration is as follows:

- Report Name:** Party wise File Identifiers Mappin..
- Report Format:** PDF
- Party ID:** \*\*\*308
- Party Name:** Sunrise Coffee

Buttons for 'Generate Report', 'Cancel', and 'Clear' are visible. A 'Tips' box on the right provides instructions: 'With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option.'

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated.. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.

- From the **Report Format** list, select the format in which the report is to be generated.
- Click **Generate Report** to view and generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear to** reset the search parameters.
- The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.  
OR  
Click **Generate another report** to generate another report.
- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note:** You can also download the requested report from *Administrator Dashboard > Toggle Menu > Reports > My Reports*.

---

*For reference, a specimen of the report generated is given below:*

Party wise File Identifiers Mapping		futura bank						
Party Id : 000981   Party Name : Raytheon Incorporation								
Sr No	File Identifier Code	Description	File Type	Transaction Type	Accounting Type	Approval Type	File Template	Format Type
1	FISalary	FI Salary	DELIMITED	International Funds Transfer	SDMC	FILE LEVEL	InternationalFTS DMC	CSV

1 Report generated by | 26 Dec 2017, 07:07

**Field Description**

Field Name	Description
<b>Report Parameters</b>	
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>Sr. No</b>	Serial number of the records.
<b>File Identifier Code</b>	The file identifier codes mapped to the specific party.
<b>Description</b>	Description of file identifiers mapped to the party.
<b>File Type</b>	File type of file identifiers mapped to the party.
<b>Transaction Type</b>	Transaction type of file identifiers mapped to the party.
<b>Accounting Type</b>	The accounting type of file identifiers mapped to the party.

Field Name	Description
Approval Type	Approval type of file identifiers mapped to the party.
File Template	File template of file identifiers mapped to the party.
Format Type	Format type of file identifiers mapped to the party.

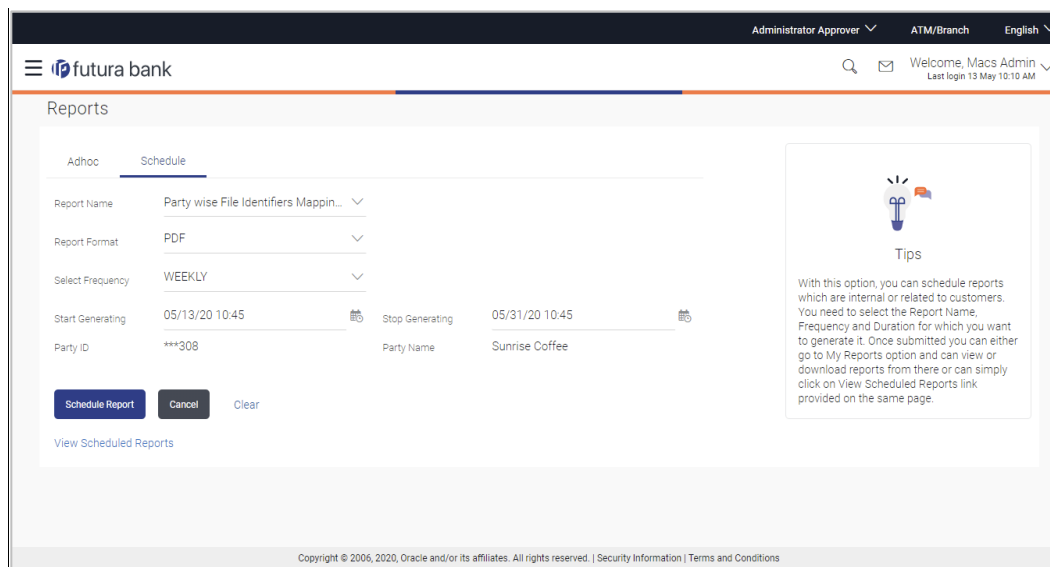
### 13.5.2 Party wise File Identifiers Mapping - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under schedule reports.

**To generate the Party wise File Identifiers Mapping schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

#### Party wise File Identifiers Mapping - Schedule Report



**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Select Frequency</b>	Select the frequency at which the report is to be generated. The options are: <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	Date from which the report is to be generated as per the frequency defined.
<b>Stop Generating</b>	Date till which the report is to be generated as per the frequency defined.
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>View Scheduled Reports</b>	Link to view all the reports that are scheduled.

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. Click **Schedule Report** to view and generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to reset the search parameters.  
OR  
Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.



7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.  
OR  
Click **Schedule another Report** to generate another report.
8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note:** You can also download the requested report from **Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports**.

---

## 13.6 **Party User wise File Identifiers Mapping Report**

Party User wise File Identifiers Mapping Report provides a summary of file identifiers mapped to each user of a specific party.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

### **How to reach here:**

*Corporate Administrator Dashboard > Toggle menu > Menu > Reports > Report Generation*

### 13.6.1 **Party User wise File Identifiers Mapping - Adhoc Report**

Party User wise File Identifiers Mapping Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

#### **To generate the Party User wise File Identifiers Mapping adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

## Party User wise File Identifiers Mapping - Adhoc Reports

The screenshot shows the 'Reports' section of the Futura Bank interface. It has two tabs: 'Adhoc' (selected) and 'Schedule'. The form contains the following fields and values:

- Report Name:** Party User wise File Identifiers M...
- Report Format:** PDF
- Party ID:** \*\*\*308
- Party Name:** Sunrise Coffee

At the bottom of the form are three buttons: 'Generate Report' (highlighted in blue), 'Cancel', and 'Clear'. To the right of the form is a 'Tips' box with a lightbulb icon and the following text:

**Tips**  
With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option.

### Field Description

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated.. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.

- From the **Report Format** list, select the format in which the report is to be generated.
- Click **Generate Report** to view and generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to reset the search parameters.
- The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.  
OR  
Click **Generate another report** to generate another report.

- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note:** You can also download the requested report from **Administrator Dashboard > Toggle Menu > Reports > My Reports**.

---

**For reference, a specimen of the report generated is given below:**

Party User wise File Identifiers Mapping		futura bank					
Party Id : 000981   Party Name : Raytheon Incorporation							
User Name : May Jones			User Id : risemaker1				
File Identifier Code	Description	File Type	Transaction Type	Accounting Type	Approval Type	File Template	Format Type
FISalary	FI Salary	DELIMITED	International Funds Transfer	SDMC	FILE level	InternationalFTS DMC	CSV

1 Report generated by | 26 Dec 2017, 07:06

### Field Description

Field Name	Description
<b>Report Parameters</b>	
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate

Field Name	Description
<b>User Name</b>	Name of the users to whom the file identifiers are mapped.
<b>User ID</b>	User ID of the user.
<b>File Identifier Code</b>	The file identifier code mapped to the users.
<b>Description</b>	Description of the file identifier mapped to the user.
<b>File Type</b>	File type of the file identifier mapped to the user.
<b>Transaction Type</b>	Transaction type of the file identifier mapped to the user
<b>Accounting Type</b>	The accounting type of the file identifier mapped to the user.
<b>Approval Type</b>	Approval type of the file identifier mapped to the user
<b>File Template</b>	File template of the file identifier mapped to the user.
<b>Format Type</b>	Format type of the file identifier mapped to the user.

### 13.6.2 Party User wise File Identifiers Mapping - Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under schedule reports.

**To generate the Party User wise File Identifiers Mapping schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

#### Party User wise File Identifiers Mapping - Schedule Report

The screenshot displays the 'Reports' section of the Futura Bank interface. The 'Schedule' tab is active. The 'Report Name' dropdown is set to 'Party User wise File Identifiers M...'. The 'Report Format' is 'PDF', and the 'Select Frequency' is 'WEEKLY'. The 'Start Generating' date and time is '05/13/20 10:40', and the 'Stop Generating' date and time is '05/28/20 10:40'. The 'Party ID' is '\*\*\*308' and the 'Party Name' is 'Sunrise Coffee'. There are buttons for 'Schedule Report', 'Cancel', and 'Clear'. A 'View Scheduled Reports' link is also present. A 'Tips' box on the right side of the screen provides instructions on scheduling reports.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> </ul>
<b>Select Frequency</b>	Select the frequency at which the report is to be generated. The options are: <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	Date from which the report is to be generated as per the frequency defined.
<b>Stop Generating</b>	Date till which the report is to be generated as per the frequency defined.
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>View Scheduled Reports</b>	Link to view all the reports that are scheduled.

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. Click **Schedule Report** to view and generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to reset the search parameters.  
OR  
Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.
7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR

Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.

OR

Click **Schedule another Report** to generate another report.

- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note:** You can also download the requested report from **Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports**.

---

## 13.7 Party wise Payee Maintenance Report

Party wise Payee Maintenance Report provides summary of account and draft payees maintained under a specific party ID.

User has to select a format in which the report needs to be generated. The Corporate administrator can generate reports under the following two categories. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Corporate Administrator Dashboard > Toggle menu > Menu > Reports > Report Generation*

### 13.7.1 Party wise Payee Maintenance Report - Adhoc Report

Party wise Payee Maintenance Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the Party wise Payee Maintenance adhoc report:**

- Click the **Adhoc** tab.
- From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

#### Party wise Payee Maintenance - Adhoc Reports

The screenshot displays the 'Reports' section of the Futura Bank Administrator Dashboard. The interface includes a navigation bar at the top with 'Administrator Approver', 'ATM/Branch', and 'English' dropdown menus. The main content area shows the 'Reports' section with two tabs: 'Adhoc' (selected) and 'Schedule'. Under the 'Adhoc' tab, there are three input fields: 'Report Name' (set to 'Party wise Payee Maintenance R...'), 'Report Format' (set to 'PDF'), and 'Party ID' (set to '\*\*\*308'). Below these fields are three buttons: 'Generate Report' (highlighted in blue), 'Cancel', and 'Clear'. To the right of the form is a 'Tips' box with a lightbulb icon, containing text about generating adhoc reports. The footer of the page contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated.. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.

3. From the **Report Format** list, select the format in which the report is to be generated.
4. Click **Generate Report** to view and generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear to** reset the search parameters.
5. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.  
OR  
Click **Generate another report** to generate another report.
6. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note:** You can also download the requested report from *Administrator Dashboard > Toggle Menu > Reports > My Reports*.

---

**For reference, a specimen of the report generated is given below:**

Party wise Payee Maintenance					
Party Id : 001164   Party Name : Exxon Mobil					
Account Payees					
Payee-Biller Name	Account Type	Account Details	NickName	Created By	Access Type
DoMichael7	DOMESTIC	9823u40joo HDFC Bank Ltd	MichaelDomNick	rkcorpuser1	Private
DomRihna	DOMESTIC	9234092099 HDFC Bank Ltd	RihanaDomNick	rkcorpuser1	Private
DomRiya1	DOMESTIC	UYDYID347O3 HDFC Bank Ltd	RiyaDomNick1	rkcorpuser1	Private
DomRiya2	DOMESTIC	UYDYID347O3 HDFC Bank Ltd	RiyaDomNick2	rkcorpuser1	Private
DomRiya3	DOMESTIC	UYDYID347O3 HDFC Bank Ltd	RiyaDomNick3	rkcorpuser1	Private
DomSuhana1	DOMESTIC	78409TCFTUOFO HDFC Bank Ltd	DomSuhanaNick1	rkcorpuser1	Public
DomSuhana11	DOMESTIC	78409TCFTUOFO HDFC Bank Ltd	DomSuhanaNick11	rkcorpuser1	Public
ITJack1	INTERNATIONAL	CKICU77878 BANK OF CYPRUS	ITJackNick1	rkcorpuser1	Private
ITJack2	INTERNATIONAL	CKICU77878 BANK OF CYPRUS	ITJackNick2	rkcorpuser1	Private
ITJack3	INTERNATIONAL	CKICU77878 BANK OF CYPRUS	ITJackNick3	rkcorpuser1	Private
ITSparow1	INTERNATIONAL	IC477JCGI7877 ANGLO IRISH BANK CORPORATION PLC	ITSparowNick1	rkcorpuser1	Private
LucyIT1	INTERNATIONAL	190100183 Bank of Bahrain	LosDelRI001Nick1	rkcorpuser1	Public

1 Report generated by Corp User1 | 06 Nov 2017, 12:04

## Field Description

Field Name	Description
------------	-------------

### Report Parameters

<b>Party ID</b>	Party ID of the corporate.
-----------------	----------------------------

<b>Party Name</b>	Party name of the corporate.
-------------------	------------------------------



Field Name	Description
<b>Report Parameters</b>	
Below field appears for <b>Account</b> type payee	
<b>Payee Name</b>	Name of the payee.
<b>Account Type</b>	Type of account associated with the payee.
<b>Account Details</b>	The details of the account i.e. the account number of the payee's account.
<b>Nickname</b>	Account nickname of the payee to identify the account for fund transfer.
<b>Created By</b>	ID of the corporate user who created a payee.
<b>Access Type</b>	The access type of the payee. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>
<b>Report Parameters</b>	
Below field appears for <b>Demand Draft</b> type payee.	
<b>Payee Name</b>	Name of the payee.
<b>Draft Type</b>	Type of draft associated with the Payee. The type can be: <ul style="list-style-type: none"> <li>• Domestic</li> <li>• International</li> </ul>
<b>Draft Favouring</b>	Draft favouring details.
<b>Created By</b>	ID of the corporate user who created a payee.
<b>Access Type</b>	The access type for payee. The options are: <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> </ul>

## 13.7.2 Party wise Payee Maintenance - Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under schedule reports.

**To generate the Party wise Payee Maintenance schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

### Party wise Payee Maintenance - Schedule Report

The screenshot shows the 'Reports' section of the Futura Bank interface. The 'Schedule' tab is active. The form contains the following fields and values:

- Report Name: Party wise Payee Maintenance R...
- Report Format: PDF
- Select Frequency: DAILY
- Start Generating: 05/13/20 10:50
- Stop Generating: 05/28/20 10:50
- Party ID: \*\*\*308
- Party Name: Sunrise Coffee

Buttons: Schedule Report, Cancel, Clear. Link: View Scheduled Reports.

**Tips:** With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

### Field Description

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> </ul>

Field Name	Description
<b>Select Frequency</b>	Select the frequency at which the report is to be generated. The options are: <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	Date from which the report is to be generated as per the frequency defined.
<b>Stop Generating</b>	Date till which the report is to be generated as per the frequency defined.
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>View Scheduled Reports</b>	Link to view all the reports that are scheduled.

- From the **Report Format** list, select the format in which the report is to be generated.
- From the **Select Frequency** list, select the appropriate option.
- From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- Click **Schedule Report** to view and generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to reset the search parameters.  
OR  
Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.
- The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.  
OR  
Click **Schedule another Report** to generate another report.
- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note:** You can also download the requested report from **Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports**.

---

## 13.8 **Party wise User Groups Report**

Party wise User Group Report provides a summary of User Groups created under a specific party ID.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

### **How to reach here:**

*Corporate Administrator Dashboard > Toggle menu > Menu > Reports > Report Generation*

### 13.8.1 **Party wise User Groups - Adhoc Report**

Party wise User Groups Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

#### **To generate the Party wise User Groups adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

## Party wise User Groups - Adhoc Reports

The screenshot shows the 'Reports' section of the Futura Bank interface. It features a navigation bar with 'Administrator Approver', 'ATM/Branch', and 'English'. The main content area has tabs for 'Adhoc' and 'Schedule'. The 'Adhoc' tab is active, showing a form with the following fields: 'Report Name' (Party wise User Groups Report), 'Report Format' (PDF), and 'Party ID' (\*\*\*308). The 'Party Name' is 'Sunrise Coffee'. There are three buttons: 'Generate Report', 'Cancel', and 'Clear'. A 'Tips' box on the right provides instructions on generating adhoc reports. The footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> </ul>
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.

- From the **Report Format** list, select the format in which the report is to be generated.
- Click **Generate Report** to view and generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to reset the search parameters.
- The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.  
OR  
Click **Generate another report** to generate another report.

- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note:** You can also download the requested report from **Administrator Dashboard > Toggle Menu > Reports > My Reports**.

**For reference, a specimen of the report generated is given below:**

Party wise User Group			futura bank
Party Id : 001164   Party Name : Exxon Mobil			
Group Code: rkcorpuser1		Group Description:	Number of Users: 1
Sr No	User Name	User Id	
1	Corp User1	rkcorpuser1	
Group Code: rkcorpadmin1		Group Description:	Number of Users: 1
Sr No	User Name	User Id	
1	Rahul Kamble	rkcorpadmin1	
Group Code: rkcorpadmin		Group Description:	Number of Users: 1
Sr No	User Name	User Id	
1	Rahul Kamble	rkcorpadmin	
Group Code: rkautocorp		Group Description:	Number of Users: 1
Sr No	User Name	User Id	
1	Auto Auth	rkautocorp	
Group Code: corpinit1		Group Description:	Number of Users: 1
Sr No	User Name	User Id	
1	Corp Init1	corpinit1	

1 Report generated by Mustufa Gari | 27 Oct 2017, 07:00

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Parameters</b>	
<b>Party ID</b>	Party ID of the corporate.
<b>Party Name</b>	Party name of the corporate.
<b>Group Code</b>	The group code of the user groups available under a party.
<b>Group Description</b>	The group description of the user groups available under a party.
<b>Number of Users</b>	Count of the users available in a group.
<b>Sr. No</b>	Serial number of the records.
<b>User Name</b>	Name of the users available in a user group.
<b>User ID</b>	User ID of the users available in a group.

**13.8.2 Party wise User Groups - Schedule Report**

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under schedule reports.

**To generate the Party wise User Groups schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

## Party wise User Groups – Schedule Report

The screenshot shows the 'Reports' section of the Futura Bank interface. The 'Schedule' tab is active. The form contains the following fields and values:

- Report Name: Party wise User Groups Report
- Report Format: PDF
- Select Frequency: WEEKLY
- Start Generating: 05/13/20 11:05
- Stop Generating: 05/29/20 11:05
- Party ID: \*\*308
- Party Name: Sunrise Coffee

Buttons: Schedule Report, Cancel, Clear. Link: View Scheduled Reports.

**Tips:** With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

### Field Description

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• PDF</li> </ul>
<b>Select Frequency</b>	Select the frequency at which the report is to be generated. The options are: <ul style="list-style-type: none"> <li>• Once</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> </ul>
<b>Start Generating</b>	Date from which the report is to be generated as per the frequency defined.
<b>Stop Generating</b>	Date till which the report is to be generated as per the frequency defined.
<b>Party ID</b>	Party ID of the corporate.



Field Name	Description
<b>Party Name</b>	Party name of the corporate.
<b>View Scheduled Reports</b>	Link to view all the reports that are scheduled.

---

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. Click **Schedule Report** to view and generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to reset the search parameters.  
OR  
Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.
7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.  
OR  
Click **Schedule another Report** to generate another report.
8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note:** You can also download the requested report from **Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports**.

## 13.9 User Entitlement Report

User Entitlement Report enables the *Corporate Administrator* user to view the details of corporate user's entitlement within the OBDX application.

*Corporate Administrator* has to select a format in which the report needs to be generated. The User Entitlement Report supports only Adhoc report generation. This report will not be available under 'Schedule' option.

### How to reach here:

*Corporate Administrator Dashboard* > *Toggle menu* > *Menu* > *Reports* > *Report Generation*

### 13.9.1 User Entitlement Report- Adhoc Report

User Entitlement Adhoc reports are generated on demand or on request. Reports can be requested from the 'Reports' screen. Adhoc reports can be viewed using 'My Reports' screen.

#### To generate the User Entitlement adhoc Report:

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.  
The respective report generation screen appears.

#### User Entitlement Report - Adhoc Report

The screenshot shows the 'Generate Report' interface for Futura Bank. At the top, there is a navigation bar with 'ATM & Branch Locator', 'English', and 'UBS OBPM 14.4 HEL Branch'. Below this is the Futura Bank logo and a search bar. The main content area is titled 'Generate Report' and has two tabs: 'Adhoc' (selected) and 'Schedule'. Under the 'Adhoc' tab, there are two dropdown menus: 'Report Name' set to 'User Entitlement Report' and 'Report Format' set to 'PDF'. Below these are input fields for 'Party ID' (\*\*\*439) and 'Party Name' (reliance4 jio ltd). At the bottom of the form are three buttons: 'Generate Report', 'Cancel', and 'Clear'. On the right side, there is a 'Tips' box with a lightbulb icon and text explaining that adhoc reports are for internal or customer-related use and require selecting report name, frequency, duration, and format. A copyright notice at the bottom reads: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions.'

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• PDF</li> <li>• CSV</li> </ul>
<b>Party ID</b>	The party ID of the user for whom the report is to be generated.
<b>User id</b>	The user id of the user for whom the report is to be generated.

3. From the **Report Format** list, select the appropriate report output format.
- 4.
5. From the **User Id** list, select the appropriate id of the user for whom the report is to be generated.
6. Click **Generate Report** to generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to reset the search parameters.
7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.  
OR  
Click **Generate another report** to generate another report.
8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note:** You can also download the requested report from **Administrator Dashboard > Toggle Menu > Reports > My Reports.**

---

For reference, a specimen of the report generated is given below:

User Entitlement Report						
Group Corporate ID : 000842						
Group Corporate Name : nehgcif						
Party Id : 000462						
Party Name : ABZ Solutions						
Digital Banking						
User Id : nehcorp <span style="float: right;">Active</span>						
Full Name : nehal joshi						
Touch Point Enable	Transaction Names		Permission		Party Id	Account Number
Internet	Admin Maintenance	ATM/Branch Maintenance	Delete ATM	Perform Approve		
			Upload ATM/Branch	Perform Approve		
			Delete Branch	Perform Approve		
			Inquire ATM	Perform		
			Edit Branch	Perform Approve		
			Inquire Branch	Perform		
			Edit ATM	Perform Approve		
			Add Branch	Perform Approve		
			Add ATM	Perform Approve		
			Download Status of Uploaded ATM/Branch	Perform		
		Access Point Maintenance	Inquire Access Points	Perform		
			Set Access Points	Perform Approve		
			Set Access Point Group	Perform Approve		
			Inquire Access Point Group	Perform		
			Edit Access Point Group	Perform Approve		
		Account Relationship Mapping	Edit Access Points	Perform Approve		
			Inquire Task to Account Relationship Mapping	Perform		
			Create Account Relationship Host Code Mapping	Perform Approve		
			Inquire Account Relationship Host Code Mapping	Perform		
			Update Account Relationship Host Code Mapping	Perform Approve		
			Update Task to Account Relationship Mapping	Perform Approve		
			Create Task to Account Relationship Mapping	Perform Approve		
		Alert Maintenance	Edit Alerts Maintenance	Perform Approve		
			Delete Alerts Maintenance	Perform Approve		
			Inquire Alerts Maintenance	Perform		
			Create Alerts Maintenance	Perform Approve		
		Application Message Maintenance	Inquire Error Message	Perform		
			Edit Error Message	Perform Approve		
		Approvals- Workflow Configuration	Inquire Workflow Configuration	Perform		
			Edit Workflow Configuration	Perform Approve		
			Create Workflow Configuration	Perform Approve		
		Audit Log	Inquire Audit Log	Perform		
		Authentication Maintenance	Edit Authentication Factors	Perform Approve		
			Create Soft Token Seed Admin	Perform		
			Setup Authentication Factors	Perform Approve		
			Inquire Authentication Factors	Perform Approve		
			Create Soft Token Seed Admin	Perform		

Report generated by pmgadmin | 30 Nov 2021, 11:57

**Field Description**

Field Name	Description
------------	-------------

**Report Parameters**

<b>Field Name</b>	<b>Description</b>
<b>Group Corporate ID</b>	The Group Corporate ID of the user for whom report has been generated.
<b>Group Corporate Name</b>	The Group Corporate Name of the user for whom report has been generated
<b>Party ID</b>	The party ID of the user for whom the report has been generated.
<b>Party Name</b>	The party Name of the user for whom the report has been generated.
<b>User ID</b>	The user id of the user for whom the report has been generated.
<b>User Status</b>	The User Status in the OBDX application.
<b>Report Details</b>	
<b>Touch Point Enable</b>	The touch points enabled for the User to access the application.
<b>Transaction Name</b>	The accessible transaction for the user.
<b>Permission</b>	The permission to access the transaction whether its perform, Approve or view
<b>Party ID</b>	The Party ID of Accessible Transactions Account number.
<b>Account Number</b>	The Account number to which user has access to perform the transactions.

## 13.10 User List Report

User List Report enables the *Corporate Administrator* user to view the list of users belonging to a specific party/group corporate ID.

*Corporate Administrator* has to select a format in which the report needs to be generated. The User List Report supports only Adhoc report generation. This report will not be available under 'Schedule' option.

### How to reach here:

*Corporate Administrator Dashboard* > *Toggle menu* > *Menu* > *Reports* > *Report Generation*

### 13.10.1 User List Report- Adhoc Report

User Adhoc reports are generated on demand or on request. Reports can be requested from the 'Reports' screen. Adhoc reports can be viewed using 'My Reports' screen.

#### To generate the User List adhoc Report:

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.  
The respective report generation screen appears.

#### User List Report - Adhoc Report

The screenshot displays the 'Generate Report' interface. At the top, there's a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, deep corpuser' with a last login of '10/20/22, 4:56 PM'. Below the navigation bar, the 'Generate Report' section has two tabs: 'Adhoc' (selected) and 'Schedule'. The 'Adhoc' tab contains several form fields: 'Report Name' (User List Report), 'Report Format' (CSV), 'User Type' (Corporate User), 'Party ID' (000439), 'Start Date' (10/5/22), and 'End Date' (11/2/22). At the bottom of the form are three buttons: 'Generate Report', 'Cancel', and 'Clear'. To the right of the form is a 'Tips' box with a lightbulb icon, stating: 'With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option.'

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• CSV</li> </ul>
<b>User Type</b>	The user type for whom the report is to be generated.
<b>Party ID</b>	The party ID of the user for whom the report is to be generated.
<b>Duration</b>	The period for which the report is to be generated. Start date of the date range from which you want to generate the report. End date of the date range up-to which you want to generate the report  _____

- From the **Report Format** list, select the appropriate report output format.
- In the **Party ID** field, enter the party ID.
- From the **Duration - From Date** and **Duration - To Date** list, select the appropriate duration.
- .
- Click **Generate Report** to view & generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to reset the search parameters.
- The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.  
OR  
Click **Generate another Adhoc Report** to generate another report.
- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note:** You can also download the requested report from [Administrator Dashboard > Toggle Menu > Reports > My Reports](#).

For reference, a specimen of the report generated is given below:



User List  
Report-Corporate.csv

### Field Description

Field Name	Description
<b>Report Parameters</b>	
<b>User Type</b>	The Type of the user for whom the report has been generated.
<b>Party ID</b>	The party ID of the user for whom the report has been generated.
<b>Group Corporate ID</b>	The Group Corporate ID of the user for whom report has been generated
<b>Start Date</b>	Date from which the report is generated.
<b>End Date</b>	Date till which the report is generated.
<b>Group Corporate ID</b>	The Group Corporate ID of the user for whom report has been generated
<b>Group Corporate Name</b>	The group corporate name of the user for whom report has been generated
<b>User Name</b>	The user name of the user for whom the report has been generated.
<b>Title</b>	Title of the user.
<b>First Name</b>	First name of the user.
<b>Middle Name</b>	Middle name of the user.
<b>Last Name</b>	Last name of the user.
<b>Date of Birth</b>	Date of birth of the user.
<b>Email ID</b>	Email ID of the user.
<b>Contact Number</b>	Contact number of the user.
<b>Status</b>	Status of the user.
<b>Touchpoints</b>	Name of the touch points.



Field Name	Description
<b>Primary Entity</b>	Name of the primary entity.
<b>Primary Party</b>	Name of the primary party.
<b>Accessible Party</b>	Name of the accessible party.
<b>Accessible Entity</b>	Name of the accessible entity.
<b>Primary Party (Accessible Entity)</b>	Name of the primary entity.
<b>Accessible Party (Accessible Entity)</b>	Name of the accessible party.
<b>Roles</b>	Details of user role.
<b>User Creation Date/Time</b>	Details of user creation date/time.
<b>Created By</b>	Name of the user who created report.

## 13.11 Approval Rule Report

Approval Rule Report provides the list of rules and workflows belonging to a group corporate. Administrator has to provide a party ID for which the Party wise Workflows Report is to be generated.

*Corporate* Administrator has to select a format in which the report needs to be generated. The report supports only Adhoc report generation. This report will not be available under 'Schedule' option.

### How to reach here:

*Corporate Administrator Dashboard > Toggle menu > Menu > Reports > Report Generation*

### 13.11.1 Approval Rule Report - Adhoc Report

Approval Rule Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

#### To generate the Approval Rule adhoc report:

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

## Approval Rule Report - Adhoc Reports

System Administrator | ATM & Branch Locator | English | UBS OBPM 14.4 HEL Branch

futura bank | Search ... | 7687 | AU | Welcome, Administrator User | Last login: 10/10/22, 1:38 PM

Generate Report

Adhoc | Schedule

Report Name: Approval Rule Report

Report Format: CSV

Group Corporate ID:

Group Corporate Name:

Generate Report | Cancel | Clear

**Tips**

With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option.

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## Field Description

Field Name	Description
<b>Report Name</b>	Select the type of report to be generated.
<b>Report Format</b>	Select the format in which the report is to be generated. The approval rule report can be generated in format CSV only.
<b>Group Corporate ID</b>	The Group Corporate ID of the user for whom report has been generated
<b>Group Corporate Name</b>	The Group Corporate Name of the user for whom report has been generated

- From the **Report Format** list, select the format in which the report is to be generated.
- In the **Group Corporate ID** field, enter the Group Corporate ID.
- In the **Group Corporate Name** field, enter the Group Corporate name.
- Click **Generate Report** to view and generate the report.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Clear** to reset the search parameters.
- The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.  
OR  
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.  
OR  
Click **Generate another report** to generate another report.

- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from **Administrator Dashboard > Toggle Menu > Reports > My Reports.**

**For reference, a specimen of the report generated is given below:**

Rule Type	Rule Code	Rule Desc	Rule/Workflow	Initiator T	Party ID	Transactic	Accounts	Currency	From Amo	To Amoun	Approval	I	Workflow	Workflow	Workflow	Levels	In	Workflow	
Administr	RB9	Rule 89	Approve	All Users	PTY67	Party Preference, Create Spend	Category, Biller Mail	No											
Financial	R1	Rule1	Approve	User Grou	PTY1; PTY All Transa	All Account	USD	100	50000	Yes			Sequential	WKFLW1	Workflow	Level 1 : Checker	[User Group - USGRP1; Level 2 : Approver	[User - USR2;	
Financial	R3	Rule3	Release	User Grou	PTY1; PTY Top 10;		xxxxxxxxx	GBP	50	75000	Yes		Parallel	WKFLW3	Workflow	Level 1 : Releaser	[User Group - USGRP4;		
Maintenar	R56	Rule 56	Release	User : USF	PTY51; PT All	Transactions													
Non Acco	R006	Rule 006	Approve	All Users	PTY59	Facility Amendment	EUR	10	50000	No									
Non Acco	R30	Rule 30	Approve	User Grou	PTY003	Facility Amendment	USD	200	1500	Yes			Parallel	WKFLW20	Workflow	Level 1 : Checker	[User - USR03; Level 2 : Approver	[User Group - USGRP400;	
Non Acco	R102	Rule 102	Approve	User : USF	PTY93; PT Initiate	Transfer LC, SGD		1	300000	Yes			Parallel	WKFLW24	Workflow	Level 1 : Approver	[User Group - USR88;		
Non-Finan	R2	Rule2	Approve	User : USF	PTY4; PTY All	Transa All	Accounts				Yes		Sequential	WKFLW2	Workflow	Level 1 : Checker	[User - USR1; Level 2 : Checker	[User Group - USGRP2; Level 3 : Approver	[User Group - USGRP3;
Non-Finan	R4	Rule4	Release	User Grou	PTY2; PTY Cheque	Bxxxxxxxxx5573; xxxxxxxx793;	xxxxxxxxxx	No											

### Field Description

Field Name	Description
<b>Report Parameters</b>	
<b>Group Corporate ID</b>	The Group Corporate ID of the user for whom report has been generated
<b>Group Corporate Name</b>	The Group Corporate Name of the user for whom report has been generated
<b>Rule Type</b>	Transaction rule type for which the approval rule is set up.
<b>Rule Code</b>	Approval rule code.
<b>Rule Description</b>	Approval rule description.
<b>Rule/Workflow Applicable For</b>	User name /group name of the user maintained in a workflow at level.
<b>Initiator Type</b>	Initiator type specified while creating a rule.
<b>Party ID</b>	Party ID of workflow.
<b>Transactions</b>	Transaction for which the rule is set up.
<b>Accounts</b>	Accounts for which the rule is set up.
<b>Currency</b>	Currency set for the rule.
<b>From Amount</b>	The minimum amount for the transactions allowed for the user.

<b>Field Name</b>	<b>Description</b>
<b>To Amount</b>	The maximum amount for the transactions allowed for the user.
<b>Approval Required</b>	Field displays whether approval is required or not for the set condition.
<b>Workflow Preference</b>	The preference of the approval workflow.
<b>Workflow Code</b>	Code of the approval workflow.
<b>Workflow Description</b>	The approval workflow description.
<b>Levels in Workflow</b>	Approval levels for a user / user group.

## 14. My Reports

This option enables the Corporate Administrator to download the generated reports.

Corporate Administrator logs into the system and navigates to My Reports screen. On accessing 'My Reports' menu, last 10 reports which generated for a party are listed with the respective report status. User can choose to search the specific report using the search criteria or can opt to view/download detailed report.

Reports are categorized as:

- Adhoc Reports
- Scheduled Reports

**How to reach here:**

Corporate Administrator Dashboard > Toggle menu > Menu > Reports > My Reports

### 14.1 My Reports - Adhoc

Adhoc reports are generated on demand or on request. Reports can be requested from the 'Reports' screen. Adhoc reports can be viewed using 'My Reports' screen.

**To view and download the generated adhoc reports:**

#### My Reports - Adhoc


The screenshot displays the 'My Reports' interface for Futura Bank. The user is logged in as 'System Administrator' at 'ATM/Branch' in 'English' language, with the branch 'UBS 14.3 AT3 Branch'. The user's name is 'Welcome, Sweta Thakur' and the last login was on '30 Apr 05:40 PM'. The 'My Reports' section is active, showing a list of adhoc reports. The table below lists the reports:

Report Name	Report Sub Id	Generation Date and Time	Status
File Identifier wise Party User Mapping Report	300468758042-001	2020-04-30T14:11:33	PROCESSED
Bill Payment Pay Later Report	300436553909-001	2020-04-30T13:54:10	PROCESSED
Date wise User creation Report	290447536562-001	2020-04-29T11:43:04	PROCESSED
API Consumption Report	290458144664-001	2020-04-29T11:36:53	PROCESSED
Date wise User creation Report	290499418217-001	2020-04-29T09:51:32	PROCESSED
Date wise User creation Report	290401411813-001	2020-04-29T09:28:33	PROCESSED
API Consumption Report	290448805028-001	2020-04-29T06:49:04	PROCESSED
API Consumption Report	290411792479-001	2020-04-29T06:49:04	PROCESSED
Date wise User creation Report	280451105013-001	2020-04-28T09:54:37	PROCESSED
API Consumption Report	280418710919-001	2020-04-28T09:53:09	PROCESSED

The interface also includes a search bar, filters for 'Report Id' and 'Report Name', and a 'Generation Date' range selector. A 'Note' box on the right provides additional context: 'You can view the list of all adhoc and scheduled reports from here which are already generated, failed or still under processing.' The page shows 'Page 1 of 5 (1-10 of 46 items)' and a 'Cancel' button at the bottom left.

## Field Description

Field Name	Description
<b>Search</b>	
<b>Report ID</b>	Report ID to search specific report. All the report IDs will be listed.
<b>Report Name</b>	Report Name to search specific report. All the reports with the names will be listed.
<b>Generation Date</b>	To search generated reports between specific date ranges. <ul style="list-style-type: none"> <li>• From date – to specify the date from which the generated reports to be searched.</li> <li>• To date – to specify the date till which the generated reports to be searched.</li> </ul>
<b>Report List</b>	
<b>Report Name</b>	Report Name to search specific report. All the reports with the names will be listed.
<b>Report Sub ID</b>	Links of view the specific report.
<b>Generation Date and Time</b>	Report generation time and date.
<b>Status</b>	Status of generated reported. The status can be: <ul style="list-style-type: none"> <li>• Processed</li> <li>• Pending</li> <li>• Error</li> </ul>


1. Click search icon  to search the reports with given search criteria. The search results matching to the search criteria are shown on the same screen.
2. Click on **Report Sub ID** hyperlink to view the detailed report. (Refer specimen provided for each report)

## 14.2 My Reports - Scheduled

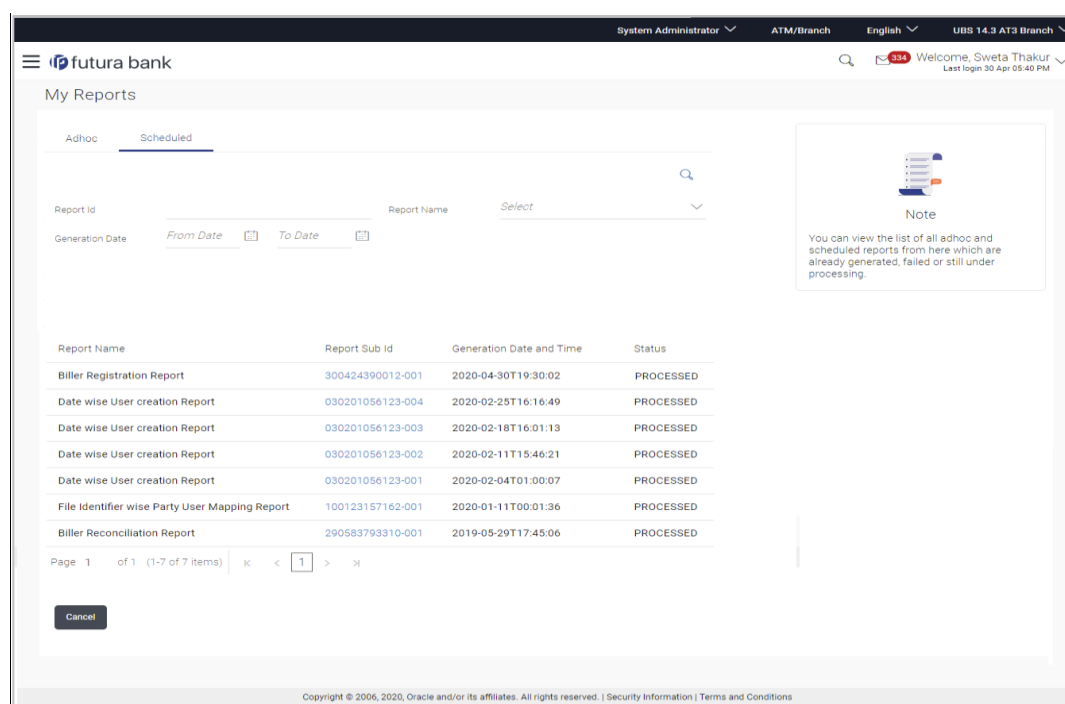
The reports that gets generated on a specific frequency such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

### To view and download the generated scheduled reports:

1. Click the **Scheduled** tab. The list of scheduled reports appears.  
OR

Click search icon  to search the reports with given search criteria. The search results matching to the search criteria are shown on the same screen.

### My Reports - Scheduled



The screenshot shows the 'My Reports - Scheduled' page in the Futura Bank system. The page has a header with 'System Administrator', 'ATM/Branch', 'English', and 'UBS 14.3 ATD Branch'. The user is logged in as 'Sweta Thakur' with the last login on 30 Apr 05:40 PM. The page has two tabs: 'Adhoc' and 'Scheduled', with 'Scheduled' selected. There is a search bar with a magnifying glass icon. Below the search bar, there are input fields for 'Report Id', 'Report Name' (with a dropdown arrow), and 'Generation Date' (with 'From Date' and 'To Date' sub-fields). A table lists the following reports:

Report Name	Report Sub Id	Generation Date and Time	Status
Biller Registration Report	300424390012-001	2020-04-30T19:30:02	PROCESSED
Date wise User creation Report	030201056123-004	2020-02-25T16:16:49	PROCESSED
Date wise User creation Report	030201056123-003	2020-02-18T16:01:13	PROCESSED
Date wise User creation Report	030201056123-002	2020-02-11T15:46:21	PROCESSED
Date wise User creation Report	030201056123-001	2020-02-04T01:00:07	PROCESSED
File Identifier wise Party User Mapping Report	100123157162-001	2020-01-11T00:01:36	PROCESSED
Biller Reconciliation Report	290583793310-001	2019-05-29T17:45:06	PROCESSED

At the bottom of the table, it says 'Page 1 of 1 (1-7 of 7 items)'. There is a 'Cancel' button at the bottom left. A 'Note' box on the right says: 'You can view the list of all adhoc and scheduled reports from here which are already generated, failed or still under processing.'

### Field Description

Field Name	Description
<b>Search</b>	
<b>Report ID</b>	Report ID to search specific report. All the report IDs will be listed.
<b>Report Name</b>	Report Name to search specific report. All the reports with the names will be listed.

Field Name	Description
<b>Generation Date</b>	To search generated reports between specific date ranges. <ul style="list-style-type: none"> <li>• From date – to specify the date from which the generated reports to be searched.</li> <li>• To date – to specify the date till which the generated reports to be searched.</li> </ul>
<b>Report List</b>	
<b>Report Name</b>	Report Name to search specific report. All the reports with the names will be listed.
<b>Report ID</b>	Links of view the specific report.
<b>Generation Date and Time</b>	Report generation time and date.
<b>Status</b>	Status of generated reported. The status can be: <ul style="list-style-type: none"> <li>• Processed</li> <li>• Pending</li> <li>• Error</li> </ul>

- 
2. Click on **Report ID** hyperlink to view the detailed report. (Refer specimen provided for each report)

## **FAQ**

### **1. Can I choose a format in which a report is to be downloaded from My Reports screen?**

A report can be downloaded in a format selected while generating a report.

### **2. I can view and download a report which is generated by other administrator users?**

Yes, you can view and download the reports which are generated by other administrator users of the same party using **My Reports** screen.

[Home](#)



## 15. User Alerts Subscription

Using this option Corporate Administrator can subscribe alerts for a user for selected events. The Corporate Administrator subscribes users to alerts, delivered through Email, SMS, through push notification or in their on-screen mailbox.

Note that this functionality is for non-mandatory alerts.

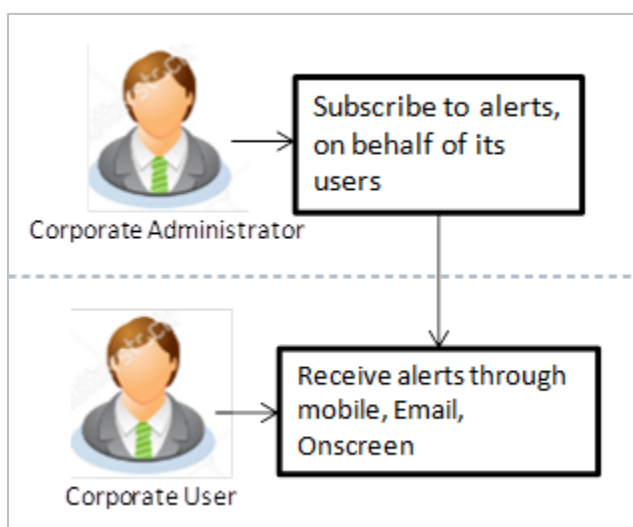
The subscribed alert types are:

- User Level Alerts
- Customer Level Alerts
- Account Level Alerts

### Prerequisites

- Set-up Transaction access
- Set-up Approval Rules
- Maintain Alerts, so that these are available for subscription

### Workflow



### Features Supported In Application

- Search Subscribe Alerts
- Update Subscription

### How to reach here:

*Corporate Administrator Dashboard > Toggle menu > Menu > Others > User Alert Subscription*

## 15.1 User Alerts Subscription - Search

Using this option, administrator can search and view the details of alerts subscribed. All the alerts subscribed for a party users will be displayed in the respective categories viz. Current and Savings, Term Deposits, Loans etc. in a table.

## User Alert Subscription

To view subscribed alerts for a User:

1. From the **User Name** list, select the appropriate option whose alerts you wish to view.
2. In the **User Name** field, enter the user name.
3. Click **Search**.

The search result appears based on the search criteria.

OR

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

The screenshot displays the 'User Alerts Subscription' page in the Futura Bank system. At the top, there is a navigation bar with 'Administrator Approver', 'ATM/Branch', and 'English' options. The main header shows 'futura bank' and a search bar. The user is identified as 'Welcome, Jia NN' with a last login time of '08 Aug 08:35 PM'.

The main content area is titled 'User Alerts Subscription' and features a search bar and a table of results. The table has columns for 'Initials', 'User Name', and 'Full Name'. The following table represents the data shown in the screenshot:

Initials	User Name	Full Name	Status
SD	SDVAMVWR	Shashodhar Dutta	Subscribed
NJ	nehcorp1	nehal joshi	Subscribed
SD	SDVAMMAK	Sam Dworthy	Subscribed
N	nikitaChecker	Nikita	Subscribed
SD	SDVMAUTH	Shshank Damodar	
GA	walterchecker	Gavara Abhishek	Subscribed
MG	detectchecker	Mason Greenwood	
GA	waltermaker	Gavara Abhishek	Subscribed
RC	rosecorp_4	rose corp	Subscribed
RC	rosecorp_5	rose corp5	

Below the table, there is a pagination control showing 'Page 3 of 4 (21-30 of 39 items)' and a 'Back' button. A 'Note' box on the right side of the page contains the following text:

**Note**  
The function enables you to set up account and transaction access rules for a corporate customer. You can decide the account(s) along with transaction(s) for each of the selected account that needs to be provided access for the corporate customer Accounts of the parent as well as of the linked party (if any) will be available for access definition.

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Party ID</b>	Display Party ID
<b>Party Name</b>	Display Party name
<b>Search User</b>	Enter user name maintained in the core banking application for corporate users.

**Search Result**

<b>Initials</b>	Display Initials of the User
<b>User Name</b>	Display User Name
<b>Full Name</b>	Display Corporate users Full name <b>Note:</b> For the users whose alerts subscription is completed will be displayed with an indicator as alert subscription is done.

4. For the detailed view, click on **User Name** field. The tabs for all modules CASA/ Term Deposit/ Loans / Profile that the user has access to with the respective account numbers appears.
5. Select the particular account number to view alert type and delivery mode, for each CASA (Current and Savings Accounts) / TD (Term Deposits) / Loans account.

**Note:** View the  icon on the delivery mode against the alert, if the user has subscribed to any alerts for that.

### Alerts Subscription - Update Subscription - Detailed View

System Administrator | ATM/Branch | English | UBS OBPM 14.4 HEL Branch

futura bank Search ...
Welcome, Jack Nikon  
Last login 13 Aug 03:18 PM

#### User Alerts Subscription

Party ID: 000462
Party Name: ABZ Solutions
User Name: corpchecker3

Select Module	Select Account	Subscribe Alert Modes
Current And Savings	Search... <input type="checkbox"/> Select All Accounts	<input checked="" type="checkbox"/> Map All Modes <input type="checkbox"/> PUSH NOTIFICATION <input type="checkbox"/> SMS <input type="checkbox"/> SECURE MAIL BOX <input type="checkbox"/> EMAIL
Loan	HEL0046200013   <span style="background-color: green; color: white; border-radius: 5px; padding: 2px;">Subscribed</span>	<input checked="" type="checkbox"/> Account Status Changed <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email
Party	<input checked="" type="checkbox"/> HEL0046200024	<input checked="" type="checkbox"/> Account Statement Generated <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email
Term Deposits	<input type="checkbox"/> HEL0046200057	<input checked="" type="checkbox"/> ATM Cash Withdrawal <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email
	<input type="checkbox"/> HEL0046200046	<input checked="" type="checkbox"/> Account Balance Changed <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email
	<input type="checkbox"/> HEL0046200035	<input checked="" type="checkbox"/> Bill Payment Debited <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email
	Page 1 of 1   < >	<input checked="" type="checkbox"/> Cash Deposited <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email
		<input checked="" type="checkbox"/> Cash Refund Credited <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email
		<input checked="" type="checkbox"/> Cheque Clearance Credited <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email
		<input checked="" type="checkbox"/> Cheque Clearance Debited <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email
		<input checked="" type="checkbox"/> Debit Card Payment <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email
	Page 1 of 3 (1-10 of 27 items)   < 1 2 3 >	<input type="button" value="Save"/>

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1. Click **Save** to subscribe/ unsubscribe alerts by saving the changes.  
OR  
Click **Cancel** to cancel the transaction.

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

## **15.2 User Alert Subscription – Update Subscription**

Using this option, Corporate Administrator can subscribe / unsubscribe to alerts, on behalf of the user.

### **To subscribe / unsubscribe alerts:**

1. From the **User Name** list, select the appropriate option whose alerts you wish to view.
2. In the **User Name** field, enter the user name.
3. Click **Search**.  
The search result appears based on the search criteria.  
OR  
Click **Clear** to clear the search parameters.  
OR  
Click **Cancel** to cancel the transaction.
4. View the list of all alerts subscribed.
5. Click  against the particular account number to view the alerts subscribed.

### Alerts Subscription - Update Subscription - Subscribe / Unsubscribe

System Administrator | ATM/Branch | English | UBS OBPM 14.4 HEL Branch

futura bank Welcome, Jack Nikon  
Last login 13 Aug 03:18 PM

#### User Alerts Subscription


Party ID: 000462 Party Name: ABZ Solutions User Name: corpchecker3

Select Module	Select Account	Subscribe Alert Modes
Current And Savings Loan Party Term Deposits	<input type="text" value="Search..."/> <input type="checkbox"/> Select All Accounts <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">HEL0046200013   <span style="background-color: #27ae60; color: white; padding: 2px 5px; border-radius: 3px;">Subscribed</span></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"><input checked="" type="checkbox"/> HEL0046200024</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> HEL0046200057</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> HEL0046200046</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> HEL0046200035</div> <p style="font-size: small;">Page 1 of 1   &lt; &gt;</p>	<input checked="" type="checkbox"/> Map All Modes <input type="checkbox"/> PUSH NOTIFICATION <input type="checkbox"/> SMS <input type="checkbox"/> SECURE MAIL BOX <input type="checkbox"/> EMAIL <input checked="" type="checkbox"/> Account Status Changed <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Account Statement Generated <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> ATM Cash Withdrawal <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Account Balance Changed <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Bill Payment Debited <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Cash Deposited <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Cash Refund Credited <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Cheque Clearance Credited <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Cheque Clearance Debited <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Debit Card Payment <input checked="" type="checkbox"/> Push Notification <input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> On Screen <input checked="" type="checkbox"/> Email <p style="font-size: small;">Page 1 of 3 (1-10 of 27 items)   &lt; &gt; 1 2 3 &gt;</p> <div style="text-align: right; margin-top: 5px;"><input type="button" value="Save"/></div>


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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Party ID</b>	Party Id of the user..
<b>Party Name</b>	Party Name of The user.
<b>User Name</b>	User name maintained in the core banking application for corporate users.
<b>Module Name</b>	<p>Name of the module to which alerts is maintained.</p> <p>The options can be:</p> <ul style="list-style-type: none"> <li>• CASA</li> <li>• Loan</li> <li>• TD</li> <li>• Profile</li> <li>• Payments</li> </ul>
<b>Account Number</b>	<p>Account number for which the user is viewing/ updating the alert subscription.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Corporate Admin will be allowed to select and setup alert subscription for multiple or all accounts in single maintenance.</li> <li>• Once the subscription is done for an account that account will be shown with a 'Subscribed' tag.</li> <li>• Corporate admin will be able to quick search account number from search panel for the alert subscription</li> </ul>
<b>CASA /TD/ Loans/ Payments</b>	
Subscribed alerts displayed in tabs for all modules that the user has access to with the respective account numbers.	
<b>Alert Name</b>	The alert type mostly in the form of an event for which an alert is to send to a user.


Field Name	Description
<b>Send Alert Via</b>	<p>The delivery mode through which the alert is to be sent.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Email: alert is to be sent as an email</li> <li>• SMS : alert is to be sent as an SMS on the user's mobile number</li> <li>• On screen Mailbox: on screen, alert sent to as an email to user's mailbox</li> <li>• Push Notification: notifications are sent as a banner or pop-up message on the user's mobile number</li> </ul> <hr/> <p><b>Note:</b> The selected mode has  icon against it.</p> <p>Corporate Admin will be allowed to map all modes of alerts subscription for all the transactions in one go for the selected account</p>

6. Click against the particular account number to update the details.

a. Click  to send alert as an email.  
OR

Click  to send alert as a mail to secure mailbox.  
OR

Click  to send alert as SMS on the user's mobile number.  
OR

Click  to send alert via push notifications. Push notification appears as a banner or pop-up message on the user's mobile number.

---

**Note:** The selected mode has  icon against it.

7. Click **Save** to save the Alert Subscription.

8. The **User Alert Subscription - Edit -Review** screen appears post necessary validations. Verify the details, and click **Confirm**.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to cancel the operation and to go back to the previous screen.

9. The success message of Alert Subscription appears along with the transaction reference number. Click **OK** to complete the transaction and navigate back to 'Dashboard'.



## **FAQ**

- 1. Which alerts customer can subscribe or unsubscribe, for the retail or corporate user?**

The alerts which are not mandatory can be subscribed or unsubscribed, by the Corporate Administrator for the retail/corporate user.

[Home](#)

## 16. Mailbox

Corporate administrator can view all the alerts which are auto generated by the Bank on various events/transactions performed by logged in user. User can view the alert details but is not allowed reply to the alerts received in his mailbox –Alerts section. Count of unread alerts if any is displayed on the screen.

### Pre-Requisites

- Alerts, notifications and the mails to be sent are configured by the bank on various events.

### Features supported in Application:

- View summary of Alerts, Mails, Notifications triggered
- View specific Alerts, mails, notification details
- Delete Alerts, mails, notifications

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Menu > Mailbox > Mails*  
OR

*Corporate Administrator Dashboard > Click *

### 16.1 Mails

The following features are available under Mails:

- **Inbox:** This folder displays all the mail messages received by the user.
- **Sent Mails:** This folder displays the list of mail messages sent by the user to the bank.
- **Deleted Mails:** This folder contains the list of mail messages deleted by the user from the inbox and the sent mail folders.

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Menu > Mailbox > Mails*  
OR

*Corporate Administrator Dashboard > > Click  > Mails > View All*

#### 16.1.1 Inbox

Using this feature, the user can view the messages received in his Inbox. The user can view an individual message by clicking on the subject of the specific mail.

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Menu > Mailbox > Mails > Inbox*  
OR

*Access through the kebab menu of any other screens available under Mailbox*

### To view received mails:

6. The list of received messages appears on the **Inbox** screen. Click on the subject link of an individual message to view the details of that message.

## Inbox

ATM & Branch Locator English UBS OBPM 14.4 HEL Branch

futura bank Search ... Welcome, Mustafa Gari Last login 27 Apr 10:45 AM

Inbox (190)

Mails (190) Alerts (380) Notifications (4) Refresh | Delete

<input type="checkbox"/>	From	Subject	Date
<input type="checkbox"/>	keron Bohr	Block Debit / ATM card	25 Apr 2022 09:28:15 AM
<input checked="" type="checkbox"/>	Roger Bohr	Re :Change Communication Address	24 Apr 2022 08:55:42 PM
<input checked="" type="checkbox"/>	Roger Bohr	Re :Change Communication Address	24 Apr 2022 08:55:33 PM
<input type="checkbox"/>	Roger Bohr	Change Communication Address	24 Apr 2022 08:55:18 PM
<input type="checkbox"/>	Jesal Bohr	Change Communication Address	18 Apr 2022 12:59:25 PM
<input type="checkbox"/>	Admin1 User1	Re :Reissue of lost ATM/Debit Card	11 Apr 2022 11:18:01 AM
<input type="checkbox"/>	Admin1 User1	Re :Reissue of lost ATM/Debit Card	08 Apr 2022 12:10:55 PM
<input type="checkbox"/>	Roger Bohr	Block Debit / ATM card	11 Mar 2022 04:02:25 PM
<input type="checkbox"/>	Jeff CBohr	Change Communication Address	11 Mar 2022 03:58:01 PM
<input type="checkbox"/>	Admin1 User1	Re :Change Communication Address	11 Mar 2022 12:45:51 PM

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## Field Description

Field Name	Description
<b>From</b>	The name of the sender of the mail.
<b>Subject</b>	The subject of the mail is displayed against each mail record.
<b>Date</b>	The date and time on which the mail was received is displayed against each mail record.

## To access the Inbox:

1. Click the subject of a mail you want to view. The mail details are displayed on the overlay window.  
OR  
Click **Refresh** to refresh the folder.  
OR  
To delete one or multiple messages, select the specific check boxes against the mail and click **Delete**.  
OR  
Click on kebab menu to access mailbox related transactions.

## 16.1.2 Sent Mail

This folder displays all the messages sent by the user to the bank.

### How to reach here:

Access through the kebab menu of transactions available under the Mailbox

### To view the sent messages:

2. Click **Sent Mail**. The list of sent mails appears on the screen. Click on the subject link of an individual message to view the details of that message.

### Sent Mail

The screenshot shows the 'Sent Mails' folder in the Futura Bank mailbox. The interface includes a header with the bank logo, search bar, and user information. Below the header, there are tabs for Mails (190), Alerts (380), and Notifications (4). The main area displays a list of sent mails with columns for checkboxes, To, Subject, and Date. The list contains five entries, including messages from keron Bohr and Ryan Bohr. At the bottom, there is a pagination bar showing Page 1 of 1 and a footer with copyright information.

<input type="checkbox"/>	To	Subject	Date
<input type="checkbox"/>	keron Bohr	<a href="#">Re :Block Debit / ATM card</a>	25 Apr 2022 09:33:40 AM
<input type="checkbox"/>	keron Bohr	<a href="#">Re :Reissue Debit card PIN</a>	11 Oct 2021 12:40:48 PM
<input type="checkbox"/>	keron Bohr	<a href="#">Re :Reissue Debit card PIN</a>	11 Oct 2021 12:34:18 PM
<input type="checkbox"/>	keron Bohr	<a href="#">Re :Block Debit / ATM card</a>	07 Oct 2021 06:09:42 PM
<input type="checkbox"/>	Ryan Bohr	<a href="#">Re :Transaction Dispute</a>	07 Oct 2021 04:27:10 PM

### Field Description

Field Name	Description
<b>To</b>	The name of the receiver of the mail.
<b>Subject</b>	The subject of the mail is displayed against each mail record.
<b>Date</b>	The date and time on which the mail was sent is displayed against each mail record.

3. Click the link on the subject of the specific sent message that you wish to view.  
OR  
Click **Refresh** to refresh the mailbox.  
OR  
To delete a single or multiple mails, select the check box (s) against the mail, and click

**Delete** to delete the message.

OR

Click on kebab menu to access other mailbox related transactions.

### 16.1.3 Deleted Mail

This folder displays all the messages that are deleted by the user from the Inbox and Sent Mail folders.

#### How to reach here:

*Access through the kebab menu of transactions available under the Mailbox*

#### To view the deleted messages:

- The list of deleted messages appears on the screen. Click the link on the subject of any individual message to view the details of that message.

#### Deleted Mail

The screenshot shows the Futura Bank mailbox interface. At the top, there are navigation links for 'ATM & Branch Locator', 'English', and 'UBS OBPM 14.4 HEL Branch'. The user is logged in as 'Mustafa Gari' with the last login on '27 Apr 10:45 AM'. The main heading is 'Deleted Mails', with sub-sections for 'Mails (190)', 'Alerts (380)', and 'Notifications (4)'. A table lists the deleted messages with columns for selection, sender, subject, and received time. The first message is selected.

<input type="checkbox"/>	From	Subject	Received
<input checked="" type="checkbox"/>	keron Bohr	<a href="#">Open New Bank Account</a>	29 Mar 2022 05:08:31 PM
<input type="checkbox"/>	keron Bohr	<a href="#">Open New Bank Account</a>	29 Mar 2022 05:08:14 PM
<input type="checkbox"/>	keron Bohr	<a href="#">Block Debit / ATM card</a>	29 Mar 2022 05:07:58 PM
<input type="checkbox"/>	keron Bohr	<a href="#">Change Communication Address</a>	29 Mar 2022 05:07:25 PM
<input type="checkbox"/>	Jesal Bohr	<a href="#">Block Debit / ATM card</a>	19 Mar 2022 06:32:47 PM
<input type="checkbox"/>	Roger Bohr	<a href="#">Block Debit / ATM card</a>	16 Mar 2022 03:48:27 PM
<input type="checkbox"/>	Roger Bohr	<a href="#">Block Debit / ATM card</a>	16 Mar 2022 11:20:05 AM
<input type="checkbox"/>	Jesal Bohr	<a href="#">Open New Bank Account</a>	14 Mar 2022 08:23:27 PM
<input type="checkbox"/>	Jesal Bohr	<a href="#">Reissue of lost ATM/Debit Card</a>	14 Mar 2022 11:24:42 AM
<input type="checkbox"/>	Roger Madan	<a href="#">Re :Change Communication Address</a>	11 Mar 2022 08:14:09 PM


Page 1 of 3 (1-10 of 26 Items) | Navigation: < 1 2 3 >

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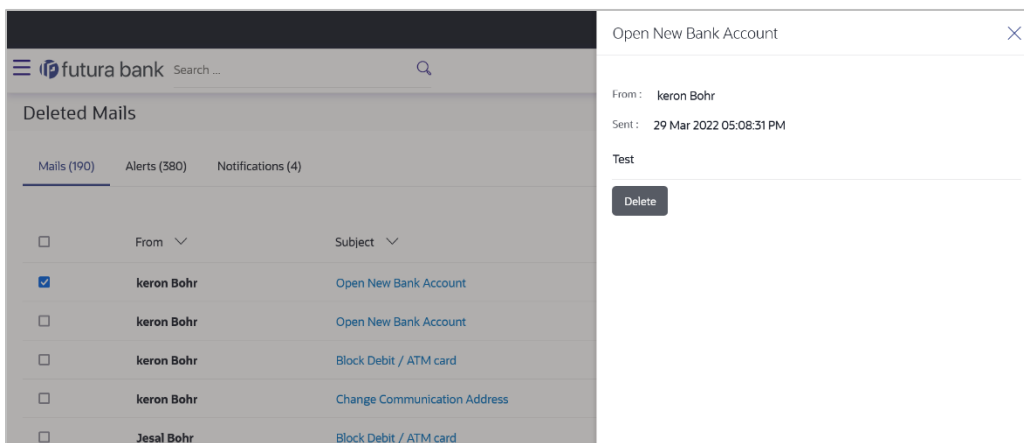
#### Field Description

Field Name	Description
From	The name of the sender of the mail.

Field Name	Description
<b>Subject</b>	The subject of the mail is displayed against each mail record.
<b>Received</b>	The date and time on which the message was sent/received is displayed against each mail record.

- Click the subject link of the deleted message that you wish to view.  
OR  
Click **Refresh** to refresh the folder.  
OR  
To delete a single or multiple mails, select the check box (s) against the mail, and click **Delete** to delete the message/s.  
OR  
To restore the deleted mails back to inbox, select the check box(s) against the mail, and click **Restore**.  
OR  
Click on kebab menu to access mailbox related transactions.
- The overlay screen on which details of the selected mail are displayed, appears.  
OR  
Click  to close the overlay window.


### Deleted Mail Details



### Field Description

Field Name	Description
<b>Message Details</b>	
	This section displays the detailed message.
<b>Message Heading</b>	The subject of the deleted mail.
<b>From</b>	The name of the sender of the mail.

Field Name	Description
<b>Sent</b>	The date and time on which the message was sent/received.
<b>Message Contents</b>	The content of the deleted mail.

- Click **Delete** to delete the message.  
OR  
Click  to close the overlay window.

## 16.2 Alerts

Under this section, all the alerts auto generated and sent to the logged in user will be displayed. User is not allowed to reply to the alerts received in his mailbox. Number of unread mail count if any will be shown in this section.

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Menu > Mailbox > Alerts*

OR

*Corporate Administrator Dashboard > Click  > Alerts > View All*

OR

*Access through the kebab menu of transactions available under the Mailbox*

### To view the alerts:

- The alert screen appears.

### Alerts

ATM & Branch Locator English UBS OBPM 14.4 HEL Branch

futura bank Search ... Welcome, Mustufa Gari Last login 27 Apr 10:45 AM

### Alerts

<input type="checkbox"/>	Subject	Received
<input type="checkbox"/>	Transaction Initiated	27 Apr 2022 11:15:42 AM
<input type="checkbox"/>	Transaction Approved	18 Apr 2022 12:09:25 PM
<input type="checkbox"/>	Transaction Processed By Host	18 Apr 2022 12:09:25 PM
<input type="checkbox"/>	Transaction Initiated	17 Mar 2022 05:07:48 PM
<input type="checkbox"/>	Transaction Initiated	15 Feb 2022 07:48:45 PM
<input type="checkbox"/>	Transaction Initiated	15 Feb 2022 04:37:56 PM
<input type="checkbox"/>	Transaction Rejected By Host	15 Feb 2022 04:15:50 PM
<input type="checkbox"/>	Transaction Processed By Host	15 Feb 2022 04:15:50 PM
<input type="checkbox"/>	Transaction Approved	15 Feb 2022 04:15:50 PM
<input type="checkbox"/>	Transaction Approved	15 Feb 2022 04:15:50 PM

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## Field Description

Field Name	Description
<b>Subject</b>	The subject of the alert is displayed against the specific alert record.
<b>Received</b>	The date and time on which the alert was sent is displayed against the specific alert record.

9. Click an individual alert to view the details of the alert. The details of the alert appears.  
OR

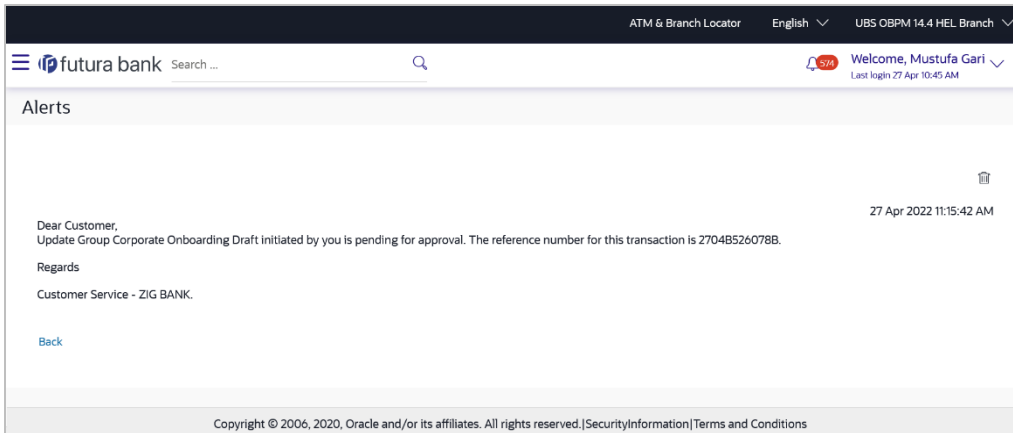
Click icon to refresh the mailbox.

OR

To delete multiple alerts, select the check box (s) against the alert, and click to delete the alert.


## Alerts Details





### Field Description

Field Name	Description
<b>Alerts Details</b>	
<b>Received Date &amp; Time</b>	The date and time on which the alert was received.
<b>Message</b>	The content of the alert.


- Click  to delete the alert. The delete warning message appears.  
OR  
Click **Back** to navigate to the previous page.

## 16.3 Notifications

Mailers sent by the bank administrator to the logged in corporate administrator user will be displayed under **Notifications** sections. The user can view the detailed notifications but cannot reply to these notifications. Number of unread notification count if any will also be shown.

### How to reach here:

Corporate Administrator Dashboard > Toggle Menu > Menu > Mailbox > Notifications  
OR

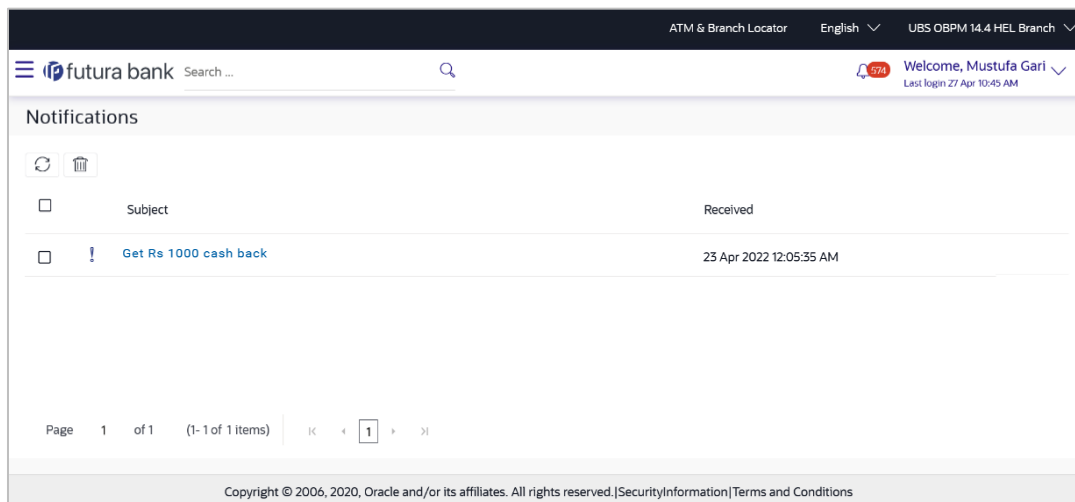
Corporate Administrator Dashboard > Click  > Notifications > View All  
OR

Access through the kebab menu of transactions available under the Mailbox

### To view the notifications:

11. The **Notification** screen appears.


### Notifications



### Field Description

Field Name	Description
<b>Subject</b>	The subject of the notification.
<b>Received</b>	The date and time on which the notification was received.

12. Click an individual notification to view the details of that notification. The screen on which the details of the notification are displayed appears.

13. Click  icon to refresh the notifications.  
OR




To delete multiple notifications, select the check box (s) against the notification, and click icon to delete the notification.

## Notification Details



## Field Description

Field Name	Description
<b>Notification Details</b>	
<b>Received</b>	The date and time on which the notification was received.
<b>Message</b>	The message body of the notification.

14. Click  icon to delete the notification. The delete warning message appears.  
OR  
Click **Back** to navigate to the previous page.

## FAQ

### 1. Can corporate administrator reply to the alerts received in his mailbox?

No, corporate administrator are not allowed to reply to the alerts received in their mailbox.

### 2. Can corporate administrator initiate a fresh mail?

No, corporate administrator cannot initiate fresh mails using secured mailbox.

[Home](#)

## 17. Profile

Using this option, the Corporate Administrator can view his profile details. Details that can be viewed include user name, last login time, email id, phone number, and date of birth and address of the user.

### Pre-requisites

User must have a valid Login credentials.

### Features Supported In Application

- View the profile details of Corporate Administrator user

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Menu > Profile*

*OR*

*User Name icon (top right corner of the screen) > Profile*

### Profile

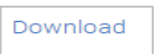
The screenshot displays the 'Profile' page for a Corporate Administrator user. At the top, there is a navigation bar with 'ATM & Branch Locator' and 'English'. Below this, the 'futura bank' logo and a search bar are visible. The user is identified as 'Corp Admin Autoauth' with a 'Welcome, Corp Admin Autoauth' message and a 'Last login 10/31/22, 11:10 PM' timestamp. The profile section includes a 'Download' button for the user's profile picture. The 'Personal Information' section shows the 'Date of Birth' as '1/1/90'. The 'Contact Information' section lists the 'Communication Address' as 'Mumbai, Mumbai, Mumbai, IN,852859', the 'Email id' as 'rah\*\*\*\*ble@oracle.com', and the 'Phone Number' as '9800\*\*\*\*23'. A chat icon is present in the bottom right corner of the contact information section. At the bottom of the page, there is a copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. |Security|information|Terms and Conditions'.

### Field Description

Field Name	Description
<b>User Name</b>	First name and last name of the logged in user
<b>Personal Information</b>	
<b>Date of Birth</b>	Date of birth of the user.
<b>Contact Information</b>	

Field Name	Description
<b>Communication Address</b>	Address of the user.
<b>Email</b>	Email id of the user, in masked format.
<b>Phone Number</b>	The mobile number of the user, in masked format.

1. Click **OK** to navigate to the previous screen.  
OR

Click  to download the user details.

## **FAQ**

1. **Can the Corporate Administrator user edit his profile information?**

No, the Corporate Administrator user cannot edit his profile information; he / she can only view the profile details.

[Home](#)

## 18. Session Summary

The option used by the user to check the log of transactions and login details for the previous five logins. The Corporate Administrator can view the entire session summary of the previous five logins, login and logoff date and time for each session, channel in which transactions are carried out in each session along with the IP address of the channel.

### How to reach here:

Corporate Administrator Dashboard > Toggle Menu > Menu > Session Summary


### Session Summary

Start Date & Time	End Date & Time	Channel	IP Address
▶10/14/22, 2:13 PM	10/14/22, 2:13 PM	Internet	10.69.94.58
▶10/14/22, 12:34 PM	10/14/22, 12:34 PM	Internet	10.69.94.58
▶10/14/22, 12:30 PM	10/14/22, 12:30 PM	Internet	10.69.94.58

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### Field Description

Field Name	Description
<b>Start Date &amp; Time</b>	The start date and time of the session.
<b>End Date &amp; Time</b>	The end date and time of the session.
<b>Channel</b>	The channel of access for the session (Desktop Browser / Mobile / Application etc.)
<b>IP Address</b>	IP address of the channel.

1. Click  against a specific record to view the details of that session. The session details appear.  
OR  
Click **OK** to navigate to the Dashboard screen.

### Session Summary - Details

The screenshot displays the 'Session Summary' page in the Futura Bank system. At the top, there is a navigation bar with the Futura Bank logo, a search bar, and user information: 'Welcome, Corp Admin Autoauth' with a last login of '10/31/22, 11:10 PM'. The main content area is titled 'Session Summary' and contains two tables. The first table lists session periods with columns for Start Date & Time, End Date & Time, Channel, and IP Address. The second table lists transactions with columns for Transaction Name, Status, and Transaction Date & Time. At the bottom of the session summary table, there are 'Ok' and 'Cancel' buttons. A copyright notice is visible at the very bottom of the page.

Start Date & Time	End Date & Time	Channel	IP Address
▶ 10/14/22, 2:13 PM	10/14/22, 2:13 PM	Internet	10.69.94.58
▼ 10/14/22, 12:34 PM	10/14/22, 12:34 PM	Internet	10.69.94.58

Transaction Name	Status	Transaction Date & Time
List Group Corporate Onboarding Flow	Success	10/14/22, 7:06 AM
Read Group Corporate Profile	Success	10/14/22, 7:11 AM

▶ 10/14/22, 12:30 PM      10/14/22, 12:30 PM      Internet      10.69.94.58

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### Field Description

Field Name	Description
<b>Start Date &amp; Time</b>	The start date and time of the session.
<b>End Date &amp; Time</b>	The end date and time of the session.
<b>Channel</b>	The channel of access for the session (Desktop Browser / Mobile / Application etc.).
<b>IP Address</b>	IP address of the channel.

### Session Summary - Details

<b>Transaction Name</b>	Name of the transaction, performed in the session.
<b>Status</b>	Status of the transaction.
<b>Transaction Date &amp; Time</b>	The date and time of the transaction.

## 19. Manage DND Alerts

This option allows user to enable/disable do not disturb (DND) flag for mandatory alerts for the selected categories. Day 0 configuration is provided for the events which are applicable for DND. The bank can create a category of events for which DND needs to be configured.

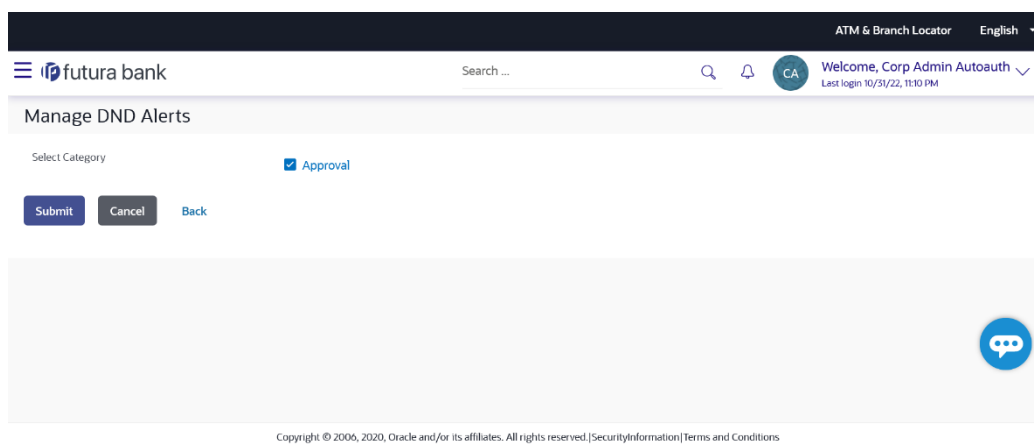
### Pre-requisites

- The user must have valid login credentials to access the digital banking platform.

### How to reach here:

Corporate Administrator Dashboard > Toggle Menu > Menu > Manage DND Alerts

### Manage DND Alerts



### Field Description

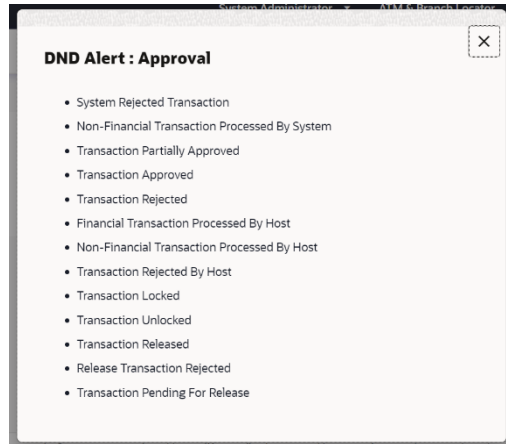
Field Name	Description
<b>Select Category</b>	Select the categories for which DND need to be configured. All the categories configured for DND are listed for selection.  <u>Note: Click on category link to view list of all the events for which alerts will not be sent to the user.</u>

### To set DND alerts :

15. In the **Select Category** field, select the desired categories for which DND need to be configured.
  - b. Click on category link to view list of all the events for which alerts will not be sent to the user.

### DND Alerts





16. Click **Submit**.  
A message confirming DND alert set appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to the previous screen.

## 20. ATM & Branch Locator

Using this option a user can view the address and location of the ATMs and the branches of the Bank available to serve the user in a certain location. The user is provided with the options to search for the bank's ATMs and branches in his vicinity by entering a location. The search results display the list of ATMs / branches name and distance from the user's current location.

This feature enables the user to locate the bank's ATMs/ branches available within a specific radius of his current location. The user can select a Branch / ATM from the search list and on clicking the **View Details** icon; the user will be able to view the address and services provided by the specific ATM/ branch. The additional filter feature is provided to search the ATM/Branch based on their services. In addition the user can view the detailed directions to the ATM/ branch by clicking **Get Directions**, and will also be able to view its location on a map.

### Features supported in the application

- Locate Branches
- Locate ATMs

### How to reach here:

*OBDX portal landing page > ATM & Branch Locator*

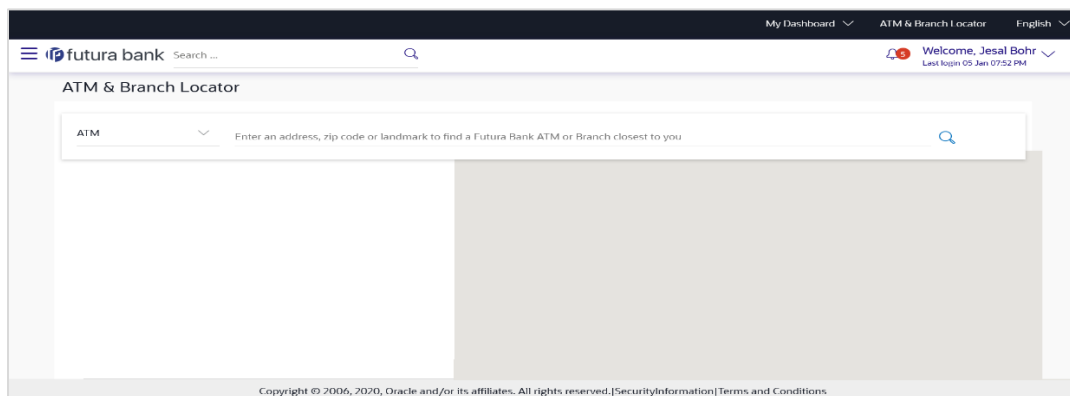
OR

*Dashboard > Toggle Menu > Menu > ATM & Branch Locator*

OR

*Dashboard > ATM & Branch Locator*

### ATM & Branch Locator



### Field Description

Field Name	Description
ATM & Branch	Specify whether you want to search for the bank's ATMs or branches. The options are: <ul style="list-style-type: none"> <li>• ATM</li> <li>• Branch</li> </ul>

## To locate an ATM or Branch

17. Select the desired option and enter the location in which you wish to locate ATMs or Branches:

- c. If you select the **Branch** option, the list of all the branches and their locations appear.
- d. If you select the **ATM** option, the list of all the ATMs and their locations appear.

## ATM & Branch Locator - Search



The screenshot displays the 'ATM & Branch Locator' web application. The search results for 'ATM' in Bengaluru, Karnataka, India are as follows:

ATM Name	Distance
Marathalli 3rd floor Sunder reddy building Bangalore	2.5 km
Marathalli 3rd floor Sunder reddy building Bangalore	2.1 km
Marathalli 3rd floor Sunder reddy building Bangalore	2.5 km
ATM LBG Labbagh Botanical garden Bengaluru	80 m
cv raman nagar Hole building Sai theja building Bangalore	3.1 km

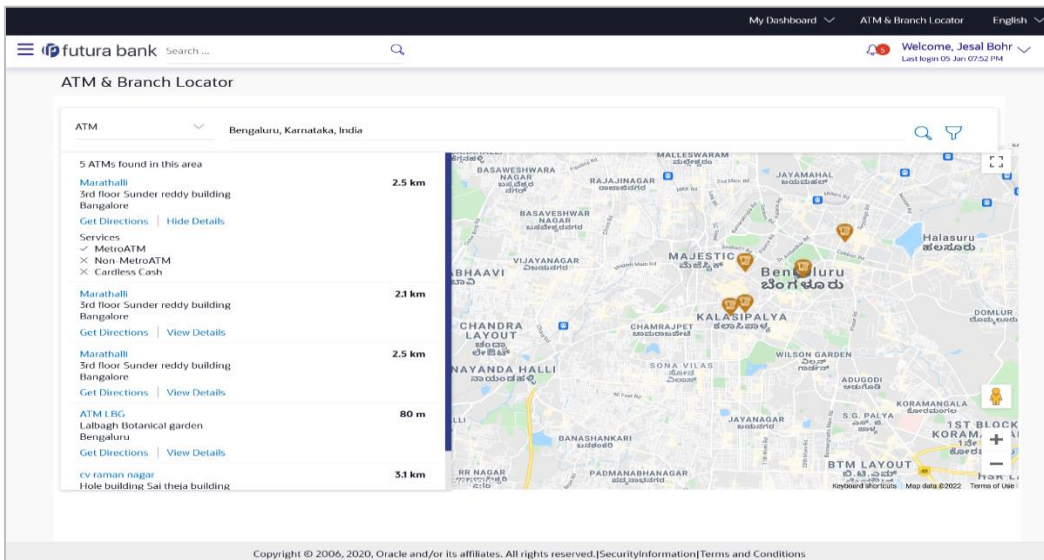
## Field Description

Field Name	Description
<b>Location</b>	Key in the address/location/pin-code or city to search for an ATM / Branch.
<b>Number of ATMs/Branches</b>	A statement identifying the number of ATMs/Branches, as the case may be, will be displayed
<b>The following will be displayed per ATM/Branch record:</b>	
<b>Name</b>	The name of the ATM / branch.
<b>Distance</b>	The distance of the ATM / branch from the location entered.
<b>Address</b>	The address of the ATM / branch that you have searched for.


Field Name	Description
<b>Get Directions</b>	Click the link, to view the directions to the branch / ATM from your current location in the map.
<b>View Details</b>	Clicking this link displays the following details.
<b>Services</b>	The services offered by the bank's ATM / branch.
<b>Additional Information</b>	Any additional information of the bank's ATM/branch as maintained with the bank will be displayed.

18. In the **Search** box, enter the desired location. The list of ATMs / branches with Name and Distance details appear.
19. Click the  icon to view the ATMs/branches in the location entered.
20. Click the [View Details](#) link, to view the detailed address, phone number (applicable for a branch), work timings (applicable for a branch) and services provided by the bank branch/ATM.
21. Click the  to filter ATMs or Branches on the basis of services that the ATMs or Branches provide.

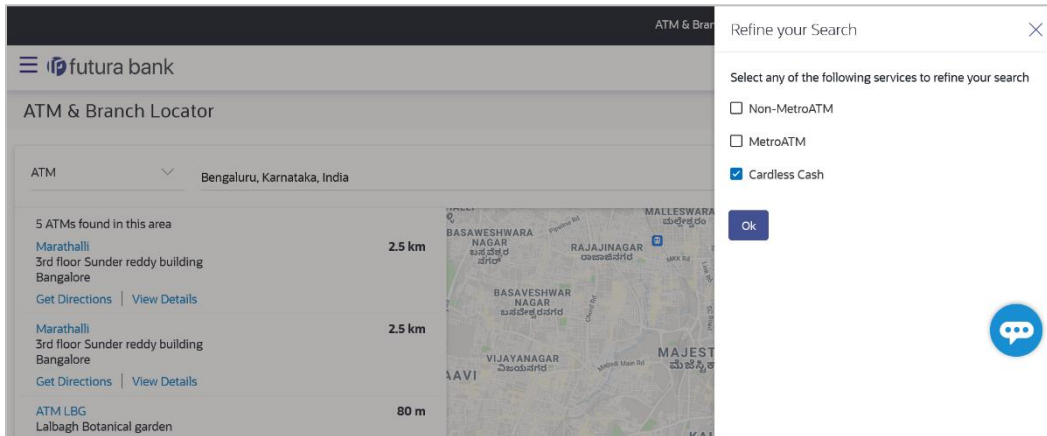
### ATM & Branch Locator - View Details



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22. Click on **Hide Details** to hide the details of the specific ATM/branch.  
OR  
Hover over the ATM/branch marker on the map to view the address of the ATM/branch.  
OR  
Click the  to filter ATMs or Branches on the basis of services that the ATMs or Branches provide.

## ATM & Branch Locator – Refine your Search



## Field Description

### Field Name

### Description

#### Service

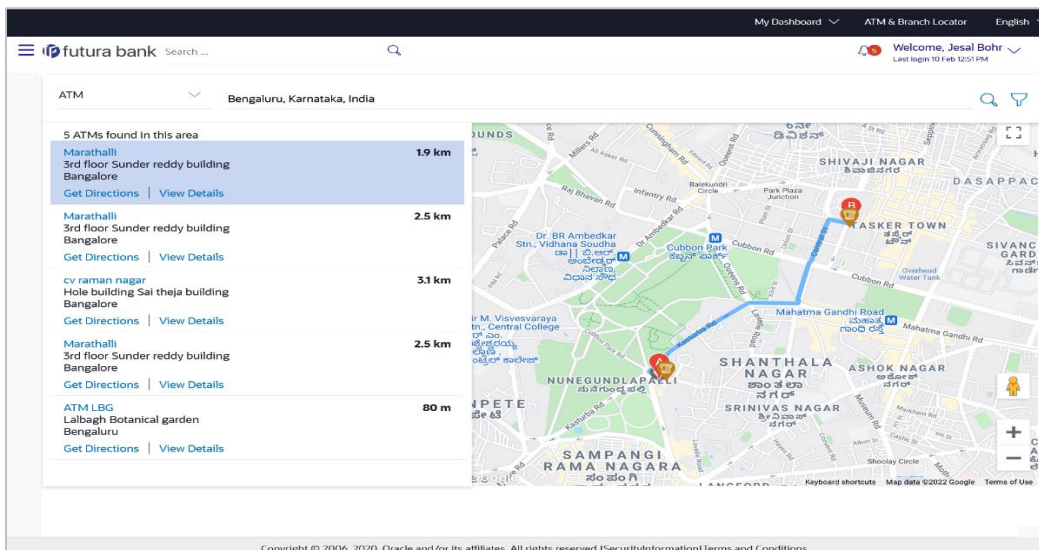
The list of services provided by the bank in the bank's ATMs or Branches will be listed down with checkboxes available against each.

Select any checkbox to filter your search for ATMs or Branches on the basis of service.

23. Select any checkbox to filter your search for ATMs or Branches on the basis of desired service.

24. Click **Ok** to search for ATMs or Branches on the basis of the services selected. The system filters ATMs/Branches on the basis of services selected.

## ATM & Branch Locator – Get Directions



25. Hover over the ATM/branch marker on the map to view the address of the ATM/branch.

## **FAQ**

### **2. Can I view ATM/ Branches of other cities/ states/ countries?**

Yes, you can view the ATMs or Branches of the bank located in any city/state or country in the map and also get their details such as address and phone numbers, working hours, services offered, etc.

[Home](#)

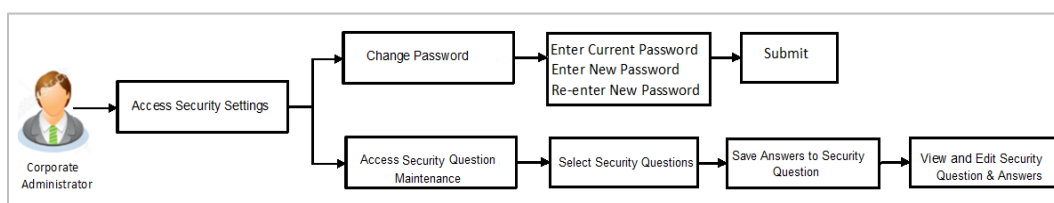
## 21. Security Settings

Security settings includes changing of password and setting of security questions for the user.

### Pre-requisites

- User must have a valid Login credentials
- Transaction access is provided to Corporate Administrator
- Approval rule set up for Corporate Administrator to perform the actions

### Workflow



### Features supported in application

The Security Settings maintenance allow the Corporate Administrator to:

- Changing of old password to new Password
- Set Security Questions
- View Security Questions
- Edit Security Questions

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Menu > Security & Login*

### 21.1 Set Security Questions

Security Questions are the second layer of authentication mode set by the Bank to complete various transactions.

This feature allows the administrator user to set up the answers of the security questions, which will then be used as another layer of security (Over and above the Login credentials).

User will be asked to answer these security questions to complete the transactions for which bank would have set Security Question as the second factor authentication.

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Menu > Security & Login > Set Security Question*

## Set Security Questions

Administrator Approver | ATM/Branch | English

futura bank | Welcome, Sweta Corpadmin | Last login 08 May 06:18 PM

Security Settings

Set Security Question | Change Password

User Security Questions have not been setup yet. [Set up now](#) [Cancel](#) [Back](#)

**Note**

Security questions works as an added layer of security that helps in protecting your account against fraudulent activities.

You must:

- Choose answers that are difficult for others to guess
- Choose questions which you have not answered on public or on social media sites

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### To set up security questions:

**Note:** Since security questions have not been set-up by the user, message will be displayed "Security Questions are not set up yet".

1. Click **Set up now** to set-up security questions. The **User Security Question** screen appears.

### User Security Question

Administrator Approver | ATM/Branch | English

futura bank | Welcome, Sweta Corpadmin | Last login 08 May 06:18 PM

Security Question Maintenance

User Security Questions

Security Question  
What is the brand of your first mobili...  
Answer

Security Question  
In what country were you born?  
Answer

Security Question  
How many siblings do you have?  
Answer

Security Question  
What is your favourite teacher's na...  
Answer

Security Question  
Which sport you like most?  
Answer

[Submit](#) [Cancel](#) [Back](#)

**Note**

Security questions works as an added layer of security that helps in protecting your account against fraudulent activities.

You must:

- Choose answers that are difficult for others to guess
- Choose questions which you have not answered on public or on social media sites

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>User Security Questions</b>	
<b>Security Question</b>	Questions available for selection to add to the set.
<b>Answer</b>	The answers corresponding to the security question.

2. From the **Security Questions** list, select the appropriate security question to be added in set.
3. In the **Answers** field, enter the answers corresponding to the security question.
4. Click **Save** to save the changes made.  
OR  
Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.  
OR  
Click **Back** to go back tom previous screen.
5. The **User Security Question – Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.  
OR  
Click **Back** to make the changes if any.  
The **User Security Question – Edit** screen with values in editable form screen appears.
6. The success message appears along with the status of transaction.  
Click **OK** to complete the transaction and navigate back to '**Dashboard**'.

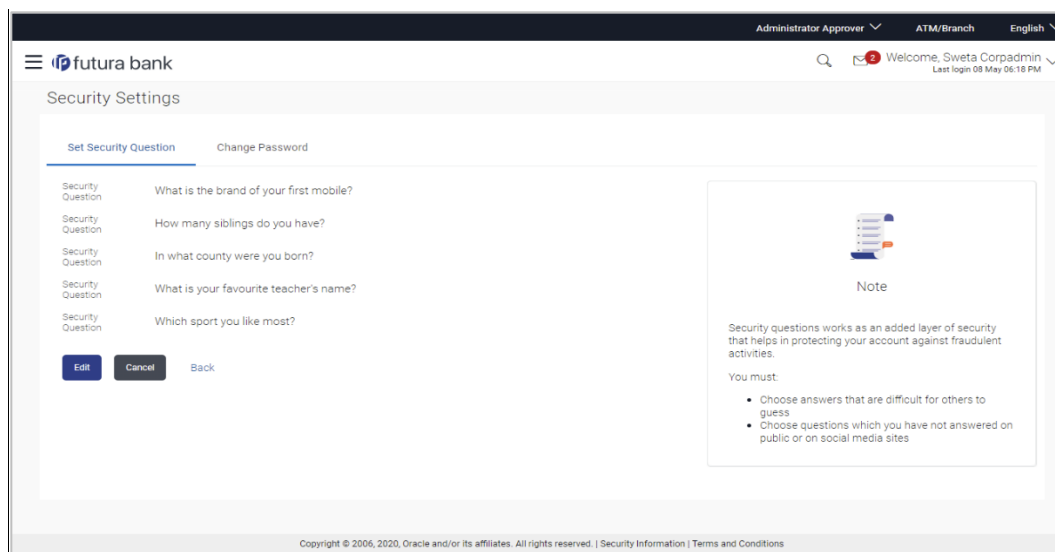
**21.1.1 View Security Questions**

On accessing 'Manage Security Questions' option, system displays the existing security questions already maintained if any.

**To view the existing t security questions maintenance:**

1. Navigate to **Set Security Questions** screen, **Set Security Question- View** screen appears.

## User security questions - View



### Field Description

Field Name	Description
------------	-------------

### User Security Questions - View

<b>Security Questions</b>	The list of security question, which is the existing set, for the user.
---------------------------	---

- Click **Edit** to make the changes if any. The **User Security Question – Edit** screen with values in editable form appears.  
OR  
Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.  
OR  
Click **Back** to go back to previous screen.

### 21.1.2 User Security Question - Edit

Corporate Administrator can modify existing maintenance for security questions. Corporate Administrator is allowed to add security questions but cannot delete the existing questions.

#### To edit the security questions set:

- Click **View** to view the security questions already set. The **User Security Questions – View** screen appears.
- Click **Edit**. The **User Security Questions - Edit** screen with values in editable form screen appears.

## User Security Questions - Edit

The screenshot shows the 'Security Question Maintenance' page for 'futura bank'. The page is titled 'User Security Questions' and contains a list of four security questions with their respective answers. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons. A 'Note' box on the right side of the page provides instructions on how to choose security questions.

Security Question	Answer
What is the brand of your first mobi...	Apple
How many siblings do you have?	1
In what county were you born?	India
What is your favourite teacher's na...	Joy
Which sport you like most?	Cricke

**Note**

Security questions works as an added layer of security that helps in protecting your account against fraudulent activities.

You must:

- Choose answers that are difficult for others to guess
- Choose questions which you have not answered on public or on social media sites

### Field Description

Field Name	Description
------------	-------------

#### User Security Questions- Edit

**Questions** The list of security question, which is the existing set, for the user.

**Answer** The answers will appear as blank for security reasons.

- From the **Security Questions** list, view the existing questions. Modify if required.
- In the **Answers** field, enter the answers corresponding to the security question.
- Click **Save** to save the changes made.  
OR  
Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.  
OR  
Click **Back** to go back to the previous screen.
- The **User Security Question – Review** screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Back** to make the changes if any.  
OR  
Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.

7. The **User Security Question – Edit** screen with values in editable form appears.  
OR  
Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.
8. The success message of security question setup appears along with the transaction reference number.  
Click **OK** to complete the transaction and navigate back to '**Dashboard**'.

## 21.2 Change Password

This feature allows the Corporate Administrator to change their password.

### How to reach here:

*Corporate Administrator Dashboard > Toggle Menu > Menu > Security & Login > Change Password*

### Change Password

The screenshot shows the 'Change Password' section of the Futura Bank Security Settings. It includes three input fields: 'Current Password', 'Enter New Password', and 'Confirm New Password'. To the right, a box titled 'Your Password can:' lists the following requirements:

- ✓ Have 6 to 15 characters
- ✓ Have uppercase (Minimum 1 mandatory)
- ✓ Have lowercase (Minimum 1 mandatory)
- ✓ Have numbers (Minimum 1 mandatory)
- ✓ Have special characters (Minimum 1 mandatory)

(Allowed characters are @#\$.!)




- ✓ Not be a common password

At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Back'.

### Field Description

Field Name	Description
<b>Current Password</b>	Old password for channel access.
<b>New Password</b>	New password for channel access.
<b>Re-enter Password</b>	Re-enter the new password to confirm.

**To reset the password:**

1. In the **Current Password** field, enter the password.  
OR  
Click  icon to enter the password using the virtual keyboard.
2. In the **New Password** field, enter the password.  
OR  
Click  icon to enter the new password using the virtual keyboard.  
(See Password Condition section on the application screen to view the policy of setting a new password.)
3. In the **Re-enter Password** field, re-enter the password.  
OR  
Click  icon to re-enter the password using the virtual keyboard.
4. Click **Submit**.  
OR  
Click Back to go back to previous screen.
5. The success message of changing the password appears.
6. As the login user changed his password using 'Change Password' option, system will logout the user and user will be shown a confirmation message of password change along with an option to login again. Click **Login** on confirmation screen to log in to the application.

---

**Note:** Password Conditions gets highlighted in green if the user's password is meeting the Password Policy criteria and similarly in Red if the password is not as per the Password Policy maintained.

---

**FAQ****1. Can I modify the security questions already set by me?**

Yes, answer to security questions can be modified.

[Home](#)

## 22. Forgot Password

The login password is the password using which the user can log into the internet banking platform. The user cannot access his bank accounts without this password. The Forgot Password feature enables users to reset their login password.

The user is required to enter his User ID and Date of Birth. Post successful validation of the user's details, user is asked to enter the second factor authentication details (as per the authentication mode maintained by the Bank).

Once the user is authenticated, user will receive a link to generate the new password, on his registered email ID.

### Pre-requisites

- The user must have valid login credentials to access the digital banking platform.
- The system administrator must have setup 2 factor authentication for Forgot Password.

### Features Supported In the Application

- User Verification
- New Password Creation

### How to reach here:

*Portal > Forgot Password*

### To reset the password:

1. In the **Login** page, click **Forgot Password**. The **Forgot Password** screen appears.

### Forgot Password - User Verification

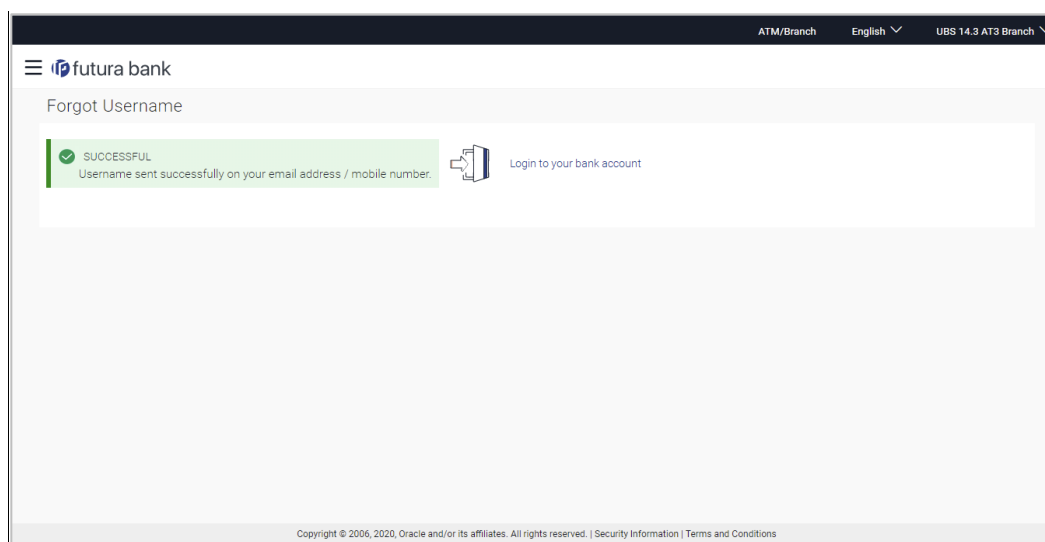
The screenshot displays the 'Forgot Password' interface for Futura Bank. At the top, there are navigation elements including 'ATM/Branch', 'English', and 'UBS 14.3 AT3 Branch'. The main heading is 'Forgot Password'. Below this, a message reads: 'Okay, no problem. Just enter the details below.' The form contains two input fields: 'Username' with the value 'retailuser01' and 'Date of Birth' with the value '01 Jan 1990'. There are 'Submit' and 'Cancel' buttons. On the right side, a box titled 'Forgot your internet banking password?' contains the following text: 'No worries, generate a new password in 3 simple steps.' followed by a numbered list: '1. Enter your Username and Date of birth.', '2. Authenticate your details by entering OTP received on your mobile.', and '3. Reset password by entering a new password of your choice on the link sent to your registered email address.' The footer of the page contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
<b>Username</b>	Enter your login username.
<b>Date of birth</b>	Enter your date of birth.

2. In the **Username** field, enter your login username.
3. In **Date of birth** field, enter your date of birth.
4. Click **Continue**.  
OR  
Click **Cancel** to cancel the transaction.
5. The **Verification** screen appears. The user has to enter the 2factor authentication, before he can proceed. 2 factor authentication (OTP/Security question/Soft Token) will be displayed as per the setup done by the system administrator.  
A **Confirmation** screen appears, along with a message stating that the link to reset password has been sent to user's registered email.

## Forgot Password – New Password Creation





6. Click the link received in your email to reset the password. The **Reset Password** screen appears.

## Reset Password – New Password Creation

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### Field Description

Field Name	Description
<b>Please enter your new password</b>	
<b>Password</b>	Enter a new password for channel access.
<b>Re-enter Password</b>	Re-enter the new password to confirm the same.

7. In the **Password** field, enter a new password.  
OR  
Click  icon to enter a new password using the virtual keyboard.
8. In the **Re-enter Password** field, re-enter the new password.  
OR  
Click  icon to re-enter the new password using the virtual keyboard.
9. Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction.
10. A message confirming the successful reset of the password appears. Click **Login** to log in to the application.

[Home](#)



## 23. Forgot Username

Using this feature user can retrieve his channel banking Username, in case he has forgotten the same.

### Pre-requisites

- The user must have valid login credentials to access the digital banking platform.
- The system administrator must have setup 2 factor authentication for Forgot Username.

### How to reach here:

Portal > Forgot Username

### To reset the username:

1. In the **Login** page, click **Forgot Username**. The **Forgot Username** screen appears.

### Forgot Username - User Verification

### Field Description

Field Name	Description
<b>Email</b>	Enter your email ID that is registered with the bank.
<b>Date of birth</b>	Enter your date of birth.

2. In the **Email** field, enter your email ID that is registered with the bank.
3. In **Date of birth** field, enter your date of birth.

4. Click **Submit**.  
OR  
Click **Cancel** to cancel the transaction.
5. The verification screen appears if the transaction is configured for 2 Factor Authentication.
6. Enter the details required for second factor authentication.  
The **Forgot Username** confirmation screen appears.
7. A message stating that the username has been sent to your registered email address appears. Click the **Click here** link to log in to the application.

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**Note:** If a user has more than one user ID with the same email ID and DOB, then he/she will not be able to retrieve his/her User ID using the above function. In that case, the user will have to contact the bank for retrieving his/her user ID.

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