Corporate Accounts User Manual
Oracle Banking Digital Experience
Patchset Release 22.2.3.0.0

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Corporate Accounts User Manual

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1. Preface

1.1 Intended Audience

This document is intended for the following audience*:*

- Customers
- Partners

1.2 Documentation Accessibility

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

1.3 Access to Oracle Support

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

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

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

1.4 Structure

This manual is organized into the following categories:

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

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

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

Each transaction is explained in the following manner:

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

1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Patchset Release 22.2.3.0.0, refer to the following documents:

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

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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 / Function Name	Oracle FLEXCUBE Core Banking 11.10.0.0.0	Oracle FLEXCUBE Universal Banking 14.7.1.0.0
1	Current And Savings Account Overview	✔	✔
2	Current And Savings Account Details	✔	✔
3	Current And Savings Account Details - Nickname updation	**NH**	**NH**
4	Cheque Book Request	✔	**NH**
5	Stop/ Unblock Cheque	✔	✔
6	Cheque Status Inquiry	✔	✔
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10	Pre-Generated Statements	✘	✔

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3. Accounts

Current and savings accounts are the most basic and critical products of corporate banking. This application provides a platform by which banks are able to offer their customers an enriching online banking experience in performing activities on their accounts.

Corporate customers can view account balances and account statements, request for cheque book and inquire other details related to their accounts, post logging in into the Oracle Digital Banking Experience platform.

Note: In application
1) Account searchable drop-down will allow user to search the account number basis on the Account Number, Account Name, Account Currency or Branch Code.
2) Bank can configure the fields to be shown as additional values in the accounts drop-down.
3) If in **Group Corporate Onboarding - Group Corporate Profiling** setup, **Approval Routing Type** is selected as **Manual**, system will allow initiator to choose the approval workflow from the resolved rules as part of transaction initiation. Refer **Group Corporate Onboarding - Group Corporate Profiling** section in **User Manual Oracle Banking Digital Experience Core** for more details.

Features Supported In Application

The corporate accounts module of the application supports the following features:

- Current And Savings Overview

- Current And Savings Summary

- Current And Savings Details

- Cheque Status Inquiry

- Stop/Unblock Cheque

- Cheque Book Request

- Statement Request

- Forex Calculator

Pre-Requisites

- Corporate users are created.

- Approval rule set up for corporate user to perform the actions

- Transaction limits are assigned to the user in the Party Preferences for Corporates, to perform transactions.

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3.1 Current & Savings Overview

Current and Savings Accounts (CASA) overview provides a summary of the accounts. The screen displays the consolidated balance available in all accounts mapped to the logged in user along with the number of accounts available to the user. Application provides the facility to access all the important features and information related to an account.

How to reach here:

Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Overview

Current & Savings Accounts Overview

Dashboard Overview

Accounts Overview

View the number of Current & Savings accounts mapped to the user and the total consolidated net balance in all accounts.

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Account Summary

This section on the current and savings accounts overview screen displays the summary of the accounts, which consists of party name, account number, account type, net balance available in each of the account. You can click the link under the **Account Number** column to view the account details. User can click on the **PDF** to select the format in which the statement is to be downloaded. The statement gets downloaded. Click on the **Download** to download the download the account details and balances for future reference in CSV & PDF format. Also can click on the **Preference** to setup a column preferences by rearranging or removing columns.

Quick Links

It provides the facility for users to access all the important features like

- Stop / Unblock Cheque

- Cheque Status Inquiry

- Cheque Book Request

- Request Statement

Forex Calculator

The foreign exchange calculator provides a comparison between two currencies. It provides the equivalent value of one currency with another currency. With the help of forex calculator user can determine the buying and selling price between two currencies.

Offers

Any offers and rewards as hosted by the bank will be shown in this section of the dashboard.

Promotions

This section of the dashboard displays promotional messages of any bank offerings applicable to the customer.

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4. Current & Savings Account Details

The customer can navigate to this screen by selecting any account available on the accounts overview-summary section. The account details screen displays an important information pertaining to a current or savings account such as the account balances, transactions, current status of the account and the branch in which the account is held along with details on limits applicable on the account.

The complete account details are fetched on a real time basis from core banking system.

Additionally, the customer can also see the following on the account details page:

- Account Number along with account nickname (if any), balance in the account and the status of the account, product name

- Balance Details: It includes information like Available Balance, Amount on Hold, Net Balance, Un-cleared Balance, Overdraft Limits, Advance Against Uncleared Funds Limit

- General Details: It includes the basic information about the account such as customer ID, account holder name, branch details.

How to reach here:

Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Overview > Accounts Summary > Conventional > Account Number link > Current & Savings Account Details
OR
Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Current & Savings Account Details
OR
Dashboard > Current & Savings widget > Accounts Summary > Conventional > Account Number link > Current & Savings Account Details
OR
Search bar > Current & Savings – Current & Savings Account Details
OR
*Access through the kebab menu of transactions available under the **Current & Savings** module*

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Current & Savings Account Details

Field Description

Field Name	Description
Account Number	Select the account of which you want to view details.
Status	The current status of the account. The possible values are: • Active • Closed • Dormant
Current Balance	The current available balance in the account.
Product Name	The name of the CASA product.
Nickname	The nickname, if set will be displayed.
Balance Details	
Today's Opening Balance	The opening balance in the account for the day.
Available Balance	The current available balance in the account.
Amount on Hold	Displays the earmarked amount or the amount on hold in the account.

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Field Name	Description
Unclear Funds	That amount of funds that have not yet been credited to the account. This amount will include the amount deposited through cheques and drafts that have not yet completed the bank's clearing cycle.
Advance Against Unclear Funds Limit	The maximum amount that can be utilized as advance against funds that have not yet been cleared.
Overdraft Limit	The maximum credit allowed by the bank for the account.
Average Balance	The average balance in the account. **Note**: This field will appear only in case of Third Party integration.
Average Monthly Balance	The average monthly balance of the account. **Note:** This field will appear only in case of FCR integration.
Last Quarter Average Balance	The average balance of the account in the previous quarter. **Note:** This field will appear only in case of FCR integration.
Daily ATM Withdrawal	The daily Domestic / International Usage limits on the cumulative amount allowed for withdrawal at an ATM of own bank.
Minimum Balance Required	The minimum balance to be maintained for an account.
General Details	
Customer ID	The account holder's customer ID in masked format.
Customer Name	Name of the primary account holder.
Account Name	Name of the account holder.
Account Branch	Branch name in which the account is held along with address.

You can also perform the following account related transaction:

- Add account nickname/ modify/ delete nickname. For more information refer **Account Nickname** section.
- Click on the kebab menu to access account related transactions.

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5. Cheque Book Request

Cheques are widely used instruments for making payments. Users receive cheque books as part of account facilities availed. If the user is out of cheque leaves, a request can be raised, for issuance of a new cheque book/s.

The Request Cheque Book feature, allows the user to request for a cheque book online. This feature will be enabled only for those accounts for which the cheque book facility is enabled.

While requesting for cheque book, the user can specify his preferences such as the number of cheque books required, leaves per cheque book and the cheque book type.

User can specify the location for delivery of the new cheque book. User can request the cheque book to be delivered at a specific branch or provide a personal address.

Note: Send to Modify functionality is now supported for this transaction.

How to reach here:

Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Cheque Book Request
OR
Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Overview > Quick Links > Cheque Book Request
OR
Search bar > Current & Savings – Cheque Book Request
OR
*Access through the kebab menu of transactions available under the **Current & Savings** module*

Cheque Book Request

Field Description

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Field Name	Description
Account Number	Account number with the account nickname for which the cheque book is to be requested. The account number could be either the user's Party account or any linked party accounts that he has access to.
Type of Cheque Book	The type of cheque book.
Number of Cheque Books	Number of cheque books required. This field appears if you have the facility to request for multiple cheque books.
Number of Leaves per Book	Number of cheque leaves needed per cheque book.
Delivery To	The customer is required to specify where the new card is to be delivered. The options are: • Postal Address • Branch Near Me

This section appears if the customer selects **Branch Near Me** option in the **Deliver To** field.

City	The city where the cheque book is to be delivered.
Branch Near Me	The branch in the selected city, where the cheque book is to be delivered. **Note:** The options in this field depend on the selected option in the **City** field.
Branch Address	The complete branch address based on the selection above. **Note:** The address displayed here depends on the selected option in the **Branch Near Me** field.

To request a cheque book:

1. From the **Account Number** list, select the account for which the cheque book is to be requested.
2. From the **Type of Cheque Book**, select the desired option.
3. From the **Number of Leaves per Book** list, select the number of leaves of the cheques book.
4. In the **Number of Cheque Book** field, enter the required number of cheque books.
5. In the **Delivery To** field, select the delivery location of choice.
   a. If you select the **Branch Near Me** option;
      i. From the **City** list, select the desired city.

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       ii.   From the **Branch Near Me** list, select the desired branch.
              The complete address of the selected branch appears.

6. To submit the cheque book request, click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.

7. The **Review** screen appears. Verify the details and click **Confirm**. The success message of cheque book request along with the reference number appears
   OR
   Click **Back** to navigate back to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.

8. Click **Home** to go to the **Dashboard** screen.
   OR
   Click **View Account Details** to visit the account details page.

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6. Stop/ Unblock Cheque

Cheques are physical instruments used for making payments. After a cheque is issued, a user may want to block payment in case of theft or misplacement of a cheque issued to a payee. For better management of cheques, the application has an online option to stop cheques - so that they cannot be utilized for making payment or cannot be misused.

Stop/ Unblock cheque feature allows user to stop a cheque issued for making payment. User can specify the cheque number and initiate a stop payment. The user will have to select the account number and the cheque number. The cheque number entered will be validated against the account number selected. This is an online request and cheque status will be changed to stop. The User has to specify the reason while stopping the cheque.

User can also specify the cheque range to stop a complete cheque series. Then user can initiate block request for complete cheque series in case cheque book has been lost or misplaced by him. The User has to specify the reason while stopping the cheque series.

Users can unblock already blocked/ stopped cheque by specifying the cheque number or cheque series through the online channel. It is an online transaction and on initiating the unblock transaction, cheques status will be immediately changed to unblocked. Unblocked cheques can be used for making cheque payments.

Note: Send to Modify functionality is now supported for this transaction.

How to reach here:

Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Stop/Unblock Cheque
OR
Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Overview > Quick Links > Stop/Unblock Cheque
OR
Search bar > Current & Savings – Stop/Unblock Cheque
OR
*Access through the kebab menu of transactions available under the **Current & Savings** module*

Stop /Unblock Cheque

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Field Description

Field Name	Description
Account Number	Current and savings account number in masked format along with the account nickname.
Account Balance	The balance amount in the selected account.
Action	The action to be taken on the cheque i.e. whether to stop or unblock the cheque. The options are: • Stop • Unblock
Enter Cheque Number or Range	Select the option to stop either a specific cheque by selecting Number or to stop multiple cheques by selecting Range. The options are: • Cheque Number • Cheque Range This field will be displayed if the option **Stop** is selected.
Stop	Select the option to stop either a specific cheque by selecting Number or to stop multiple cheques by selecting Range. The options are: • Cheque Number • Cheque Range This field will be displayed if the option **Stop** is selected .
Unblock	Select the option to unblock either a specific cheque by selecting Number or to unblock multiple cheques by selecting Range. The options are: • Cheque Number • Cheque Range This field will be displayed if the option **Unblock** is selected.
Cheque Number	Cheque number of the cheque to be stopped or unblocked. This field appears if you select the **Cheque Number** option.
From	Start number of the cheque range to be stopped or unblocked. This field appears if you select the **Cheque Range** option.

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Field Name	Description
To	End number of the cheque range to be stopped or unblocked.
	This field appears if you select the **Cheque Range** option.

To stop or unblock cheque:

1. From the **Account Number** list, select the account number of which cheque/cheques have to be stopped or unblocked.

2. In the **Action** field, select the appropriate option.

3. In the **Specify Reason** list, enter the reason to stop or unblock the cheque.

4. If **Stop** is selected under the **Action** field, in the **Enter Cheque Number or Range** field, select the desired option:

    a. If you select the **Cheque Number** option:

        i.   In the **Cheque Number** field, enter the cheque number.

    b. If you select the **Cheque Range** option:

        i.   In the **From** field, enter the cheque start number.

        ii.   In the **To** field, enter the cheque end number.

5. If **Unblock** is selected under the **Action** field, in the **Enter Cheque Number or Range** field, select the desired option:

    a. If you select the **Cheque Number** option:

        i.   In the **Cheque Number** field, enter the cheque number.

    b. If you select the **Cheque Range** option:

        i.   In the **From** field, enter the cheque start number.

        ii.   In the **To** field, enter the cheque end number.

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

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 the previous screen.

8. The success message of stopping/ unblocking the check along with the transaction reference number.

9. Click **Home** to go to the **Dashboard** screen.
   OR
   Click **View Account Details** to visit the account details page.

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7. Cheque Status Inquiry

Cheque status inquiry transaction allows the user to inquire status of the cheques. This gives users an idea of outstanding payments, if any and to cross check, the log of checks they have, with that of the banks. The user can inquire status of a single cheque by providing a cheque number or cheque series by providing cheque range. Users can also inquire about cheques based on their status. He / She can define a date range while searching for cheques of a particular status. The application fetches the results based on the search criteria provided.

Note: The **Cheque Range** and **Cheque Status** fields are displayed if the **Oracle Banking Digital Banking Experience** application is integrated with **Universal Banking Solutions** and the region is **UK**.

Using the **Manage Columns** feature, bank can configure and enable customizable UI display/download option for the end users. Using this feature, users can personalize the information to be displayed/downloaded from search grid displayed on the screen.

By clicking on '**Manage Columns** option available on the screen, user can

- Rearrange columns
- Remove specific columns.

Note:
1) The downloaded report will have the same columns as displayed on the UI as per user preference as well as there will also be an option to modify the column selection while downloading.
2) The column preferences setup by the user will be saved for future reference i.e. in case the user revisits this screen, the preferred columns will only be displayed in the table.

How to reach here:

Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Cheque Status Inquiry
OR
Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Overview > Quick Links > Cheque Status Inquiry
OR
Search bar > Current & Savings – Cheque Status Inquiry
OR
*Access through the kebab menu of transactions available under the **Current & Savings** module*

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Cheque Status Inquiry

Field Description

Field Name	Description
Account Number	Current and savings account number in masked format along with the account nickname. The account number could be either of the users own Party or any linked parties that he has access to.
Account Balance	The balance amount in the selected account.
Cheque Status Inquiry Results	
Cheque Number	The cheque number of which status is being viewed.
Status	The current status of the cheque is displayed against it.

Field Name	Description
Reason	The reason for which the cheque has been stopped, rejected or cancelled. A value will be displayed here only if the cheque is in any of these three statuses.
Amount	The amount for which the cheque was issued.
Action	Click on the **Block** link to stop a cheque that has been issued for making payment.
Filter Criteria	
Filter by	Allows user to specify the search criteria for cheque status inquiry. The options are: • Cheque Number • Cheque Range • Cheque Status **Note:** The **Cheque Range** and **Cheque Status** fields are displayed if the **Oracle Banking Digital Banking Experience** application is integrated with **Universal Banking Solutions** and the region is **UK**.
Cheque Number	Cheque number of the cheque of which you want to view the status. This field appears if you select the **Cheque Number** option from the **Filter By** list.
From	Start number of the cheque range of which you want to view the status. This field appears if you select the **Cheque Range** option from the **Filter By** list.
To	End number of the cheque range of which you want to view the status. This field appears if you select the **Cheque Range** option from the **Filter By** list.

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Field Name	Description
Select Status	Allows the user to view cheque as per the status. The options are: • Used • Not Used • Stopped • Rejected • Cancelled This field appears if you select the **Cheque Status** option from the **Search Cheque By** list.
From Date	Allows the user to search the cheques by status for a given start date. This field appears if you select the **Cheque Status** option from the **Filter By** list. This field does not appear if have selected **Not Used** or Cancelled option in the **Cheque Status** field.
To Date	Allows the user to search the cheques by status for a given start and end date. This field appears if you select the **Status** option from the **Filter By** list. This field does not appear if have selected **Not Used** or Cancelled option in the **Cheque Status** field.

To inquire about the cheque status:

1. From the **Account Number** list, select an account to view the status of cheques associated with that account.
   OR

   Click on the ⤓ Download to download the records in CSV & PDF format.
   OR

   Click on the ▯▯▯ Manage Columns to setup a column preferences by rearranging or removing columns.
   OR
   Click on the **Block** link under **Action** column to stop a cheque that has been issued for making payment. The system redirects to the **Stop/Unblock Cheque** scree,

2. Click ▽ Filter to search the cheque based on search criteria; The **Filter** overlay screen appears.

   a. From the **Filter By** list, select the criteria by which user wish to view the status of cheques.

      i. If you select the **Number** option:

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1. In the **Cheque Number** field, enter the cheque number.

ii. If you select the **Cheque Range** option:

1. In the **From** field, enter the cheque (range) start number.

2. In the **To** field, enter the cheque (range) end number.

iii. If you select the **Cheque Status** option:

1. From the **Select Status** list, select the appropriate option. If you have selected **Used**, **Stopped** and **Rejected** option:

2. From the **From Date** list, select the appropriate date.

3. From the **To Date** list, select the appropriate date.

Note : The **From Date** and **To Date** fields enabled if the **Used** or **Stopped** or **Rejected** option is selected in the **Cheque Type** field.

b. Click **Apply** to apply the search criteria.
The results of the cheque status inquiry appear.
OR
Click **Reset** to clear the data entered.

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8. Transactions

Customers can track the transactions taking place in their accounts. This feature enables customers to view the details of all the transactions performed in their accounts. All the debit and credit entries along with each transaction amount and reference details are displayed.

Using the **Manage Columns** feature, bank can configure and enable customizable UI display/download option for the end users. Using this feature, users can personalize the information to be displayed/downloaded from search grid displayed on the screen.

By clicking on '**Manage Columns** option available on the screen, user can

- Rearrange columns
- Remove specific columns.

Note:
1) The downloaded report will have the same columns as displayed on the UI as per user preference as well as there will also be an option to modify the column selection while downloading.
2) The column preferences setup by the user will be saved for future reference i.e. in case the user revisits this screen, the preferred columns will only be displayed in the table.

Customers can also undertake the following from this screen:

- Request for Statements – The customer can access this option by selecting the **Request Statement** option from the kebab menu. The user will be able to define the period for which he/she requires to receive statements at his/her registered address.

- Download Pre-Generated Statements – The customer can select the **Pre-Generated Statement** option from the kebab menu on this page, in order to be provided with the facility to define the period for which he/she would like to download pre-generated statements.

- Subscribe for E-Statements – By selecting the **E-Statement** option from the kebab menu, the user will be able to either subscribe or unsubscribe (if subscription is active) for e-statements for the specific account. If the user opts to subscribe for e-statements, he/she will receive monthly e-statements on his/her registered email address.

How to reach here:

Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Transactions
OR
Search bar > Current & Savings – Transactions
OR
*Access through the kebab menu of transactions available under the **Current & Savings** module*

To view transactions:

1. From the **Account Number** list, select the account of which you wish to view transactions. The list of transactions appears.

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Transactions – View Transactions

Transactions – Filter Criteria

Field Description

Field Name	Description
Account Number	Select an account of which you wish to view transactions.
Balance	Balance in the account.

Field Name	Description
Transaction Type	The type of transaction performed, i.e. if it was a debit or credit transaction.
Transaction Date	Date on which the activity was performed.
Description	Short description of the transaction.
Reference Number	Reference number of the transaction.
Amount	The transaction amount.
Filter Criteria	
View Options	Filters to view the transactions of a specific period. The options are: • Current Month • Current Day • Previous Day • Previous Month • Current Month + Previous Month • Previous Quarter • Date Range • Last 10 Transactions
Transactions	Filters to view the transactions based on description. The options are: • All • Credits Only • Debits Only
From Date –To Date	Specify the period for which you wish to view transactions. . Search will be based on the transaction date range. These fields will be displayed only if you have selected the option **Date Range** from the **View Options** list.
Amount	The specific transaction amount matching to which you wish to view transactions.
Reference Number	Reference number of the transaction.

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2. Click ⅂ **Filter** to change filter criteria. The **Filter** overlay screen appears. Based on the defined criteria you can view transactions.

   c. From the **View Options** list, select the desired transaction period.

      iv. If the option **Date Range** has been selected in the **View Options** list, specify the date range in the **From Date** and **To Date** fields.

   d. From the **Transaction** list, select the types of transactions to be displayed i.e. either debit or credit or all transactions.

   e. In the **Amount** field, enter the specific transaction amount matching to which you wish to view transactions.

   f. In the **Reference Number** field, enter a transaction reference number if you wish to view a specific transaction record.

   g. Click **Apply** to view transactions based on the defined criteria.
   OR
   Click **Reset** to clear the details entered.

Click on the ↓ **Download** to download the records in CSV & PDF format.
OR

Click on the ⫼ **Manage Columns** to setup a column preferences by rearranging or removing columns.
.

The following actions can also be performed in the screen:

- Subscribe for E-Statements.

- View Pre-Generated Statements

- Request Statement

8.1 <u>Request Statement</u>

A user may require the physical copy of an account statement for a certain period. The statement request feature enables users to request the bank for a physical copy of the statement of an account for a specific period. This physical copy will be mailed to the user's address registered with the bank.

Note: Send to Modify functionality is now supported for this transaction.

To request for an account statement:

1. Click on the ⦙ icon on the **Transactions** screen and click **Request Statement** to request for an account statement. The **Request Statement** appears.

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Request Statement

Field Description

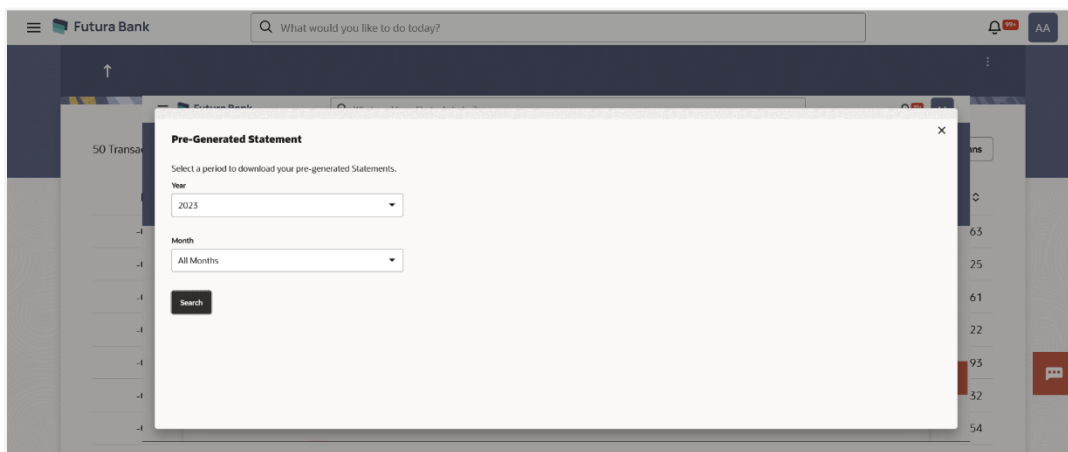| Field Name	Description
Account Number	Current and savings account number in masked format along with the account nickname for which the statement to be requested. The account number could be either the user's Party account or any linked party accounts that he has access to.
From Date	The user is required to specify the start date from which the account statement is required.
To Date	The user is required to specify the date until when the statement is required.

2. From the **Account Number** list, select the account number for the account statement.

3. From the **From Date** list, select the start date of the account statement.

4. From the **To Date** list, select the end date of the account statement.

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

6. The **Review** screen appears. Verify the details and click **Confirm**. The success message of Statement Request appears along with the transaction reference number.
   OR
   Click **Back** to navigate back to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.

7. Click **Home** to go to the **Dashboard** screen.
   OR
   Click **View Account Details** to visit the account details page.

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8.2 <u>Pre-generated Statement</u>

To download pre-generated statements:

1. Click on the ⁝ icon on the **Transactions** screen and click **Pre-Generated Statement** to download a pre-generated statement. Displays the last pre-generated statements on the **Pre-generated Statement** screen.

2. Click on the ⬇ icon against any record (.pdf) to download the statement in password protected pdf format.

Pre-generated Statement

Field Description

Field Name	Description
Account Number	The savings account number in masked format for which statement has to be requested.
From Date	Start date of the date period for which the statement is generated.
To Date	End date of the date period for which the statement is generated.
⬇	Click on the icon against a statement to download the specific record.
Filter Criteria	
Year	The year for which the statement is required
Month	The month for which the statement is required.

3. Click ▽ **Filter** to generate the statement for the desired period. The **Filter** overlay screen appears.

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a.   From the **Year** list, select the year for which the pre-generated statement is required.

b.   From the **Month** list, select the month for which the pre-generated statement is required.

4.   Click **Apply** to search amongst the pre-generated statements. The Pre-generated statement appears based on entered criteria for the selected period.
OR
Click **Cancel** to cancel the transaction.
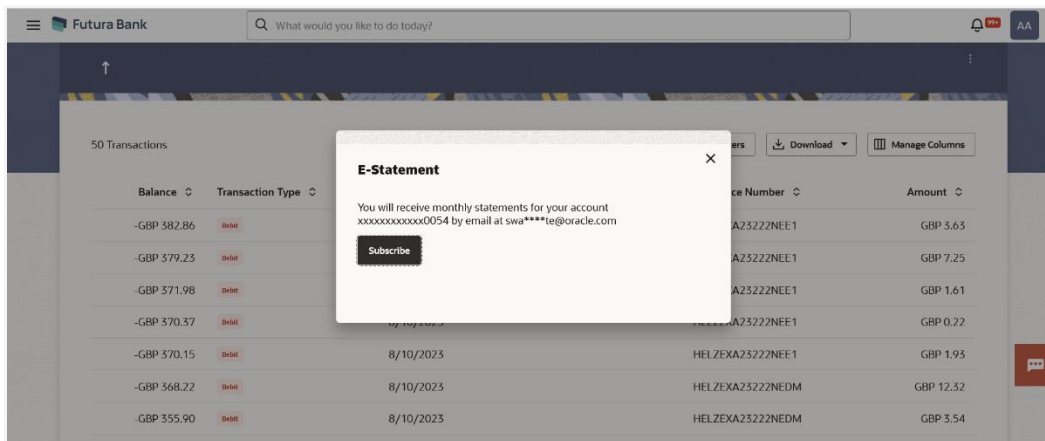
8.3   <u>E-Statement</u>

A customer might wish to receive regular e-statements at his email address instead of physical copies. In this case, the customer can select the option to subscribe for an e-statement. Once a request for an e-statement is made, the customer will begin to receive regular statements at his email address maintained with the bank.

Note: Send to Modify functionality is now supported for this transaction.

To subscribe / unsubscribe for e-statements:

1.   Click on the ⋮ icon on the **Transactions** screen and click **E-Statement** to subscribe / unsubscribe for e-statements.

E-statement

2.   The Pop-up Message appears. (Subscribe to E-Statement You will receive monthly statements for your account <Number in masked format> by email at <User's email address>)

a.   Click **Subscribe** to opt to receive monthly statements on your registered email address.

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

3.   If the user has already subscribed for e-statements, the pop up message contains a message stating that the user is subscribed to receive e-statements. The option to unsubscribe for e-statements is provided.

a.   Click **Unsubscribe** to opt out of receiving monthly statements on your registered email address.

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

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  c. Click **Proceed** to Unsubscribe.

4. The success message of request submission appears.

5. Click **Home** to go to the **Dashboard** screen.
OR
Click **View Account Details** to visit the account details page.

Home

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9. Account Nickname

User can assign their own description or names to all savings, checking, term deposits, and loan accounts. A nickname is a unique user defined description, for an account. Nicknames will be displayed, along with the account number in all enquiry and transaction screens. This feature allows the user to add, modify or delete the nickname, as required.

The customer can access this option by selecting the **Add/Edit Nickname** option from the kebab menu.

How to reach here:

Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Overview > Account Summary > Conventional > Account Number link > Current & Savings Account Details > kebab menu > Add/Edit Nickname

To add/edit nickname against an account:

1. Click on the ⁝ icon on the screen, and click **Add/Edit Nickname** option to add/edit nickname against an account. The **Add/Edit Nickname** popup appears.

Add/Edit Nickname
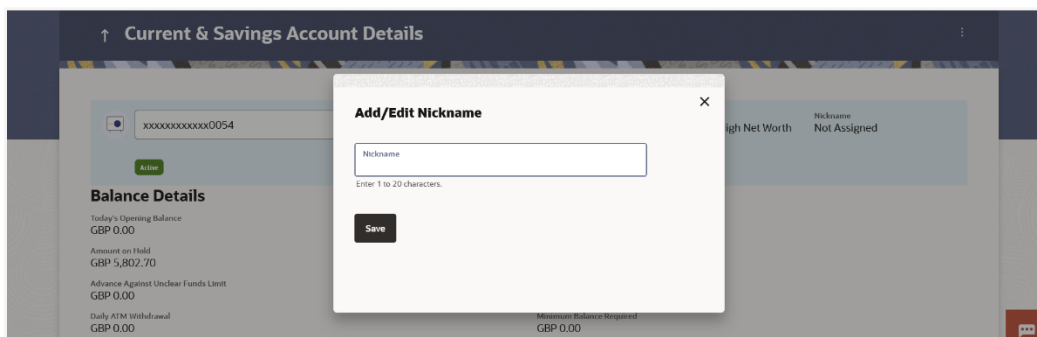
Field Description

Field Name	Description
Nickname	Specify a nickname to be assigned to the account. If a nickname has already been assigned to the account, it will be displayed in editable mode.

2. In the **Nickname** field, enter the nickname you want to use.

3. Click **Save** to save your changes.
   Nicknames will be displayed on various transactions instead of the standard account description.
   OR
   Click **Delete** to delete nickname.

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FAQ

1. As a corporate User, what are the CASA accounts that I can view?

A Corporate User can view all the accounts that he has access to. This includes the accounts of his primary party as well as those of linked parties.

2. Can the user access CASA account details 24/7 on the online platform?

Yes, the user can access CASA account details 24/7, except at times of system downtime or transaction blackout.

3. Who all can view a nickname that a user has set?

One account can have multiple nicknames set by different users, who have access to that account – however only the logged in user can view the nickname he has set.

4. Are nicknames displayed in all places, where an account number is displayed?

No, Approvers can only view the account number, but not nicknames set by makers. Further Review screens contain the account number (where applicable), but not the nickname.

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