Virtual Account Management User Manual
Oracle Banking Digital Experience
Patchset Release 22.2.5.0.0

Part No. F72987-01

October2024

ORACLE

Virtual Account Management User Manual

October 2024

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Table of Contents

1. Preface

1.1 Purpose

Welcome to the User Guide for Oracle Banking Digital Experience. This guide explains the operations that the user will follow while using the application.

1.2 Audience

This manual is intended for Customers and Partners who setup and use Oracle Banking Digital Experience.

1.3 Documentation Accessibility

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

Access to Oracle Support

Oracle customers that have purchased support 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 Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at Critical Patches, Security Alerts and Bulletins. All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by Oracle Software Security Assurance.

1.5 Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

1.6 Conventions

The following text conventions are used in this document:

Convention	Meaning

boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
Italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1.7 Screenshot Disclaimer

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.

1.8 Acronyms and Abbreviations

The list of the acronyms and abbreviations that you are likely to find in the manual are as follows:

Abbreviation	Description
OBDX	Oracle Banking Digital Experience

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 Banking Virtual Account Management 14.7.3.0.0
1	Virtual Entity Creation and Maintenance	✓
2	Virtual Account Creation and Maintenance	✓
3	Virtual Accounts Structure Creation and Maintenance	✓
4	Remittance ID Creation and Maintenance	✓
5	Virtual Identifier Transaction Inquiry	✓
6	Virtual Multi-Currency Account Creation and Maintenance	✓
7	Internal Credit Line creation and maintenance	✓
8	Create Internal Credit Line Linkage and maintenance	✓
9	Special Rate Maintenance	✓
10	General Rate Maintenance	✓
11	Move Money	✓
12	Transaction Inquiry	✓
13	Pre-Generated Statement	✓
14	Ad hoc Statement	✓
15	Charges Inquiry	✓
16	Mobile Touch Point	✓

3. Introduction

Virtual Accounts Management platform is a solution to reduce the complexity of money management for corporates. Virtual accounts help the large corporates to reduce the number of real accounts needed and its associated costs, provides ease of reconciliation and gives better collection, visibility, and deployment of money.

Using this module, a corporate can create and manage multiple virtual entities, accounts, and structures via self-service channel. User gets the benefit of an exclusive dashboard view of account information and an option to create Virtual Accounts structure to get better visibility of his cash positions.

Following features have been built for the corporate user in Virtual Account Management

- Virtual Entities – Notional entities representing the real entities
- Virtual Accounts – Notional accounts that are either linked to a real account directly or via a Virtual Accounts Structure
- Remittance ID List – Short Identifier/ Corporate Identifier based Virtual Accounts

Pre-Requisites

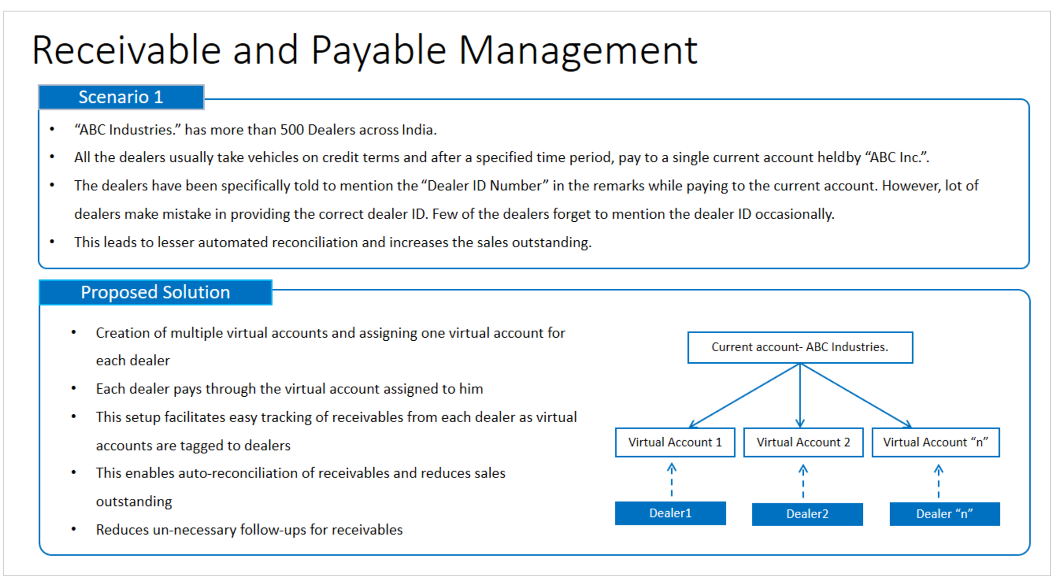
- User must be having a valid corporate account

Given below are different scenarios / use cases in which Virtual Account management plays a crucial role, minimizing the various overheads.

Note: These are the generic use cases where Virtual Accounts management is applied. Refer the section (Features Supported in Application) to understand OBDX product offerings.

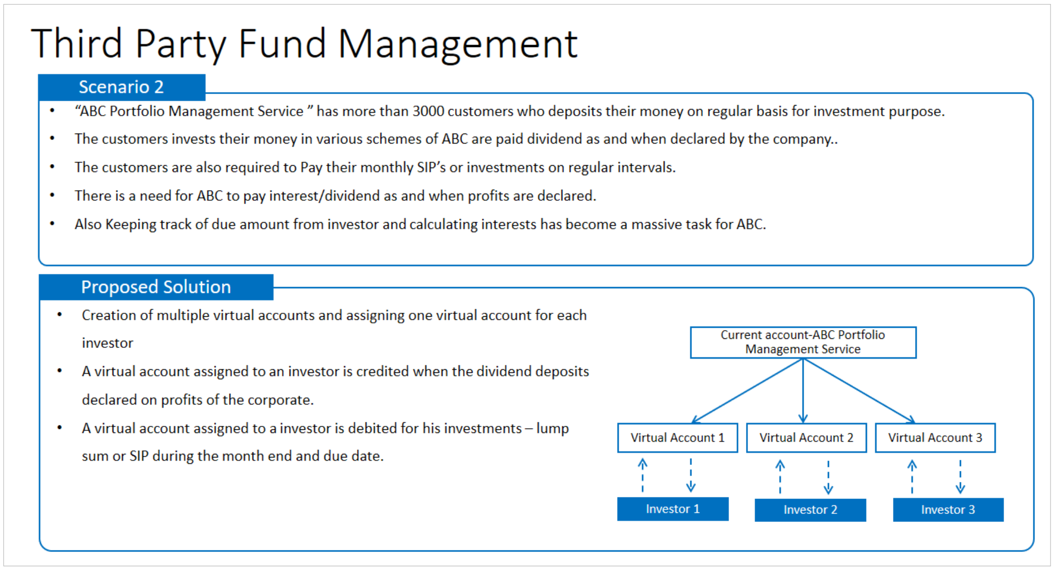
Scenario 1

Receivable and Payable Management



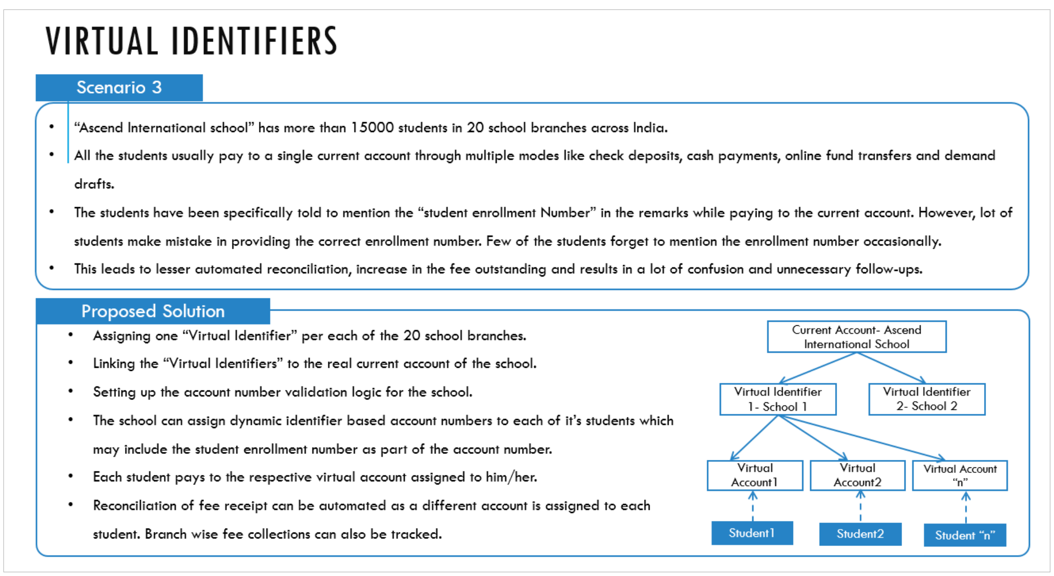
Scenario 2

Third Party Fund Management



Scenario 3

Virtual Identifiers



Features Supported in Application

- Overview
- Virtual Entity
- Virtual Account
- Virtual Accounts Structure
- Remittance ID
- Virtual Multi-Currency Account
- Payments Using Virtual Accounts
- Move Money
- Internal Credit Line
- Transaction Inquiry
- Pre-Generated Statement
- Ad hoc Statement
- Charges Inquiry
- Special Rate Maintenance
- General Rate Maintenance

4. Virtual Accounts Overview

Virtual account management dashboard provides various information and eases the complex data and provides the user a simplified view of current performance. It provides an overall view of all the corporate's cash positions, balance trends and crucial account information on Real Accounts, Virtual Accounts and Virtual Accounts structures, depending upon the **access and role** provided to the user. Below widgets are available in Virtual Accounts Management Overview:

- Accounts and Balances
- Virtual Entity Summary
- Position By Currency
- Balance Trends of Virtual Accounts
- Top 5 Virtual Account Balances
- Cash Positions - Overall
- Virtual Accounts Structure
- Move Money
- Quick Links

Note: Information displayed in each widget (columns, links, graphs, charts, etc.) depends on the access to Real Accounts and Virtual Accounts for which the user has access.

Below explanation gives an idea how data in all the widgets will be shown when Access Management is applied:

- Real Accounts:

  A user will see information & will be able to transact in only those Virtual Accounts Management enabled real accounts that he has appropriate access to

- Virtual Entities:

  A user will be able to see all the virtual entities that belong to the party id in context

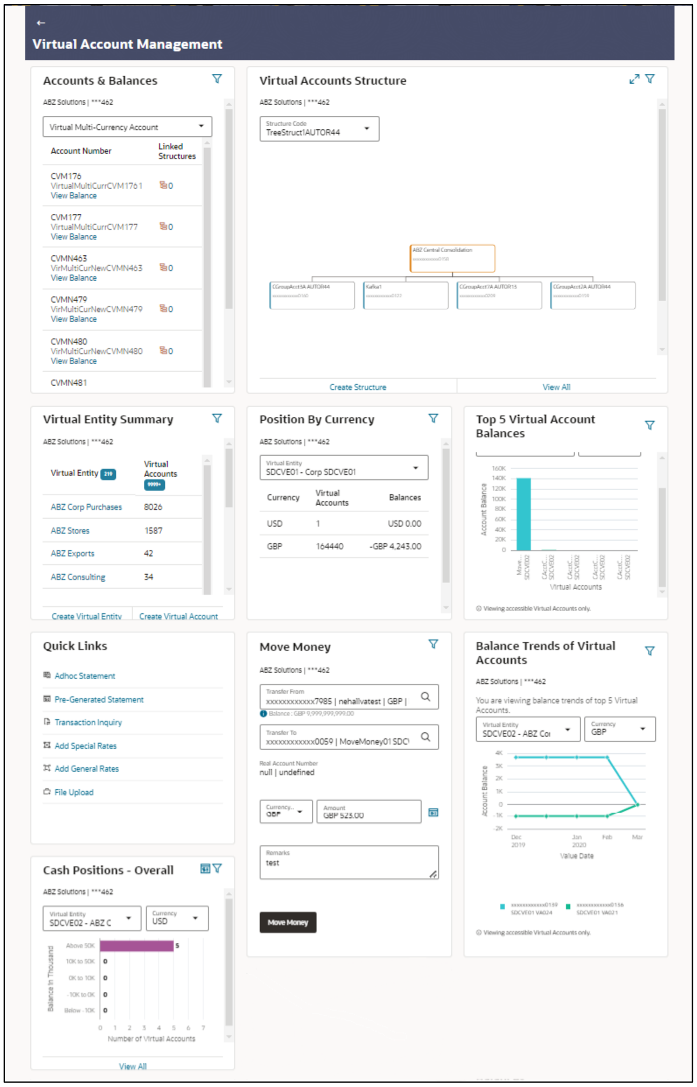
- Virtual Accounts:

  A user will see information & be able to transact in only those Virtual Accounts that he has appropriate access to

- Virtual Accounts Structures:

  A user will see the full list & count of the accessible Virtual Accounts structures of the party ID in context. User can further click on the link to view the structure details.

Overview



Virtual Account Management
Accounts & Balances
Virtual Accounts Structure
Virtual Entity Summary
Position By Currency
Top 5 Virtual Account Balances
Quick Links
Move Money
Balance Trends of Virtual Accounts
Cash Positions - Overall

Overview

Icons

Following icons are present on the dashboard:

- : Click this icon to go to the dashboard.
- : Click this icon to go to the Mailbox screen.
- : Click this icon to search the transactions.
- : Click this icon to view the welcome note with last login details, change entity, logged in user’s profile, or log out from the application.
- : Click this icon to search and select the Party name and ID from the dropdown list. The widget displays the data for the selected party.

  Note:

  1. Only accessible parties are displayed to the user.
  2. On page load, the widget displays the data of the mapped primary party to the logged-in user.
  3. All the widgets that are based on Real Account balance, these widgets should be disabled operationally during implementation if the DDA Integration is not available.

- : Click the toggle menu to access the transaction.
- : Click this icon to close the toggle menu. This icon appears if the toggle menu is open.

Accounts & Balances

This widget gives an overall summary about Virtual Accounts Management enabled accessible Real and Virtual Multi-Currency Accounts and how they are linked to different Virtual Accounts and Virtual Accounts Structures. You can select the type of Account (Real or Virtual Multi-Currency Account) and click the link under Virtual Accounts and Linked Structures column to view more details. Total count includes both the accessible and non-accessible virtual accounts.

Virtual Entity Summary

Displays the Entity wise summary and mapped Virtual Accounts to that particular entity. You can click the Entity to view the details. You can also use the quick links to create entity or accounts.

Position By Currency

Allows you to view the Balances across all Virtual Accounts and its break-up in different currencies. User can view this information by selecting either Virtual Entity ID or Virtual Entity Name under which all linked Virtual Accounts and their currency wise position will be displayed.

Balance Trends of Virtual Accounts

Displays the Balance trends of Virtual accounts in graphical formats. You can select the Virtual Entity ID or Virtual Entity Name, and Currency to view the trend line of Top 5 Virtual Accounts.

Note: The widget displays the default data based on the below logic:

1. Virtual Entity with the most Virtual Accounts is defaulted.
2. With the defaulted Virtual Entity, the currency with the most Virtual Accounts is defaulted.
3. Only accessible Virtual Accounts are displayed to the user.

Top 5 Virtual Account Balances

Displays the Top five Virtual Account balances in graphical format by selecting Virtual Entity ID or Virtual Entity Name and currency. You can also hover the cursor to view the balance under a particular account.

Note: The widget displays the default data based on the below logic:

1. Virtual Entity with the most Virtual Accounts is defaulted.
2. With the defaulted Virtual Entity, the currency with the most Virtual Accounts is defaulted.
3. Only accessible Virtual Accounts are displayed to the user.

Cash Positions - Overall

Displays the overall cash position with total number of Virtual Accounts in various balance range and date wise transactions for selected accounts**.** You can view the Virtual Accounts within a particular balance group range by selecting a Virtual Entity ID or Virtual Entity Name and currency.

Note: The widget displays the default data based on the below logic:

1. Virtual Entity with the most Virtual Accounts is defaulted.
2. With the defaulted Virtual Entity, the currency with the most Virtual Accounts is defaulted.

Virtual Accounts Structure

Displays the contribution between Virtual Accounts and child accounts and overall balances in the form of tree. The tree displays the parent account and its immediate child account, you can view the details by clicking the expand icon.

You can select the structure code from the list to view the balance against it. You can also click to expand the widget and get a bigger view.

Note: The first structure in the drop down is defaulted in the widget.

Move Money

This widget allows user to transfer money from one Virtual Account to another Virtual Account that are mapped to same real account.

Note: Click **Search** icon and select the Virtual Accounts to transfer money.

Quick Links

This widget provides the quick links to navigate the most frequently used transactions. The following transactions are available in this widget:

- Ad hoc Statement
- Pre-Generated Statement
- Transaction Inquiry
- Add Special Rates
- Add General Rates
- File Upload

5. Virtual Entity

Virtual Entities are the notional entities representing the real entities. This feature allows a user to conveniently create and manage virtual entities and further create numerous Virtual Accounts under it for other transactions. Below features are supported for managing virtual entities.

- Create Virtual Entity
- View Virtual Entity
- Edit Virtual Entity
- Close Virtual Entity
- Inter-Entity Position

How to reach here:
Toggle Menu > Virtual Account Management > Virtual Entity > Create Entity
OR
Toggle Menu > Virtual Account Management > Overview > Entity Summary > Create Entity

5.1 Create Virtual Entity

To create Virtual Entity:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Virtual Entity Type** field, select the appropriate option.
3. If you select the **Virtual Entity Type** as **Corporate**:
   a. In the **Virtual Entity ID** field, enter the virtual entity ID.
   b. In the **Virtual Entity Name** field, enter the name of the virtual entity.
   c. From the **Corporate Type** list, select the type of corporate entity.
   d. From the **Date of Incorporation** list, select the incorporation date.
   e. From the **Country of Incorporation** list, select the country of incorporation.
   f. In the **Landline** field, enter the landline phone number.

Note:
1. Click to add alternate landline phone number.
2. Click to delete the landline phone number.

   g. In the **Mobile Number** field, enter the mobile number.
   h. In the **Email ID** field, enter the email address.
   i. In the **Preferred Mode** field, select an appropriate option.
   j. In the **BIC** field, enter the Bank Identifier Code.
   k. To keep Registered Address same as Real Entity, select the **Copy from Real Entity** check box.
   l. If the **Registered Address** is not same as Real Entity:
      i. In the **Address Line 1** field, enter the first line of the correspondence address.
      ii. In the **Address Line 2** field, enter the second line of the correspondence address.

   iii. In the **Address Line 3** field, enter the third line of the correspondence address.
   iv. In the **Address Line 4** field, enter the fourth line of the correspondence address.
   v. From the **Country** list, select the country of residence.
   vi. In the **Post Code** field, enter the postal code.

m. To keep Correspondence Address same as Registered Address, select the **Copy from Registered Address** check box.

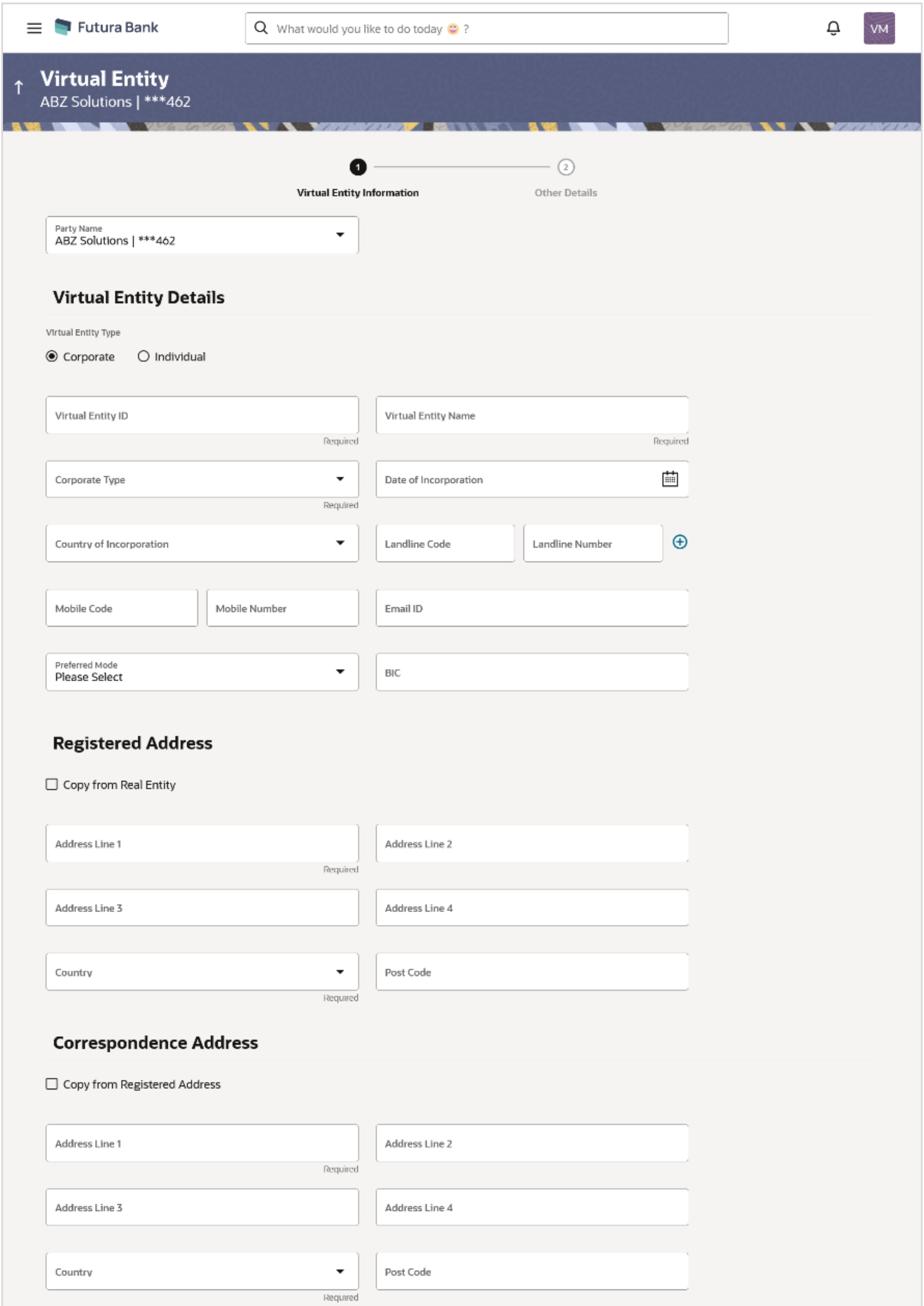
n. If the **Correspondence Address** is not same as registered address:
   i. In the **Address Line 1** field, enter the first line of the mailing address.
   ii. In the **Address Line 2** field, enter the second line of the mailing address.
   iii. In the **Address Line 3** field, enter the third line of the mailing address.
   iv. In the **Address Line 4** field, enter the fourth line of the mailing address.
   v. From the **Country** list, select the country of residence.
   vi. In the **Post Code** field, enter the postal code.

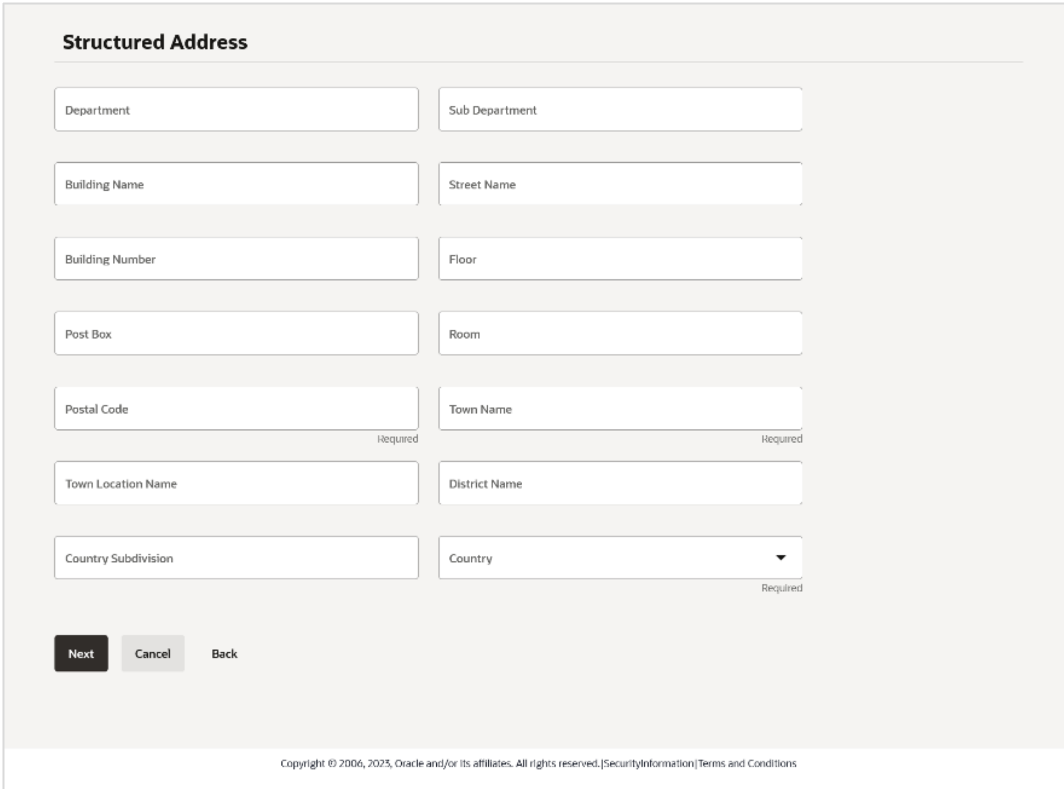
o. Enter the required information in **Structured Address** section.

4. If you select the **Virtual Entity Type** as **Individual**:
   a. In the **Virtual Entity ID** field, enter the virtual entity ID.
   b. In the **Virtual Entity Name** field, enter the name of the virtual entity.
   c. In the **First Name** field, enter the first name of the individual.
   d. In the **Last Name** field, enter the last name of the individual.
   e. From the **Date of Birth** list, select the date of birth of the individual.
   f. From the **Gender** list, select the gender of the individual.
   g. From the **Nationality** list, select the nationality of the individual.
   h. In the **National ID** field, enter the national identification code.
   i. In the **Home Phone** field, enter the residence phone number.
   j. In the **Work Phone** field, enter the work phone number.
   k. In the **Mobile Number** field, enter the mobile number.
   l. In the **Email ID** field, enter the email address.
   m. In the **Preferred Mode** field, select an appropriate option.
   n. To keep Registered Address same as Real Entity, select the **Copy from Real Entity** check box.
   o. If the **Registered Address** is not same as real entity:
      i. In the **Address Line 1** field, enter the first line of the correspondence address.
      ii. In the **Address Line 2** field, enter the second line of the correspondence address.
      iii. In the **Address Line 3** field, enter the third line of the correspondence address.
      iv. In the **Address Line 4** field, enter the fourth line of the correspondence address.
      v. From the **Country** list, select the country of residence.
      vi. In the **Post Code** field, enter the postal code.
   p. Enter the required information in **Structured Address** section.

Note: It is configurable and can be set to **Y** or **N** based on system configuration. Out of the 14 fields of structured address, **Post Code**, **Town Name**, **Country** are the mandatory fields if structure address configured to Y as per WTR regulations.

Create Virtual Entity - Entity Information





Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list in which the Virtual Entity must be created. By default, the primary party of the logged-in user is selected.
Virtual Entity Details	
Virtual Entity Type	Select the type of the entity, whether the Virtual Entity is Individual or Corporate.
Virtual Entity ID	Specify the unique ID assigned to each virtual entity.
Virtual Entity Name	Specify the name of the virtual entity corresponding to the Virtual Entity.

Field Name	Description
The following fields are displayed if you select the **Virtual Entity Type** as **Corporate**	
Corporate Type	Select the corporate type. The options are: • Corporation • Co-operative • Partnership • Sole Proprietorship **Note**: The dropdown list is now available as part of local enumerations.
Date of Incorporation	Select the date of incorporation of the corporate.
Country of Incorporation	Select the country name of the incorporation.
Landline Code	Specify the landline code of the corporate virtual entity holder.
Landline Number	Specify the landline number of the corporate virtual entity holder.
Alternate Landline Code	Specify the landline code of the corporate virtual entity holder. This field appears only if the user clicks on **Add** icon to add alternate landline number.
Alternate Landline Number	Specify the landline number of the corporate virtual entity holder. This field appears only if the user clicks on **Add** icon to add alternate landline number.
Mobile Code	Specify the mobile code of the corporate virtual entity holder.
Mobile Number	Specify the mobile number of the corporate virtual entity holder.
Email ID	Specify the email address of the corporate virtual entity holder.
Preferred Mode	Select the preferred mode of the corporate virtual entity holder. The options are: • Mobile • Email
BIC	Specify the BIC of the Corporate Virtual Entity Holder.

Field Name	Description
Registered Address	
The following fields are blank and by selecting the **Copy from Real Entity** function the fields get auto populated from real entity in editable format. User can clear the fields by de-selecting the **Copy from Real Entity** check box.	
Address Line 1	Specify the first line of correspondence address of the corporate virtual entity holder.
Address Line 2	Specify the second line of correspondence address of the corporate virtual entity holder.
Address Line 3	Specify the third line of correspondence address of the corporate virtual entity holder.
Address Line 4	Specify the fourth line of correspondence address of the corporate virtual entity holder.
Country	Select the country name of the corporate virtual entity holder.
Post Code	Specify the post code of the corporate virtual entity holder.
Correspondence Address	
The following fields are blank and by selecting the **Copy from Registered Address** function the fields of correspondence address get auto populated from registered address in editable format. User can clear the fields by de-selecting the **Copy from Registered Address** check box.	
Address Line 1	Specify the first line of mailing address of the corporate virtual entity holder.
Address Line 2	Specify the second line of mailing address of the corporate virtual entity holder.
Address Line 3	Specify the third line of mailing address of the corporate virtual entity holder.
Address Line 4	Specify the fourth line of mailing address of the corporate virtual entity holder.
Country	Select the country name of the corporate virtual entity holder.
Post Code	Specify the post code of the corporate virtual entity holder.
Structured Address	
Department	Specify the department of the virtual entity holder.

Field Name	Description
Sub-Department	Specify the sub-department of the virtual entity holder.
Street Name	Specify the street name of the corporate virtual entity holder.
Building Number	Specify the building number of the virtual entity holder.
Building Name	Specify the building name of the virtual entity holder.
Floor	Specify the floor number of the corporate virtual entity holder.
Post Box	Specify the post box number of the virtual entity holder.
Room	Specify the room number of the corporate virtual entity holder.
Post Code	Specify the post code of the virtual entity holder.
Town Name	Specify the town name of the corporate virtual entity holder.
Town Location Name	Specify the town location name of the corporate virtual entity holder.
District Name	Specify the district name of the corporate virtual entity holder.
Country Subdivision	Specify the country subdivision of the corporate virtual entity holder.
Country	Select the country name of the corporate virtual entity holder.
The following fields are displayed if you select the **Virtual Entity Type** as **Individual**	
First Name	Specify the first name of the virtual entity holder.
Last Name	Specify the last name of the virtual entity holder.
Date of Birth	Select the date of the birth of the virtual entity holder.
Gender	Select the gender of the virtual entity holder. The options are: • Male • Female • Other • Prefer Not to Disclose
Nationality	Specify the nationality of the virtual entity holder.
National ID	Specify the national ID of the virtual entity holder.

Field Name	Description
Home Phone Code	Specify the home phone code of the virtual entity holder.
Home Phone Number	Specify the home phone number of the virtual entity holder.
Work Phone Code	Specify the work phone code of the virtual entity holder.
Work Phone Number	Specify the work phone number of the virtual entity holder.
Mobile Code	Specify the mobile code of the virtual entity holder.
Mobile Number	Specify the mobile number of the virtual entity holder.
Email ID	Specify the email address of the virtual entity holder.
Preferred Mode	Select the preferred mode of the virtual entity holder. The options are: • Mobile • Email

Registered Address

The following fields are blank and by selecting the **Copy from Real Entity** function the fields get auto populated from real entity in editable format. User can clear the fields by de-selecting the **Copy from Real Entity** check box.

Address Line 1	Specify the first line of mailing address of the virtual entity holder.
Address Line 2	Specify the second line of mailing address of the virtual entity holder.
Address Line 3	Specify the third line of mailing address of the virtual entity holder.
Address Line 4	Specify the fourth line of mailing address of the virtual entity holder.
Country	Select the country name of the virtual entity holder.
Post Code	Specify the post code of the virtual entity holder.
Structured Address	
Department	Specify the department of the virtual entity holder.
Sub-Department	Specify the sub-department of the virtual entity holder.
Street Name	Specify the street name of the corporate virtual entity holder.

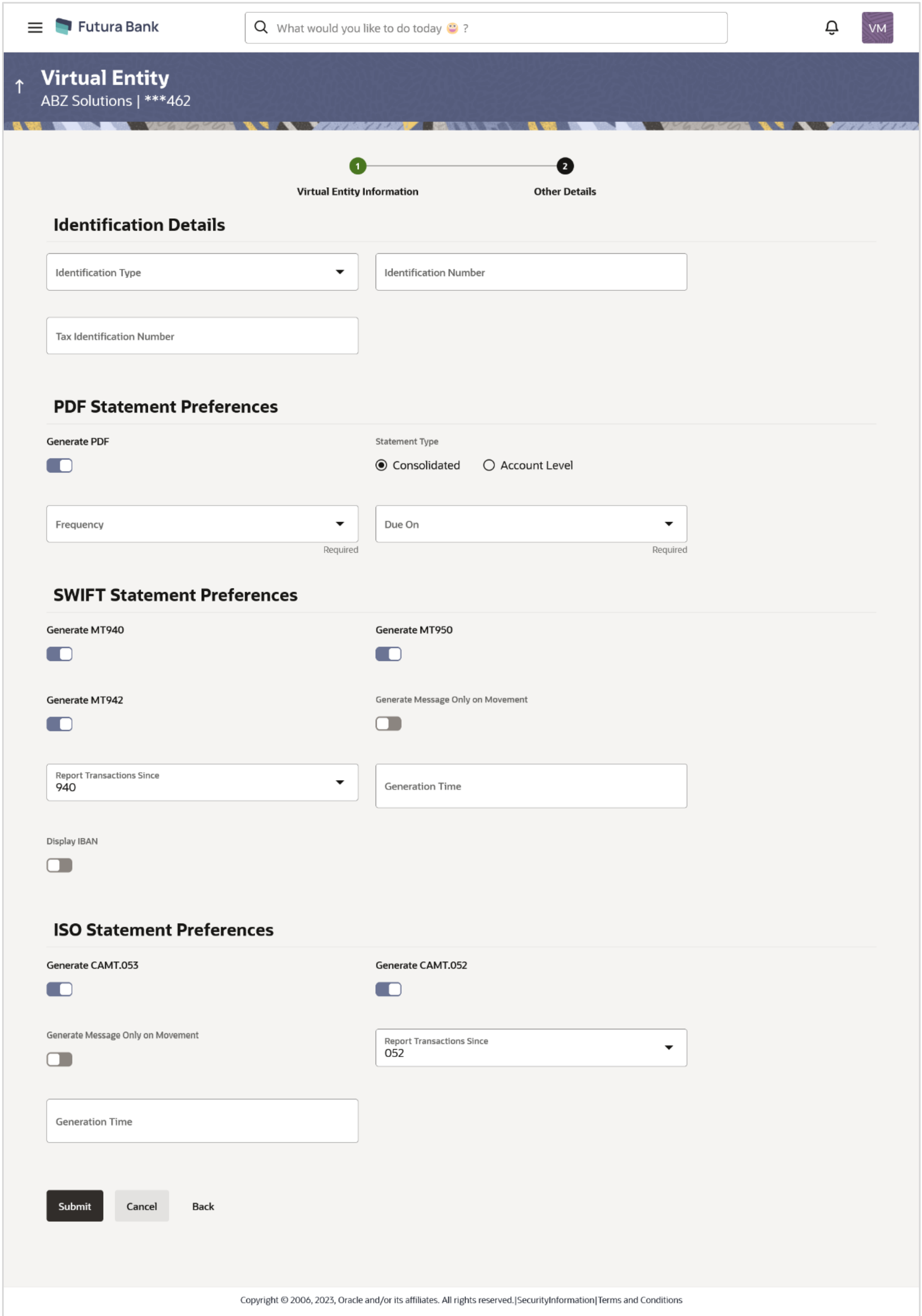
Field Name	Description
Building Number	Specify the building number of the virtual entity holder.
Building Name	Specify the building name of the virtual entity holder.
Floor	Specify the floor number of the corporate virtual entity holder.
Post Box	Specify the post box number of the virtual entity holder.
Room	Specify the room number of the corporate virtual entity holder.
Post Code	Specify the post code of the virtual entity holder.
Town Name	Specify the town name of the corporate virtual entity holder.
Town Location Name	Specify the town location name of the corporate virtual entity holder.
District Name	Specify the district name of the corporate virtual entity holder.
Country Subdivision	Specify the country subdivision of the corporate virtual entity holder.
Country	Select the country name of the corporate virtual entity holder.

5. Click **Next** to navigate to the **Other Details** section.
   OR
   Click **Cancel** to cancel the transaction.
6. From the **Identification Type** list, select the identification type.

Note: The Dropdown list are now available as part of Local Enumeration.

7. In the **Identification Number** field, enter the identification number corresponding to the identification type.
8. In the **Tax Identification Number** field, enter the tax identification number.
9. Select Statement preferences to get Virtual Accounts statement at consolidated or Account level.

Create Virtual Entity - Other Details



Field Description

Field Name	Description
Other Details	
Identification Type	Select the identification type of the virtual entity holder.
Identification Number	Specify the identification number corresponding to the identification type.
Tax Identification Number	Specify the tax identification number of the virtual entity holder.
PDF Statement Preferences	
Generate PDF	Click the Generate PDF toggle if you want preference for statement download in PDF format. Below section is enabled if you click **Generate PDF** toggle. **Note**: If Generate PDF toggle is enabled during Create VE, Statement Type and Frequency values default to Consolidated and Daily respectively
Statement Type	
Consolidated	Select the consolidated statement of all the Virtual Accounts mapped to the Virtual Entity.
Account Level	Select the account level Statement of each Virtual account mapped to the Virtual Entity.
Frequency	Select the frequency of the statement. The available options are: • **Daily** • **Weekly** • **Monthly** • **Quarterly** • **Yearly**

Field Name	Description
Due On	Select the Due day/date/month/quarter/year required for the Virtual Account statement. The available options based on the frequency selected are: • **Daily** - This field is not applicable and will not appear for Daily frequency. • **Weekly** - Select the day when the account statement needs to be generated for the week. • **Monthly** - Select the day of the month when the account statement needs to be generated for the month. **Example:** If **Due On** is selected as "31" and the current month has only 28 days, this will be considered as the last day of the month and the account statements will be generated on the last day for all the months. • **Quarterly** - Select the end month of quarter when the account statement needs to be generated. Statement will always be generated on the last day of the month selected. **Example:** If **Due On** is selected as "March (3)", the account statement will be generated on the last day of the month (31st March) for the period of 1st January to 31st March. • **Yearly** - Select the month when the account statement needs to be generated for the year. Statement will always be generated on the last day of the month selected.
MT Statement Preferences	
Generate MT940	Click the toggle to set up your preference to download the statement in MT940 format.
Generate MT950	Click the toggle to set up your preference to download the statement in MT950 format.
Generate MT942	Click the toggle to set up your preference to download the statement in MT942 format.
Generate Message Only on Movement	Click the toggle to generate message only on movement. This field is enabled if you click the **Generate MT942** toggle.
Report Transactions Since	Select since when you want the statement to be generated. This field is enabled if you click the **Generate MT942** toggle.
Generation Time	Select the time when the statement is needed. This field is enabled if you click the **Generate MT942** toggle.

Field Name	Description
Display IBAN	Click the toggle to set up the preference for IBAN which will be applicable for the all the Virtual Accounts linked under this entity.
ISO Statement Preferences	
Generate CAMT.053	Click the toggle to set up your preference to download the statement in CAMT.053 format.
Generate CAMT.052	Click the toggle to set up your preference to download the statement in CAMT.052 format.
Generate Message Only on Movement	Click the toggle to generate message only if there is any transaction posted. This field is enabled if you click the Generate **CAMT.052** toggle.
Report Transactions Since	Select since when you want the statement to be generated. This field is enabled if you click the Generate **CAMT.052** toggle.
Generation Time	Select the time when the statement is needed. This field is enabled if you click the Generate **CAMT.052** toggle.

10. Click **Submit**.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.
11. The **Review** screen appears. Verify the details and click **Confirm**.
OR
Click against the section that you want to edit. The screen appears in editable form.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.
User is directed to **Entity Information** screen with values in editable form.
12. The success message of Virtual Entity creation appears along with the reference number and status of the transaction.
OR
Click **Home** to navigate to the dashboard.
OR
Click **Go To Overview** to navigate to the Virtual Account management dashboard.
OR
Click **Create Virtual Entities** to create more virtual entities.
OR
Click **Create Virtual Accounts** to create Virtual Accounts.

5.2 View Virtual Entity

User can search and view the virtual entity by entering the search criteria.

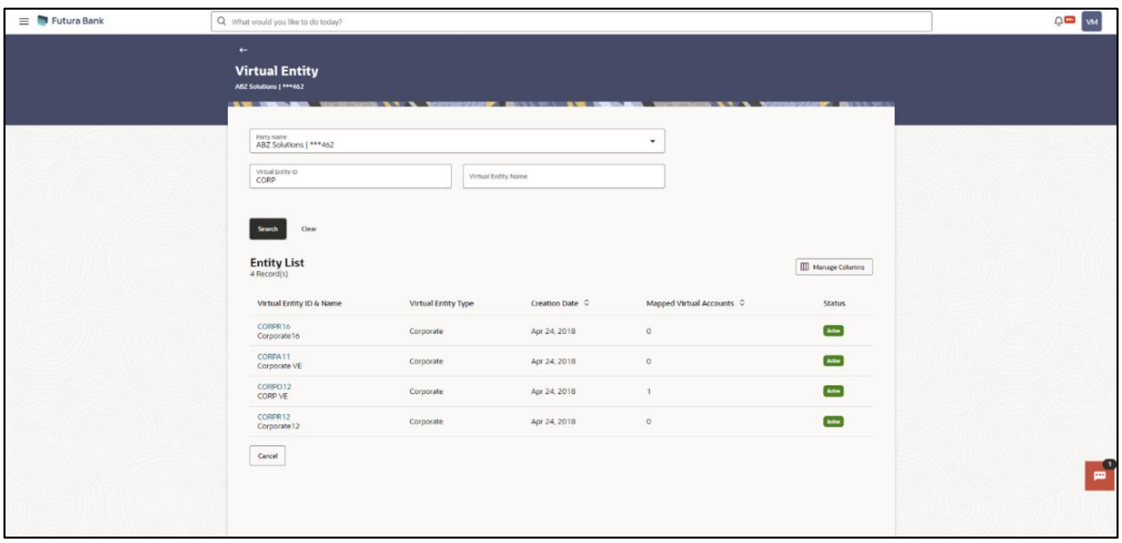
To view virtual entity:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Virtual Entity ID** field, enter the virtual entity ID.
3. In the **Virtual Entity Name** field, enter the virtual entity name.

Note: It is mandatory to specify any one of the Virtual Entity ID and Name fields to get the search result.

4. Click **Search** to view virtual entities.
   The search result corresponding to the search criteria is displayed.
   OR
   Click **Clear** to clear the search criteria.
   OR
   Click **Cancel** to cancel the transaction.

View Virtual Entity

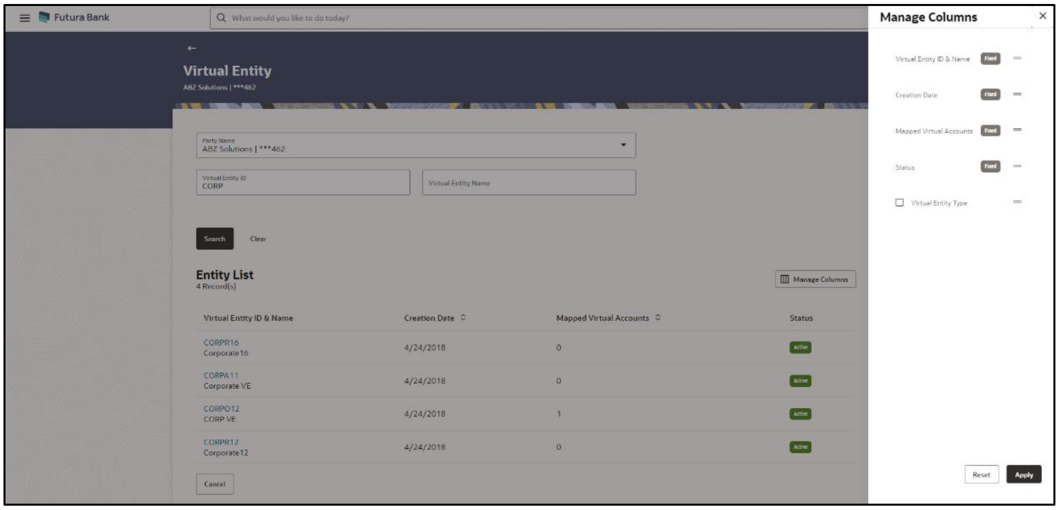


View Virtual Entity - Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable virtual entities. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped virtual entities are displayed.
Virtual Entity ID	Specify the unique ID assigned to each virtual entity.
Virtual Entity Name	Specify the name of the virtual entity corresponding to the entity ID. **Note:** It is mandatory to specify any one of the above parameters to get the search result.
Entity List	
Total Count of Records	Displays the total count of records based on the search criteria.
Virtual Entity ID & Name	Displays the entity ID and name corresponding to the search criteria.
Virtual Entity Type	Displays the type of the entity, whether the entity is Individual or Corporate.
Creation Date	Displays the virtual entity creation date.
Mapped Virtual Accounts	Displays the count of all the child accounts mapped to the virtual entity.
Status	Displays the status of the virtual entity, whether the virtual entity is active or closed.

5. Click **Manage Columns** to reorder or modify or save column preferences in virtual entity screen.

   View Virtual Entity – Manage Columns overlay screen appears.



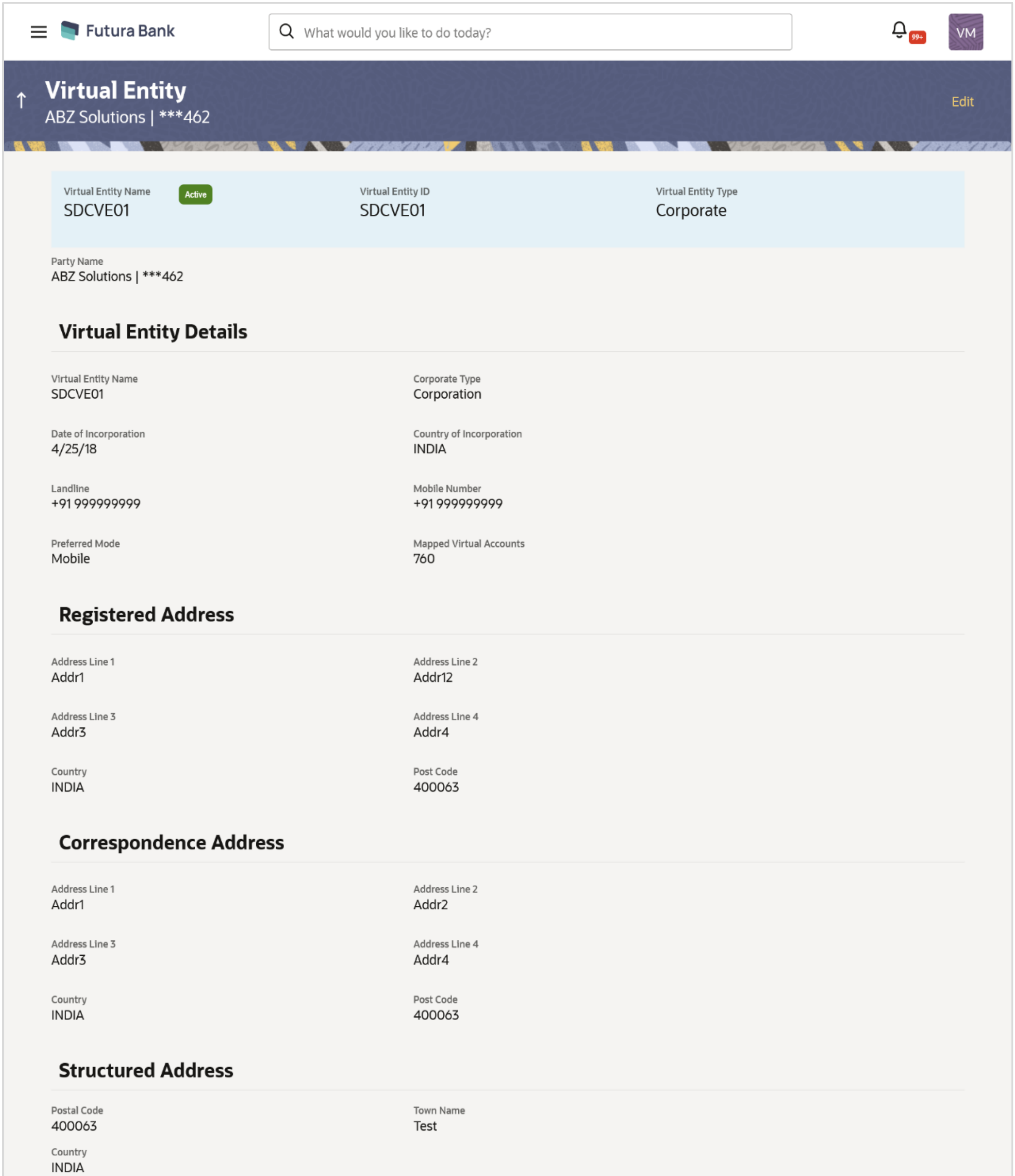
a. Click **Apply** to apply the modified columns preferences.

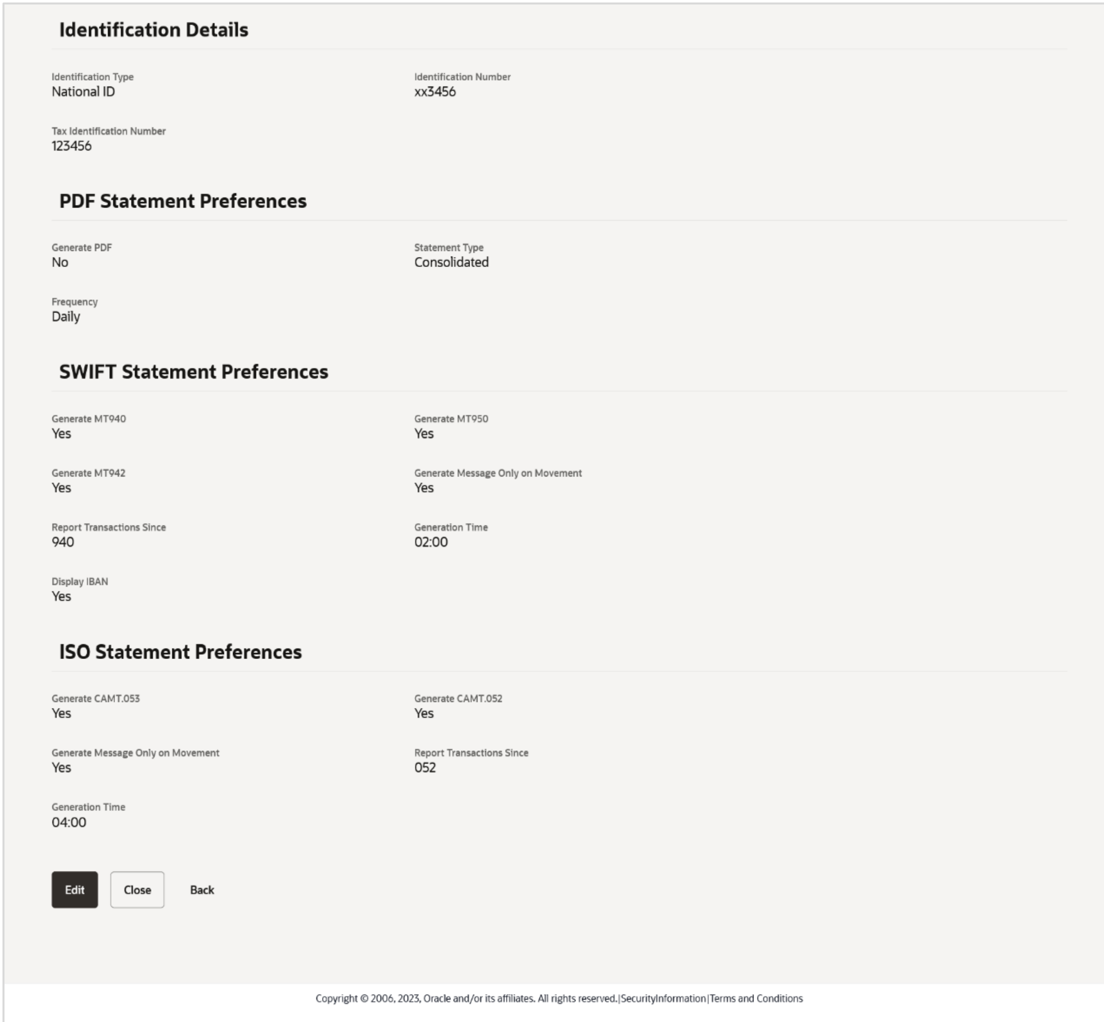
b. Click **Reset** to reset the columns preferences.

6. Click the **Virtual Entity ID & Name** link to view the virtual entity details.

   The **Virtual Entity - View** screen appears.

Virtual Entity - View





Field Description

Field Name	Description
Party Name	Displays the party name and ID mapped to the selected Virtual Entity.
Virtual Entity Details	
Virtual Entity Name	Displays the name of the virtual entity with the status.
Virtual Entity ID	Displays the unique ID assigned to each virtual entity.
Virtual Entity Type	Displays the type of the entity, whether the entity is Individual or Corporate.
Virtual Entity Name	Displays the name of the virtual entity corresponding to the entity ID.

Field Name	Description
The following fields are displayed if you view the **Corporate** entity type.	
Corporate Type	The corporate type. The options are: • Corporation • Co-operative • Partnership • Sole Proprietorship
Date of Incorporation	Displays the date of incorporation of the corporate.
Country of Incorporation	Displays the country name of the incorporation.
Landline	Displays the landline number of the corporate virtual entity holder. **Note**: This field will not appear if landline number is not given while creation.
Alternate Landline	Displays the alternate landline number of the corporate virtual entity holder. **Note**: This field will not appear if alternate landline number is not given while creation.
Mobile Number	Displays the mobile number of the virtual entity holder. **Note**: This field will not appear if mobile number is not given while creation.
Email ID	Displays the email address of the virtual entity holder. **Note**: This field will not appear if email id is not given while creation.
BIC	Displays the BIC of the Corporate Virtual Entity Holder. **Note**: This field will not appear if BIC is not given while creations.
Preferred Mode	Displays the preferred mode of the virtual entity holder. The preferred mode could be Mobile or Email.
Mapped Virtual Accounts	Displays the count of all the child accounts mapped to the virtual entity.
Registered Address	
Address Line 1	Displays the correspondence address line 1 of the virtual entity holder.
Address Line 2	Displays the correspondence address line 2 of the virtual entity holder.
Address Line 3	Displays the correspondence address line 3 of the virtual entity holder.
Address Line 4	Displays the correspondence address line 4 of the virtual entity holder.
Country	Displays the country name of the virtual entity holder.
Post Code	Displays the post code of the virtual entity holder.

Field Name	Description
Correspondence Address	
Address Line 1	Displays the first line of mailing address of the corporate virtual entity holder.
Address Line 2	Displays the second line of mailing address of the corporate virtual entity holder.
Address Line 3	Displays the third line of mailing address of the corporate virtual entity holder.
Address Line 4	Displays the fourth line of mailing address of the corporate virtual entity holder.
Country	Displays the country name of the corporate virtual entity holder.
Post Code	Displays the post code of the corporate virtual entity holder.
Structured Address	
Department	Displays the department of the virtual entity holder.
Sub-Department	Displays the sub-department of the virtual entity holder.
Street Name	Displays the street name of the corporate virtual entity holder.
Building Number	Displays the building number of the virtual entity holder.
Building Name	Displays the building name of the virtual entity holder.
Floor	Displays the floor number of the corporate virtual entity holder.
Post Box	Displays the post box number of the virtual entity holder.
Room	Displays the room number of the corporate virtual entity holder.
Post Code	Displays the post code of the virtual entity holder.
Town Name	Displays the town name of the corporate virtual entity holder.
Town Location Name	Displays the town location name of the corporate virtual entity holder.
District Name	Displays the district name of the corporate virtual entity holder.
Country Subdivision	Displays the country subdivision of the corporate virtual entity holder.
Country	Displays the country name of the corporate virtual entity holder.
The following fields are displayed if you select the **Virtual Entity Type** as **Individual**	
First Name	Displays the first name of the virtual entity holder.
Last Name	Displays the last name of the virtual entity holder.
Date of Birth	Displays the date of the birth of the virtual entity holder.
Gender	Displays the gender of the virtual entity holder.
Nationality	Displays the nationality of the virtual entity holder.

Field Name	Description
National ID	Displays the national ID of the virtual entity holder.
Home Phone	Displays the home phone number of the virtual entity holder.
Work Phone	Displays the work phone number of the virtual entity holder.
Mobile Number	Displays the mobile number of the virtual entity holder.
Email ID	Displays the email address of the virtual entity holder.
Preferred Mode	Displays the preferred mode of the virtual entity holder. The preferred mode could be Mobile or Email.
Mapped Virtual Accounts	Displays the count of all the child accounts mapped to the virtual entity.
Registered Address	
Address Line 1	Displays the correspondence address line 1 of the virtual entity holder.
Address Line 2	Displays the correspondence address line 2 of the virtual entity holder.
Address Line 3	Displays the correspondence address line 3 of the virtual entity holder.
Address Line 4	Displays the correspondence address line 4 of the virtual entity holder.
Country	Displays the country name of the virtual entity holder.
Post Code	Displays the post code of the virtual entity holder.
Structured Address	
Department	Displays the department of the virtual entity holder.
Sub-Department	Displays the sub-department of the virtual entity holder.
Street Name	Displays the street name of the corporate virtual entity holder.
Building Number	Displays the building number of the virtual entity holder.
Building Name	Displays the building name of the virtual entity holder.
Floor	Displays the floor number of the corporate virtual entity holder.
Post Box	Displays the post box number of the virtual entity holder.
Room	Displays the room number of the corporate virtual entity holder.
Post Code	Displays the post code of the virtual entity holder.
Town Name	Displays the town name of the corporate virtual entity holder.
Town Location Name	Displays the town location name of the corporate virtual entity holder.
District Name	Displays the district name of the corporate virtual entity holder.
Country Subdivision	Displays the country subdivision of the corporate virtual entity holder.

Field Name	Description
Country	Displays the country name of the corporate virtual entity holder.
Identification Details	
Identification Type	Displays the identification type of the virtual entity holder.
Identification Number	Displays the identification number corresponding to the identification type.
Tax Identification Number	Displays the tax identification number of the virtual entity holder.
PDF Statement Preferences	
Generate PDF	Displays the generate PDF if enabled.
Statement Type	
Consolidated	Displays the consolidated statement of all the Virtual Accounts mapped to the Virtual Entity.
Account Level	Displays the account level Statement of each Virtual account mapped to the Virtual Entity.
Frequency	Displays the frequency of the statement. The available options are: • **Daily** • **Weekly** • **Monthly** • **Quarterly** • **Yearly**

Field Name	Description
Due On	Displays the Due day/date/month/quarter/year required for the Virtual Account statement. The available options based on the frequency selected are: • **Daily** - This field is not applicable and will not appear for Daily frequency. • **Weekly** - Displays the day when the account statement needs to be generated for the week. • **Monthly** - Displays the day of the month when the account statement needs to be generated for the month. **Example:** If **Due On** is selected as “31” and the current month has only 28 days, this will be considered as the last day of the month and the account statements will be generated on the last day for all the months. • **Quarterly** - Displays the end month of quarter when the account statement needs to be generated. Statement will always be generated on the last day of the month selected. **Example:** If **Due On** is selected as “March (3)”, the account statement will be generated on the last day of the month (31st March) for the period of 1st January to 31st March. • **Yearly** - Displays the month when the account statement needs to be generated for the year. Statement will always be generated on the last day of the month selected.
MT Statement Preferences	
Generate MT940	Displays the preference to download the statement in MT940 format.
Generate MT950	Displays the preference to download the statement in MT950 format.
Generate MT942	Displays the preference to download the statement in MT942 format.
Generate Message Only on Movement	Displays the generate message only on movement.
Report Transactions Since	Displays the since when the statement to be generated.
Generation Time	Displays the time when the statement is needed.
Display IBAN	Displays the preference for IBAN which will be applicable for the all the Virtual Accounts linked under this entity.
ISO Statement Preferences	
Generate CAMT.053	Displays the preference to download the statement in CAMT.053 format.
Generate CAMT.052	Displays the preference to download the statement in CAMT.052 format.

Field Name	Description
Generate Message Only on Movement	Displays the preference for generating message only on movement
Report Transactions Since	Displays the report transactions
Generation Time	Displays the time when the statement is needed.

7. Click **Edit** to modify and update the virtual entity.
   OR
   Click **Close** to close the virtual entity.
   OR
   Click **Back** to navigate back to previous screen.

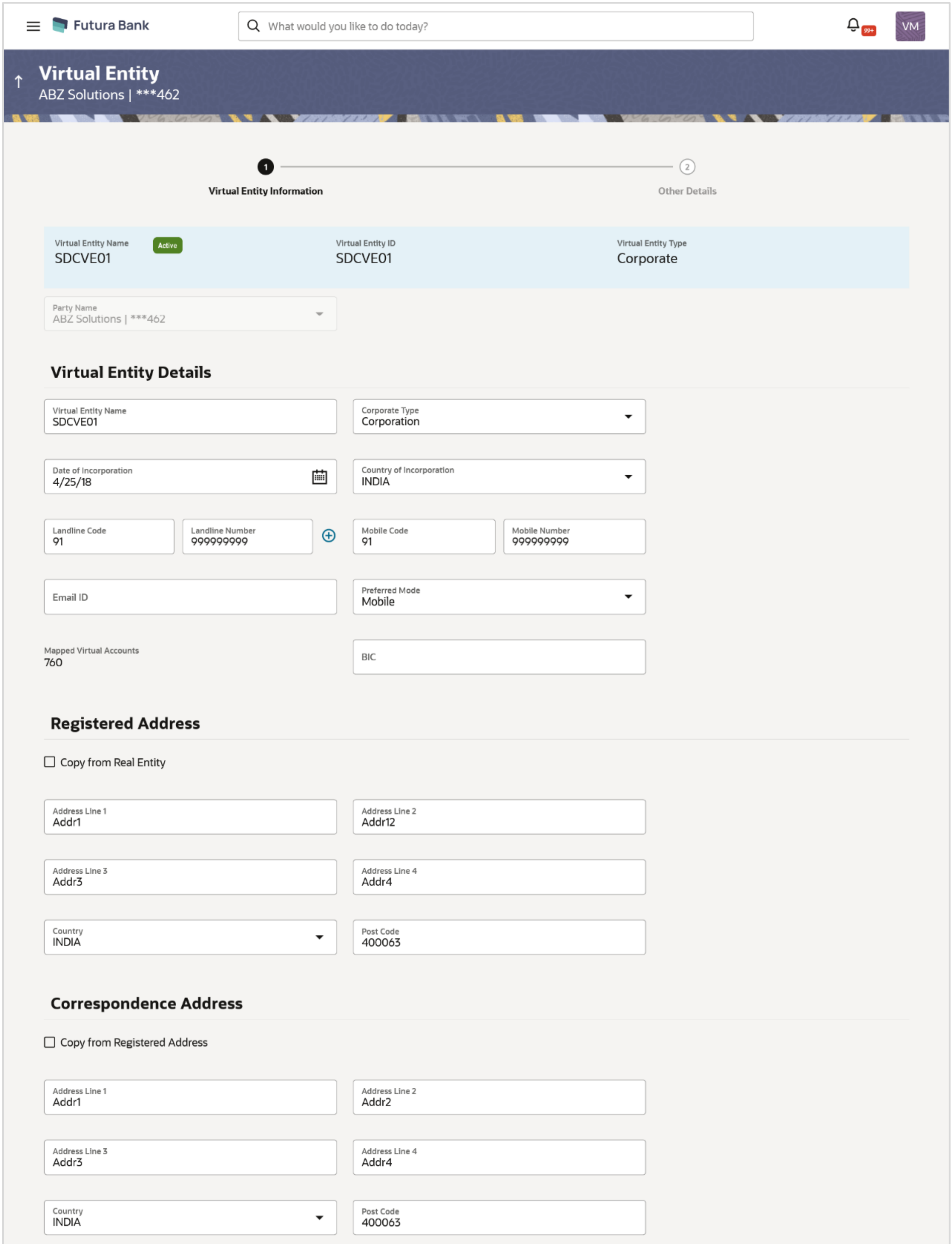
5.3 Edit Virtual Entity

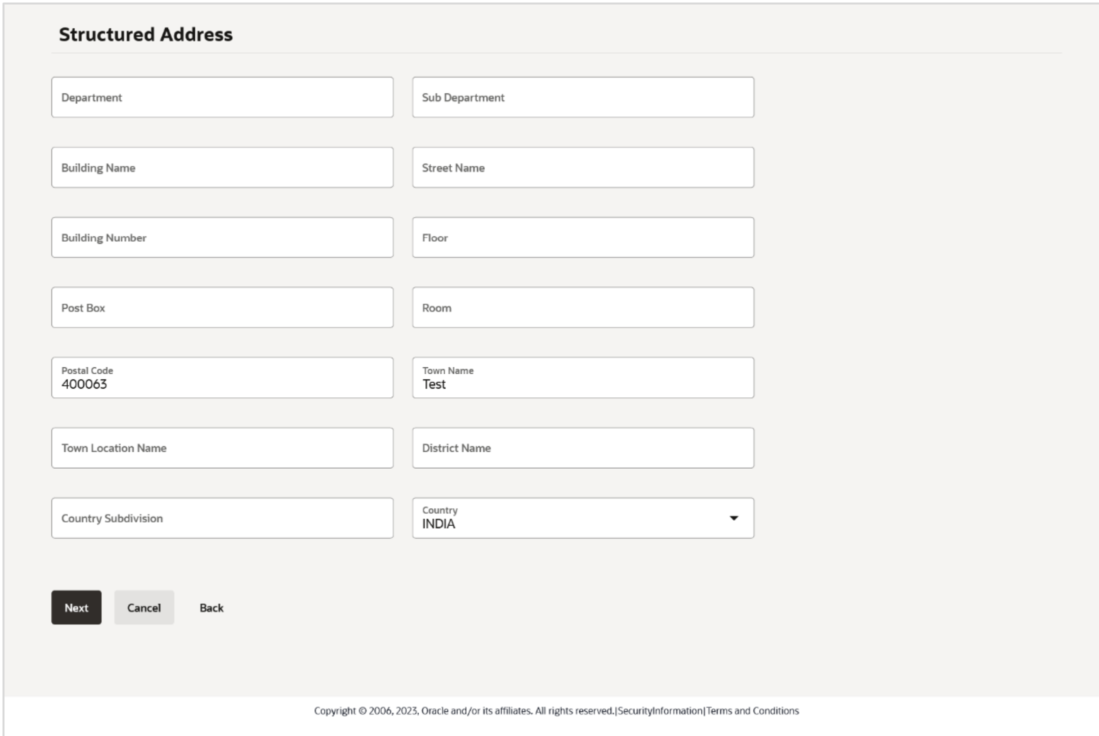
To edit virtual entity:

1. Navigate to the **View Virtual Entity** screen.
2. In the **Party Name** field, select the party name and ID from the dropdown list.
3. In the **Virtual Entity ID** field, enter the unique id of the virtual entity whose details you want to edit.
   OR
   In the **Virtual Entity Name** field, enter the name of the virtual entity whose details you want to edit.
   OR
   Click the desired record under the **Virtual Entity ID & Name** column. The record details are displayed.
4. Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction
5. Click the **Virtual Entity ID & Name** link. The **Virtual Entity - View** screen appears.
6. Click **Edit**.

   The **Edit Virtual Entity - Virtual Entity Information** screen is displayed.

Edit Virtual Entity - Virtual Entity Information





Field Description

Field Name	Description
Virtual Entity Information	
Virtual Entity Name	Displays the name of the virtual entity corresponding to the entity ID.
Virtual Entity ID	Displays the unique ID assigned to each virtual entity.
Virtual Entity Type	Displays the type of the entity, whether the entity is Individual or Corporate.
Party Name	Displays the party name and ID mapped to the selected Virtual Entity.
Virtual Entity Details	
Virtual Entity Name	Specify the name of the virtual entity corresponding to the entity ID.

Field Name	Description
The following fields are displayed if you edit the **Corporate** entity type.	
Corporate Type	Select the corporate type. The options are: • Corporation • Co-operative • Partnership • Sole Proprietorship **Note**: The dropdown list are now available as part of local enumerations.
Date of Incorporation	Select the date of incorporation of the corporate.
Country of Incorporation	Select the country name of the incorporation.
Landline Code	Specify the landline code of the corporate virtual entity holder.
Landline Number	Specify the landline number of the corporate virtual entity holder.
Alternate Landline Code	Specify the landline code of the corporate virtual entity holder. This field appears only if the user clicks on **Add** icon to add alternate landline number.
Alternate Landline Number	Specify the landline number of the corporate virtual entity holder. This field appears only if the user clicks on **Add** icon to add alternate landline number.
Mobile Code	Specify the mobile code of the corporate virtual entity holder.
Mobile Number	Specify the mobile number of the corporate virtual entity holder.
Email ID	Specify the email address of the corporate virtual entity holder.
Preferred Mode	Specify the preferred mode of the corporate virtual entity holder. The options are: • Mobile • Email
BIC	Specify the BIC of the Corporate Virtual Entity Holder.

Field Name	Description
Mapped Virtual Accounts	Displays the count of all the child accounts mapped to the virtual entity.

Registered Address

The following fields are blank and by selecting the **Copy from Real Entity** function the fields get auto populated from real entity in editable format. User can clear the fields by de-selecting the **Copy from Real Entity** check box.

Address Line 1	Specify the first line of address of the corporate virtual entity holder.
Address Line 2	Specify the second line of address of the corporate virtual entity holder.
Address Line 3	Specify the third line of address of the corporate virtual entity holder.
Address Line 4	Specify the fourth line of address of the corporate virtual entity holder.
Country	Select the country name of the corporate virtual entity holder.
Post Code	Specify the post code of the corporate virtual entity holder.

Correspondence Address

The following fields are blank and by selecting the **Copy from Registered Address** function the fields of registered address get auto populated from real entity in editable format. User can clear the fields by de-selecting the **Copy from Registered Address** check box.

Address Line 1	Specify the first line of mailing address of the corporate virtual entity holder.
Address Line 2	Specify the second line of mailing address of the corporate virtual entity holder.
Address Line 3	Specify the third line of mailing address of the corporate virtual entity holder.
Address Line 4	Specify the fourth line of mailing address of the corporate virtual entity holder.
Country	Select the country name of the corporate virtual entity holder.
Post Code	Specify the post code of the corporate virtual entity holder.

Structured Address

Department	Specify the department of the virtual entity holder.

Field Name	Description
Sub-Department	Specify the sub-department of the virtual entity holder.
Street Name	Specify the street name of the corporate virtual entity holder.
Building Number	Specify the building number of the virtual entity holder.
Building Name	Specify the building name of the virtual entity holder.
Floor	Specify the floor number of the corporate virtual entity holder.
Post Box	Specify the post box number of the virtual entity holder.
Room	Specify the room number of the corporate virtual entity holder.
Post Code	Specify the post code of the virtual entity holder.
Town Name	Specify the town name of the corporate virtual entity holder.
Town Location Name	Specify the town location name of the corporate virtual entity holder.
District Name	Specify the district name of the corporate virtual entity holder.
Country Subdivision	Specify the country subdivision of the corporate virtual entity holder.
Country	Select the country name of the corporate virtual entity holder.
The following fields are displayed if you select the **Virtual Entity Type** as **Individual**.	
First Name	Specify the first name of the virtual entity holder.
Last Name	Specify the last name of the virtual entity holder.
Date of Birth	Specify the date of the birth of the virtual entity holder.
Gender	Specify the gender of the virtual entity holder. The options are: • Male • Female • Other • Prefer Not to Disclose
Nationality	Specify the nationality of the virtual entity holder.
National ID	Specify the national ID of the virtual entity holder.

Field Name	Description
Home Phone Code	Specify the home phone code of the virtual entity holder.
Home Phone Number	Specify the home phone number of the virtual entity holder.
Work Phone Code	Specify the work phone code of the virtual entity holder.
Work Phone Number	Specify the work phone number of the virtual entity holder.
Mobile Code	Specify the mobile code of the virtual entity holder.
Mobile Number	Specify the mobile number of the virtual entity holder.
Email ID	Specify the email address of the virtual entity holder.
Preferred Mode	Select the preferred mode of the virtual entity holder. The options are: • Mobile • Email

Registered Address

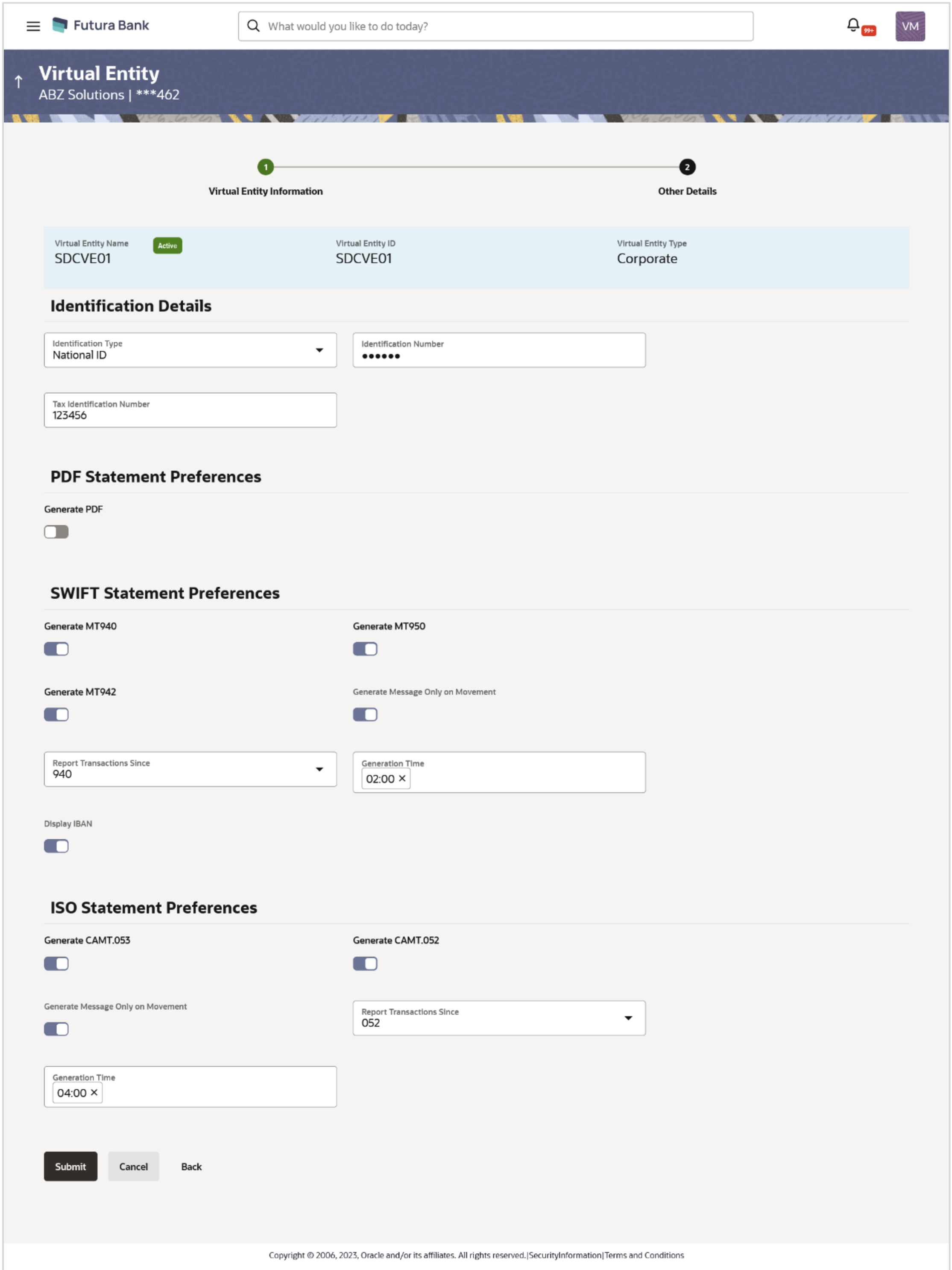
The following fields are blank and by selecting the **Copy from Real Entity** function the fields get auto populated from real entity in editable format. User can clear the fields by de-selecting the **Copy from Real Entity** check box.

Address Line 1	Specify the first line of mailing address of the virtual entity holder.
Address Line 2	Specify the second line of mailing address of the virtual entity holder.
Address Line 3	Specify the third line of mailing address of the virtual entity holder.
Address Line 4	Specify the fourth line of mailing address of the virtual entity holder.
Country	Specify the country name of the virtual entity holder.
Post Code	Specify the post code of the virtual entity holder.
Structured Address	
Department	Specify the department of the virtual entity holder.
Sub-Department	Specify the sub-department of the virtual entity holder.
Street Name	Specify the street name of the corporate virtual entity holder.

Field Name	Description
Building Number	Specify the building number of the virtual entity holder.
Building Name	Specify the building name of the virtual entity holder.
Floor	Specify the floor number of the corporate virtual entity holder.
Post Box	Specify the post box number of the virtual entity holder.
Room	Specify the room number of the corporate virtual entity holder.
Post Code	Specify the post code of the virtual entity holder.
Town Name	Specify the town name of the corporate virtual entity holder.
Town Location Name	Specify the town location name of the corporate virtual entity holder.
District Name	Specify the district name of the corporate virtual entity holder.
Country Subdivision	Specify the country subdivision of the corporate virtual entity holder.
Country	Select the country name of the corporate virtual entity holder.

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

Edit Virtual Entity - Other Details



Field Description

Field Name	Description
Identification Details	
Identification Type	Select the identification type of the virtual entity holder. **Note:** The dropdown list is now available as part of local enumerations.
Identification Number	Specify the identification number corresponding to the identification type.
Tax Identification Number	Specify the tax identification number of the virtual entity holder.
PDF Statement Preferences	
Generate PDF	Click the Generate PDF toggle if you want preference for statement download in PDF format. Below section is enabled if you click Generate PDF toggle.
Statement Type	
Consolidated	Select the consolidated statement of all the Virtual Accounts mapped to the Virtual Entity.
Account Level	Select the account level Statement of each Virtual account mapped to the Virtual Entity.
Frequency	Select the frequency of the statement. The available options are: • **Daily** • **Weekly** • **Monthly** • **Quarterly** • **Yearly**

Field Name	Description
Due On	Select the Due day/date/month/quarter/year required for the Virtual Account statement. The available options based on the frequency selected are: • **Daily -** This field is not applicable and will not appear for Daily frequency. • **Weekly** - Select the day when the account statement needs to be generated for the week. • **Monthly** - Select the day of the month when the account statement needs to be generated for the month. **Example:** If **Due On** is selected as "31" and the current month has only 28 days, this will be considered as the last day of the month and the account statements will be generated on the last day for all the months. • **Quarterly** - Select the end month of quarter when the account statement needs to be generated. Statement will always be generated on the last day of the month selected. **Example:** If **Due On** is selected as "March (3)", the account statement will be generated on the last day of the month (31st March) for the period of 1st January to 31st March. • **Yearly** - Select the month when the account statement needs to be generated for the year. Statement will always be generated on the last day of the month selected.
MT Statement Preferences	
Generate MT940	Click the toggle to set up your preference to download the statement in MT940 format.
Generate MT950	Click the toggle to set up your preference to download the statement in MT950 format.
Generate MT942	Click the toggle to set up your preference to download the statement in MT942 format.
Generate Message Only on Movement	Click the toggle to generate message only on movement. This field is enabled if you click the Generate MT942 toggle.
Report Transactions Since	Select since when you want the statement to be generated. This field is enabled if you click the Generate MT942 toggle.
Generation Time	Specify the time when the statement is needed. This field is enabled if you click the Generate MT942 toggle.
Display IBAN	Click the toggle to set up the preference for IBAN which will be applicable for the all the Virtual Accounts linked under this entity.

Field Name	Description
ISO Statement Preferences	
Generate CAMT.053	Click the toggle to set up your preference to download the statement in CAMT.053 format.
Generate CAMT.052	Click the toggle to set up your preference to download the statement in CAMT.052 format.
Generate Message Only on Movement	Click the toggle to generate message only if there is any transaction posted. This field is enabled if you click the Generate CAMT.052 toggle.
Report Transactions Since	Select since when you want the statement to be generated. This field is enabled if you click the Generate CAMT.052 toggle.
Generation Time	Specify the time when the statement is needed. This field is enabled if you click the Generate CAMT.052 toggle.

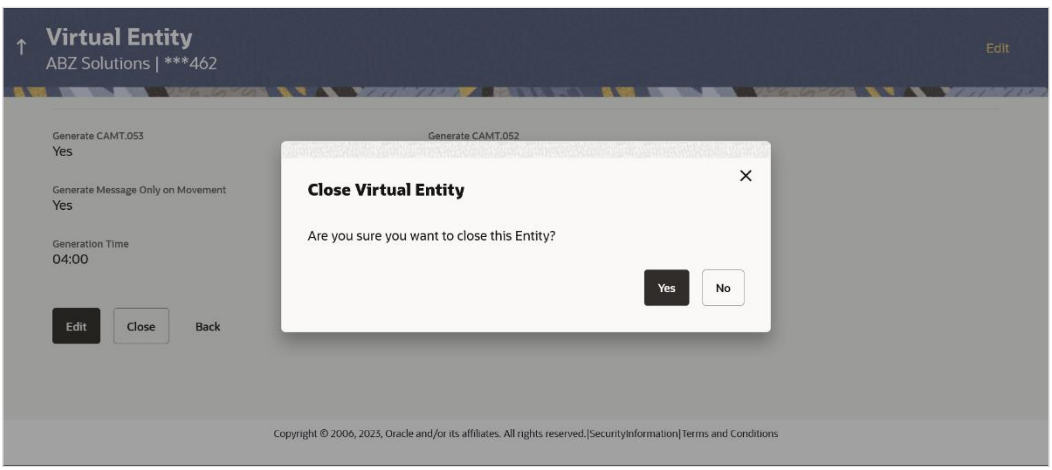
8. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
9. The **Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
   User is directed to **Other Details** screen with values in editable form.
10. The success message of **Virtual Entity** update appears along with the reference number.
    OR
    Click **Home** to navigate to the dashboard.
    OR
    Click **Go To Overview** to navigate to the Virtual Account management dashboard.
    OR
    Click **Create Virtual Entities** to create Virtual Entities.
    OR
    Click **Create Virtual Accounts** to create Virtual Accounts.

5.4 Close Virtual Entity

To close virtual entity:

1. Navigate to the **View Virtual Entity** and in the **Virtual Entity ID** field, enter the unique ID of the virtual entity whose details you want to close.
   OR
   In the **Virtual Entity Name** field, enter the name of the virtual entity whose details you want to close.
   OR
   Click the desired record under the **Virtual Entity ID & Name** column. The record details are displayed.
2. Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction.
3. Click the **Virtual Entity ID & Name** link. The **Virtual Entity – View** screen appears.
4. Click **Close**. The message is displayed prompting for record closing.

Close Virtual Entity



Note: You can close an entity, only if all the Virtual Accounts are closed.

5. Click **Yes** to close the virtual entity. The success message of Virtual Entity deletion is displayed along with the reference number.
   OR
   Click **No** if you do not wish to close the Virtual Entity.
6. Click **Home** to navigate to the dashboard screen.

5.5 Inter-Entity Position

User can view the positions between the two entities of the associated parties for a day or for a given period.

How to reach here:
Toggle Menu > Virtual Account Management > Virtual Entity > Inter-Entity Position

To inter-entity position:

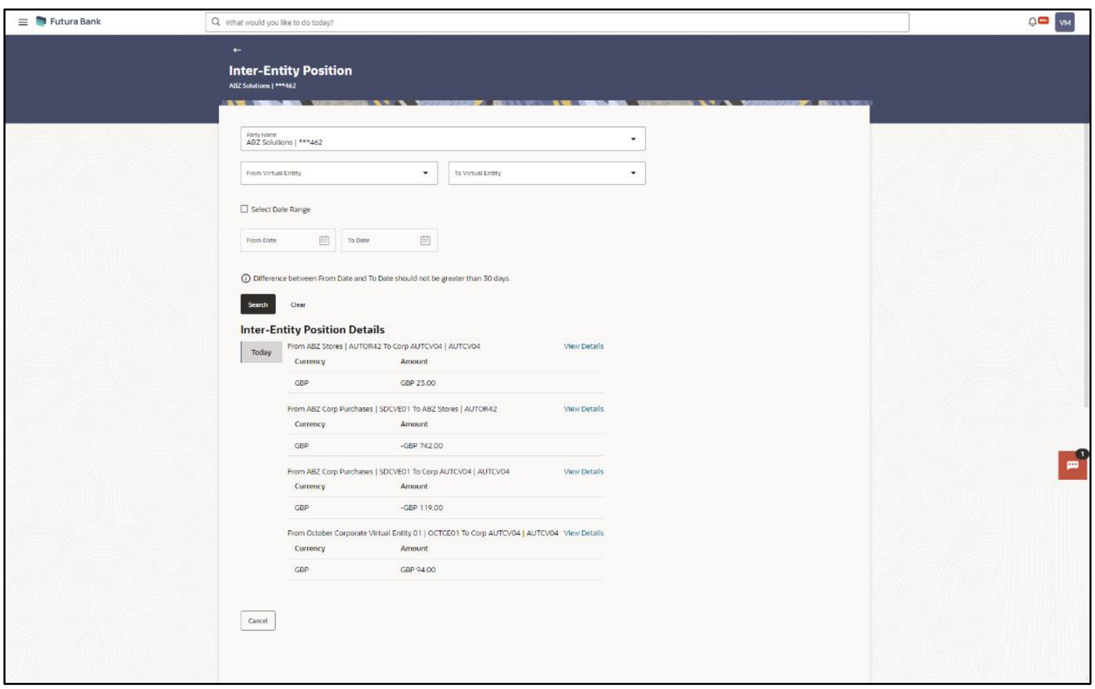
1. Navigate to the **View** Inter-Entity Position screen.
2. In the **Party Name** field, select the party name and ID from the dropdown list.
3. In the **From Virtual Entity** field, select the virtual entity from the drop-down list from which the inter-entity position details have to be fetched.
4. In the **To Virtual Entity** field, select the virtual entity from the drop-down list to which the inter-entity position details have to be fetched.
5. From the **Date Range** list, select the **From** and **To** date from the calendar.

   Note: This field is enabled only when the user selects the **Select Date Range** checkbox.

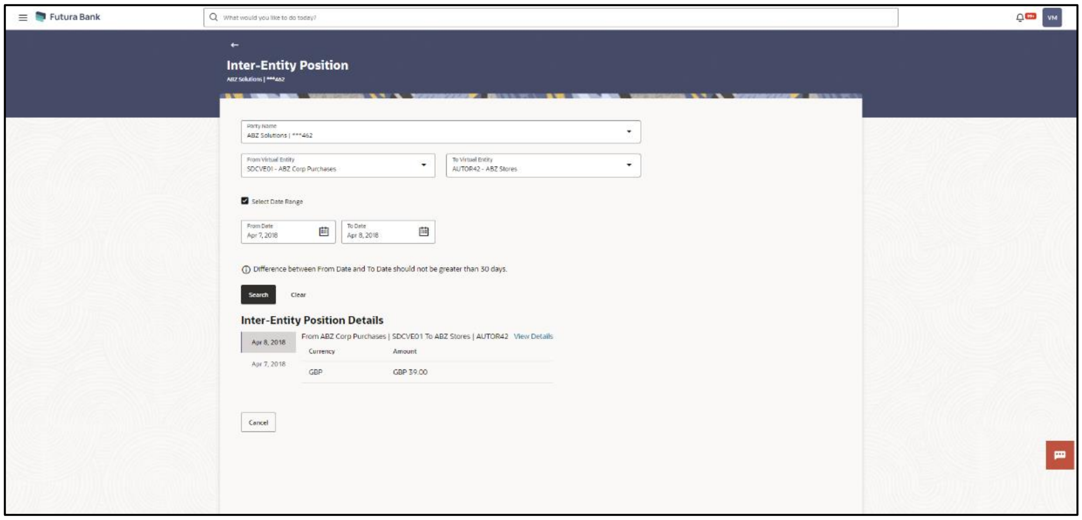
6. Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear** if you want to reset the search parameters.

   Note: By default, the Inter-Entity Position data for today will appear for the different virtual entities.

Inter-Entity Position - Today



Inter-Entity Position – With Selected Date Range



Field Description

Field Name	Description
From Virtual Entity	Displays the entity from which the inter-entity positions are fetched.
To Virtual Entity	Displays the entity to which the inter-entity positions are fetched.
Currency	Displays the currency of the position.
Amount	Displays the amount of the inter-entity position.

7. Click **View Details** to view the inter-entity details.

   The **View Details** screen appears.

Inter-Entity Details

From Account No. & Name	To Account No. & Name	Amount
xxxxxxxxxxxx2393 VA 01	xxxxxxxxxxxx0035 Account 03	GBP 14.00
xxxxxxxxxxxx2561 Installer VA02	xxxxxxxxxxxx0035 Account 03	-GBP 20.00
xxxxxxxxxxxx2179 VA for Rate	xxxxxxxxxxxx0035 Account 03	-GBP 113.00

6. Virtual Account

Virtual accounts are notional accounts, which represents real accounts, and they are linked either to a real account directly or linked via Virtual Accounts structure. These accounts are series of dummy accounts used to make and receive payments on behalf of one physical account. Virtual accounts also offer corporates the ability to reconcile payments in real time.

This feature allows following:

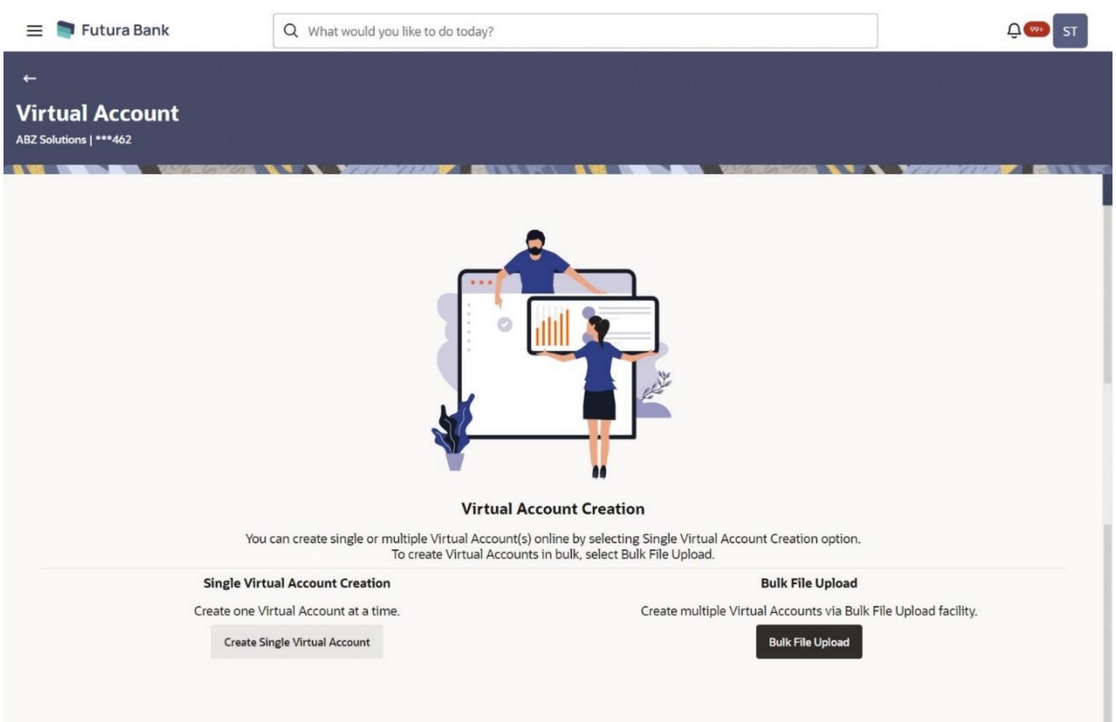
- Create Virtual Account
- View Virtual Account
- Edit Virtual Account
- Close Virtual Account

6.1 Create Virtual Account

How to reach here:

Toggle Menu > Virtual Account Management > Virtual Account > Create Virtual Account
OR
Toggle Menu > Virtual Account Management > Overview > Virtual Entity Summary > Create Virtual Account

Virtual Account Creation



1. Click **Single Virtual Account Creation** to create one Virtual Account.
   OR
   Click **Bulk File Upload** to create the multiple Virtual Accounts through Bulk File Upload.

To create Virtual Account:

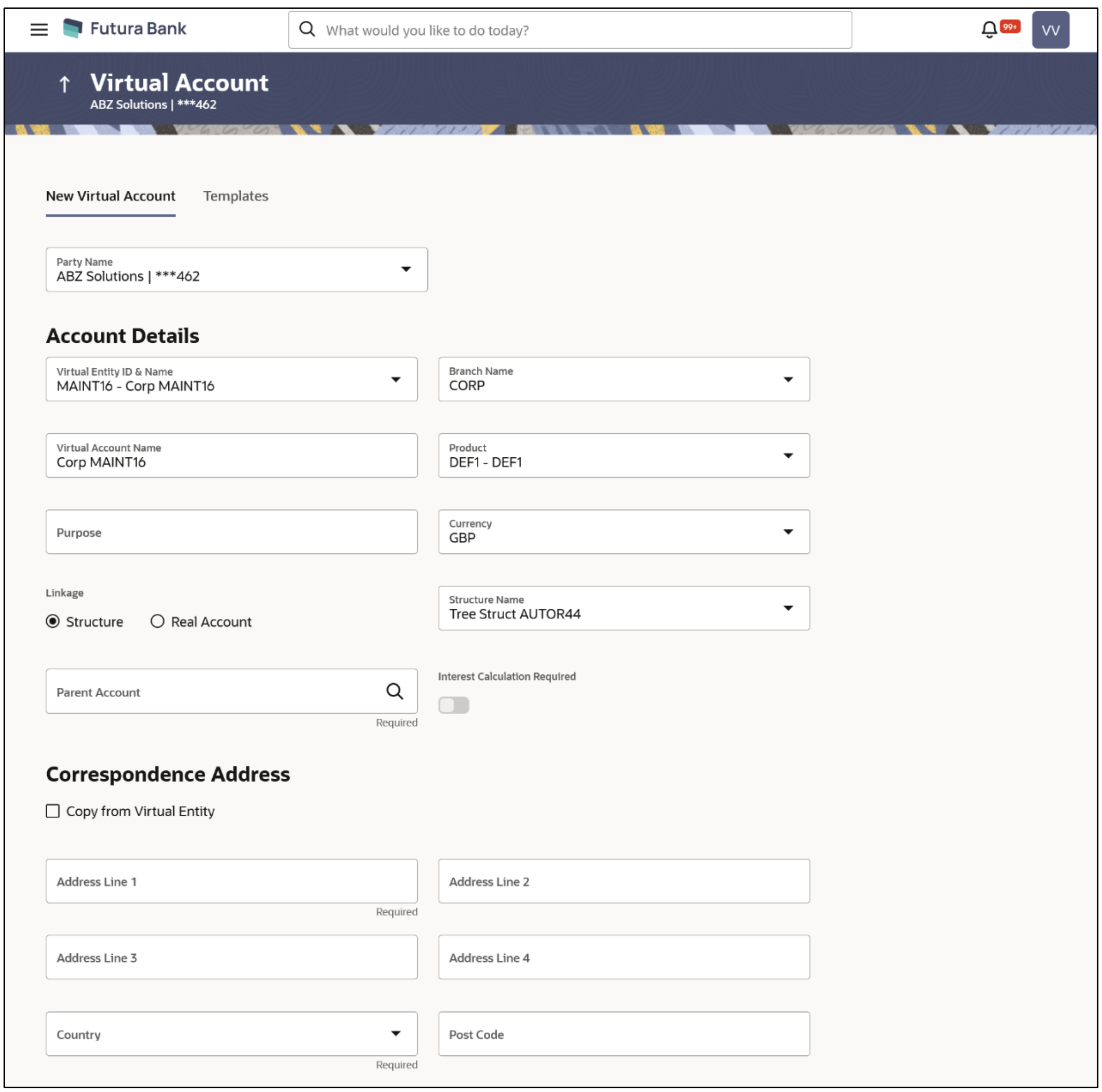
2. In the **Party Name** field, select the party name and ID from the dropdown list.
3. In the **Virtual Entity ID & Name** field, enter the virtual Entity ID or Name and, click .
4. From the **Branch Name** list, select the branch where Virtual Account is to be opened.
5. In the **Virtual Account Name** field, enter the Virtual Account name.
6. From the **Product** list, select the Virtual Account product.
7. In the **Purpose** field, enter the purpose of account opening.
8. From the **Currency** list, select the Virtual Account currency.
9. In the **Linkage** type, select the linkage type as Structure or Real Account.
10. If you select **Structure** option, select the structure name from the respective list.
11. In the **Parent Account** field, click **Search** icon to search the parent account number.

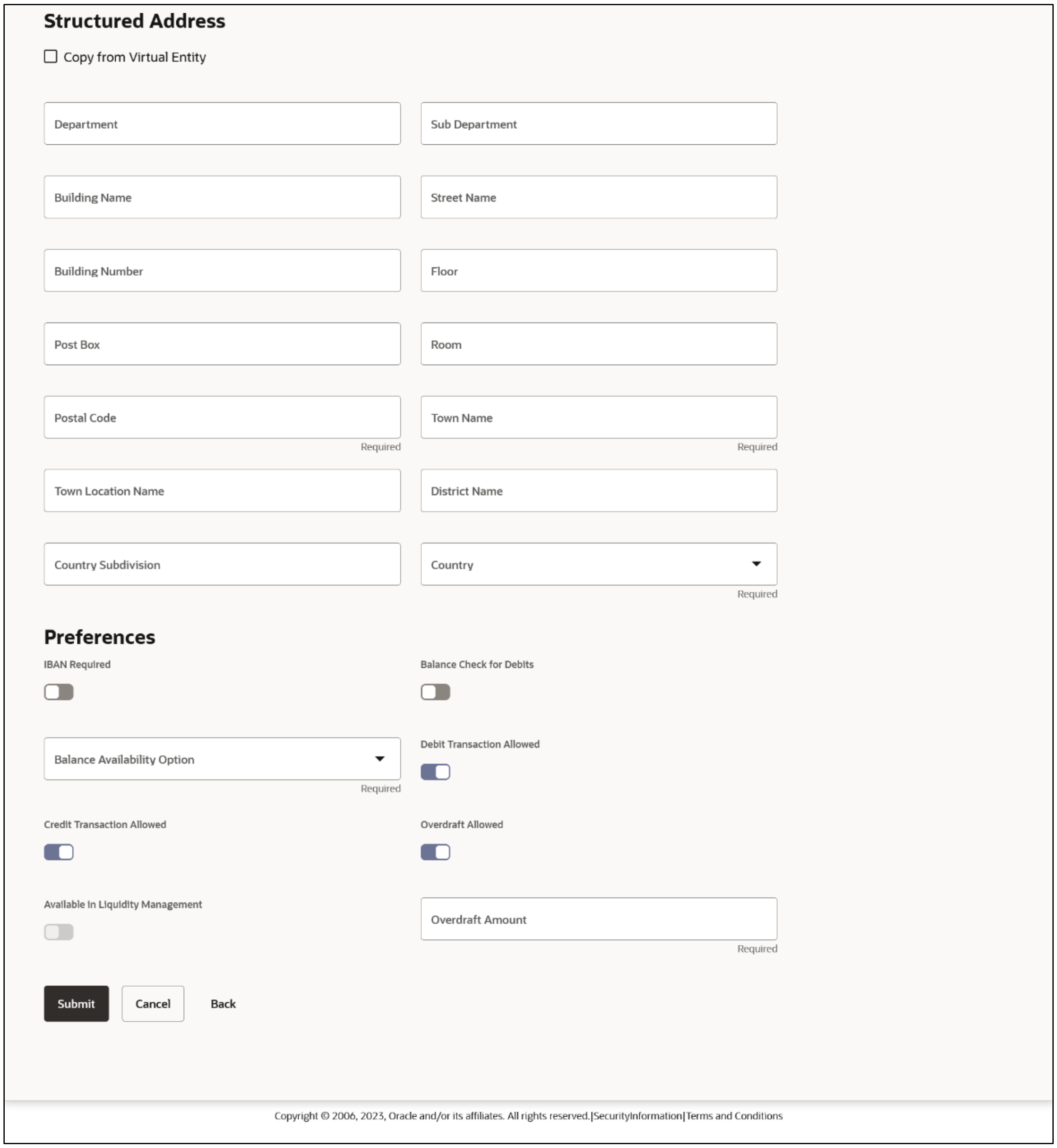
    The **Search Parent Account** overlay appears.
12. In the **Search Parent Account** overlay screen, select the required filter criteria in the respective fields.
13. Click **Search** to search the parent account based on search criteria.
    OR
    Click **Clear** to reset the entered data.
    OR
    Click **Cancel** to cancel the Parent Account selection.
14. Search and select the parent account number from the list.
15. If you select **Real Account** option, select the real account number and name from the **Real Account Number** list.
16. Move the **Interest Calculation Required** slider to calculate interest on the Virtual Account.

    Note: Application displays the **Interest Rates** link for the product where the interest rates are maintained. Click on the link to view the details of interest rates maintained for the selected Virtual Account product.
17. To keep Correspondence Address as Virtual Entity address, select the **Copy from Virtual Entity** check box.
18. If the **Correspondence Address** is not same as entity address:
    a. In the **Address Line 1** field, enter the first line of the correspondence address.
    b. In the **Address Line 2** field, enter the second line of the correspondence address.
    c. In the **Address Line 3** field, enter the third line of the correspondence address.
    d. In the **Address Line 4** field, enter the fourth line of the correspondence address.
    e. From the **Country** list, select the country.
    f. In the **Post Code** field, enter the postal code.
19. To keep Structured Address same as Virtual Entity address, select the **Copy from Virtual Entity** check box.
    OR
    Enter the required information in **Structured Address** fields.

20. Move the **IBAN Required** slider to avail the IBAN.
21. Move the **Balance Check for Debits** slider to check the account balance while debiting the account.
22. Select the appropriate option from the **Balance Availability Option** list.
    a. If you select **Fixed Amount** in **Pool** option from the **Balance Availability Option** list, enter the amount in the **Fixed Amount** in **Pool** field.
23. Move the **Debit Transaction Allowed** slider to debit the Virtual Account.
24. Move the **Credit Transaction Allowed** slider to credit the Virtual Account.
25. Move the **Overdraft Allowed** slider to avail the overdraft facility on the Virtual Account.
    a. If you select **Overdraft Allowed** option, enter the fixed overdraft amount in the **Overdraft Amount** field.
26. Move the **Available in Liquidity Management** slider to enable the Virtual Account for creating Liquidity Management structure.

Create Virtual Account





Structured Address

☐ Copy from Virtual Entity

Department

Sub Department

Building Name

Street Name

Building Number

Floor

Post Box

Room

Postal Code
Required

Town Name
Required

Town Location Name

District Name

Country Subdivision

Country
Required

Preferences

IBAN Required

Balance Check for Debits

Balance Availability Option
Required

Debit Transaction Allowed

Credit Transaction Allowed

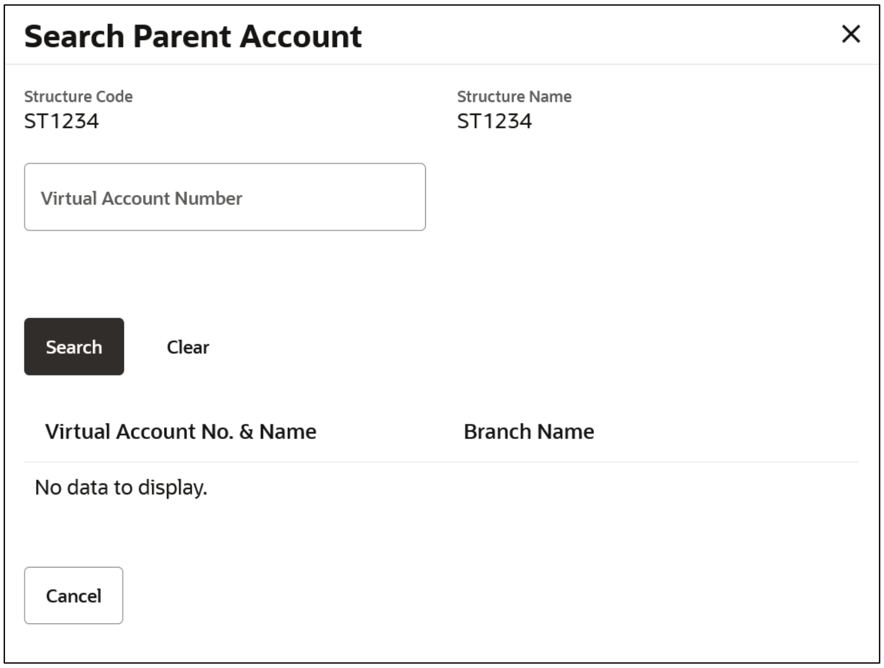
Overdraft Allowed

Available In Liquidity Management

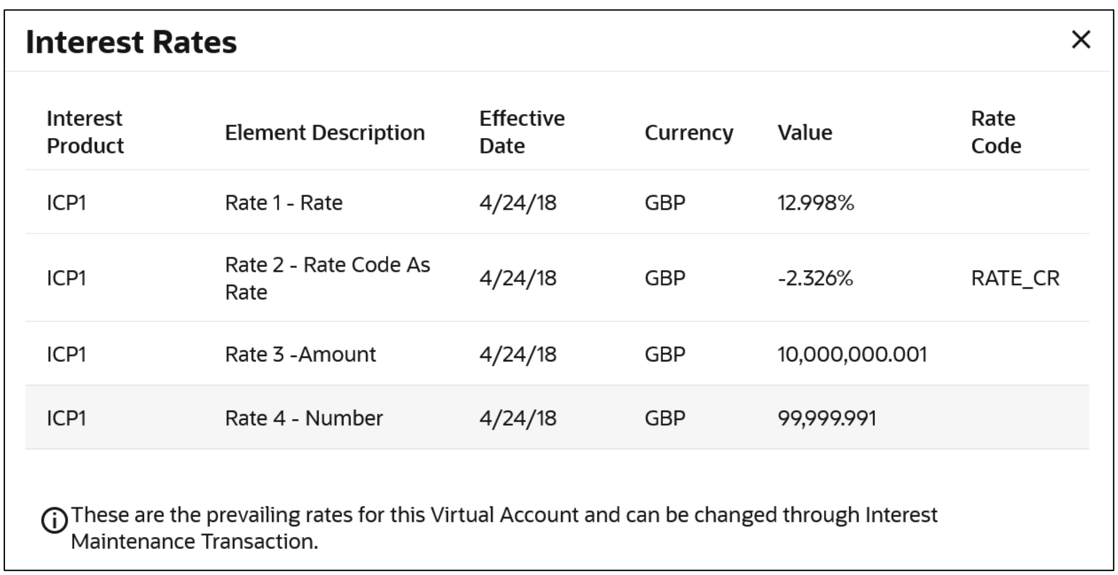
Overdraft Amount
Required

Submit Cancel Back

Search Parent Account



Interest Rates Overlay



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list in which the Virtual Account must be created. By default, the primary party of the logged-in user is selected.

Field Name	Description
Account Details	
Virtual Entity ID & Name	Select the virtual entity ID and name under which the Virtual Accounts are created.
Branch Name	Select the Branch Name where Virtual Account is to be created. **Note:** User can view the branch names for which he has access to.
Virtual Account Name	Specify the name of the Virtual Account holder. **Note**: Virtual Account Name is defaulted same as Virtual Entity however same can be modified manually.
Product	Select the product in which Virtual Account to be created.
Purpose	Specify the purpose of the creating a Virtual Account.
Currency	Select the currency of the Virtual Account. **Note**: Currency which are applicable for the selected Product will only be populated in the list.
Linkage	Select the linkage type. The options are • Structure • Real Account
Structure Name	Select the structure name to which the Virtual Account has to be added. This field is displayed if **Structure** is selected as **Linkage** preference.
Parent Account Number	Select the Parent account number and name to which the Virtual Account has to be linked. This field is displayed if **Structure** is selected as **Linkage** preference.
Search Parent Account	
Structure Code	Displays the structure code.
Structure Name	Displays the name of the structure.
Virtual Account Number	Specify the Virtual account number.

Field Name	Description
Search Result	

Note:

User can view only the configured number of Virtual Account Number in the search results.

If the search result count exceeds the configured count, an error message appears to refine the search criteria.

Field Name	Description
Virtual Account No. & Name	Displays the Virtual Account number and name.
Branch Name	Displays the branch of the account.
Real Account Number	Select the Real account number and name to which the Virtual Account has to be linked. This field is displayed if **Real Account** is selected as **Linkage** preference. **Note:** User can search the Real Accounts by Account Name, Account Number, Branch or Currency based on the parameters set in the system configuration and displays these details in the search results and the respective fields once the required account is selected.
Interest Calculation Required	Move the slider to display the applicable Interest Rates for the selected Virtual Account. **Note**: Interest Calculation Required gets automatically enabled if it is supported for the selected product. It can be disabled if the user does not require it. If the Interest Calculation is not supported for the selected product and it will be in disabled mode, then the user cannot change it.
Interest Rates	Interest rates link is displayed for only those products where the interest calculation required is supported and toggle is enabled. If the user has not selected the Product, Branch & Currency fields, the appropriate error message will appear.

Interest Rates Overlay

On selection of Virtual Account product, application displays the interest rates maintained for the product. Below mentioned field are displayed.

Note: **Interest Rates** overlay will appear only if the user selects Product, Currency, and Branch Name.

Field Name	Description
Interest Product	Displays the name of the interest product for which the interest rates are maintained.

Field Name	Description
Rate Description	Displays the description of the interest rate.
Effective Date	Displays the date from which the interest rate is effective.
Currency	Displays the name of the currency name under which the Virtual Account is to be opened.
Rate	Displays the interest rate maintained for the product.
Rate Code	Displays the rate code maintained for the product.
Correspondence Address	
The following fields are blank and by selecting the **Copy from Virtual Entity** function the fields of correspondence address get auto populated from Virtual entity address in editable format. User can clear the fields by de-selecting the **Copy from Virtual Entity** check box.	
Address Line 1	Specify the correspondence address line 1 of the Virtual Account holder.
Address Line 2	Specify the correspondence address line 2 of the Virtual Account holder.
Address Line 3	Specify the correspondence address line 3 of the Virtual Account holder.
Address Line 4	Specify the correspondence address line 4 of the Virtual Account holder.
Country	Select the country name of the corporate virtual entity holder.
Post Code	Specify the post code of the Virtual Account holder.
Structured Address	
The following fields are blank and by selecting the **Copy from Virtual Entity** function the fields of structured address get auto populated from Virtual entity address in editable format. User can clear the fields by de-selecting the **Copy from Virtual Entity** check box.	
Department	Specify the department of the Virtual Account holder.
Sub-Department	Specify the sub-department of the Virtual Account holder.
Street Name	Specify the street name of the corporate Virtual Account holder.
Building Number	Specify the building number of the Virtual Account holder.
Building Name	Specify the building name of the Virtual Account holder.

Field Name	Description
Floor	Specify the floor number of the corporate Virtual Account holder.
Post Box	Specify the post box number of the Virtual Account holder.
Room	Specify the room number of the corporate Virtual Account holder.
Post Code	Specify the post code of the Virtual Account holder.
Town Name	Specify the town name of the corporate Virtual Account holder.
Town Location Name	Specify the town location name of the corporate Virtual Account holder.
District Name	Specify the district name of the corporate Virtual Account holder.
Country Subdivision	Specify the country subdivision of the corporate Virtual Account holder.
Country	Select the country name of the corporate Virtual Account holder.
Preferences	

Note: Preferences will be defaulted as per product selected by the user. If preferences are defaulted as No, same cannot be changed later.

Field Name	Description
IBAN Required	Move the slider to avail IBAN. **Note:** if the IBAN required is selected as No during Virtual Account creation, the same cannot be modified later.
Balance Check For Debits	Move the slider to avail balance check while debiting the account.
Balance Availability Option	Select the balance availability preference in the Virtual Account. The options are: • Own Balance • Pool Balance • Fixed Amount In Pool Balance
Fixed Amount In Pool Currency	Specify the fixed amount to be used from the pool. This field is displayed if you select **Fixed Amount In Pool Balance** option from the **Balance Availability Option** list.
Debit Transaction Allowed	Move the slider to avail debit transaction preference on the Virtual Account.

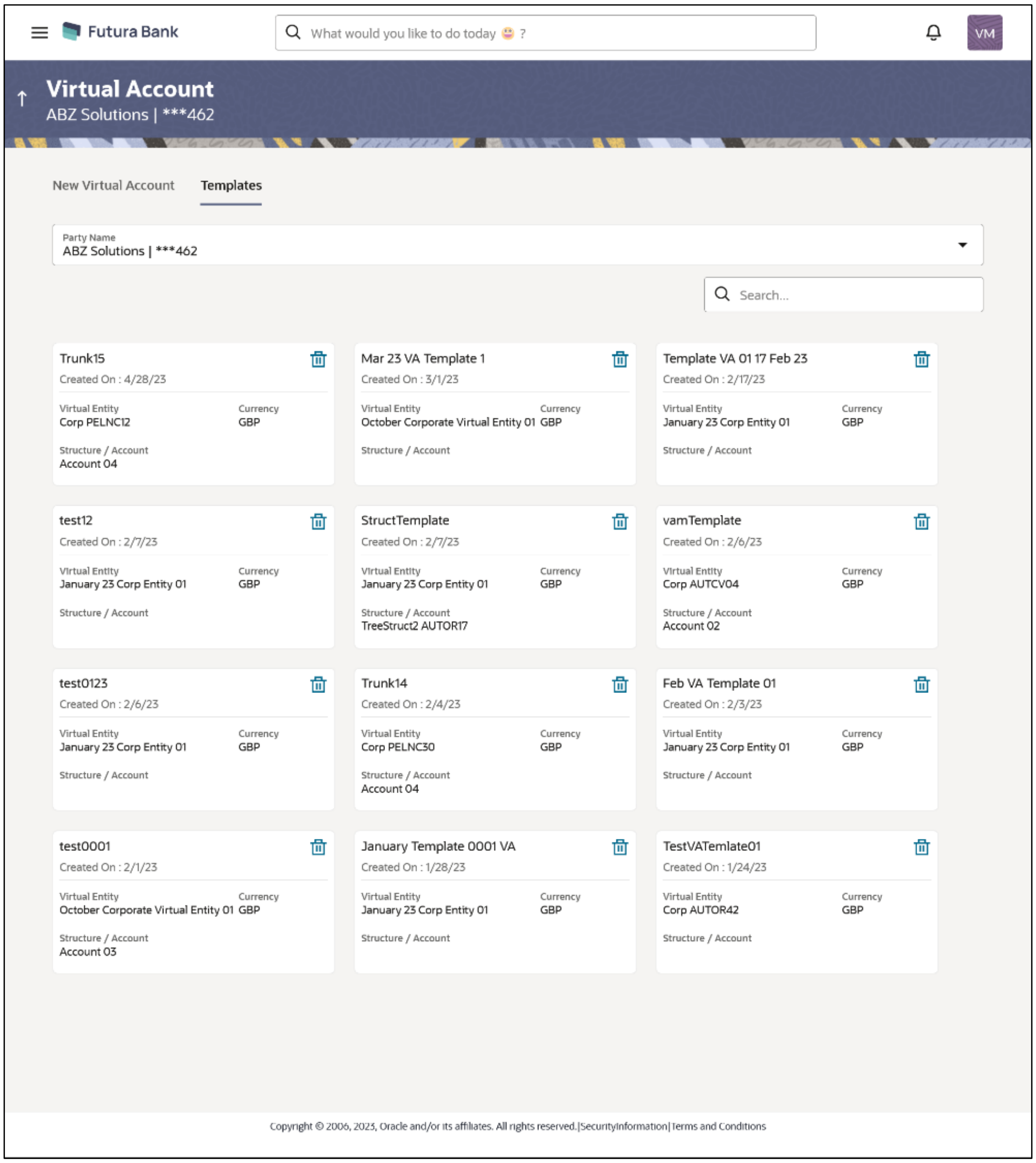
Field Name	Description
Credit Transaction Allowed	Move the slider to avail credit transaction preference on the Virtual Account.
Overdraft Allowed	Move the slider to avail overdraft preference on the Virtual Account.
Overdraft Amount	Specify the fixed amount as overdraft on the Virtual Account. This field is displayed if you select **Overdraft Allowed** preference.
Available in Liquidity Management	Move the slider to avail the Virtual Account to create Liquidity Management structure.

27. Click **Submit**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
28. 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.
29. The success message of Virtual Account creation appears along with the reference number, status and Virtual Account details.
    Click **Save As Template** to save the account details with the template name.
    OR
    Click **Home** to navigate to the dashboard screen.
    OR
    Click **Go To Overview** to navigate to the Virtual Account management dashboard.
    OR
    Click **Create More Accounts** to create Virtual Accounts.
    OR
    Click **Create Structure** to create structure.

To create Virtual Account using Templates:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Create Virtual Account** screen, click **Templates** tab.

Create Virtual Account - Templates



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to filter the applicable Virtual Account templates. By default, the primary party of the logged-in user is selected.
Template Name	Displays the name of the template.
Created on	Displays the date when the template is created.
Virtual Entity	Displays the Virtual Entity to which the Virtual Account is linked.

Field Name	Description
Currency	Displays the currency of the Virtual Account.
Structure/Account	Displays the Structure name / Real Account Name to which the Virtual Account is linked.

Click icon. The Confirmation screen appears.

Click **Yes** to delete the saved Virtual Account template.

3. In the **Search** field, specify and search the required template name.
4. From the **Templates** list, select the required template.

   The **Create Virtual Account** screen is displayed with the details pre-populated.
5. Modify the Virtual Account details, if required.
6. Click **Submit**.
   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 transaction.
   OR
   Click **Back** to navigate to the previous screen.
8. The success message of Virtual Account creation appears along with the reference number, status and Virtual Account details.
   Click **Save As Template** to save the account details with the template name.
   OR
   Click **Home** to navigate to the dashboard screen.
   OR
   Click **Go To Overview** to navigate to the Virtual Account management dashboard.
   OR
   Click **Create More Accounts** to create Virtual Accounts.
   OR
   Click **Create Structure** to create structure.

To save Virtual Account Template:

9. Click **Save As Template** on the success message of Virtual Account creation screen.
   The **Save Template** popup appears

   Save Template

10. In **Template Name** field, specify the template name.
11. Click **Save** to save the Virtual Account template.
    OR
    Click **Cancel** to cancel the transaction.

NOTE:

On saving an existing template (with or without modifications), it will always be saved as a new template.

User is not allowed to save a template with an existing name.

6.2 View Virtual Account

User can search and view the virtual accounts by entering the search criteria. Only accessible virtual accounts are displayed for the user.

How to reach here:

Toggle Menu > Virtual Account Management > Virtual Account > View/Edit Virtual Account

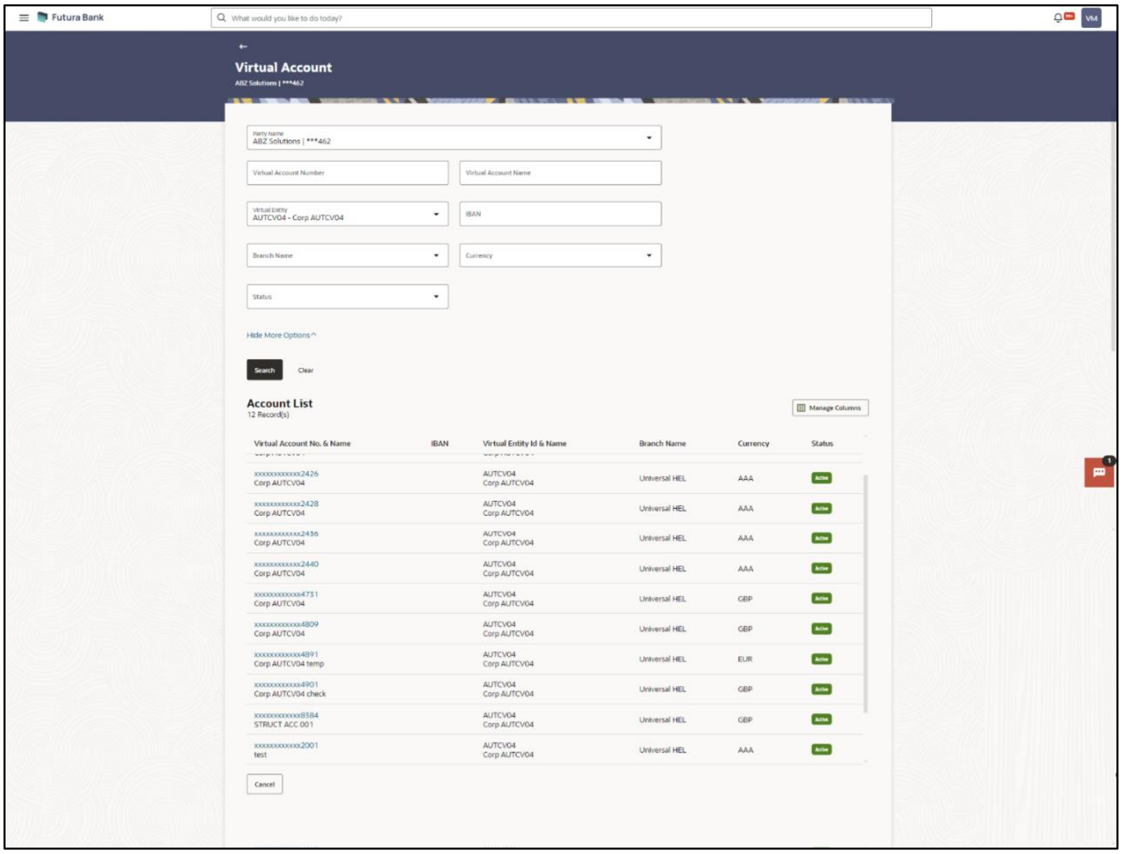
To view Virtual Account:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Virtual Account Number** field, enter the Virtual Account Number.
   OR
   In the **Virtual Account Name** field, enter the Virtual Account name.
   OR
   From the **Virtual Entity** field, select the virtual entity Id or name.
   OR
   In the **IBAN** field, enter the IBAN Number.
   OR
   From the **Branch Name** field, select the Branch name of the Virtual Account.
   Or
   From the **Currency** field, select the currency of the Virtual Account.
   Or
   From the **Status** field, select the status.

   Note: It is mandatory to specify any one of the above parameters to get the search result.

3. Click **Search** to view Virtual Account.
   The search result corresponding to the search criteria is displayed.
   OR
   Click **Clear** to clear the search criteria.
   OR
   Click **Cancel** to cancel the transaction.

View Virtual Account



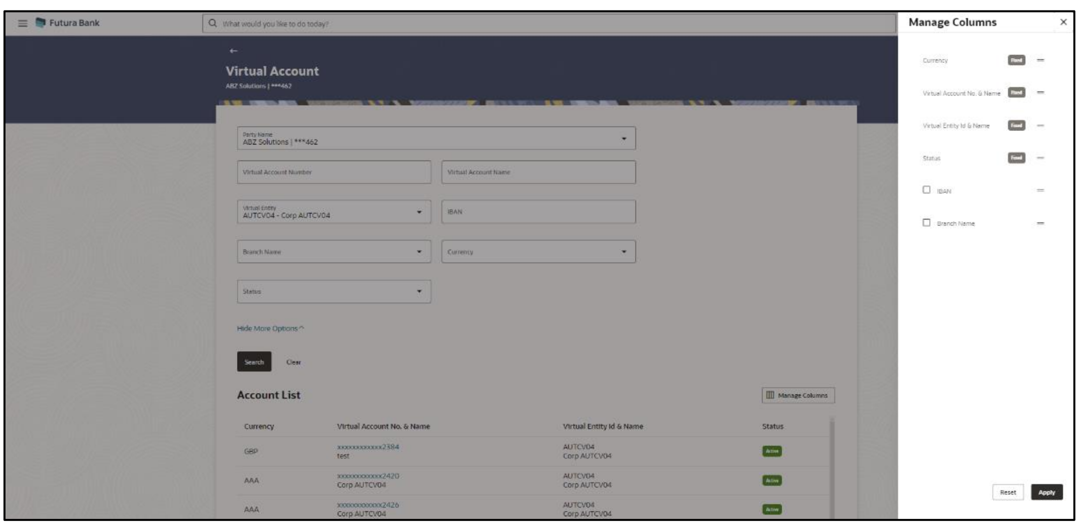
Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable Virtual Accounts. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Accounts are displayed.
Virtual Account Number	Specify the unique identification number assigned to virtual account.
Virtual Account Name	Option to Search by Virtual Account Name.
Show More Options	
More options to select search criteria. Below fields appear if you expand **Show More Options**.	
Virtual Entity	Select the Virtual Entity to which the Virtual Account belongs. User can search by either Virtual Entity ID or name.
IBAN	Option to search by IBAN of the Virtual Account.

Field Name	Description
Branch Name	Option to search by branch name of the Virtual Account.
Currency	Option to search by currency of the Virtual Account.
Status	Option to search by status if active, inactive, or closed.
	Note: It is mandatory to specify any one of the above parameters to get the search result
Account List	
Note: Only accessible accounts are displayed in the search result.	
Total Count of Records	Displays the total count of records based on the search criteria.
Virtual Account No. & Name	Displays the account number and name corresponding to the search criteria.
IBAN	Displays the IBAN of the Virtual Account.
Virtual Entity ID & Name	Displays the ID and name of the virtual entity corresponding to the Virtual Accounts.
Branch	Displays the branch of the Virtual
Currency	Displays the currency of the Virtual Account.
Status	Displays the status of the Virtual Account, whether the Virtual Account is active, inactive, or closed.

4. Click **Manage Columns** to reorder or modify or save column preferences in virtual account screen.

   View Virtual Account – Manage Columns overlay screen appears.



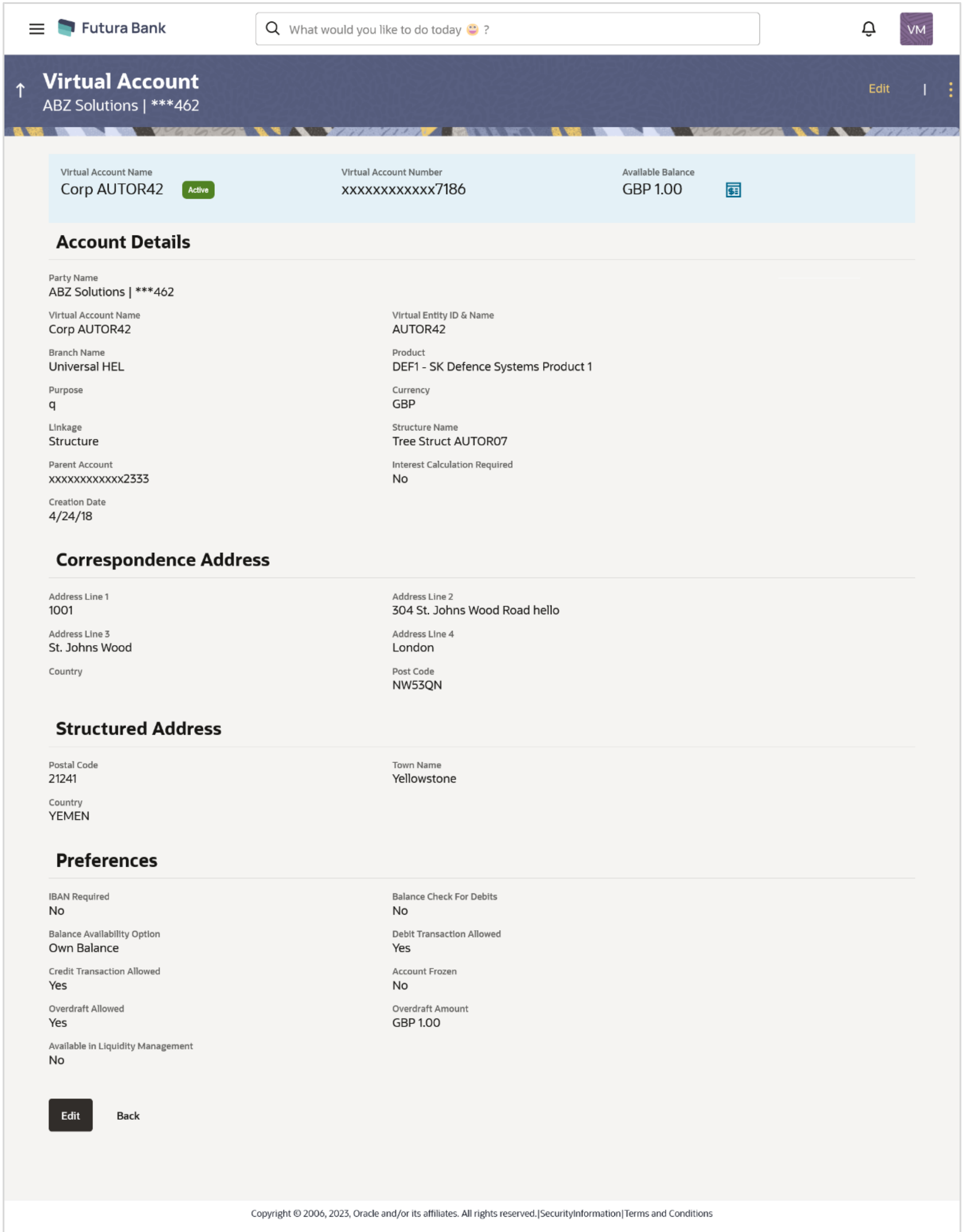
   a. Click **Apply** to apply the modified columns preferences.

   b. Click **Reset** to reset the columns preferences.

5. Click the **Virtual Account Number & Name** link to view the Virtual Account details.

   The **Virtual Account - View** screen is displayed.

   Virtual Account – View



Field Description

Field Name	Description
Party Name	Displays the party name and ID mapped to the selected Virtual Account.
Virtual Account Name	Displays the Virtual Account name with Status Tag if Active, Inactive, or Closed.
Virtual Account Number	Displays the Virtual Account Number.
Available Balance	Displays the balance available in Virtual Account.
Account Details	
Virtual Account Name	Displays the name of the Virtual Account corresponding to the account number.
Virtual Entity ID & Name	Displays the name and ID of the virtual entity.
Branch Name	Displays the Branch Name of the Virtual Account.
Product	Displays the product name under which the Virtual Account is opened.
Purpose	Displays the purpose of the Virtual Account.
Currency	Displays the currency associated with the Virtual Account.
Linkage	Displays the linkage type of the Virtual Account to Structure or Real Account.
Structure Name	Displays the name of the structure to which the Virtual Account is added. This field appears only if the linkage type is selected as Structure.
Parent Account Number	Displays the parent account number and name to which the Virtual Account is linked. This field appears only if the linkage type is selected as Structure.
Real Account Number	Displays the Real account number and name to which the Virtual Account is linked. This field appears only if the linkage type is selected as Real Account.
Interest Calculation Required	Displays whether interest calculation is required at the account level.

Field Name	Description
Interest Rates	Displays the Interest Rates link for Virtual Account where the interest calculation is required.
Interest History	Displays the Interest History for Virtual Account where the interest calculation is required.
Creation Date	Displays the account creation date.
Correspondence Address	
Address Line 1	Displays the correspondence address line 1 of the Virtual Account holder.
Address Line 2	Displays the correspondence address line 2 of the Virtual Account holder.
Address Line 3	Displays the correspondence address line 3 of the Virtual Account holder.
Address Line 4	Displays the correspondence address line 4 of the Virtual Account holder.
Country	Displays the country name of the Virtual Account holder.
Post Code	Displays the post code of the Virtual Account holder.
Structured Address	
Department	Displays the department of the Virtual Account holder.
Sub-Department	Displays the sub-department of the Virtual Account holder.
Street Name	Displays the street name of the corporate Virtual Account holder.
Building Number	Displays the building number of the Virtual Account holder.
Building Name	Displays the building name of the Virtual Account holder.
Floor	Displays the floor number of the corporate Virtual Account holder.
Post Box	Displays the post box number of the Virtual Account holder.
Room	Displays the room number of the corporate Virtual Account holder.
Post Code	Displays the post code of the Virtual Account holder.

Field Name	Description
Town Name	Displays the town name of the corporate Virtual Account holder.
Town Location Name	Displays the town location name of the corporate Virtual Account holder.
District Name	Displays the district name of the corporate Virtual Account holder.
Country Subdivision	Displays the country subdivision of the corporate Virtual Account holder.
Country	Displays the country name of the corporate Virtual Account holder.
Preferences	
IBAN Required	Displays whether the IBAN is required.
IBAN Number	Displays the IBAN number of the Virtual Account.
Balance Check for Debits	Displays whether minimum balance is to be checked for account debit.
Balance Availability Options	Displays whether balance available is in own account.
Debit Transaction Allowed	Displays whether debit transactions are allowed in the account.
Credit Transaction Allowed	Displays whether credit transactions are allowed in the account.
Account Frozen	Displays whether the account is frozen.
Overdraft Allowed	Displays whether overdraft facility is available on the Virtual Account.
Overdraft Amount	Displays the fixed amount as overdraft on the Virtual Account. This field is displayed if you select Overdraft Allowed preference.
Available in Liquidity Management	Displays whether the Virtual Account is available in Liquidity Management. The available options are • Yes • No

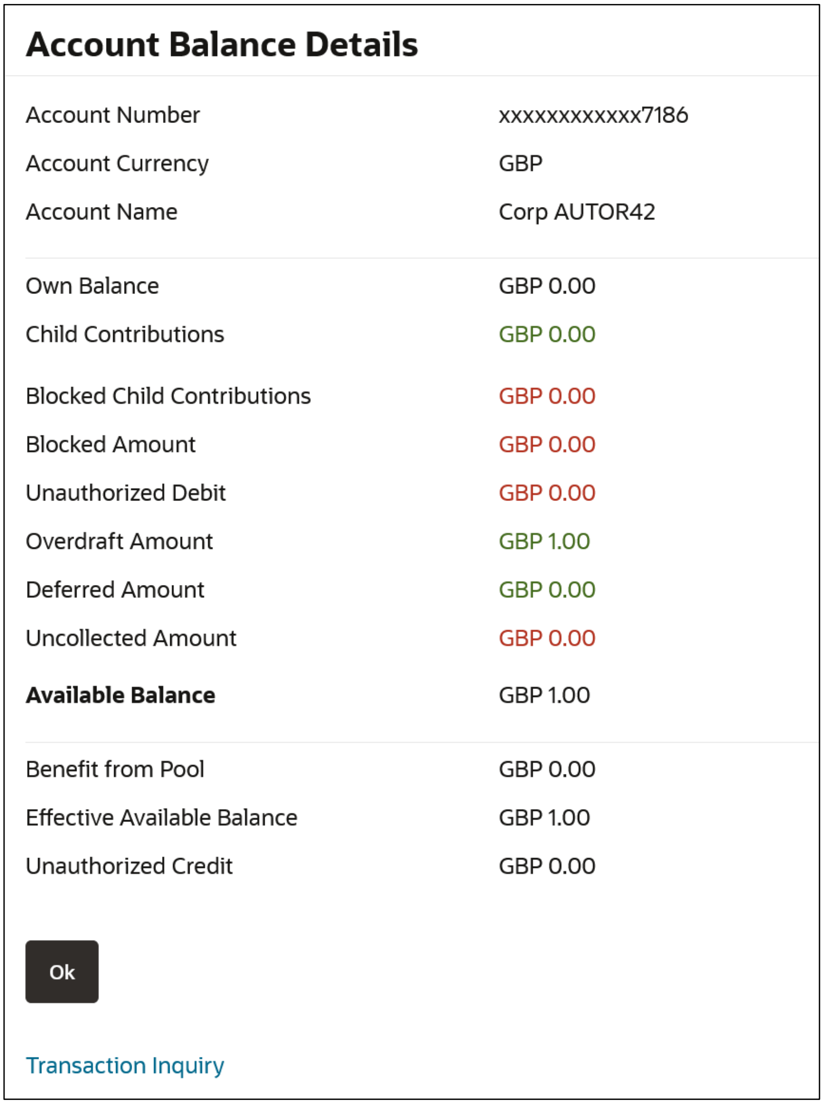
Account Balance Details

Application displays the **Account Balance** maintained for Virtual Account.

6. Click the **Available Balance** hyperlink to view the Virtual Account balance details.

   The **Account Balance Details** screen appears.

   Account Balance Details



Field Description

Field Name	Description
Account Number	Displays the Virtual account number.
Account Currency	Displays the Virtual account currency.
Account Name	Displays the name of the Virtual Account.

Field Name	Description
Own Balance	Displays the balance in the Virtual Account.
Child Contributions	Displays the contributions made by the linked child Virtual Accounts.
Blocked Child Contributions	Displays the blocked amount of the linked child Virtual Accounts.
Blocked Amount	Displays the blocked amount, which cannot be utilized.
Unauthorized Debit	Displays the unauthorized debit amount.
Overdraft Amount	Displays the overdraft amount on the Virtual Account.
Uncollected Amount	Displays the uncollected amount on the Virtual Account.
Available Balance	Displays the available balance in the Virtual account.
Benefit From Pool	Displays the beneficial amount available in the pool contributed by different accounts.
Effective Available Balance	Displays the effective available balance in the Virtual Account.
Unauthorized Credit	Displays the unauthorized credit amount.
Transaction Inquiry	Click on the ink to view the transactions of the virtual account for the specified period. For information, refer **Transaction Inquiry** section.

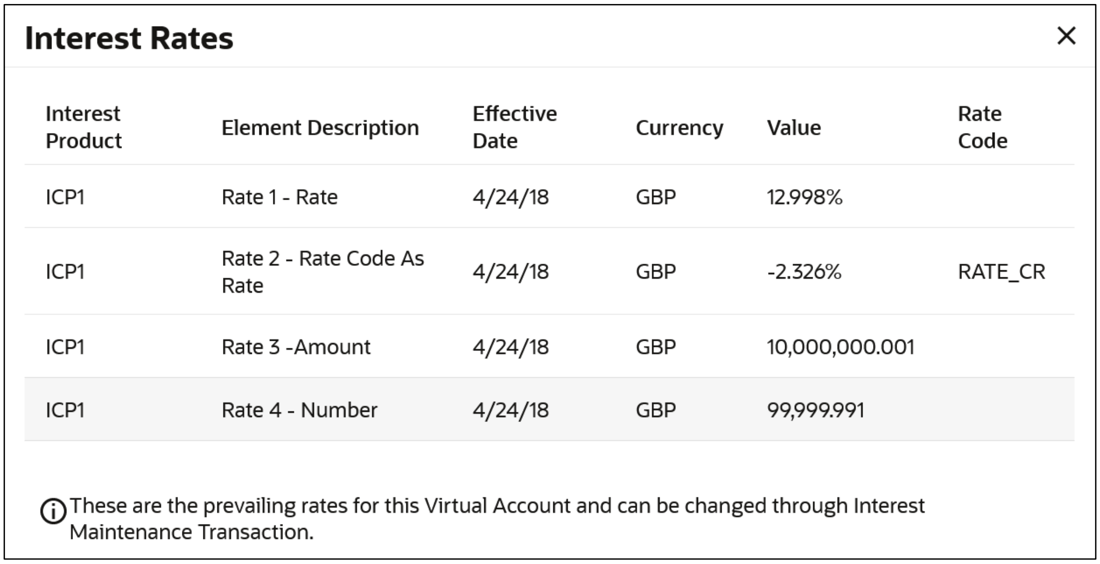
Interest Rates

Application displays the interest rates maintained for Virtual Account.

7. Click the **Interest Rates** hyperlink to view the Interest Rates details.

   The **Interest Rates** screen appears.

   Interest Rates



Interest Rates

Interest Product	Element Description	Effective Date	Currency	Value	Rate Code
ICP1	Rate 1 - Rate	4/24/18	GBP	12.998%	
ICP1	Rate 2 - Rate Code As Rate	4/24/18	GBP	-2.326%	RATE_CR
ICP1	Rate 3 -Amount	4/24/18	GBP	10,000,000.001	
ICP1	Rate 4 - Number	4/24/18	GBP	99,999.991	

These are the prevailing rates for this Virtual Account and can be changed through Interest Maintenance Transaction.

Field Description

Field Name	Description
Interest Product	Displays the name of the interest product for which the interest rates are maintained.
Rate Description	Displays the description of the interest rate.
Effective Date	Displays the date from which the interest rate is effective.
Currency	Displays the name of the currency name under which the Virtual Account is to be opened.
Rate	Displays the interest rate maintained for the product.
Rate Code	Displays the rate code maintained for the product.

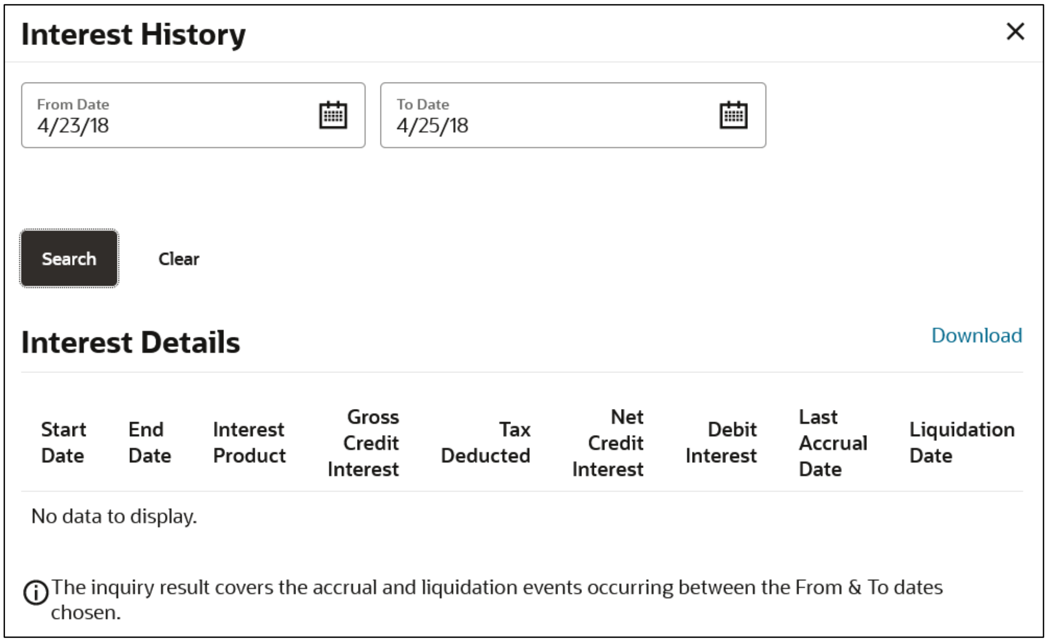
Interest History

Popup displays the interest history between the selected dates for the product. By default, Interest History will be populated for the last 6 months whichever configured at the system.

8. Click the **Interest History** hyperlink to view the Interest History details.

   The **Interest History** popup screen appears

   Interest History



Field Description

Field Name	Description
From Date	Specify the date from when the interest history must be generated.
To Date	Specify the date till when the interest history must be generated.
Interest Details	
Click **Search** to view interest details for the product.	
Click **Clear** to clear the search criteria.	
Click **Download** to download the interest details in .csv format.	
Start Date	Displays the date from when the interest is calculated.
End Date	Displays the date till when the interest is calculated.
Interest Product	Displays the name of the interest product for which the interest history is generated.

Field Name	Description
Gross Credit Interest	Displays the gross credit interest.
Tax Deducted	Displays the tax deducted for the interest.
Net Credit Interest	Displays the net credit interest.
Debit Interest	Displays the debit interest.
Last Accrual Date	Displays the last date when the interest is accrued.
Liquidation Date	Displays the liquidation date.

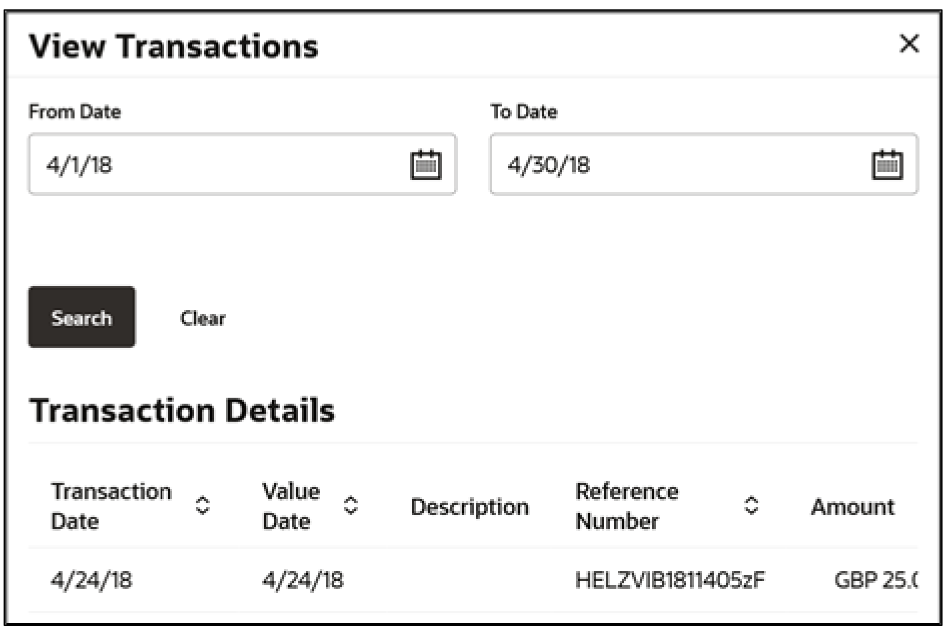
View Transactions

Popup displays the transaction details between the selected dates for the selected Virtual Account.

9. Click  icon and select the **View Transactions** option to view the transactions details.

   The **View Transactions** screen appears.

   View Transactions



Field Description

Field Name	Description
From Date	Specify the date from when the transaction details must be generated.

Field Name	Description
To Date	Specify the date till when the transaction details must be generated.
Transaction Details Click **Search** to view transaction details of the Virtual Account. Click **Clear** to clear the search criteria.	
Transaction Date	Displays the date on which the transaction is processed.
Value Date	Displays the date on which the transaction is executed.
Description	Displays the brief description of the transaction.
Reference Number	Displays the reference number of the transaction.
Amount	Displays the debit/ credit amount of the transaction.
Dr/Cr	Displays the transaction type as Credit or Debit.
Balance	Displays the running balance of the Virtual Account.

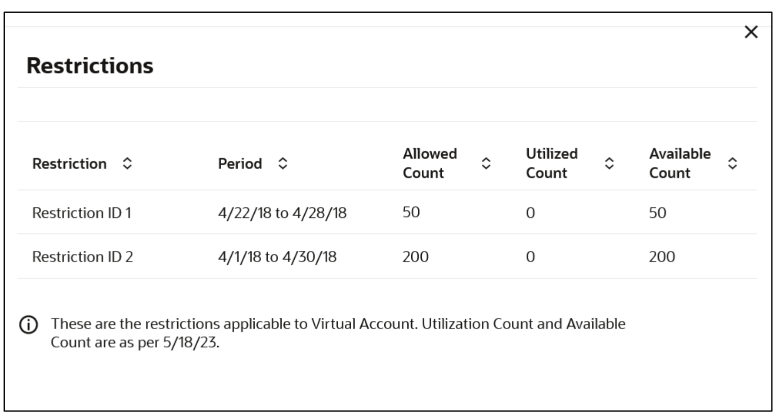
View Restrictions

Popup displays the restriction details between the selected dates for the selected Virtual Account.

10. Click  icon and select the **View Restrictions** option to view the restrictions details for the Virtual Account.

    The **View Restrictions** screen appears.

    View Restrictions



Restrictions

Restriction	Period	Allowed Count	Utilized Count	Available Count
Restriction ID 1	4/22/18 to 4/28/18	50	0	50
Restriction ID 2	4/1/18 to 4/30/18	200	0	200

These are the restrictions applicable to Virtual Account. Utilization Count and Available Count are as per 5/18/23.

Note: The **View Restrictions** option appears only if the product supports the Virtual Account Restrictions.

Field Description

Field Name	Description
Restriction	Displays the unique identifier for the restriction.
Period	Displays the date range within which the specified restriction is applicable.
Allowed Count	Displays the maximum number of transactions allowed for the specified period.
Utilized Count	Displays the current number of transactions utilized in the specified period.
Available Count	Displays the current number of transactions available for the specified period.

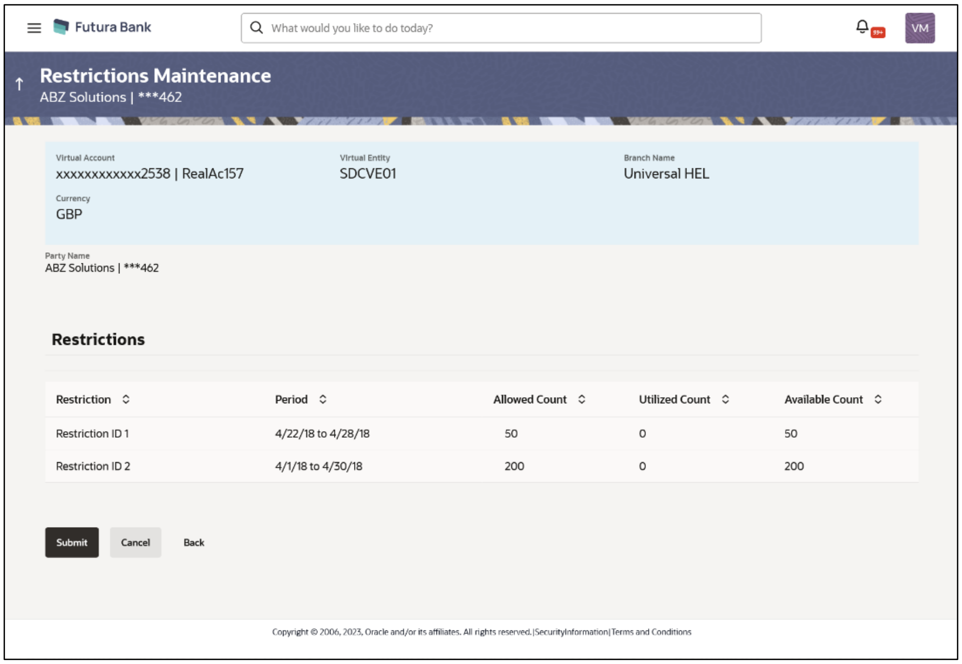
Restrictions Maintenance

Restrictions Maintenance screen allows the user to modify the restriction details for the period for the selected Virtual Accounts.

11. Click  icon and select the **Edit Restrictions** option to modify the restriction details.

The **Restrictions Maintenance** screen appears.

Restrictions Maintenance



Note: The **Edit Restrictions** option appears only if the product supports the Virtual Account Restrictions.

Field Description

Field Name	Description
Party Name	Displays the party name and ID mapped to the selected Virtual Account.
Virtual Account	Displays the Virtual account name and number.
Virtual Entity	Displays the Virtual Entity ID.
Branch Name	Displays the name of the branch.
Currency	Displays the currency of the Virtual Account.
Restrictions	
Restriction	Displays the unique identifier for the restriction.
Period	Displays the date range within which the specified restriction is applicable.

Field Name	Description
Allowed Count	Specify the maximum number of transactions allowed for the specified period.
Utilized Count	Displays the number of transactions utilized in the specified period.
Available Count	Displays the number of transactions available for the specified period .

12. On **Restrictions Maintenance** screen, click **Submit**.
    The **Review** screen appears.
    OR
    Click **Cancel** to discard the changes.
    OR
    Click **Back** to navigate back to previous screen.
13. Verify the details and click **Confirm**.
    OR
    Click **Cancel** to discard the changes.
    OR
    Click **Back** to navigate back to previous screen.

14. The success message of **Restrictions Maintenance** is displayed along with the reference number.
    Click **Home** to navigate to the dashboard screen.
    OR
    Click **Go To Overview** to navigate to the Virtual Account management dashboard.
15. On **View Virtual Account** screen, click **Edit** to modify and update the Virtual Account.
    OR
    Click **Back** to navigate back to previous screen.

6.3 Edit Virtual Account

How to reach here:

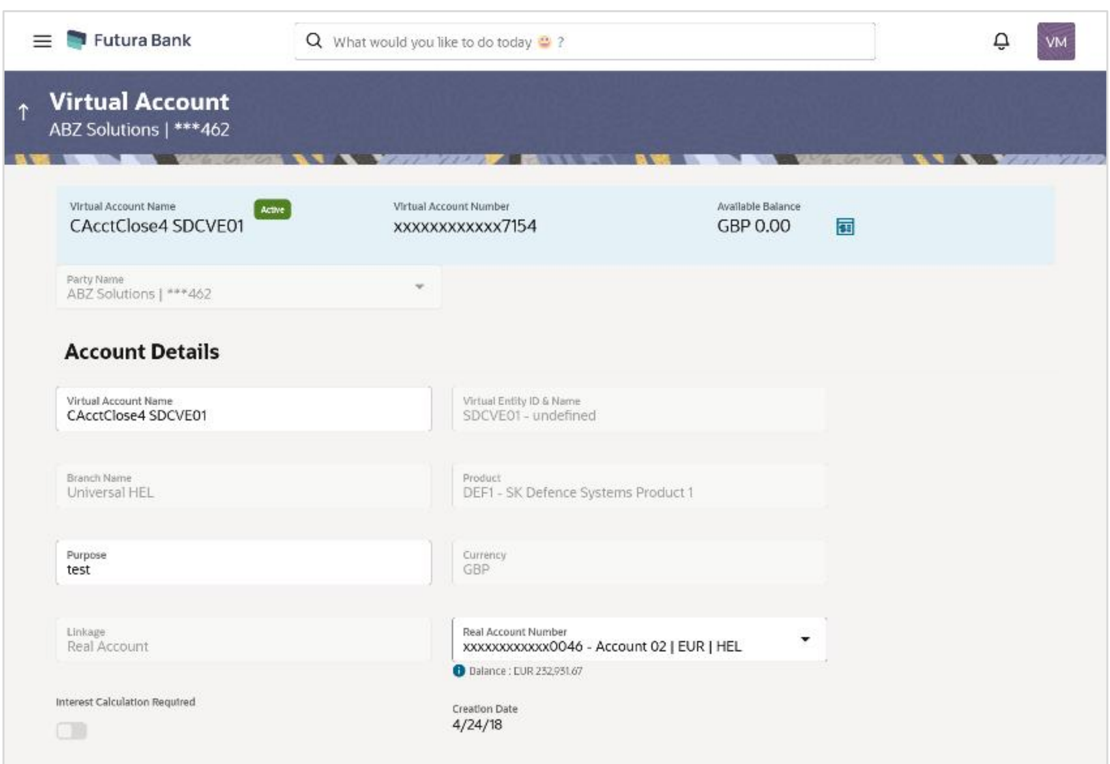
Toggle Menu > Virtual Account Management > Virtual Account > View/Edit Virtual Account

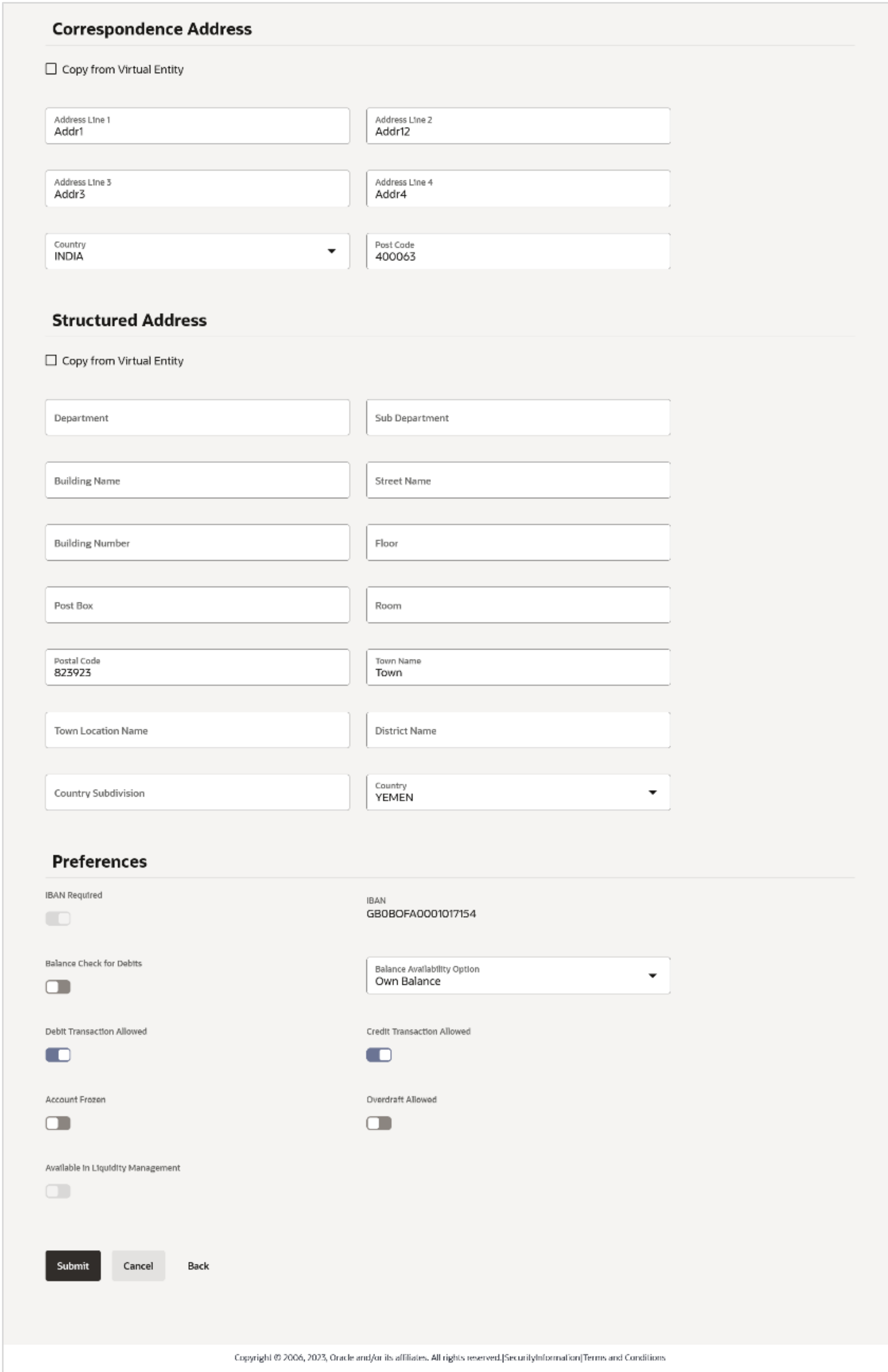
To edit Virtual Account:

1. In the **Virtual Account Number** field, enter the Virtual Account whose details you want to edit.
   OR
   In the **Virtual Account Name** field, enter the name of the Virtual Account whose details you want to edit.
2. Click on **Show more** option and search the Virtual Account by specifying the other parameters such as Virtual Entity, IBAN, Branch Name, Currency, Linkage type and Status.
3. Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction.
4. Click the **Virtual Account Number & Name** link. The **Virtual Account – View** screen appears.
5. Click **Edit**.

   The **Edit Virtual Account** screen is displayed.

Edit Virtual Account




Correspondence Address
Copy from Virtual Entity
Address Line 1
Addr1
Address Line 2
Addr12
Address Line 3
Addr3
Address Line 4
Addr4
Country
INDIA
Post Code
400063
Structured Address
Copy from Virtual Entity
Department
Sub Department
Building Name
Street Name
Building Number
Floor
Post Box
Room
Postal Code
823923
Town Name
Town
Town Location Name
District Name
Country Subdivision
Country
YEMEN
Preferences
IBAN Required
IBAN
GB0BOFA0001017154
Balance Check for Debits
Balance Availability Option
Own Balance
Debit Transaction Allowed
Credit Transaction Allowed
Account Frozen
Overdraft Allowed
Available in Liquidity Management
Submit
Cancel
Back
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Field Description

Field Name	Description
Party Name	Displays the party name and ID mapped to the selected Virtual Account.
Virtual Account Name	Displays the Virtual Account name with Status Tag if Active, Inactive, or Closed
Virtual Account Number	Displays the Virtual Account Number.
Available Balance	Displays the Balance details of Virtual account and related child accounts. **Note**: On click, the user can view the balance for particular Virtual Account including child contributions. Refer to the 6.2 View Virtual Account section for the detailed explanation.
Account Details	
Virtual Account Name	Specify the name of the Virtual Account Holder.
Virtual Entity ID & Name	Displays the Name & ID of the virtual entity corresponding to the Virtual Accounts.
Branch Name	Displays the Branch Name where Virtual account is to be created.
Product	Displays the product name under which the Virtual Account is opened.
Purpose	Specify the purpose of the Virtual Account.
Currency	Displays the currency under which the Virtual Account is to be opened.
Linkage	Displays the linkage type of the Virtual Account to Structure or Real Account.
Structure Name	Displays the name of the structure to which the Virtual Account is added. This field appears only if the linkage type is selected as Structure.
Parent Account	Displays the parent account number and name to which the Virtual Account is linked. This field appears only if the linkage type is selected as Structure.

Field Name	Description
Real Account Number	Specify the Real account number and name to which the Virtual Account is linked. This field appears only if the linkage type is selected as Real Account and the user has access to the specified Real Account. **Note:** User can search the Real Accounts by Account Name, Account Number, Branch or Currency based on the parameters set in the system configuration and displays these details in the search results and the respective fields once the required account is selected.
Interest Calculation Required	Move the slider to display the applicable Interest Rates for the selected Virtual Account.
Interest Rates	Interest rates link is displayed for only those products where the interest calculation required is supported and toggle is enabled.
Creation Date	Select the Virtual Account creation date.

Interest Rates

On selection of Virtual Account product, application displays the interest rates maintained for the product. Below mentioned field are displayed.

Note: On click, the user can view the Interest Rates for particular Virtual Account. **Interest Rates** popup will appear only if the user selects Product, Currency and Branch Name.

Interest Product	Displays the name of the interest product for which the interest rates are maintained.
Rate Description	Displays the description of the interest rate.
Effective Date	Displays the date from which the interest rate is effective.
Currency	Displays the name of the currency name under which the Virtual Account is to be opened.
Rate	Displays the interest rate maintained for the product.
Rate Code	Displays the rate code maintained for the product.

Field Name	Description
Correspondence Address	
The following fields are editable and by selecting the **Copy from Virtual Entity** function the fields of correspondence address get auto populated from Virtual entity address in editable format. User can clear the fields by de-selecting the **Copy from Virtual Entity** check box.	
Address Line 1	Specify the correspondence address line 1 of the Virtual Account holder.
Address Line 2	Specify the correspondence address line 2 of the Virtual Account holder.
Address Line 3	Specify the correspondence address line 3 of the Virtual Account holder.
Address Line 4	Specify the correspondence address line 4 of the Virtual Account holder.
Country	Select the country name of the Virtual Account holder.
Post Code	Specify the post code of the Virtual Account holder.
Structured Address	
The following fields are editable and by selecting the **Copy from Virtual Entity** function the fields of structured address get auto populated from Virtual entity address in editable format. User can clear the fields by de-selecting the **Copy from Virtual Entity** check box.	
Department	Specify the department of the Virtual Account holder.
Sub-Department	Specify the sub-department of the Virtual Account holder.
Street Name	Specify the street name of the corporate Virtual Account holder.
Building Number	Specify the building number of the Virtual Account holder.
Building Name	Specify the building name of the Virtual Account holder.
Floor	Specify the floor number of the corporate Virtual Account holder.
Post Box	Specify the post box number of the Virtual Account holder.
Room	Specify the room number of the corporate Virtual Account holder.
Post Code	Specify the post code of the Virtual Account holder.

Field Name	Description
Town Name	Specify the town name of the corporate Virtual Account holder.
Town Location Name	Specify the town location name of the corporate Virtual Account holder.
District Name	Specify the district name of the corporate Virtual Account holder.
Country Subdivision	Specify the country subdivision of the corporate Virtual Account holder.
Country	Select the country name of the corporate Virtual Account holder.
Preferences	
Note: Preferences will be defaulted as per product selected by the user. If preferences are defaulted as No, the same cannot be modified.	
IBAN Required	Displays the IBAN Required preference set on Virtual Account creation. **Note:** This field is non-editable.
Balance Check For Debits	Move the slider to check the balance while debiting the account.
Balance Availability Option	Move the slider to avail balance availability preference in the account. The options are: • Own Balance • Pool Balance • Fixed Amount In Pool Balance
Fixed Amount In Pool	Specify the fixed amount to be used from the pool. This field is displayed if you select **Fixed Amount In Pool Balance** option from the **Balance Availability Option** list.
Debit Transaction Allowed	Move the slider to avail debit transaction preference on the Virtual Account.
Credit Transaction Allowed	Move the slider to avail credit transaction preference on the Virtual Account.
Account Frozen	Move the slider to freeze the Virtual Account.

Field Name	Description
Overdraft Allowed	Move the slider to avail overdraft preference on the Virtual Account.
Overdraft Amount	Specify the fixed amount as overdraft on the Virtual Account. This field is displayed if you select **Overdraft Allowed** preference.
Available in Liquidity Management	Move the slider to avail the Virtual Account to create Liquidity Management structure.

6. Edit the values in the fields, if required.
7. Click **Submit**. The **Review** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
8. Verify the details and click **Confirm**.
   The success message of **Virtual Account** update appears along with the reference number.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
9. Click **Home** to navigate to the dashboard screen.
   OR
   Click **Go To Overview** to navigate to the Virtual Account management dashboard.
   OR
   Click **Create Structure** to create virtual structure.

6.4 Close Virtual Account

This feature allows the corporate user to close one or more Virtual Accounts and specify designated Virtual Accounts for transfer of proceeds.

Note:

At System configuration,

1. The maximum number of Virtual Accounts selected for closure is configured.
2. The Closure of Virtual Accounts with positive or negative balance or both are configured.

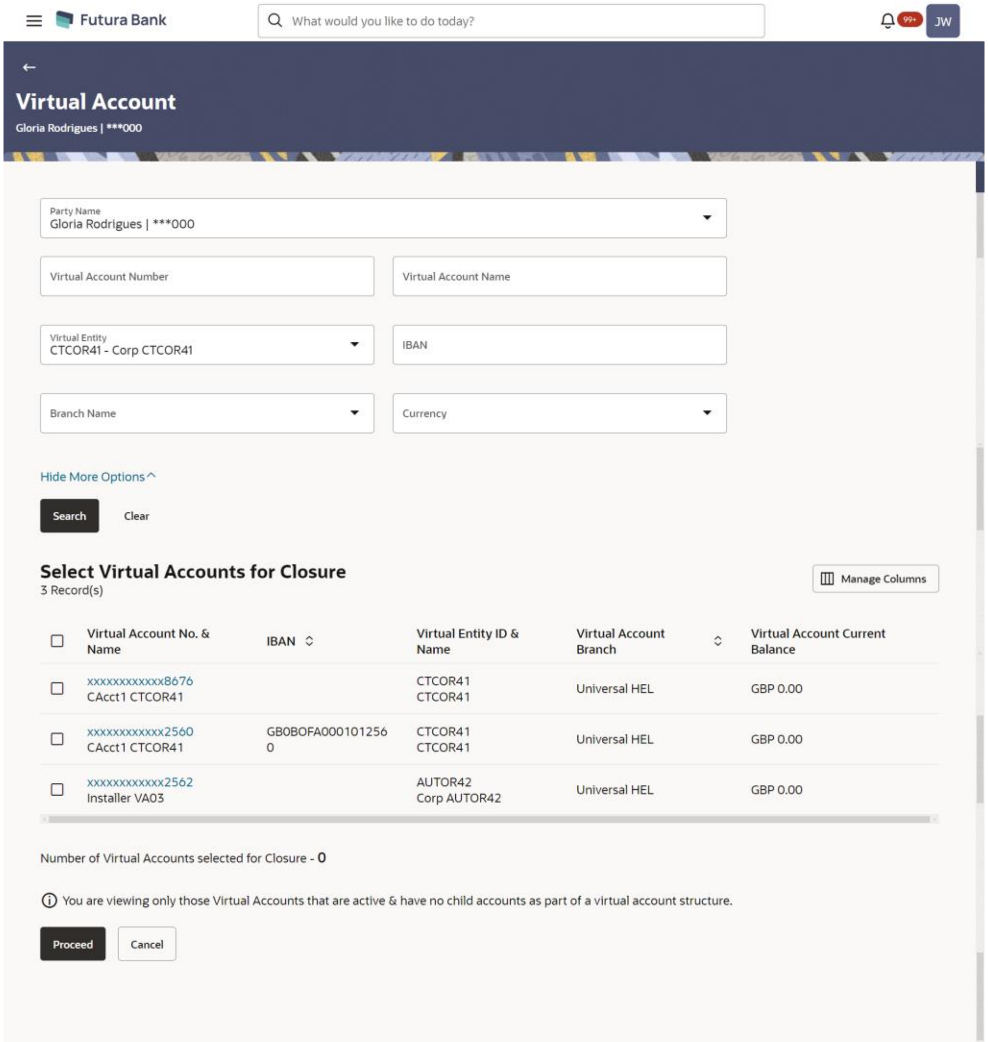
Based on the above configuration, the system allows the selection and closure of Virtual accounts.

How to reach here

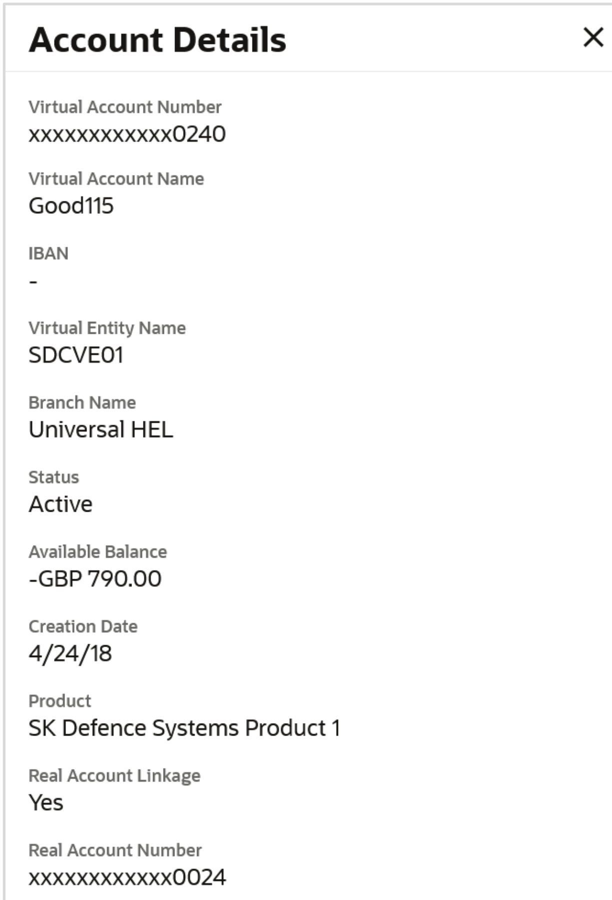
Toggle Menu > Virtual Account Management > Virtual Account > Close Virtual Account > Initiate Closure

To close a Virtual Account(s):

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Virtual Account Number** field, enter the Virtual Account Number or user can directly click search button to get all eligible accounts.
3. Enter the other search criteria.
4. Click **Search** to view Virtual Account.
   The search result corresponding to the search criteria is displayed.
   OR
   Click **Clear** to clear the search criteria.
   OR
   Click **Cancel** to cancel the transaction.


Futura Bank
What would you like to do today?
99+
JW
Virtual Account
Gloria Rodrigues | ***000
Party Name
Gloria Rodrigues | ***000
Virtual Account Number
Virtual Account Name
Virtual Entity
CTCOR41 - Corp CTCOR41
IBAN
Branch Name
Currency
Hide More Options
Search
Clear
Select Virtual Accounts for Closure
3 Record(s)
Manage Columns
Virtual Account No. & Name
IBAN
Virtual Entity ID & Name
Virtual Account Branch
Virtual Account Current Balance
xxxxxxxxxxxx8676
CAcct1 CTCOR41
CTCOR41
CTCOR41
Universal HEL
GBP 0.00
xxxxxxxxxxxx2560
CAcct1 CTCOR41
GB0BOFA000101256
0
CTCOR41
CTCOR41
Universal HEL
GBP 0.00
xxxxxxxxxxxx2562
Installer VA03
AUTOR42
Corp AUTOR42
Universal HEL
GBP 0.00
Number of Virtual Accounts selected for Closure - 0
You are viewing only those Virtual Accounts that are active & have no child accounts as part of a virtual account structure.
Proceed
Cancel

Account Details



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable Virtual Accounts. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Accounts are displayed.
Virtual Account Number	Specify the unique identification number assigned to virtual account.
Virtual Account Name	Specify the name of the Virtual Account.

Field Name	Description
Show More Options	
More options to select search criteria.	
Below fields appear if you expand **Show More Options**.	
Virtual Entity	Select the Virtual Entity to which the Virtual Account belongs.
IBAN	Specify the IBAN number of the Virtual Account.
Virtual Account Branch	Select the Branch Name of the Virtual Account.
Virtual Account Currency	Select the currency associated with the Virtual Account.
Search	Option to search Virtual Account Number.
Search Results	
Note: User can view only the configured number of Virtual Account Number in the search results. If the search result count exceeds the configured count, an error message appears to refine the search criteria.	
Select Virtual Accounts for Closure	• Select the check box to select the Virtual Account for closure. • Select the check box on the header row to select all the Virtual Account in the page for closure. **Note:** User will be able to select all the records in one page of search result using “Select All” check box. Selection will be retained when the user navigates between the pages.
Virtual Account No. & Name	Displays the Virtual Account Number and name corresponding to the search criteria selected for closure.
Account Details	
Click on the Virtual Account Number to view the account details	
The **Account Details** overlay appears.	
Virtual Account Number	Displays the account number assigned to virtual entity.
Virtual Account Name	Displays the name of the Virtual Account holder.

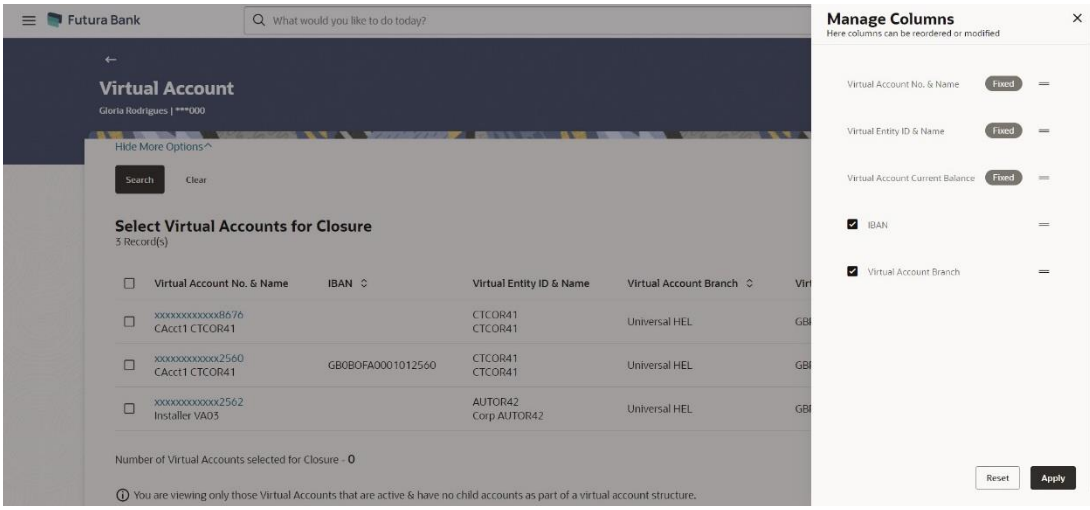
Field Name	Description
IBAN	Displays the IBAN number of the Virtual Account.
Virtual Entity Name	Displays the name of the virtual entity corresponding to the Virtual Accounts.
Branch Name	Displays the branch name of the Virtual Account.
Status	Displays the status of the Virtual Account, whether the Virtual Account is active or closed.
Available Balance	Displays the available balance in the Virtual Account.
Creation Date	Displays the Virtual Account creation date.
Product	Displays the product name under which the Virtual Account is opened.
Real Account Linkage	Displays whether the Virtual Account is linked to the Real Account.
Real Account Number	Displays the Real Account Number.
	Note: On opening this overlay, the check-box selection gets refreshed and only that virtual account for which details are viewed gets selected.
IBAN	Displays the IBAN number of the Virtual Account.
Virtual Entity ID & Name	Displays the ID and name of the virtual entity corresponding to the Virtual Accounts.
Virtual Account Branch	Displays the Branch Name of the Virtual Account.
Virtual Account Current Balance	Displays the current balance of the Virtual Account selected for closure
Number of Virtual Accounts selected for closure	Displays the number of Virtual Accounts selected for closure.

5. Select the Virtual Account(s) from the list and click **Proceed**.

   The **Virtual Accounts Selected for Closure** page appears.
   OR
   Click **Cancel** to cancel the transaction.

6. Click **Manage Columns** to reorder or modify or save column preferences in Close Virtual Account screen.

View Virtual Account Closure – Manage Columns overlay screen appears.



a. Click **Apply** to apply the modified columns preferences.

b. Click **Reset** to reset the columns preferences.

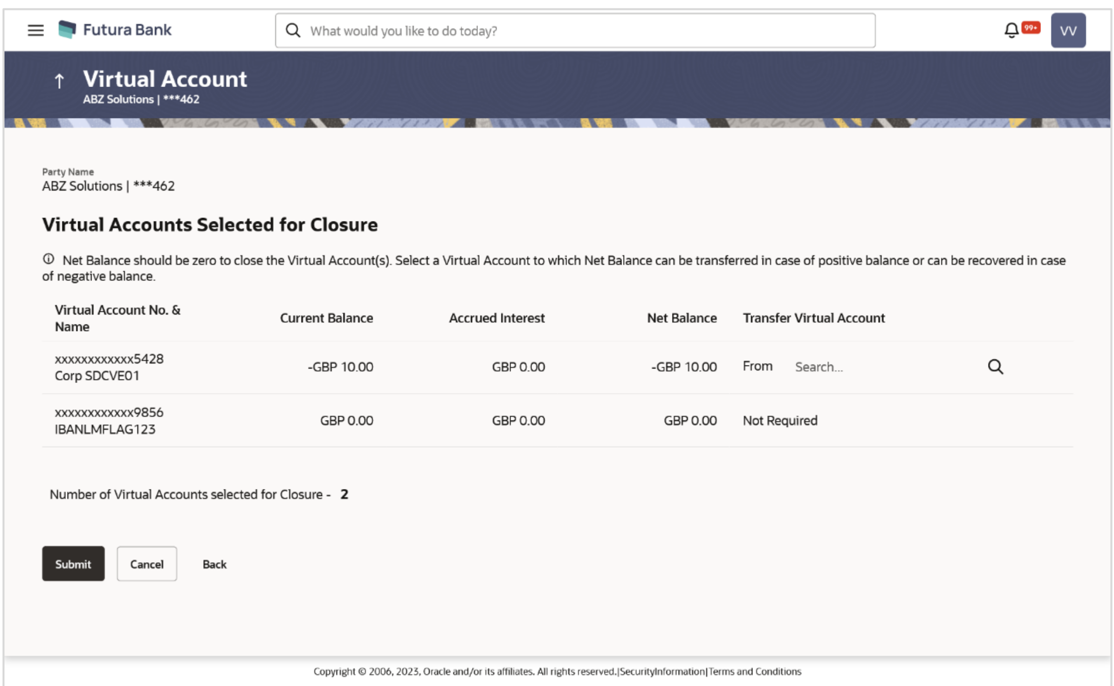
Virtual Accounts Selected for Closure

Once user selects the Virtual Account(s) for closure, system will check whether the account has accrued interest that needs to be liquidated & residual balances transferred

- If the Net Balance of an account (sum of current balance and accrued interest) is **Zero**, user can proceed and close the Virtual Account(s).
- If the Net Balance of an account (sum of current balance and accrued interest) is **Positive**, then user will be prompted to choose another Virtual Account where the net balance can be transferred. The transfer Virtual Account must be mapped to the same real account and be of same currency as the Virtual Account being closed.
- If the Net Balance (sum of current balance and accrued interest) is **Negative**, user will be prompted to choose another Virtual Account from where funds can be moved to zeroise the negative balance. The transfer Virtual Account must be mapped to the same real account as the Virtual Account being closed and be of same currency

Note: As product feature, balance transfer at the time of closing an account can happen to another Virtual Account mapped to the same real account as the Virtual Account being closed.

Virtual Accounts Selected for Closure



Field Description

Field Name	Description
Party Name	Displays the party name and ID mapped to the selected Virtual Account.

Field Name	Description
Virtual Accounts Selected for Closure	
Info Message	Info message to be shown to the user.
Virtual Account No. & Name	Displays the account number and name displayed to the user which is selected for closure
Current Balance	Displays the current balance of the Virtual Account selected for closure.
Accrued Interest	Displays the accrued interest of the Virtual Account selected for closure.
Net Balance	Displays the net balance of the Virtual Account selected for closure.
Transfer Virtual Account	Click **Search** icon and select the Virtual Account for interest liquidation based on positive or negative balance of the selected Virtual Account.
Number of Virtual Accounts selected for closure	Displays the number of Virtual Accounts selected for closure.

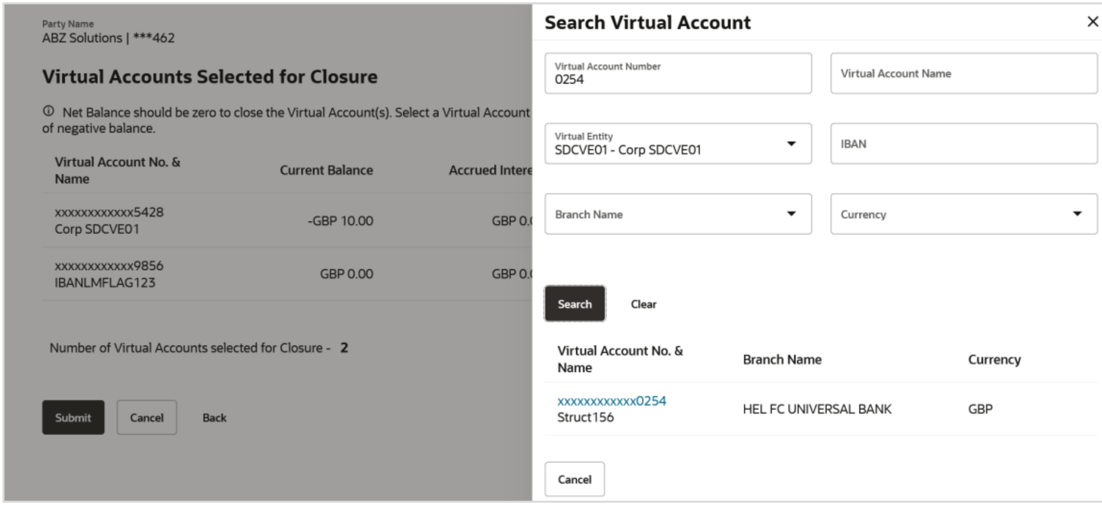
1. In the **Transfer Virtual Account** field, click **Search** icon to search the virtual account number for interest liquidation based on positive or negative balance of the selected Virtual Account.

   The **Transfer Virtual Account – Search Virtual Account** overlay appears.

2. In the **Search Virtual Account** overlay screen, select the required filter criteria in the respective fields.

3. Click **Search** to search and select the Virtual Account Number from the list.
   The search result corresponding to the search criteria is displayed.
   OR
   Click **Clear** to clear the search criteria.
   OR
   Click **Cancel** to cancel the virtual account selection.

Transfer Virtual Account - Search Virtual Account



Field Description

Field Name	Description
Virtual Account Number	Specify the Virtual Account number.
Virtual Account Name	Specify the Virtual Account name.
Virtual Entity	Select the Virtual Entity from the list.
IBAN	Specify the IBAN number.
Branch Name	Select the branch name of the account.
Currency	Select the currency of the account.
Search Results	

Note:

User can view only the configured number of Virtual Account Number in the search results.

If the search result count exceeds the configured count, an error message appears to refine the search criteria.

Field Name	Description
Virtual Account No. & Name	Displays the Virtual Account number and name.
Branch Name	Displays the branch name of the account.
Currency	Displays the currency of the account.

4. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
5. 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.
6. The success message of Virtual Accounts closure is displayed along with the reference number.
   Click **View Closure details** to view the Virtual Account closure details.
   OR
   Click **Home** to navigate to the dashboard screen.
   OR
   Click **Go To Overview** to navigate to the Virtual Account management dashboard.

6.5 Track Virtual Account Closure

This option enables the user to track Virtual Accounts closure request and view the status of closure request at an individual Virtual Account level. User should be able to search a Virtual Account by Virtual Account Number, Virtual Account Name, IBAN, Status, From or To Date.

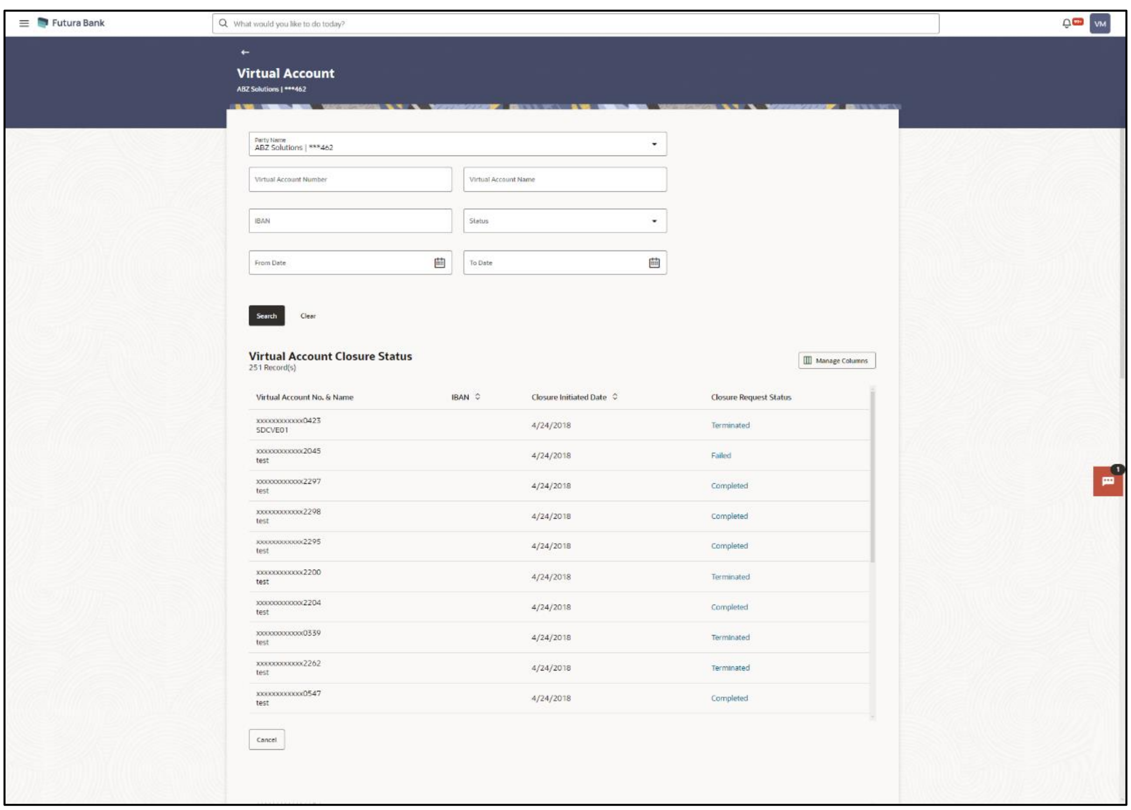
How to reach here:

Toggle Menu > Virtual Account Management > Virtual Account > Close Virtual Account > Track Closure

To track the account closure status:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Virtual Account Number** field, enter the Virtual Account Number.
3. Enter the appropriate search criteria.
4. Select the status of the Virtual Account from the list.
5. Click **Search** to view Virtual Account.
   The search result corresponding to the search criteria is displayed.
   OR
   Click **Clear** to clear the search criteria.
   OR
   Click **Cancel** to cancel the transaction.

Track Virtual Account Closure



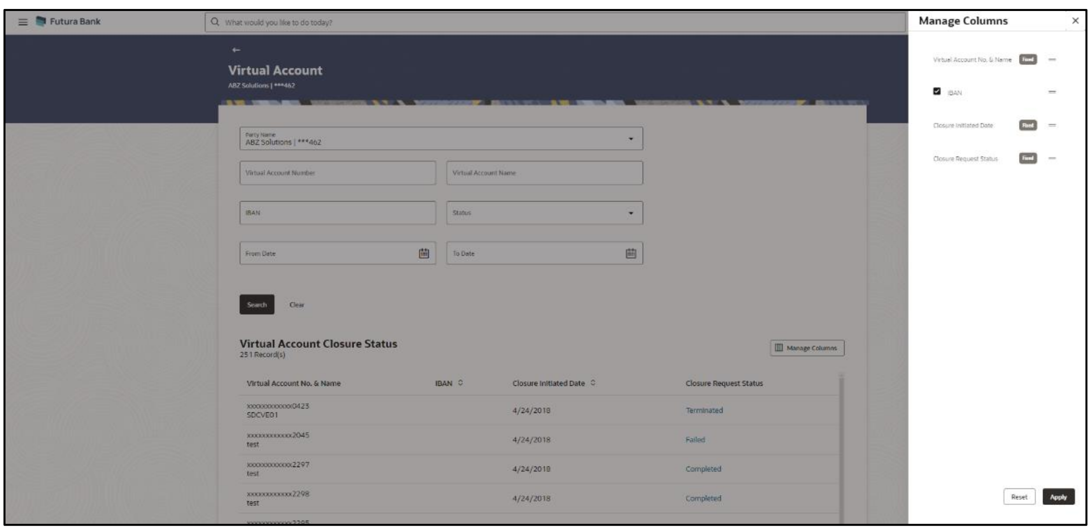
Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable Virtual Accounts. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Accounts are displayed.
Virtual Account Number	Specify the Virtual Account Number to track closure.
Virtual Account Name	Specify the name of the Virtual Account to track closure.
IBAN	Specify the IBAN number of the Virtual Account.
From Date – To Date	Select the date range up to which you want to view the search results.
Status	Select the status of the Virtual Account.
Virtual Account Closure Status	
Note: User can view only the configured number of Virtual Account Number in the search results. If the search result count exceeds the configured count, an error message appears to refine the search criteria.	
Virtual Account No. & Name	Displays the account number and name corresponding to the search criteria selected for closure.
IBAN	Displays the IBAN number of the Virtual Account.
Closure Initiated Date	Displays the date on which closure initiation request is initiated.

Field Name	Description
Closure Request Status	Displays the status of the closure request. Following are the possible statuses of a Virtual Account closure request • Closure Initiated – Once user initiates Virtual Account closure, the status of the request would be “Closure Initiated”. • Completed: On successful closure of the Virtual Account, the status will be marked as "Completed" • Terminated: The status of the closure request will be marked as “Terminated", whenever a user terminates a closure request before the account is closed. User can terminate a closure request by clicking on the “Terminate” Button • Failed: The status of the closure request will be marked as “Failed” if any of the above listed stages fail. User can also retry the closure request by clicking on “Retry” button.

6. Click **Manage Columns** to reorder or modify or save column preferences in virtual account screen.

   Track Virtual Account Closure – Manage Columns overlay screen appears.



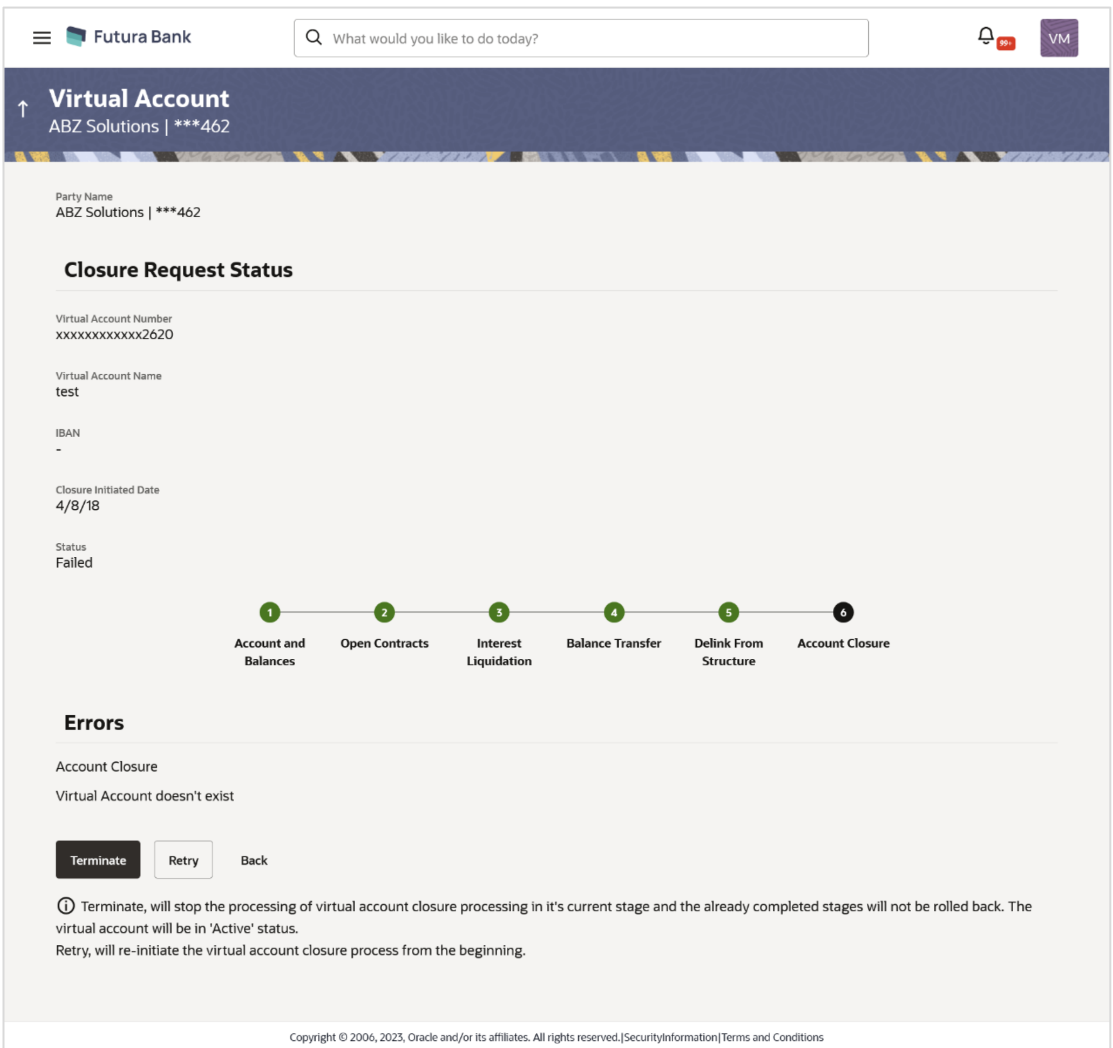
   a. Click **Apply** to apply the modified columns preferences.

   b. Click **Reset** to reset the columns preferences.

7. Click the **Closure Request Status** link to view the Virtual Account closure status details. The Virtual Account closure status screen appears. Refer below matrix to understand when Terminate /Retry buttons are displayed.

When Virtual Account Closure Request Status is	Terminate Button will be Displayed	Retry Button will be displayed
Closure Initiated	Yes	No
Failed	Yes	Yes
Completed	No	No
Terminated	No	No

Closure Request Status



Field Description

Field Name	Description
Party Name	Displays the party name and ID mapped to the selected Virtual Account.
Closure Request Status	
Virtual Account Number	Displays the Virtual Account Number.
Virtual Account Name	Displays the Virtual Account Name.
IBAN	Displays the IBAN number of the Virtual Account.
Closure Initiated Date	Displays the date on which closure initiation request is initiated.
Status	Displays the status of the closure request.
Train stop	Displays the different stages of closure request.

8. Click **Terminate** to terminate the request.

   OR
   Click **Retry** to retry the request.
   OR
   Click **Back** to navigate to the previous screen.

6.6 Reopen Virtual Account

This feature allows the corporate user to reopen Virtual Accounts.

How to reach here

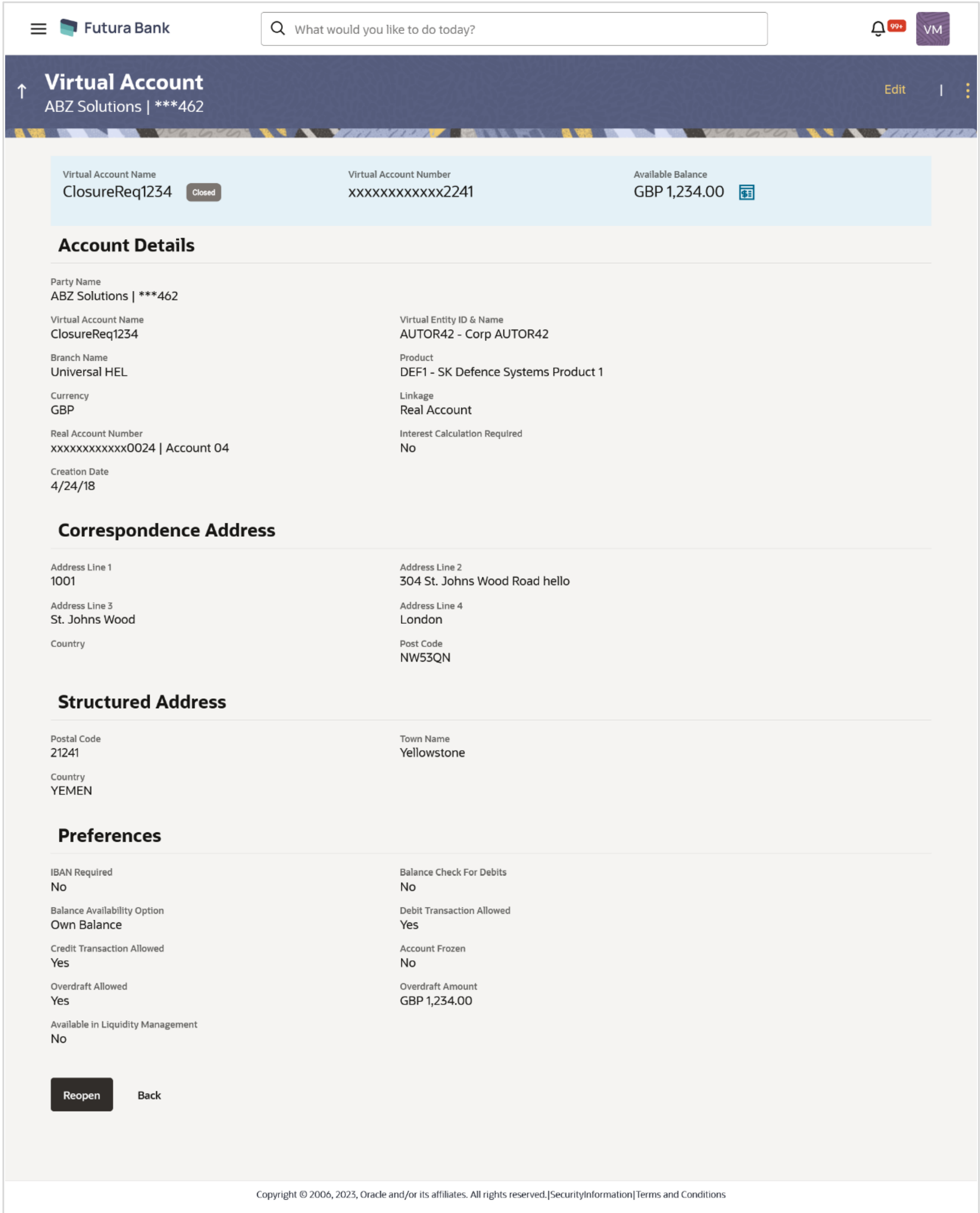
Toggle Menu > Virtual Account Management > Virtual Account > View/Edit Virtual Account

To reopen a Virtual Account(s):

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Virtual Account Number** field, enter the Virtual Account whose details you want to edit.
   OR
   In the **Virtual Account Name** field, enter the name of the Virtual Account whose details you want to reopen.
3. Click on **Show more** option and search the Virtual Account by specifying the other parameters such as Virtual Entity, IBAN, Branch Name, Currency, Linkage type and Status.
4. Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction
5. Click the closed **Virtual Account Number & Name** link which needs to be reopened.

   The **View Virtual Account - Closed** screen appears.

View Virtual Account - Closed



Field Description

Field Name	Description
Party Name	Displays the party name and ID mapped to the selected Virtual Account.

Field Name	Description
Virtual Account Name	Displays the Virtual Account name with Status Tag if Active, Inactive, or Closed
Virtual Account Number	Displays the Virtual Account Number.
Available Balance	Displays the Balance details of Virtual account and related child accounts. **Note**: On click, the user can view the balance for particular Virtual Account including child contributions. Refer to the 6.2 View Virtual Account section for the detailed explanation.
Account Details	
Virtual Account Name	Displays the name of the Virtual Account corresponding to the account number.
Virtual Entity ID & Name	Displays the name and ID of the virtual entity.
Branch Name	Displays the Branch Name of the Virtual Account.
Product	Displays the product name under which the Virtual Account is opened.
Purpose	Displays the purpose of the Virtual Account.
Currency	Displays the currency associated with the Virtual Account.
Linkage	Displays the linkage type of the Virtual Account to Structure or Real Account.
Structure Name	Displays the name of the structure to which the Virtual Account is added. This field appears only if the linkage type is selected as Structure.
Parent Account Number	Displays the parent account number and name to which the Virtual Account is linked. This field appears only if the linkage type is selected as Structure.
Real Account Number	Displays the Real account number and name to which the Virtual Account is linked. This field appears only if the linkage type is selected as Real Account.

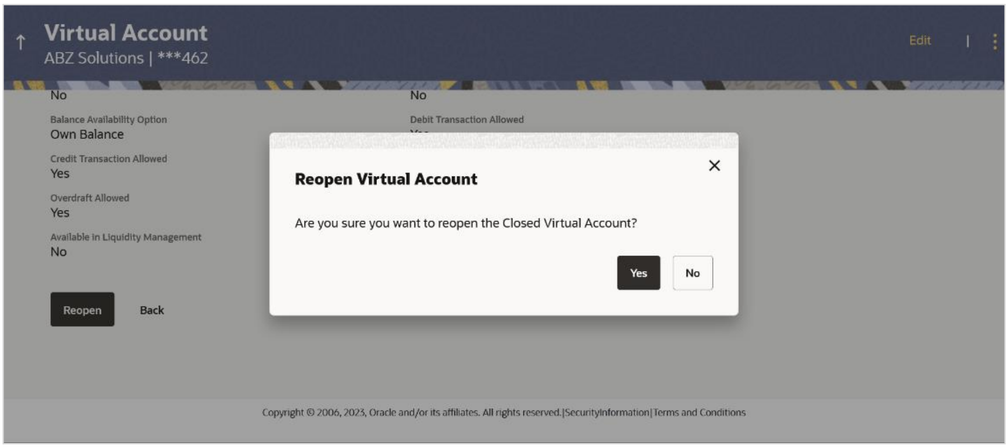
Field Name	Description
Interest Calculation Required	Displays whether interest calculation is required at the account level.
Creation Date	Displays the account creation date.
Correspondence Address	
Address Line 1	Displays the correspondence address line 1 of the Virtual Account holder.
Address Line 2	Displays the correspondence address line 2 of the Virtual Account holder.
Address Line 3	Displays the correspondence address line 3 of the Virtual Account holder.
Address Line 4	Displays the correspondence address line 4 of the Virtual Account holder.
Country	Displays the country name of the Virtual Account holder.
Post Code	Displays the post code of the Virtual Account holder.
Structured Address	
Department	Displays the department of the Virtual Account holder.
Sub-Department	Displays the sub-department of the Virtual Account holder.
Street Name	Displays the street name of the corporate Virtual Account holder.
Building Number	Displays the building number of the Virtual Account holder.
Building Name	Displays the building name of the Virtual Account holder.
Floor	Displays the floor number of the corporate Virtual Account holder.
Post Box	Displays the post box number of the Virtual Account holder.
Room	Displays the room number of the corporate Virtual Account holder.
Post Code	Displays the post code of the Virtual Account holder.

Field Name	Description
Town Name	Displays the town name of the corporate Virtual Account holder.
Town Location Name	Displays the town location name of the corporate Virtual Account holder.
District Name	Displays the district name of the corporate Virtual Account holder.
Country Subdivision	Displays the country subdivision of the corporate Virtual Account holder.
Country	Displays the country name of the corporate Virtual Account holder.
Preferences	
IBAN Required	Displays whether the IBAN is required.
IBAN	Displays the IBAN number of the Virtual Account.
Balance Check for Debits	Displays whether minimum balance is to be checked for account debit.
Balance Availability Options	Displays whether balance available is in own account.
Debit Transaction Allowed	Displays whether debit transactions are allowed in the account.
Credit Transaction Allowed	Displays whether credit transactions are allowed in the account.
Account Frozen	Displays whether the account is frozen.
Overdraft Allowed	Displays whether overdraft facility is available on the Virtual Account.
Overdraft Amount	Displays the fixed amount as overdraft on the Virtual Account. This field is displayed if you select Overdraft Allowed preference.

1. Click ⋮ icon and
   a. Select the **View Transactions** option to view the transaction details.
   b. Select the **View Restrictions** option to view the restriction details.
   c. Select the **Edit Restrictions** option to edit the restriction details.

2. Click **Reopen** to reopen the Virtual Account. The message is displayed prompting for reopening the Virtual Account.
   OR
   Click **Back** to navigate back to previous screen.

   Reopen Virtual Account



3. Click **Yes** to reopen the Virtual Account.
   OR
   Click **No** if you do not wish to reopen the Virtual Account.
4. The success message of Virtual Account Reopen is displayed along with the reference number.

   Click **Home** to navigate to the dashboard screen.
   OR
   Click **Go To Overview** to navigate to the Virtual Account management dashboard.

7. Virtual Accounts Structure

The implementation of Virtual Accounts structure provides corporates better visibility and greater control over cash. It allows corporate the ability to re-examine funds allocation quickly and look for opportunities to implement a payment or collection.

You can create & view the Virtual Accounts structure in both tabular as well as map view.

This feature allows following:

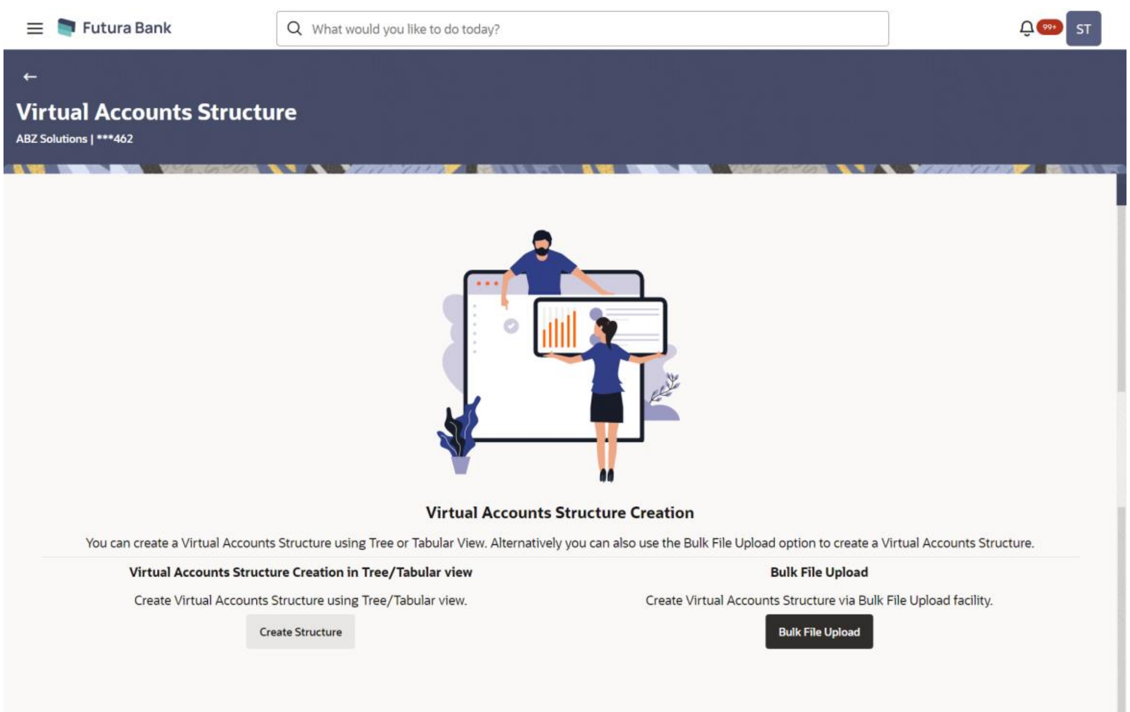
- Create Virtual Accounts Structure
- View Virtual Accounts Structure
- Edit Virtual Accounts Structure
- Close Virtual Accounts Structure

7.1 Create Virtual Accounts Structure

How to reach here:

Toggle Menu > Virtual Account Management > Virtual Accounts Structure > Create Structure
OR
Toggle Menu > Virtual Account Management > Overview > Virtual Accounts Structure > Create Structure

Virtual Accounts Structure Creation



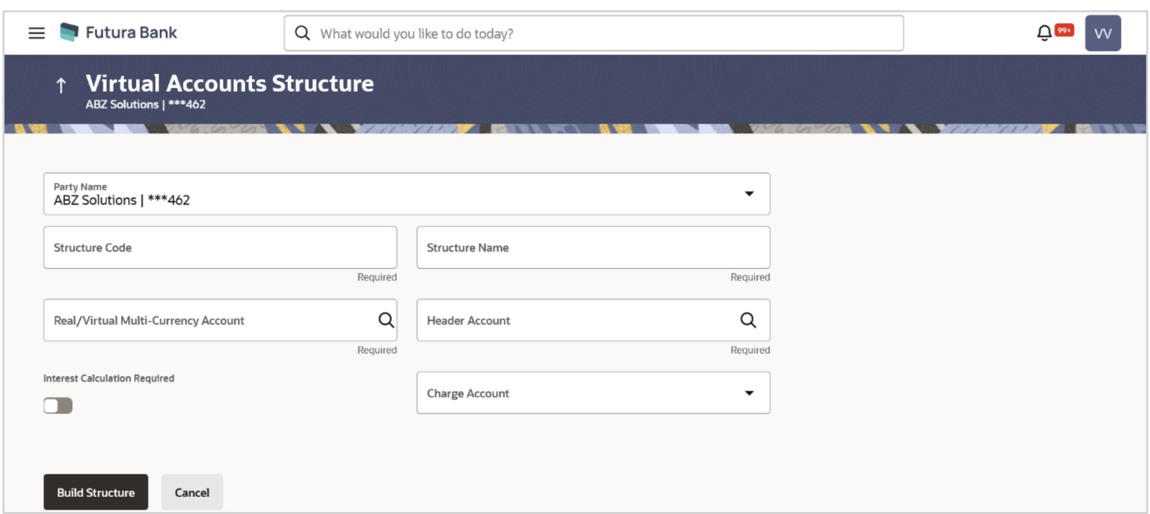
1. Click **Create Structure** to create the Virtual Accounts Structure in Tree/Tabular view.
   OR
   Click **Bulk File Upload** to create the Virtual Accounts Structure through Bulk File Upload.

To create Virtual Accounts Structure in Tree/Tabular view:

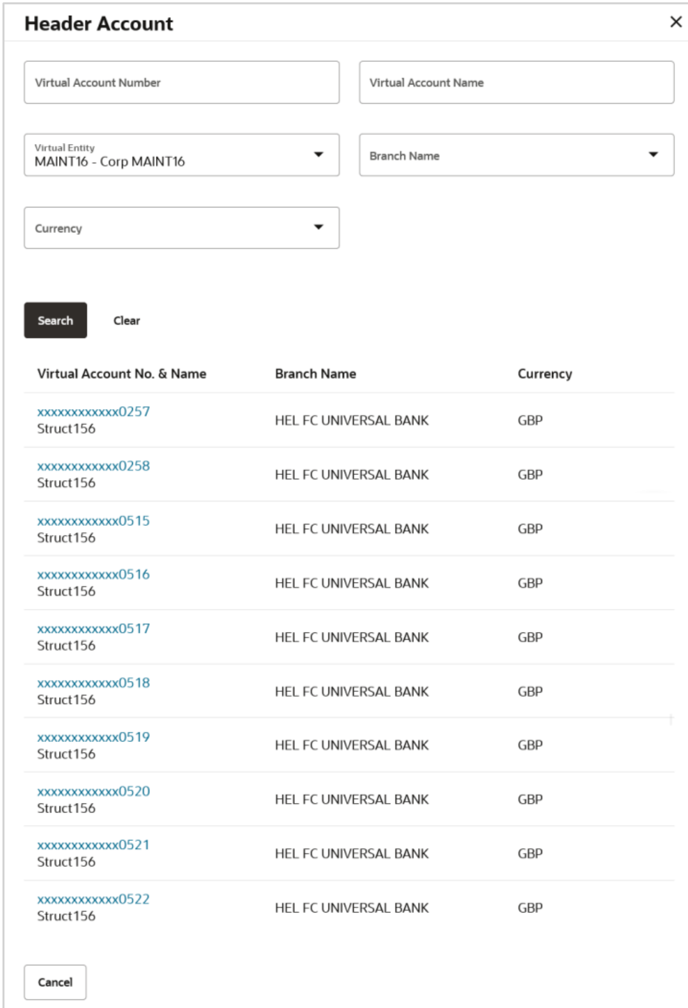
2. In the **Party Name** field, select the party name and ID from the dropdown list.
3. In the **Structure Code** field, enter the structure code.
4. In the **Structure Name** field, enter the name of the structure.
5. From the **Real/Virtual Multi-Currency Account** list, select the appropriate account number.
6. In the **Header Account** field, click **Search** icon to search the header account number.

   The **Header Account** overlay appears.
7. In the **Header Account** overlay screen, select the required filter criteria in the respective fields.
8. Click **Search** to search the header account based on search criteria.
   OR
   Click **Clear** to reset the entered data.
   OR
   Click **Cancel** to cancel the Header Account selection.
9. Search and select the header account number from the list.
10. Move the **Interest Calculation Required** slider to avail the interest calculation.
11. From the **Charge Account** list, select the Charge Account Number.

Create Virtual Accounts Structure



Header Account Overlay



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list in which the Virtual Accounts Structure must be created. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Accounts Structure are displayed.
Structure Code	Specify the structure code.
Structure Name	Specify the structure name corresponding to the structure code.

Field Name	Description
Real/ Virtual Multi-Currency Account	Select the Real/ Virtual Multi-Currency account number and name under which the structure is to be created. **Note:** User can search the Real/ Virtual Multi-Currency Account by Account Name, Account Number, Real/ Virtual Multi-Currency Account's Group ID, Branch or Currency based on the parameters set in the system configuration and displays these details in the search results and the respective fields once the required account is selected.
Header Account	Select the Header account number and name, which is the topmost Virtual Account in the structure. **Note:** User can view only the configured number of Virtual Account Number in the search results.
Header Account Overlay	
Virtual Account Number	Specify the Virtual account number.
Virtual Account Name	Specify the Virtual account name.
Virtual Entity	Select the Virtual entity from the list.
Branch Name	Select the branch of the account from the list.
Currency Name	Select the currency of the account from the list.
Search Result	

Note:

User can view only the configured number of Virtual Account Number in the search results.

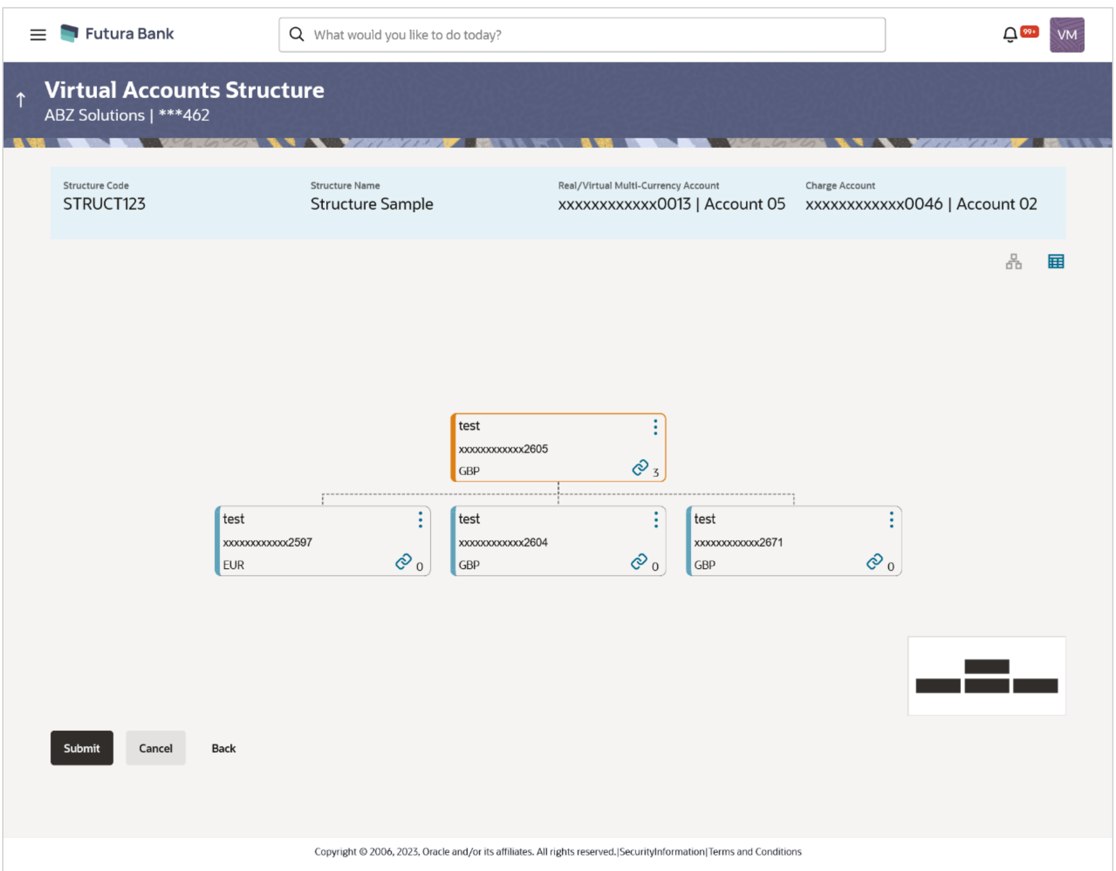
If the search result count exceeds the configured count, an error message appears to refine the search criteria.

Field Name	Description
Virtual Account No. & Name	Displays the Virtual Account number and name.
Branch Name	Displays the branch of the account.
Currency	Displays the currency of the account.
Interest Calculation Required	Indicates whether interest calculation is required at a structure level.

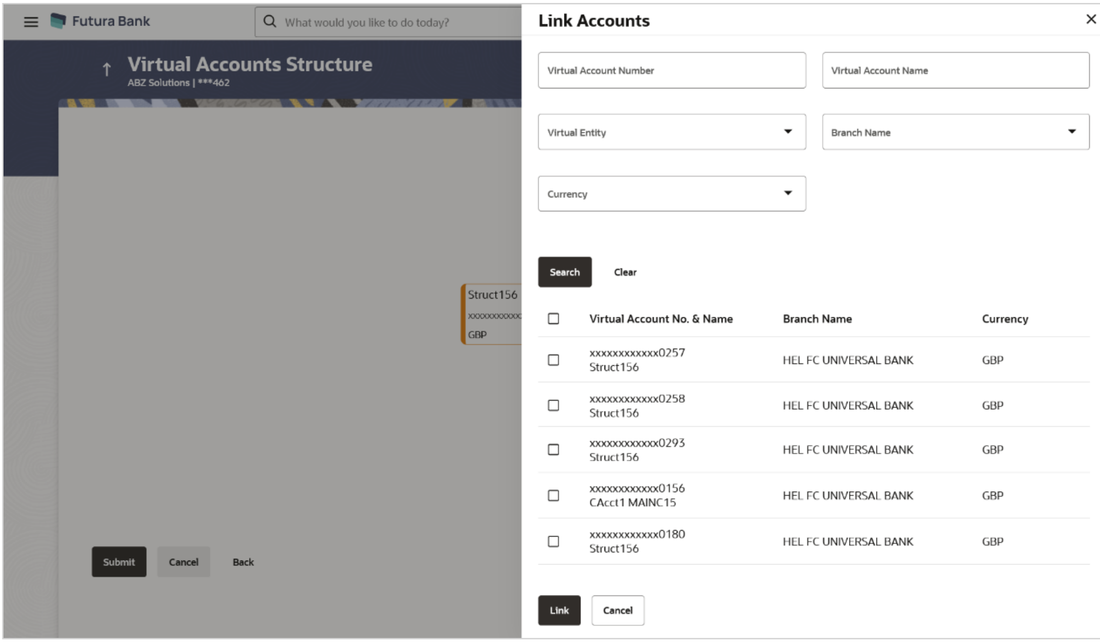
Field Name	Description
Charge Account	Select the charge account number and name from which the charges can be collected. **Note:** User can search the Charge Accounts by Account Name, Account Number, Branch or Currency based on the parameters set in the system configuration and displays these details in the search results and the respective fields once the required account is selected.

12. Click **Build Structure**. The **Create Virtual Accounts Structure** screen is displayed.
    OR
    Click **Cancel** to cancel the transaction.

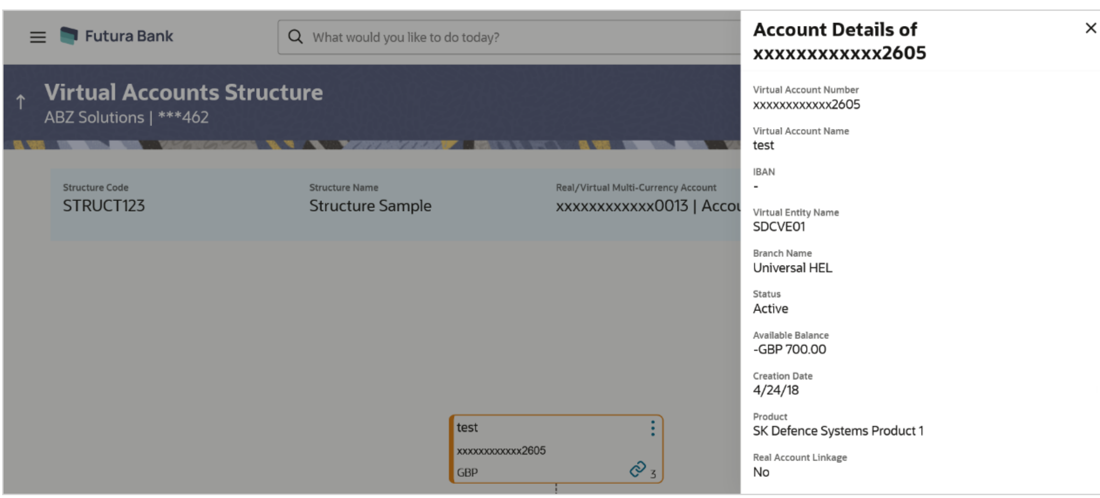
Create Virtual Accounts Structure - Tree view



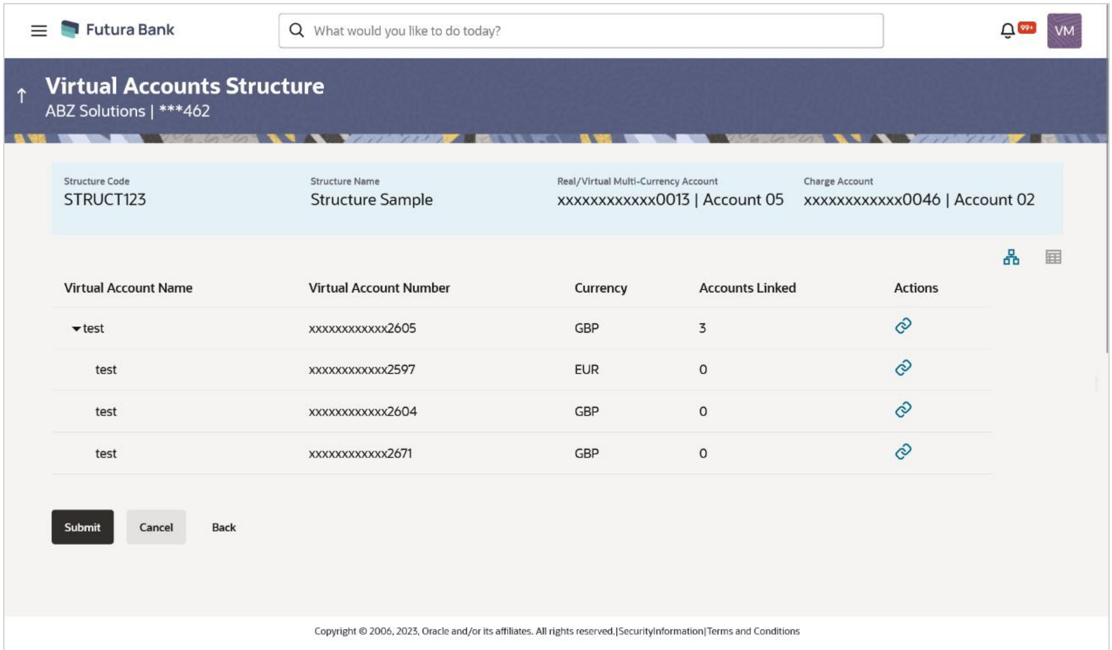
Create Virtual Accounts Structure - Link Accounts



Create Virtual Accounts Structure - Account Details



Create Virtual Accounts Structure - Tabular view



Field Description

Field Name	Description
Structure Code	Displays the structure code.
Structure Name	Displays the structure name corresponding to the structure code.
Real/ Virtual Multi-Currency Account	Displays the Real/Multi-Currency account number and name under which the structure is to be created.
Charge Account	Displays the charge account number and name from which the charges will be collected.
Create Structure functionality is available in both **Tree** and **Table** view. Below fields are available / applicable for both the views.	
Virtual Account Name	Displays the Virtual Account name corresponding to the Virtual Account Number.
Virtual Account Number	Displays the Virtual Account Number. **Note:** User will be able to view only the Virtual Accounts which he has access to.
Currency	Displays the currency of the Virtual Account.

Field Name	Description
Account Linked	Displays the number of linked child accounts to the parent account. This field is displayed as column in **Tabular** view. This field 3 is displayed directly in the Virtual Account node in **Tree** view.
Action	Click to view the account details or undo link the Virtual Accounts in **Tree/Tabular** view. **Note:** Undo link appears for newly added accounts only.
Link	Click to link the child accounts under Virtual Account Number in **Tree/Tabular** view. On clicking this icon, **Link Accounts** overlay appears from which the user selects the Virtual Accounts to link. **Note:** User can view only the Virtual Accounts which he has access to.
Expand/ Collapse	Click to expand or collapse list in the table structure. This button is displayed only in **Tabular** view. Click on the node to expands its immediate child accounts and collapses all other expanded nodes. This option is applicable only for **Tree** view.
Link Accounts Overlay	
Virtual Account Number	Specify the Virtual account number.
Virtual Account Name	Specify the Virtual account name.
Virtual Entity	Select the Virtual Entity from the list.
Branch Name	Select the branch of the account from the list.
Currency	Select the currency of the account from the list.

Field Name	Description
Search Result	
Note: User can view only the configured number of Virtual Account Number in the search results. If the search result count exceeds the configured count, an error message appears to refine the search criteria.	
Select All	Select the checkbox on the header row to select all the available virtual account number.
Virtual Account No. & Name	Displays the Virtual Account number and name.
Branch Name	Displays the branch name of the account.
Currency	Displays the currency of the account.

Note:

In **Tree** view,

1. Header Node is displayed in different colour and Selected node is highlighted.

2. Click to navigate between pages to view all the linked accounts. Count of nodes to be visible at a single level in a Virtual Accounts Structure will be as maintained in system configuration post which all the nodes appear in horizontal pagination.

13. Click to view the account details, and undo link the Virtual Account.
    a. If you click **Account Details**, the **Account Details** screen is displayed.
    b. If you click **Undo Link**, a message confirming removal of selected account is displayed. Click **Ok**.

       The selected account along with the child accounts is delinked from the parent account.
14. Click to link the Virtual Account.

    The **Link Accounts** overlay screen is displayed.
15. Click **Search** to search the virtual account based on search criteria.
    OR
    Click **Clear** to reset the entered data.
    OR
    Click **Cancel** to cancel the Virtual Account selection.
16. Select the appropriate account number and click **Link**.

    The selected Virtual Account Number is linked to the parent Virtual Account.

17. Click  to view the account structure in tree view.
    OR
    Click  to view the account structure in table view
18. Click **Submit** to create the Virtual Accounts Structure.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to previous screen.
19. The **Review** screen appears. Verify the details and click **Review Structure**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
20. Click **Confirm** to create the Virtual Accounts Structure.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to create Virtual Accounts Structure.
21. The success message of Virtual Accounts Structure creation appears along with the reference number.
    OR
    Click **Home** to navigate to the application dashboard screen.
    OR
    Click **Create more Structure** to create virtual structure.

7.2 View Virtual Accounts Structure

How to reach here:

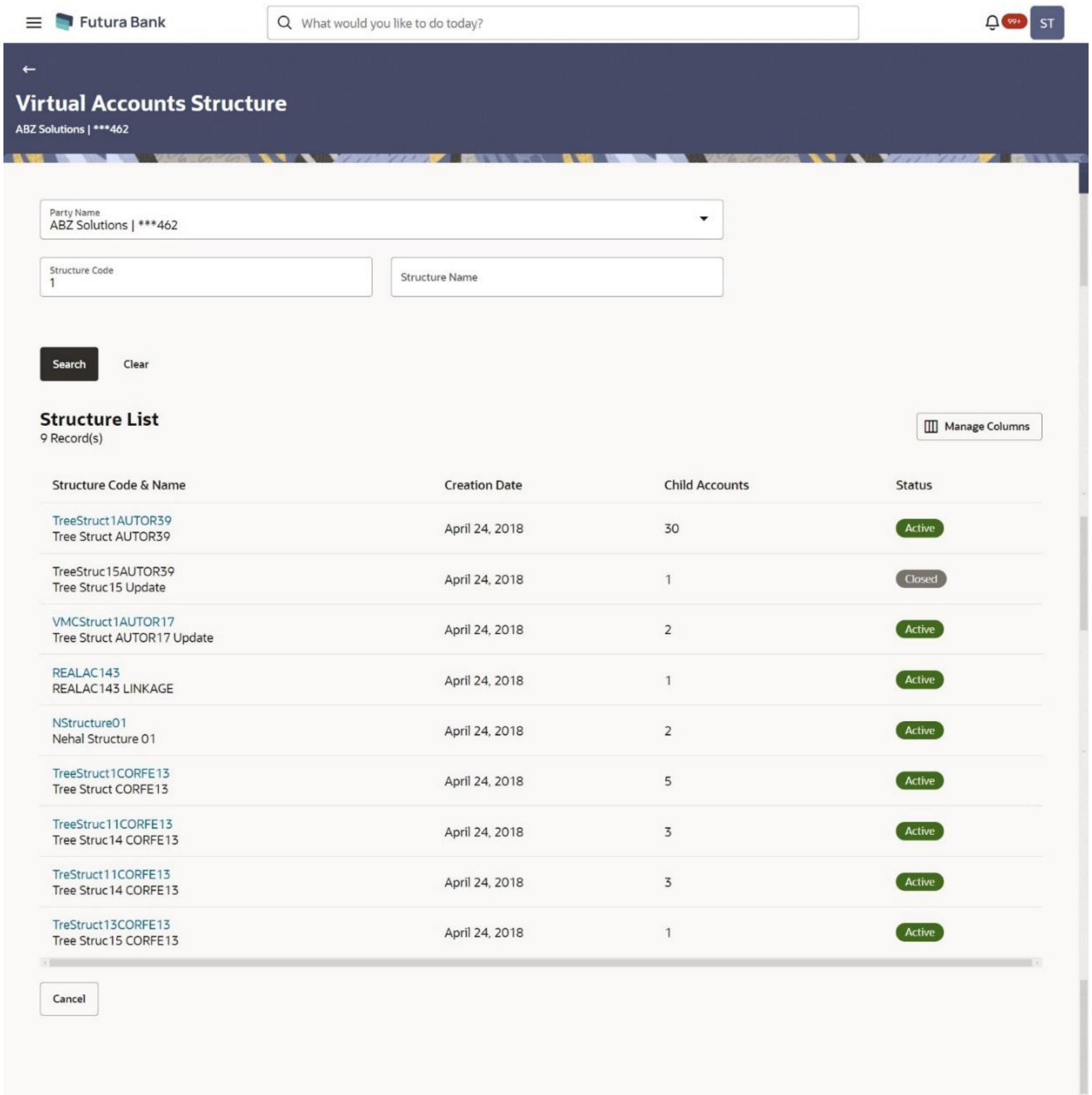
Toggle Menu > Virtual Account Management > Virtual Accounts Structure > View/Edit Structure
OR
Toggle Menu > Virtual Account Management > Overview > Virtual Accounts Structure > View All

By default, all the Virtual Accounts Structures are displayed. In case if you wish to search a Virtual Accounts Structure, you can do so by entering the search criteria.

To view Virtual Accounts Structure:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Structure Code** field, enter the virtual structure code.
   OR
   In the **Structure Name** field, enter the virtual structure name.
3. Click **Search** to view Virtual Accounts structure.
   The search result corresponding to the search criteria is displayed.
   OR
   Click **Clear** to clear the search criteria.
   OR
   Click **Cancel** to cancel the transaction.

View Virtual Accounts Structure



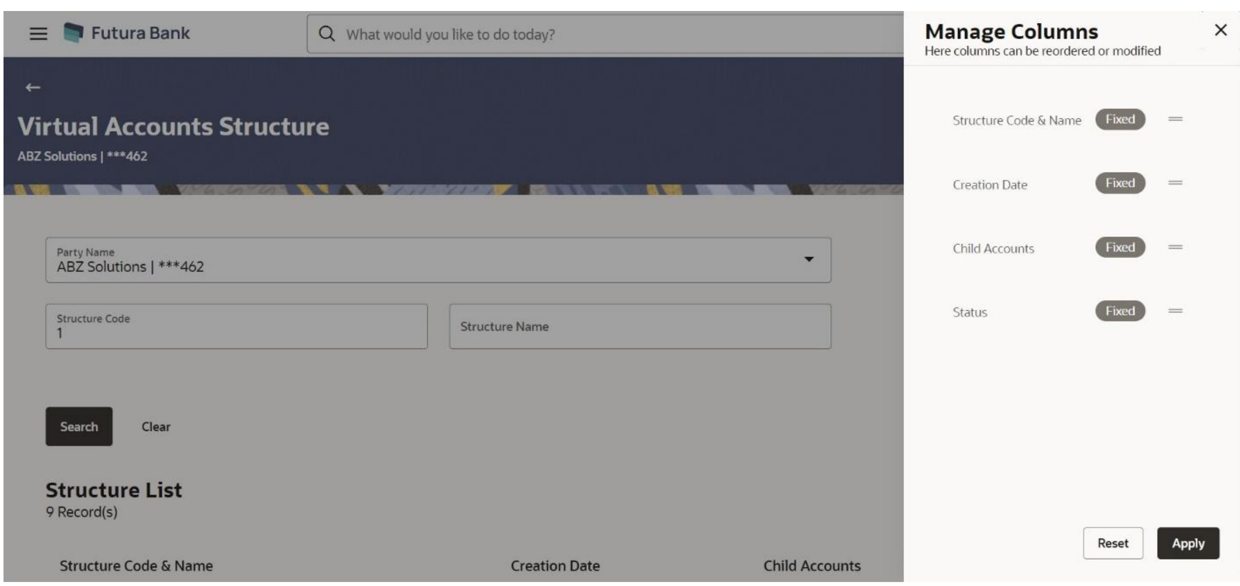
Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable Virtual Accounts Structure. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Accounts Structure are displayed.
Virtual Accounts Structure	
Customer Name	Displays the customer name.

Field Name	Description
Customer IDs	Displays the customer ID of the customer.
Structure Code	Specify the structure code corresponding to the real account.
Structure Name	Specify the structure name corresponding to the real account.
Structure List	
Total Count of Records	Displays the total count of records based on the search criteria.
Structure Code & Name	Displays the structure code and name.
Creation Date	Displays the structure creation date.
Child Accounts	Displays the total count of Virtual Accounts linked to the structure.
Status	Displays the status of the structure.

4. Click **Manage Columns** to reorder or modify or save column preferences in virtual Accounts Structure screen.

   View Virtual Accounts Structure – Manage Columns overlay screen appears.

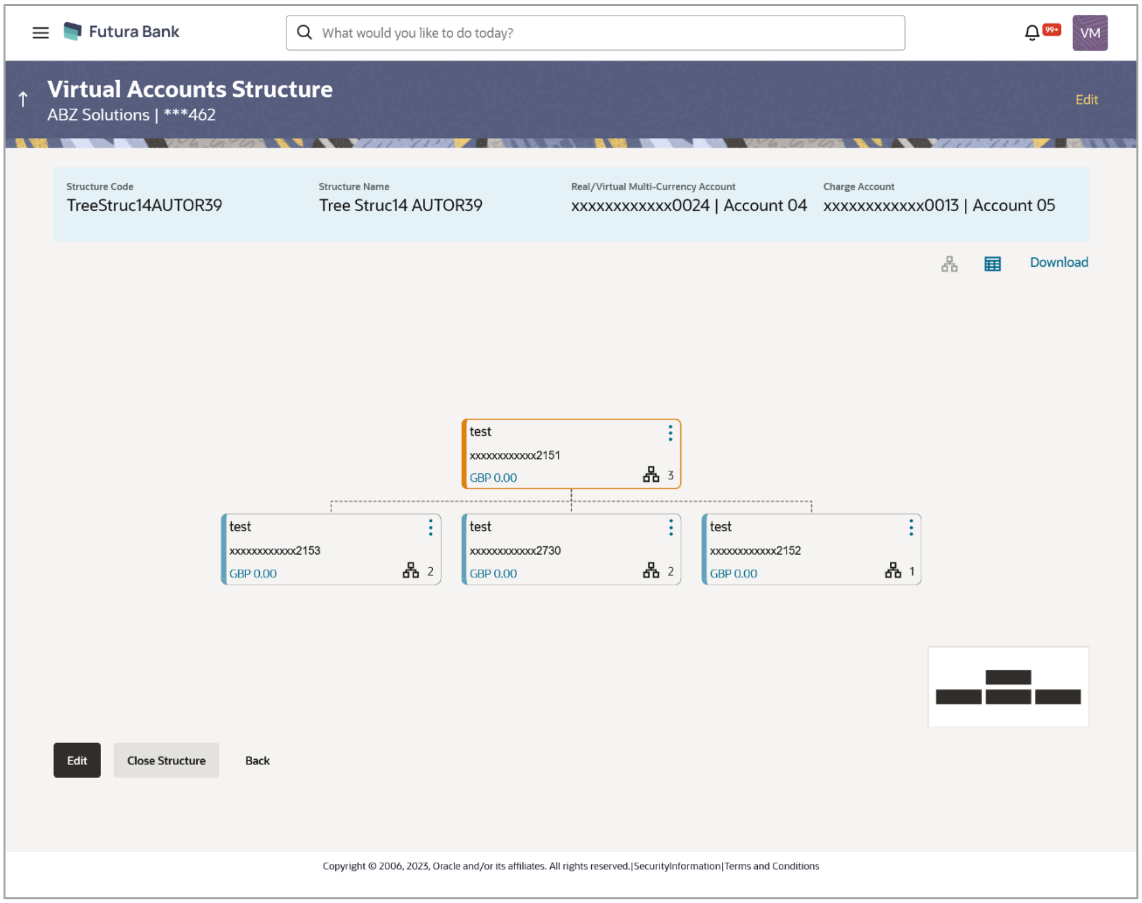


   a. Click **Apply** to apply the modified columns preferences.

b. Click **Reset** to reset the columns preferences.

5. Click the **Structure Code & Name** link to view the Virtual Accounts Structure details. The **Virtual Accounts Structure - View** screen appears.

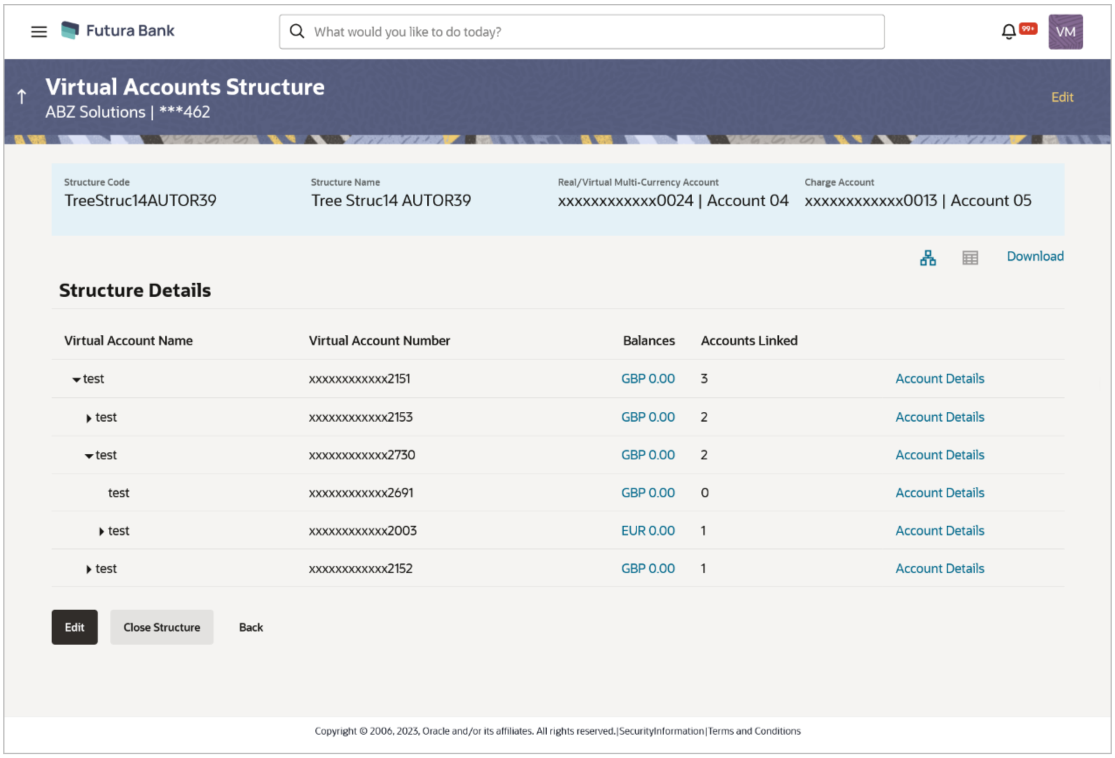
View Virtual Accounts Structure - Tree View



Note: Only Header node and its immediate child accounts will appear on the screen initially.

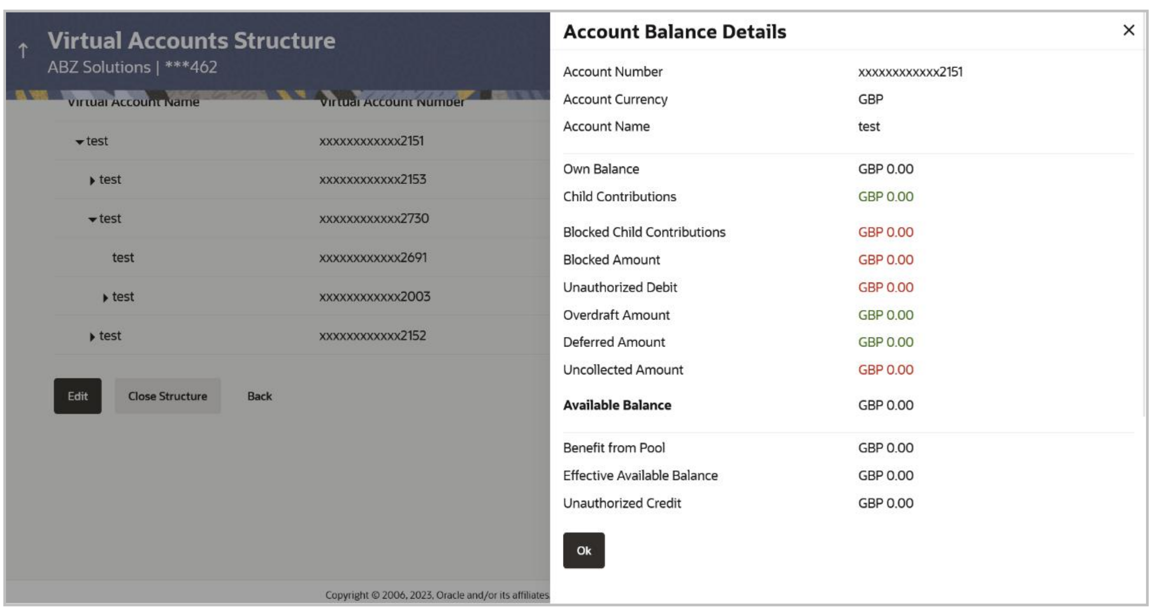
To view further nodes, click on the respective nodes to expand and view its child accounts.

View Virtual Accounts Structure - Tabular View

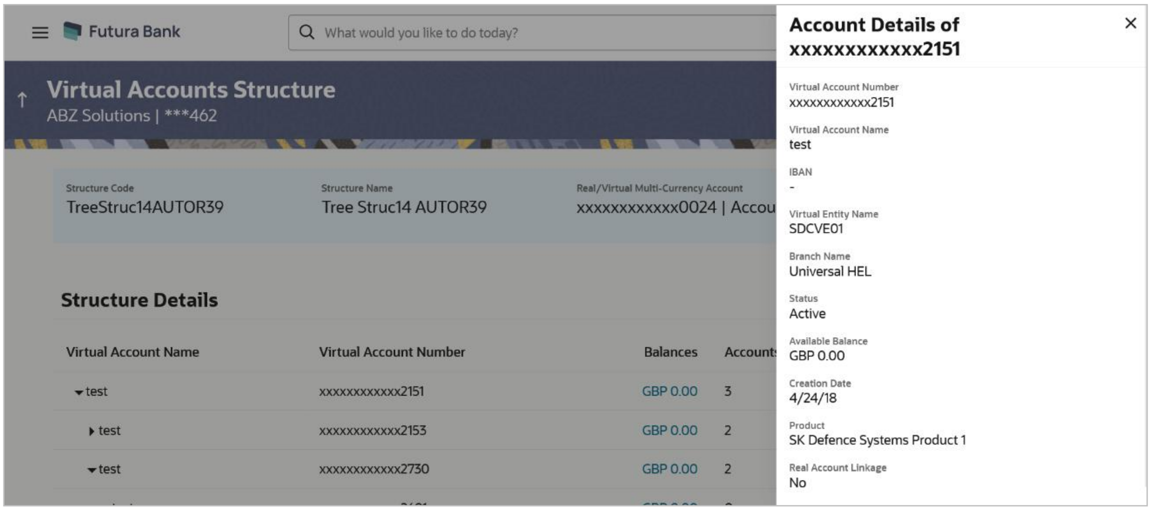


Note: Header account and all its child accounts will appear on the screen initially.

View Virtual Accounts Structure - Account Balance Details



View Virtual Accounts Structure - Account Details



Note:
1. Header Node is displayed in different colour and Selected node is highlighted.

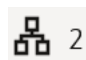
2. Click 

to navigate between pages to view all the linked accounts. Count of nodes to be visible at a single level in a Virtual Accounts Structure will be as maintained in system configuration post which all the nodes appear in horizontal pagination.

Field Description

Field Name	Description
Virtual Accounts Structure	
Real Customer Name & ID	Displays the Real customer name and ID.
Structure Code	Displays the Structure code corresponding to the real account.
Structure Name	Displays the Structure name corresponding to the real account.
Real/ Virtual Multi-Currency Account	Displays the Real/Multi-Currency account number and name under which the structure is to be created. **Note**: In case of VMCA, Virtual Multi-Currency Account is displayed. This field will not be visible if the user does not have access to Real/Multi-Currency account.
Charge Account	Displays the charge account number and name from which the charges will be collected.

View Structure functionality is available in both **Tree** and **Table** view. Below fields are available / applicable for both the views.

Field Name	Description
Virtual Account Name	Displays the Virtual Account name corresponding to the Virtual Account Number.
Virtual Account Number	Displays the Virtual Account Numbers. **Note:** This field is greyed out for the Virtual Account which the user does not have access.
Balances	Displays the balance available in Virtual Account. Click on the Account Balance hyperlink, **Account Balance** overlay appears.
Account Linked	Displays the number of linked accounts to the Virtual Account Number. This field is displayed as column in **Tabular** view. This field  is displayed directly in the Virtual Account node in **Tree** view.

Account Balance Details

Click on the Account Balance of the Virtual Account. The **Account Balance Details** screen appears.

Account Number	Displays the Virtual account number.
Account Currency	Displays the Virtual account currency.
Account Name	Displays the name of the Virtual account.
Own Balance	Displays the balance in the Virtual Account.
Child Contributions	Displays the contributions made by the linked child Virtual Accounts.
Currency wise Child Contribution	Displays the currency wise child contribution. Click the **Currency wise Child Contribution** link to view currency wise contribution from child accounts.
Blocked Child Contributions	Displays the blocked amount of the linked child Virtual Accounts.
Blocked Amount	Displays the blocked amount, which cannot be utilized.
Unauthorized Debit	Displays the unauthorized debit amount.
Overdraft Amount	Displays the overdraft amount on the Virtual Account.
Deferred Amount	Displays the deferred amount on the Virtual Account.
Uncollected Amount	Displays the uncollected amount on the Virtual Account.
Available Balance	Displays the available balance in the Virtual account.
Benefit From Pool	Displays the beneficial amount available in the pool contributed by different accounts.

Field Name	Description
Effective Available Balance	Displays the effective available balance in the Virtual Account.
Unauthorized Credit	Displays the unauthorized credit amount.
Transaction Inquiry	Click on the ink to view the transactions of the virtual account for the specified period. For information, refer **Transaction Inquiry** section.

6. In **Tree** view, click icon to view the **Account Details**.
   OR
   In **Tabular** view, click **Account Details**.

   The **Account Details** screen is displayed.

   Note: This button appears only for the Virtual Accounts which the user has access.

7. Click on the header node to view the accounts linked under the Virtual Account.
   OR
   Click to view the account structure in a tree view. You can click on each account widget to view the account balance details.
   OR
   Click to view the account structure in tabular view. You can click **View More** link to view the account balance details.
   OR
   Click **Download** to download the Virtual Accounts Structure in .csv format.

   Note: This option will not appear for the closed Virtual Accounts Structure.

8. Click **Edit** to modify and update the Virtual Accounts structure.
   OR
   Click **Close Structure** to close the Virtual Accounts structure.
   OR
   Click **Back** to navigate back to previous screen.

7.3 Edit Virtual Accounts Structure

How to reach here:

Toggle Menu > Virtual Account Management > Virtual Accounts Structure > View/Edit Structure
OR
Toggle Menu > Virtual Account Management > Overview > Virtual Accounts Structure > View All

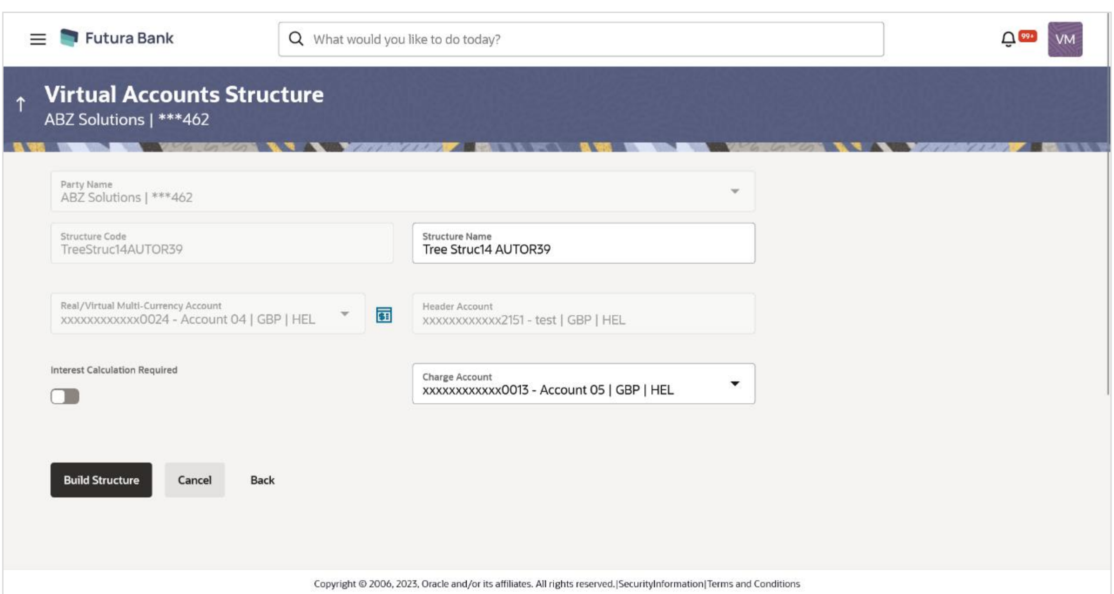
This option allows the user to edit the Virtual Accounts structure. The user can add a child account as well as remove the child account as required.

Note: Delink option is available only for a node which does not have any child accounts. User can delink the node from the structure only if its own balance is Zero. It will only delink a Virtual Account from the structure and not close the Virtual Account.

To edit Virtual Accounts Structure:

1. Navigate to the **View Virtual Accounts Structure** and in the **Structure Code** field, enter the Virtual Accounts structure code whose details you want to edit.
   OR
   In the **Structure Name** field, enter the name of the Virtual Accounts Structure whose details you want to edit.
2. Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction
3. Click the link under the **Structure Code & Name** column. The structure code details are displayed.
4. Click **Edit**. The **Edit Virtual Accounts Structure** screen is displayed.

Edit Virtual Accounts Structure

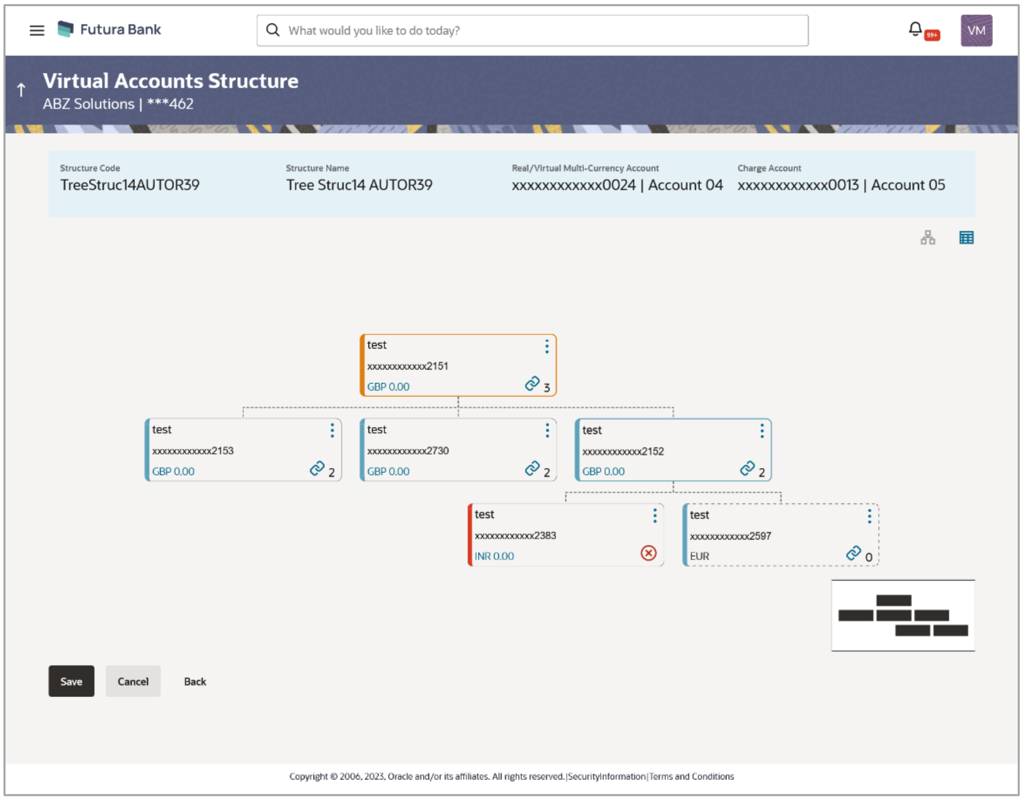


Field Description

Field Name	Description
Party Name	Displays the party name and ID mapped to the selected Virtual Accounts Structure.
Structure Code	Displays the structure code.
Structure Name	Displays the structure name corresponding to the structure code.
Real/Multi-Currency Account	Select the Real/Multi-Currency account number and name under which the structure is to be updated. **Note**: User cannot change the Real/VMCA account number in a structure until all linked Virtual accounts are zeroed and removed. This field appears only if the user has access to the specified Real/Multi-Currency Account.
Balance	Displays the current balance in the selected Real/Multi-Currency account. **Note:** This field appears only if the user has access to the specified Real/Multi-Currency Account.
Header Account	Displays the Header account number and name under which the structure is to be updated.
Interest Calculation Required	Indicates whether interest calculation is required ta structure level.
Charge Account	Select the charge account number and name from which the charges can be collected. **Note:** User can search the Charge Accounts by Account Name, Account Number, Branch or Currency based on the parameters set in the system configuration and displays these details in the search results and the respective fields once the required account is selected.

5. Modify the Structure Name, Interest Calculation Required toggle and Charge Account, if required.
6. Click **Build Structure**. The **Edit Virtual Accounts Structure – Tree View** screen is displayed.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

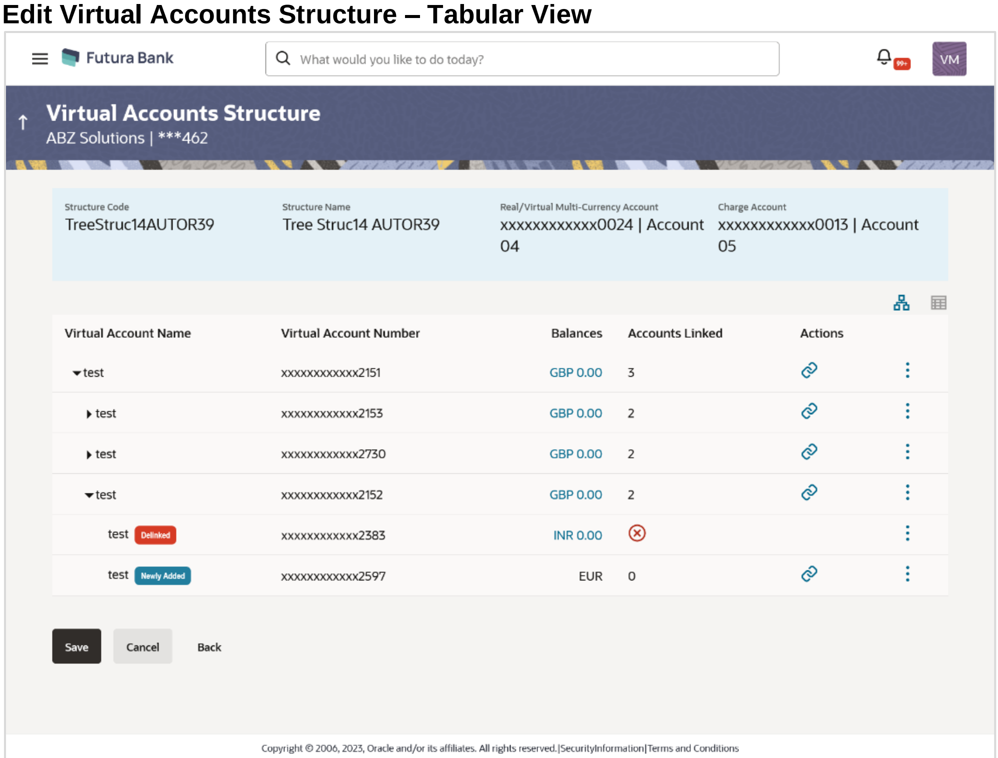
Edit Virtual Accounts Structure – Tree View



Note: Only Header node and its immediate child accounts will appear on the screen initially.

To view further nodes, User has to click on the nodes to expand and view its child accounts.

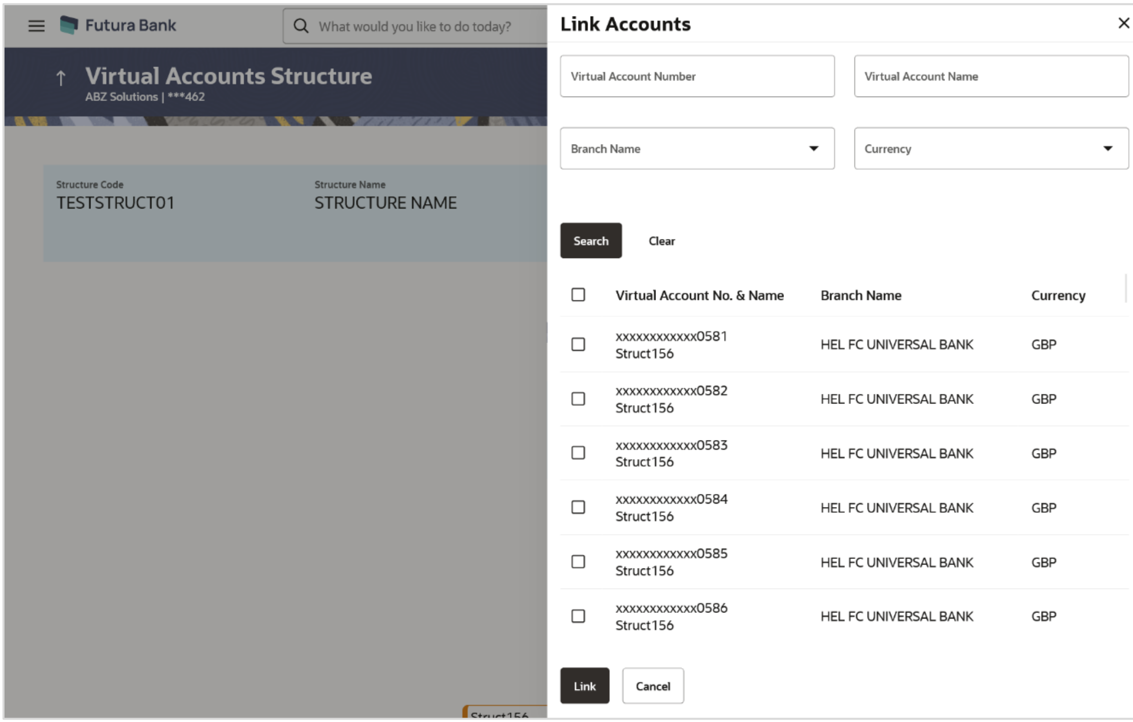
Edit Virtual Accounts Structure – Tabular View



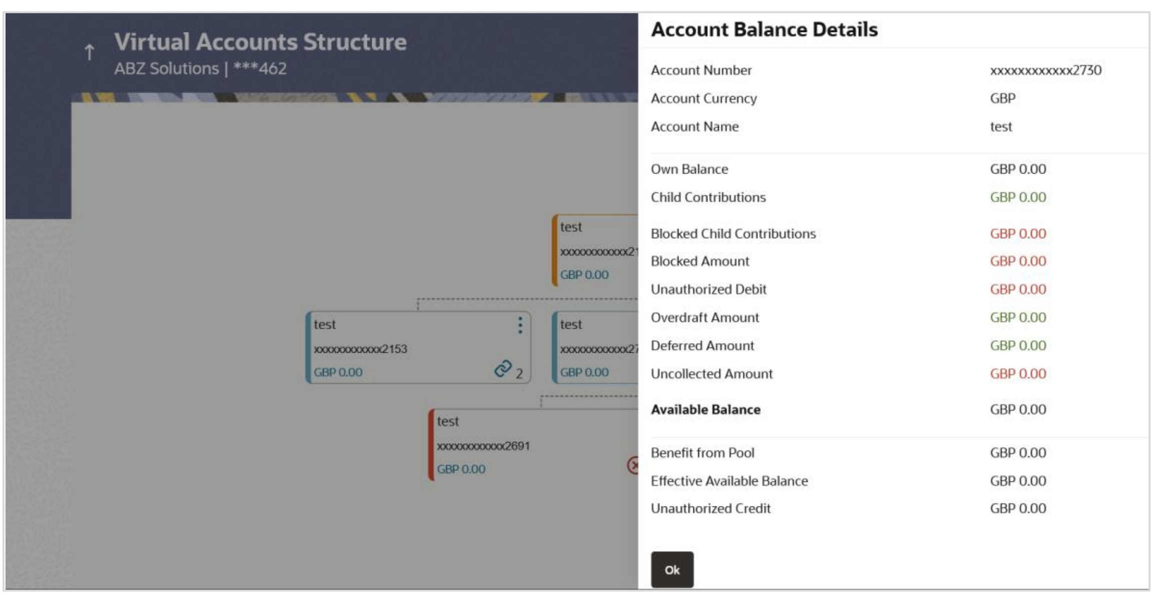
Note: Only Header node and its immediate child accounts will appear on the screen initially.

To view further nodes, User has to click on expand and collapse icon to view its child accounts.

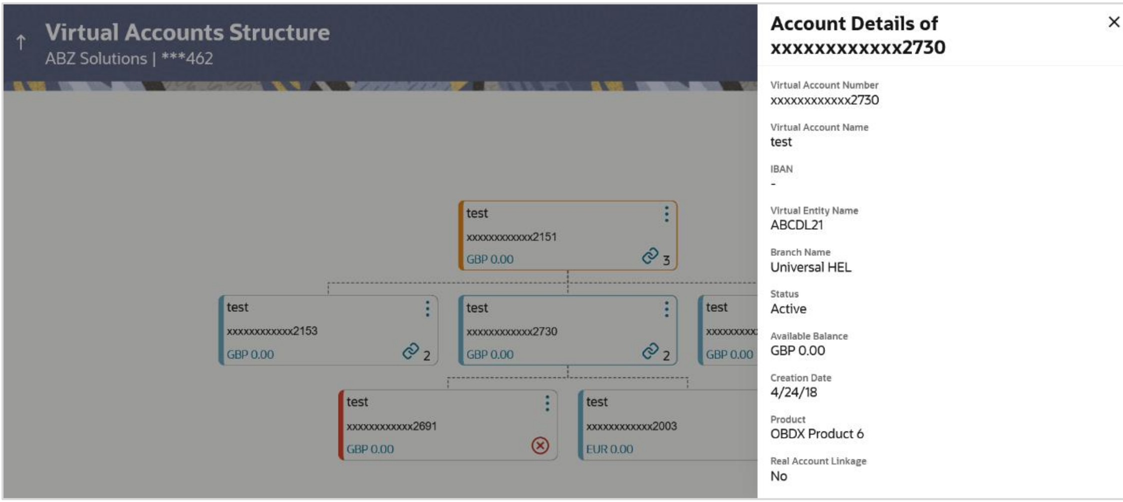
Edit Virtual Accounts Structure - Link Accounts Overlay



Edit Virtual Accounts Structure - Account Balance Details



Edit Virtual Accounts Structure - Account Details



Field Description

Field Name	Description
Virtual Accounts Structure	
Real Customer Name & ID	Displays the Real customer name and ID.
Structure Code	Displays the structure code corresponding to the real account.
Structure Name	Displays the structure name corresponding to the real account.
Real/Multi-Currency Account	Displays the Real/Multi-Currency account number and name under which the structure is to be updated. **Note:** This field appears only for the Real/Multi-Currency Accounts which the user has access.
Charge Account	Displays the charge account number and name from which the charges will be collected.
Edit Structure functionality is available in both **Tree** and **Table** view. Below fields are available / applicable for both the views.	
Virtual Account Name	Displays the Virtual Account name corresponding to the Virtual Account Number on each node.
Virtual Account Number	Displays the Virtual Account Numbers on each node.

Field Name	Description
Balances	Displays the balance available in Virtual Account on each node. Click on the Account Balance hyperlink, **Account Balance** overlay appears. **Note:** This field appears only for the Virtual Accounts which the user has access.
Accounts Linked	Displays the number of linked accounts to the Virtual Account Number. This field is displayed as column in **Tabular** view. This field 3 is displayed directly in the Virtual Account node in **Tree** view.
Actions	Click to view the account details, undo link the child accounts under Virtual Account Number, delink the existing Virtual Account from Structure and undo delink accounts. **Note:** 1. This button appears only for the Virtual Accounts which the user has access. 2. Undo link will appear only for newly added Virtual accounts while modifying the structure 3. Delink will appear only for existing Virtual accounts without child accounts. User can delink an account only if the node balance is zero. 4. Undo Delink will appear only for the delinked Virtual accounts from the structure. Once an account is delinked, it is highlighted differently and shown in red border.
Link Accounts overlay	
Virtual Account Number	Specify the Virtual account number.
Virtual Account Name	Specify the Virtual account name.
Branch Name	Select the branch of the account from the list.
Currency Name	Select the currency of the account from the list.
Search Result	

Note:

User can view only the configured number of Virtual Account Number in the search results.

If the search result count exceeds the configured count, an error message appears to refine the search criteria.

Field Name	Description
Virtual Account No. & Name	Displays the Virtual Account number and name.
Branch Name	Displays the branch name of the account.
Currency	Displays the currency of the account.

Note:

1. Header Node is displayed in different colour and selected node is highlighted.

2. Click [1 2 3] to navigate between pages to view all the linked accounts. Count of nodes to be visible at a single level in a Virtual Accounts Structure will be as maintained in system configuration post which all the nodes appear in horizontal pagination.

3. Existing Virtual Account in a structure can only be removed when its own balance and all the linked child account balances is zero.

7. Click ⋮ to view the account details, or undo link the Virtual Account.
   a. Click **Account Details.** The **Account Details** screen is displayed.
   b. Click to link the Virtual Account to the parent Virtual Account**.**
      The **Link Accounts** overlay screen is displayed.
   c. Click **Search** to search the virtual account based on search criteria.
      OR
      Click **Clear** to reset the entered data.
      OR
      Click **Cancel** to cancel the Virtual Account selection.
   d. Select the appropriate account number and click **Link**.

      The selected Virtual Account Number is linked to the parent Virtual Account.
   e. Click **Undo Link**. a message confirming removal of the newly added accounts is displayed.

      Click **OK**.
   f. Click **Delink**. a message confirming removal of the existing accounts is displayed.

      Click **OK**.
   g. Click **Undo Delink** to undo the removed virtual account from the parent account.
8. Click **Submit** to update the Virtual Accounts Structure.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen

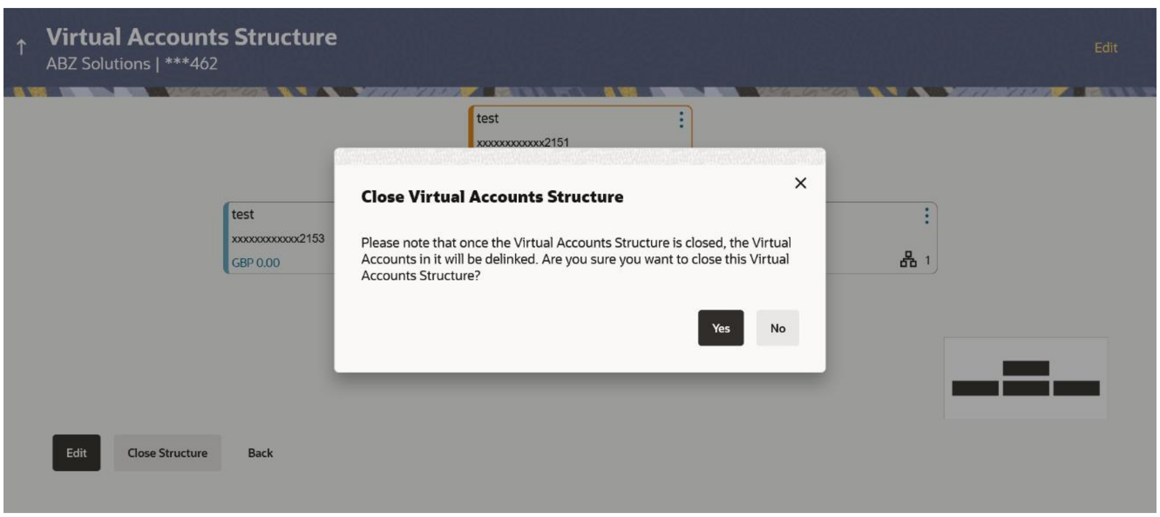
9. The **Review** screen appears only with the updated details. Verify the updated details and click **Review Structure**.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.
10. Click **Confirm** to update the Virtual Accounts Structure.
The success message of Virtual Accounts Structure update appears along with the reference number.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to create Virtual Accounts Structure.
11. Click **Home** to navigate to the application dashboard screen.
OR
Click **Create more Structure** to create virtual structure.

7.4 Close Virtual Accounts Structure

To close Virtual Accounts Structure:

1. Navigate to the View Virtual Accounts Structure and in the **Structure Code** field, enter the Virtual Accounts Structure code whose details you want to close.
   OR
   In the **Structure Name** field, enter the name of the Virtual Accounts Structure whose details you want to edit.
2. Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction.
3. Click the link under the **Structure Code & Name** column. The structure code details are displayed.
4. Click **Close**. A message is displayed prompting for record closure.

Close Virtual Accounts Structure



Note:
Virtual Accounts structure can only be closed if

1. User has the access to the header account of the structure.
2. All the child account balances are zero.

5. Click **Yes** to close the Virtual Accounts Structure. The success message of Virtual Accounts Structure deletion is displayed along with the reference number.
   OR
   Click **No** if you do not wish to close the Virtual Accounts Structure.

Note: Once the Virtual Accounts Structure is closed, Virtual Accounts are delinked and can be added to another Virtual Accounts Structure.

6. Click **Home** to navigate to the application dashboard screen.

8. Remittance ID

Remittance IDs are the Virtual Accounts that do not have account balances of their own but act like pipelines to the real accounts and help to keep track of Remitters.

This feature allows following:

- Create Remittance ID
- View Remittance ID
- Edit Remittance ID
- Close Remittance ID
- Reopen Remittance ID

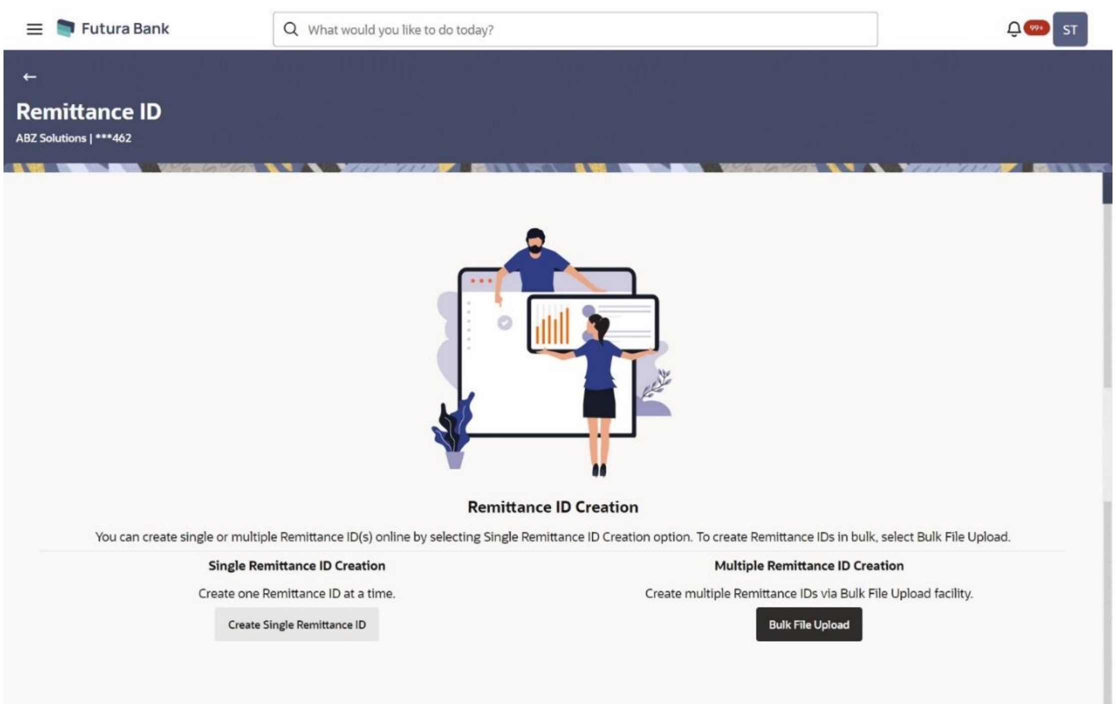
8.1 Create Remittance ID

This feature allows the corporate user to create Remittance ID.

How to reach here:

Toggle Menu > Virtual Account Management > Remittance ID > Create Remittance ID

Remittance ID Creation

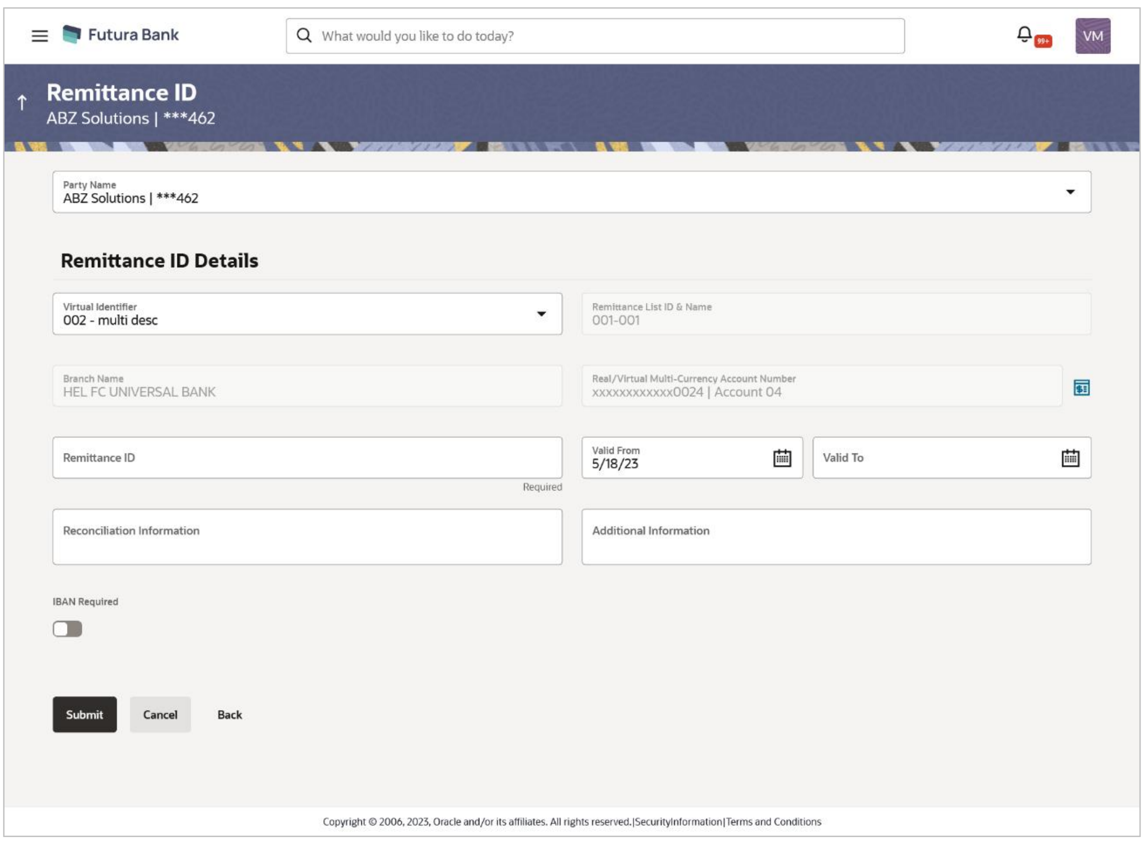


1. Click **Create Single Remittance ID** to create one Remittance ID at a time.
   OR
   Click **Bulk File Upload** to create multiple Remittance ID through Bulk File Upload.

To create single Remittance ID:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. From the **Virtual Identifier** list, select the Virtual Identifier.
3. In the **Remittance ID** field, enter the Remittance ID.
4. From the **Valid From** list select the validity start date of the Remittance ID.
5. From the **Valid To** list select the validity end date of the Remittance ID.
6. In the **Reconciliation Information** field, enter the reconciliation details.
7. In the **Additional Information** field, enter the additional details.
8. Move the **IBAN Required** toggle to enable the IBAN for the Remittance ID.

Create Remittance ID



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list in which the Remittance ID must be created. By default, the primary party of the logged-in user is selected.
Remittance ID Details	
Virtual Identifier	Select the Virtual Identifier from the dropdown list. **Note:** User can view the Virtual Identifiers for which he has access to.
Remittance List ID & Name	Displays the Remittance List ID and Name.
Branch Name	Displays the branch name of the selected Virtual Identifier.
Real/Virtual Multi-Currency Account Number	Displays the Real/Virtual Multi-Currency Account Number and name along with the available balance. This field appears only if the user has access to **Real/Virtual Multi-Currency Account Number.**
Remittance ID	Specify the Remittance ID.
Valid From	Select the Remittance ID validity start date.
Valid To	Select the Remittance ID validity end date.
Reconciliation Information	Specify the reconciliation information of the Remittance.
Additional Information	Specify the additional information about the Remittance.
IBAN Required	Move the toggle to enable the IBAN for the Remittance ID.

9. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
10. The **Review** screen appears. Verify the details and click **Confirm**.
   The success message appears along with the reference number.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

11. Click **Home** to navigate to the application dashboard screen.
    OR
    Click **Create More Remittance ID** to create Remittance ID.

8.2 View Remittance ID

This feature allows the corporate user to view Remittance ID.

How to reach here:

Toggle Menu > Virtual Account Management > Remittance ID > View/Edit Remittance ID

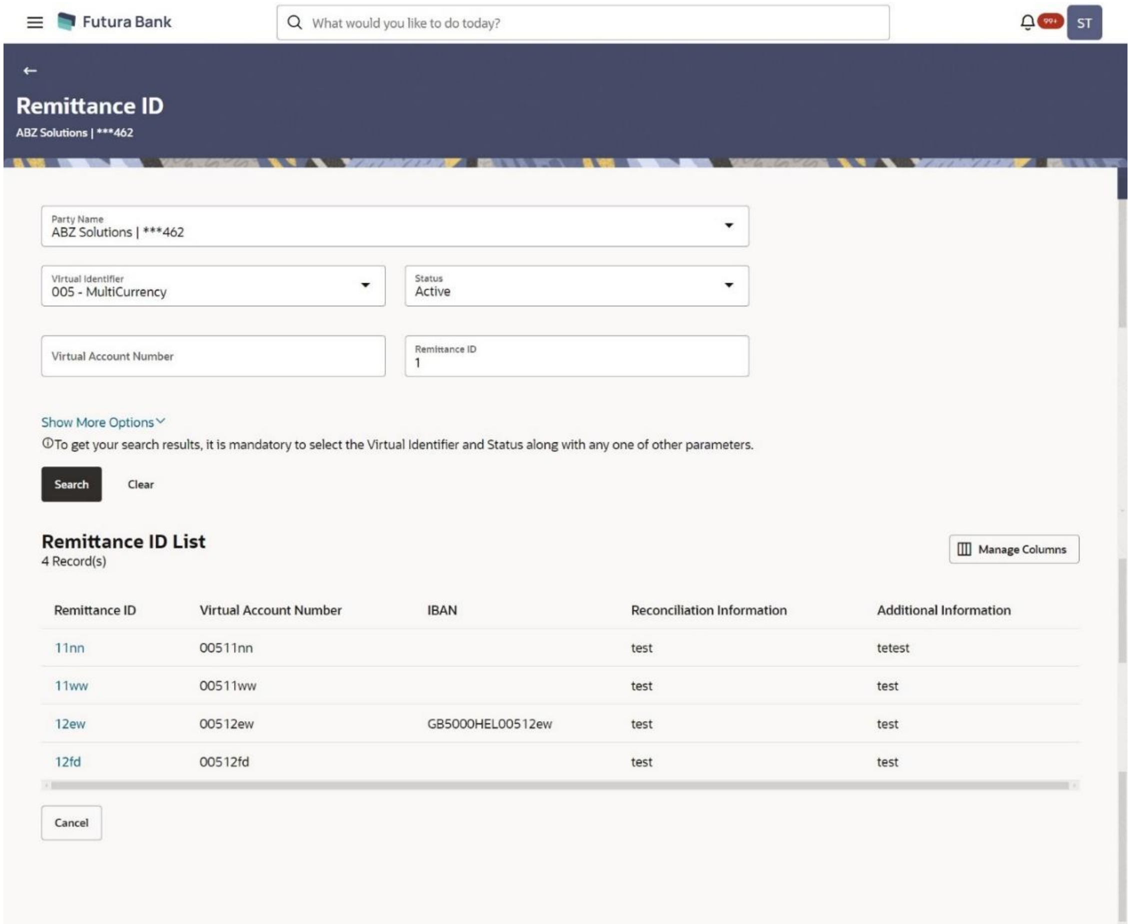
To view Remittance ID:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. From the **Virtual Identifier** list, select the Virtual Identifier.
3. In the **Status** field, select the status of the Remittance ID.
4. In the **Virtual Account Number** field, enter the Virtual Account Number.
5. In the **Remittance ID** field, enter the Remittance ID.
6. Click on **Show more options** and search the Remittance ID by specifying the below parameters.
7. In the **Reconciliation Information** field, enter the Reconciliation Information.
8. In the **Additional Information** field, enter the Additional Information.
9. In the **IBAN** field, enter the IBAN number.

> **Note**: It is mandatory to select the Virtual Identifier, Status and any one of the other parameters to get the search result.

10. Click **Search** to view Remittance ID.
    The search result corresponding to the search criteria are displayed.
    OR
    Click **Clear** to clear the search criteria.
    OR
    Click **Cancel** to cancel the transaction.

View Remittance ID



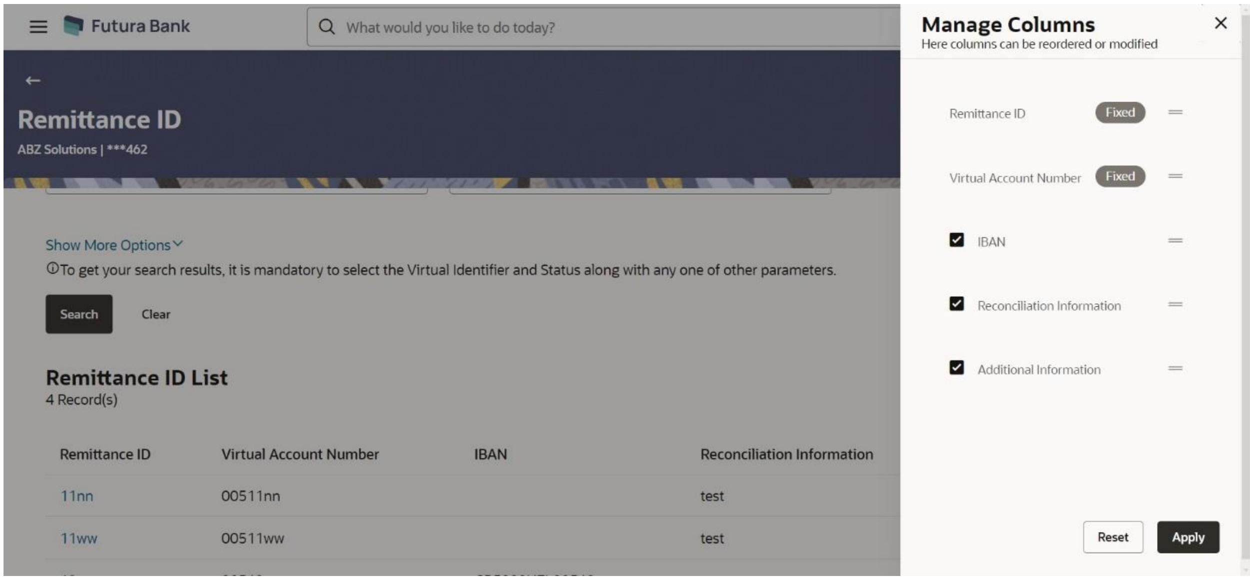
Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable Remittance IDs. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Remittance IDs are displayed.
Virtual Identifier	Search and Select the Virtual Identifier. **Note:** User can view the Virtual Identifiers for which he has access to.
Status	Select the status of Remittance ID.

Field Name	Description
Virtual Account Number	Specify the Virtual Account Number.
Remittance ID	Specify the Remittance ID.
Show More Options	
More options to select search criteria. Below fields appear if you expand **Show More Options**.	
Reconciliation Information	Specify the reconciliation information of the Remittance.
Additional Information	Specify the additional information about the Remittance.
IBAN	Specify the IBAN of the Remittance ID.
Remittance ID List	
Total Count of Records	Displays the total count of records based on the search criteria.
Remittance ID	Displays the Remittance ID.
Virtual Account Number	Displays the Virtual Account Number corresponding to the Remittance ID.
IBAN	Displays the IBAN number corresponding to the Remittance ID.
Reconciliation Information	Displays the Reconciliation Information of the Remittance.
Additional Information	Displays the Additional Information about the Remittance.

11. Click **Manage Columns** to reorder or modify or save column preferences in remittance ID screen.

    View Remittance ID – Manage Columns overlay screen appears.

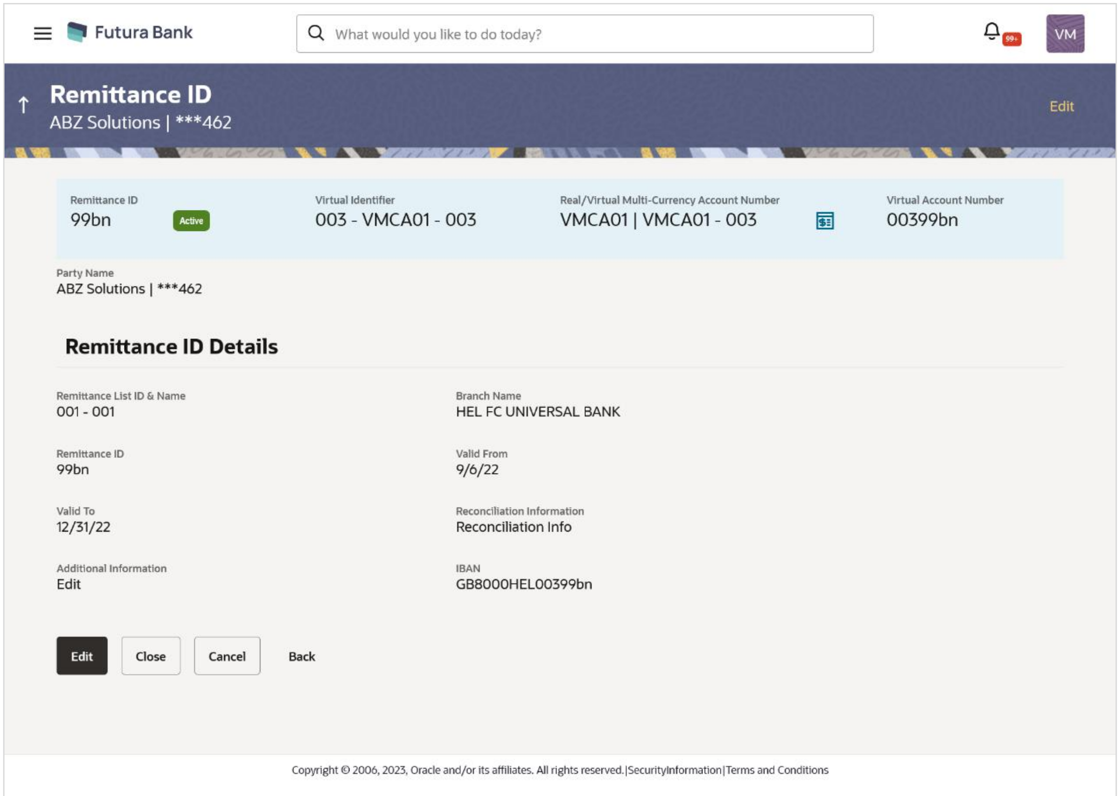


a. Click **Apply** to apply the modified columns preferences.

b. Click **Reset** to reset the columns preferences.

12. Click the **Remittance ID** link to view the remittance details. The **Remittance ID Details** screen appears.

Remittance ID Details



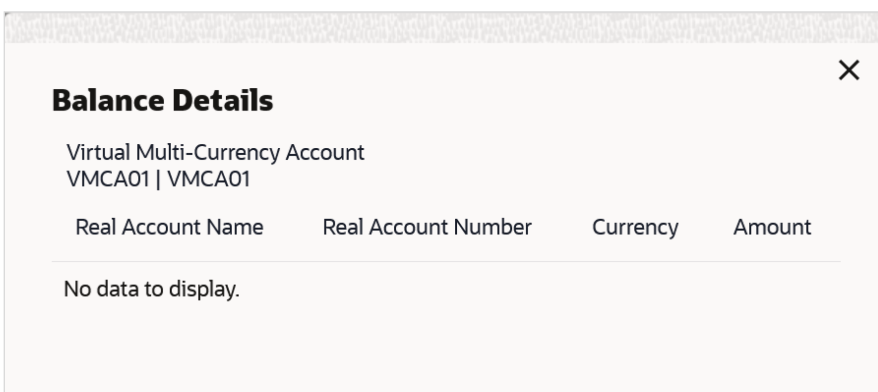
Field Description

Field Name	Description
Remittance ID	Displays the Remittance ID.
Status	Displays the status of the Remittance ID.
Virtual Identifier	Displays the Virtual Identifier ID & Name.
Real/Virtual Multi-Currency Account Number	Displays the Real/Virtual Multi-Currency Account Number and name along with the available balance. The **View Balance** hyperlink appears to view the available balances of the Real Accounts linked to the Virtual Multi-Currency Account. This field appears only if the user has access to **Real/Virtual Multi-Currency Account Number.**
Virtual Account Number	Displays the Virtual Account Number.
Party Name	Displays the party name and ID mapped to the selected Remittance ID.

Field Name	Description
Remittance ID Details	
Remittance List ID & Name	Displays the Remittance List ID & Name.
Branch Name	Displays the branch name.
Remittance ID	Displays the Remittance ID.
Valid From	Displays the validity start date of the Remittance list ID and name.
Valid To	Displays the validity end date of the Remittance list ID and name.
Reconciliation Information	Displays the reconciliation information of the Remittance.
Additional Information	Displays the additional information about the Remittance.
IBAN	Displays the IBAN number. This field appears only if the **IBAN Required** toggle is enabled while Remittance ID Creation.

13. Click **View Balance** to view the available balances of the Real Accounts linked to the Virtual Multi-Currency Account.

    Balance Details

14. Click **Edit** to modify and update the Remittance details.
    OR
    Click **Close** to close the Remittance ID.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to previous screen.

8.3 Edit Remittance ID

This feature allows the corporate user to edit Remittance ID.

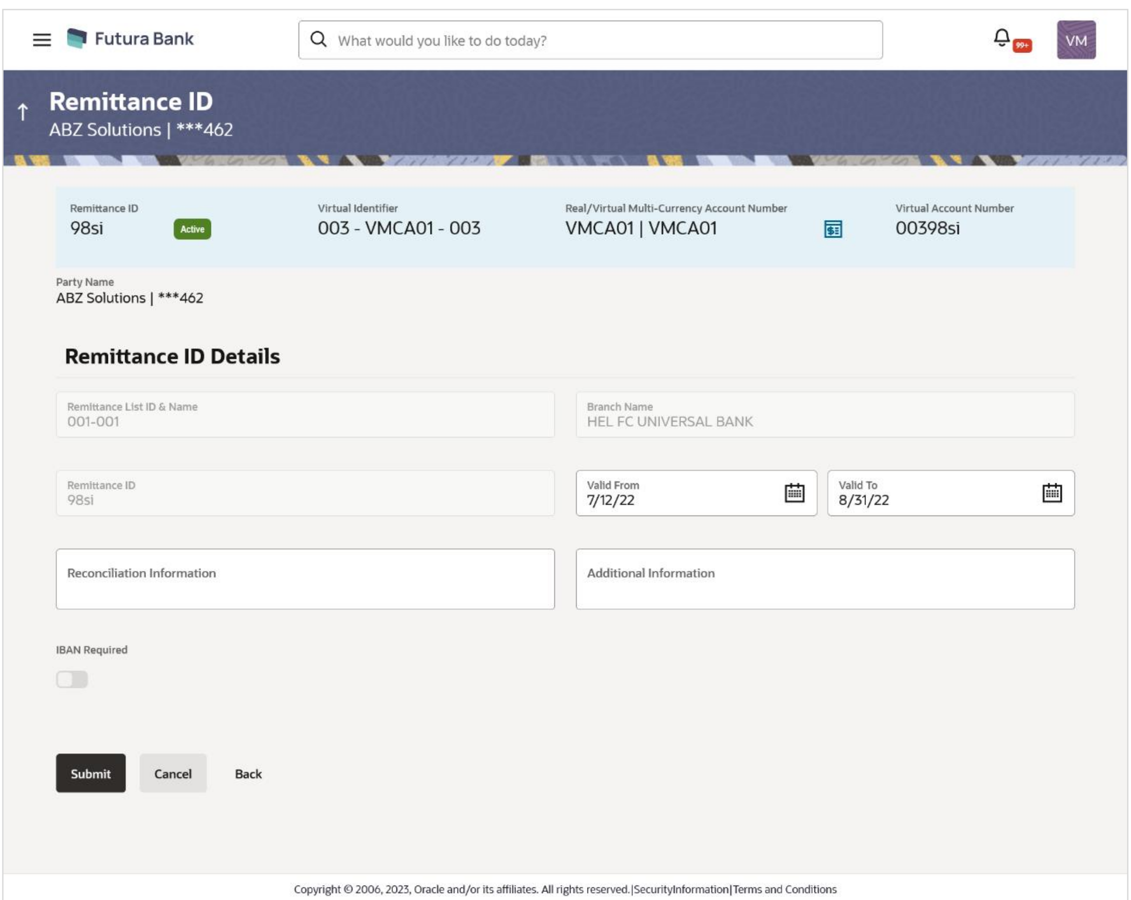
How to reach here:

Toggle Menu > Virtual Account Management > Remittance ID > View/Edit Remittance ID

To edit Remittance ID:

1. Navigate to the **View Remittance ID** and enter the appropriate fields to search the Remittance ID whose details you want to edit.
2. Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction
3. Click the link under the **Remittance ID** column. The Remittance ID details are displayed.
4. Click **Edit**. The **Remittance ID - Edit** screen is displayed.

Edit Remittance ID



Field Description

Field Name	Description
Remittance ID	Displays the Remittance ID.
Status	Displays the status of the Remittance ID.
Virtual Identifier	Displays the Virtual Identifier ID & Name.
Real/Virtual Multi-Currency Account Number	Displays the Real/Virtual Multi-Currency Account Number and name along with the available balance. The **View Balance** hyperlink appears to view the available balances of the Real Accounts linked to the Virtual Multi-Currency Account. This field appears only if the user has access to **Real/Virtual Multi-Currency Account Number**.
Virtual Account Number	Displays the Virtual Account Number.
Party Name	Displays the party name and ID mapped to the selected Remittance ID.
Remittance ID Details	
Remittance List ID & Name	Displays the Remittance List ID & Name.
Branch Name	Displays the branch name.
Remittance ID	Displays the Remittance ID.
Valid From	Select the validity start date of the Remittance ID.
Valid To	Select the validity end date of the Remittance ID.
Reconciliation Information	Specify the reconciliation information of the Remittance.
Additional Information	Specify the additional information of the Remittance ID.
IBAN Required	Displays the IBAN toggle for the Remittance ID.
IBAN	Displays the IBAN number. This field appears only if the **IBAN Required** toggle is enabled.

5. Modify the appropriate details.

6. Click **Submit**. The **Review** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
7. Verify the details and click **Confirm**.
   The success message of Remittance ID update appears along with the reference number.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
8. Click **Home** to navigate to the application Dashboard screen.
   OR
   Click **Create More Remittance ID** to create Remittance ID.

8.4 Close Remittance ID

This feature allows the corporate user to close Remittance ID.

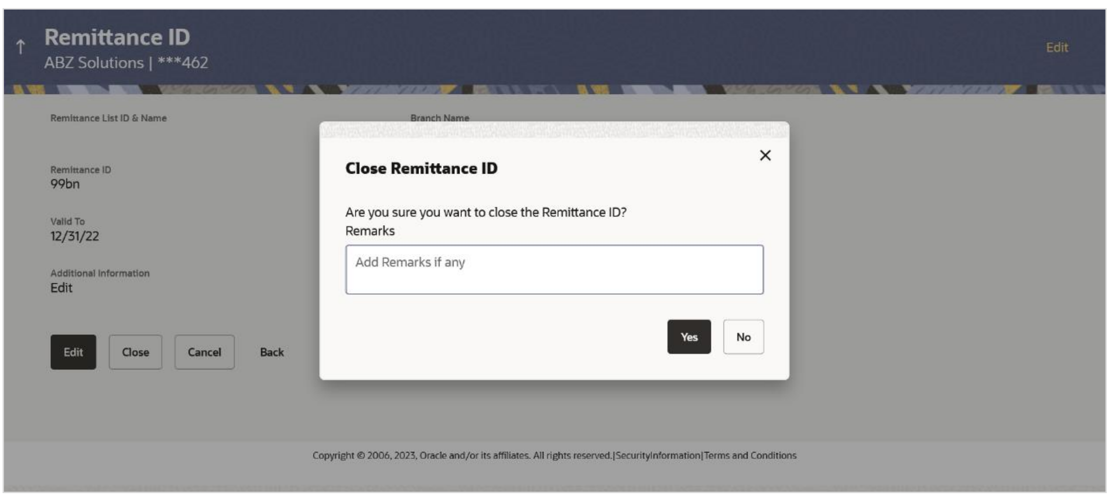
How to reach here:

Toggle Menu > Virtual Account Management > Remittance ID > View/Edit Remittance ID

To close Remittance ID:

1. Navigate to the **View Remittance ID** and enter the appropriate fields to search the Remittance ID whose details you want to edit.
2. Click **Search** to view Remittance ID.
   The search result corresponding to the search criteria are displayed.
3. Click the **Remittance ID** link in Active status to view the Remittance ID details. The **Remittance ID Details** screen appears.
4. Click **Close**. A message is displayed prompting for record closure.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

Close Remittance ID



5. Specify the remarks in **Remarks** field.
6. Click **Yes**. The success message of Remittance ID closure is displayed along with the reference number.
   ORs
   Click **No** if you do not wish to close the Remittance ID.
7. Click **Home** to navigate to the application dashboard screen.
   OR
   Click **Create More Remittance ID** to create Remittance ID.

8.5 Reopen Remittance ID

This feature allows the corporate user to reopen Remittance ID.

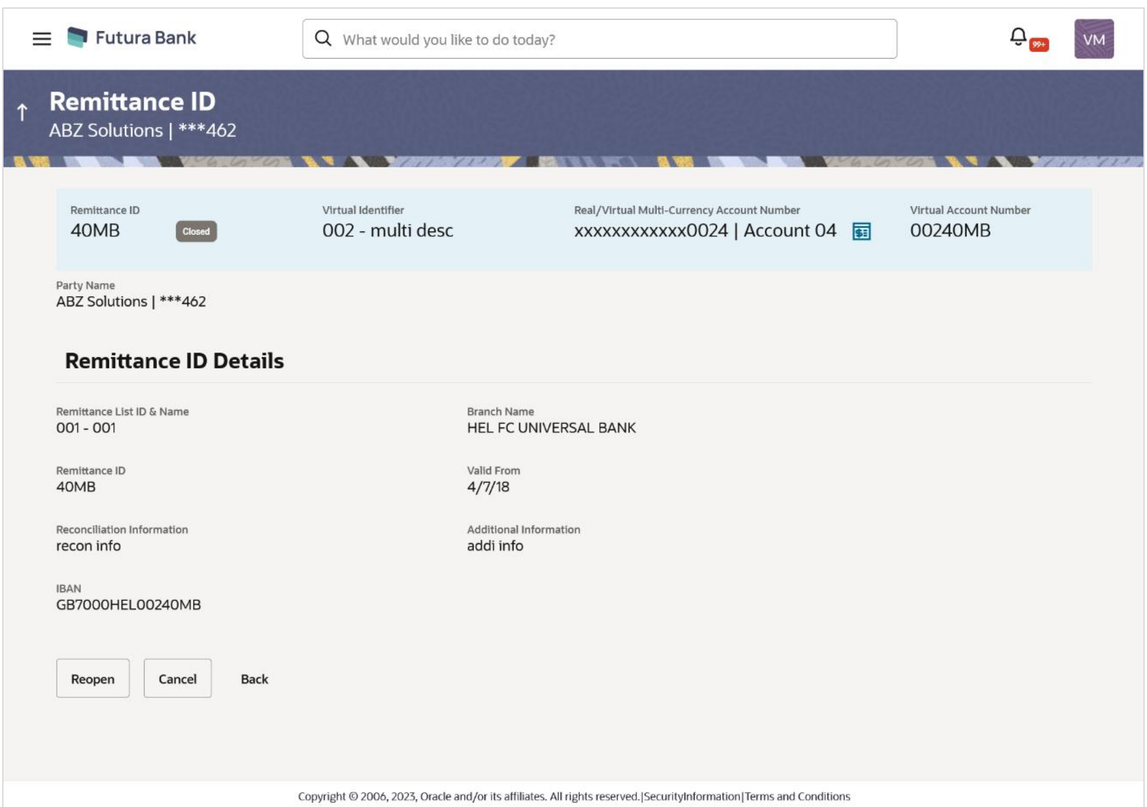
How to reach here:

Toggle Menu > Virtual Account Management > Remittance ID > View/Edit Remittance ID

To reopen Remittance ID:

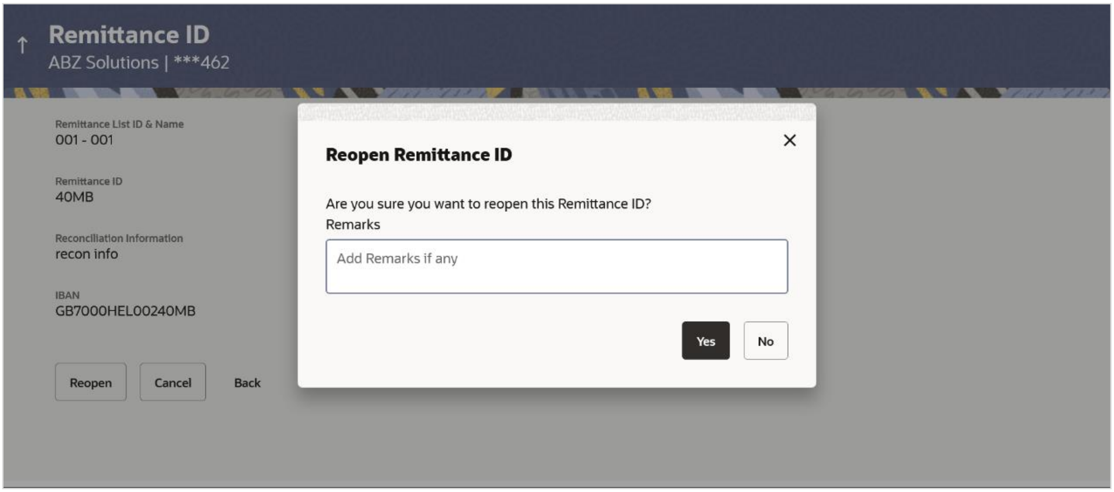
1. Navigate to the **View Remittance ID** and enter the appropriate fields to search the Remittance ID whose details you want to edit.
2. Click **Search** to view Remittance ID.
   The search result corresponding to the search criteria are displayed.
3. Click the **Remittance ID** link in Closed status to view the Remittance ID details. The **Remittance ID Details – Closed** screen appears.

Remittance ID Details - Closed



4. Click **Reopen**. A message is displayed prompting to reopen the record.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

Reopen Remittance ID



5. Specify the remarks in **Remarks** field.
6. Click **Yes**. The success message of Remittance ID reopen is displayed along with the reference number.
   ORs
   Click **No** if you do not wish to reopen the Remittance ID.
7. Click **Home** to navigate to the application dashboard screen.
   OR
   Click **Create More Remittance ID** to create Remittance ID.

8.6 Virtual Identifier Transaction Inquiry

Through this option, the user can search and view the Virtual Account transactions summary for the accessible Virtual Identifier. The user can also download the search results as a statement in a csv format.

How to reach here:

Dashboard > *Toggle Menu* > *Virtual Account Management* > *Remittance ID* > *Virtual Identifier Transaction Inquiry*

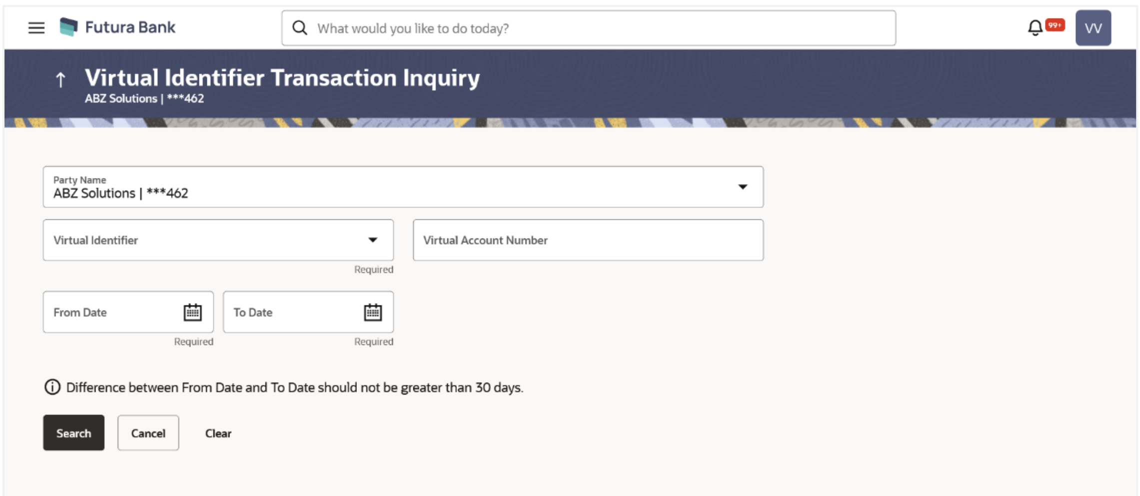
To view and download the Virtual Identifier Transaction Inquiry:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Virtual Identifier** field, select the virtual identifier from the dropdown list.
3. In the **Virtual Account Number** field, enter the virtual account number.
4. In the **From Date** field, select the date from when the transactions must be fetched.
5. In the **To Date** field, select the date till when the transactions must be fetched.

Note: It is mandatory to select the Virtual Identifier, From Date and To Date to get the search result.

6. Click **Search**. Based on search criteria, the search result appears.
   OR
   Click **Clear** to clear the entered details.
   OR
   Click **Cancel** to cancel the transaction.

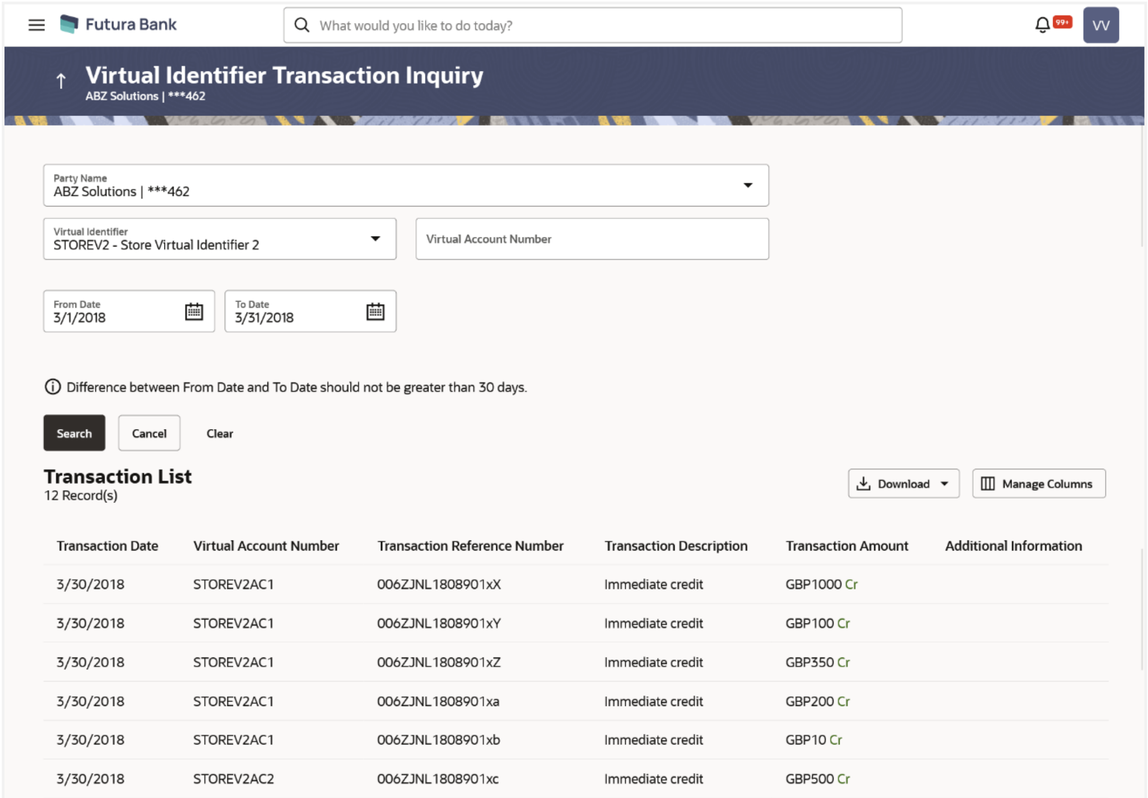
Virtual Identifier Transaction Inquiry



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable Virtual Identifier for transaction inquiry. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Identifiers are displayed.
Virtual Identifier	Select the Virtual identifier from the dropdown list. **Note:** User can view the statement of only those Virtual Identifiers for which he has access to.
Virtual Account Number	Specify the Virtual account number for which the transaction has to be displayed. **Note:** All Virtual accounts (accessible and inaccessible) that are linked to the selected Virtual Identifier is displayed.
From Date	Select the date from when the transaction must be displayed for the selected virtual identifier.
To Date	Select the date till when the transaction must be displayed for the selected virtual identifier.

Virtual Identifier Transaction Inquiry – Search Results

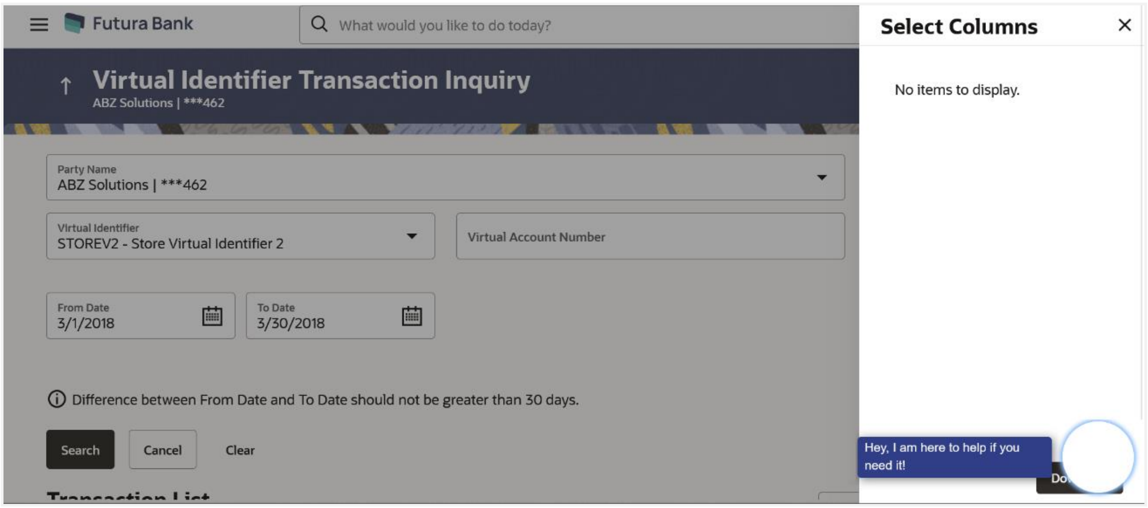


Field Description

Field Name	Description
Search Results	
It displays the transaction details of the selected Virtual Identifier.	
Transaction Date	Displays the date on which the transaction is processed.
Virtual Account Number	Displays the virtual account number in which the transaction is processed.
Transaction Reference Number	Displays the reference number for the transaction.
Transaction Description	Displays the brief description of the transaction.
Transaction Amount	Displays the debit/credit amount of the transaction.
Additional Information	Displays the additional information about the transaction.

7. Click **Download** and select **CSV** option to download the transaction summary in a csv format.
   The **Select Columns** overlay screen appears.

Virtual Identifier Transaction Inquiry – Select Columns



Note: The columns cannot be customized since the entire file is directly downloaded from the host.

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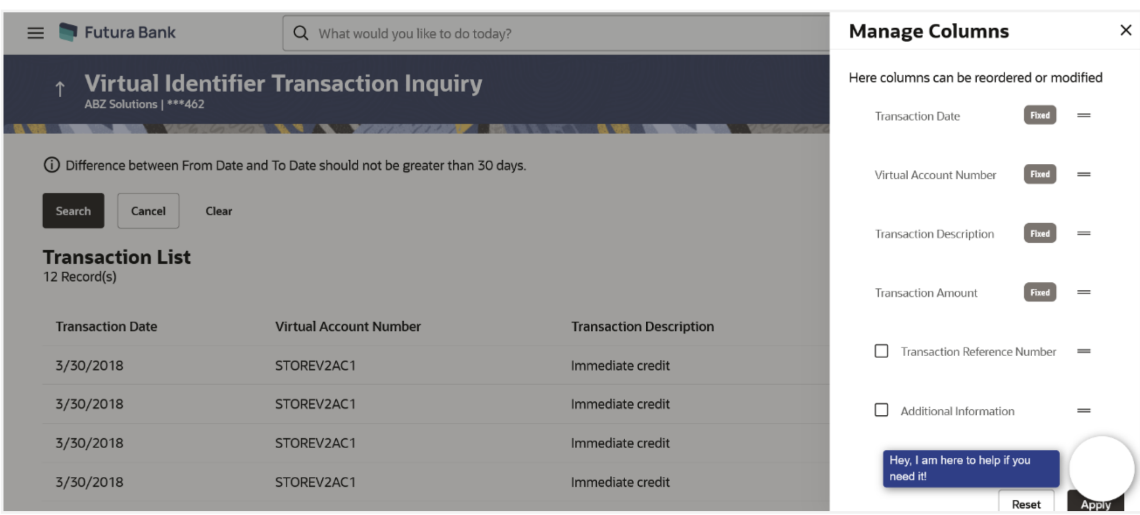
8. Click **Download** to download the transaction summary in a csv format.
9. Click **Manage Columns** to reorder, modify or save column preferences in the search result.
   The **Manage Columns** overlay screen appears.

Virtual Identifier Transaction Inquiry – Manage Columns



10. Click **Apply** to apply the modified column preferences.
    OR
    Click **Reset** to reset to the column preferences.

9. Virtual Multi-Currency Account

Virtual Multi-Currency Account is a group of Virtual Accounts Management enabled real accounts bundled under a Virtual Multi-Currency Account Number. In a situation where bank offers only single currency real accounts, VMCA helps in achieving support for multi-currency transactions in a Virtual Accounts structure

User creates a Virtual Account by grouping Virtual Accounts Management enabled single currency real accounts of which maximum one account of each currency can be selected.

Using below options, you can:

- Create Virtual Multi-Currency Account
- View Virtual Multi-Currency Account
- Edit Virtual Multi-Currency Account
- Close Virtual Multi-Currency Account

How to reach here:

Toggle Menu > Virtual Account Management > Virtual Multi-Currency Account > Create Multi-Currency Account

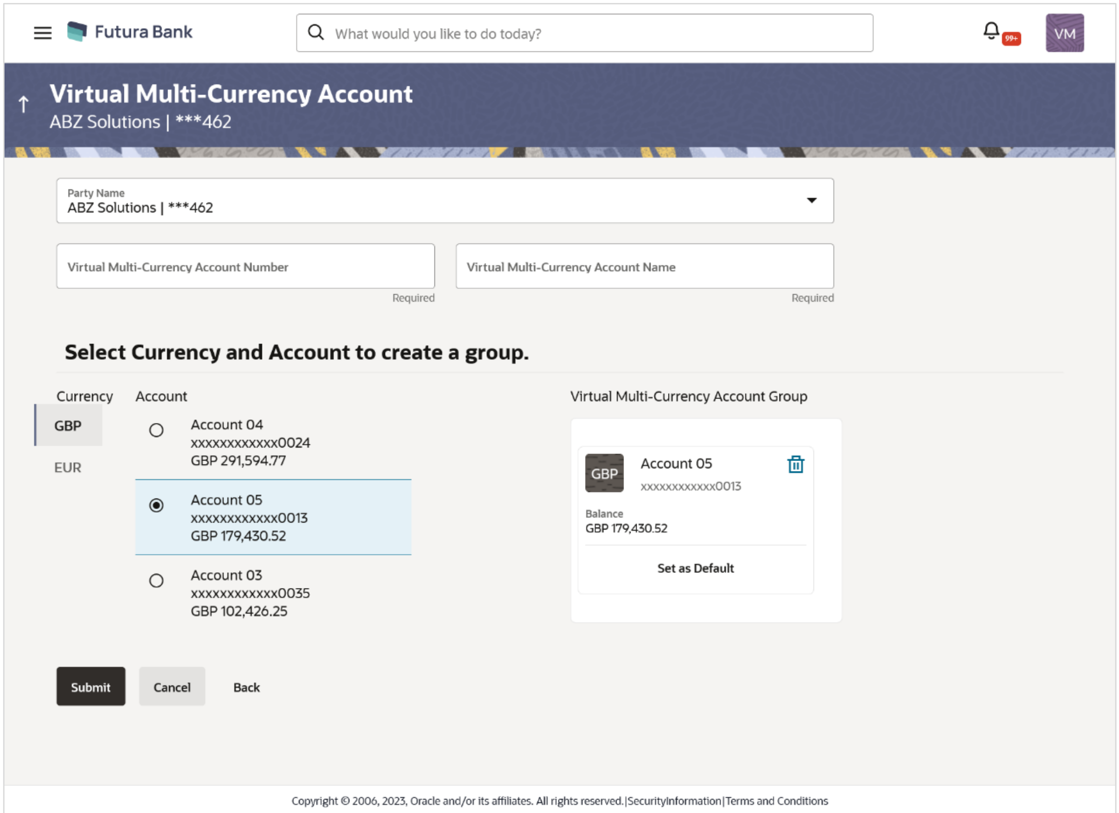
9.1 Create Virtual Multi-Currency Account

To create virtual multi-currency account:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Virtual Multi-Currency Account Number** field, enter the account number.
3. In the **Virtual Multi-Currency Account Name** field, enter the account name.
4. Click any currency to get all Virtual Accounts Management enabled accessible Real Accounts maintained under that currency.
5. Select any one Real Account from the list.
6. Selected currency(s) and account(s) will appear in **Virtual Multi-currency Group** column.

Note: User can select multiple such accounts (restricted to one real account per currency) and form a group. User can also set one of the Real Account as “Default“ to default payments. (This is an optional field).

Create Virtual Multi-Currency Account



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list in which the Virtual Multi-Currency Account must be created. By default, the primary party of the logged-in user is selected.
Virtual Multi-Currency Account Number	Specify the account number of virtual multi-currency account.
Virtual Multi-Currency Account Name	Specify the name of the virtual multi-currency account holder.
Currency	Displays the list of currencies for selection.
Account	Displays the list of the real accounts maintained under the selected currency. **Note**: Only one Real account can be selected per currency.

Field Name	Description
Virtual Multi-Currency Account Group	Displays the list of Real Accounts selected for creating Virtual Multi-Currency Account. **Note**: 1. Click to remove the account. 2. Click **Set as Default** – to default an account currency.

7. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
8. 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.
9. The success message of Virtual Multi-Currency Account creation appears along with the reference number and status.
   Click **Home** to navigate to the dashboard screen.
   OR
   Click **Go To Overview** to go to the Virtual Account Management Dashboard.
   OR
   Click **Create More Virtual Multi-Currency Accounts** to create more accounts.

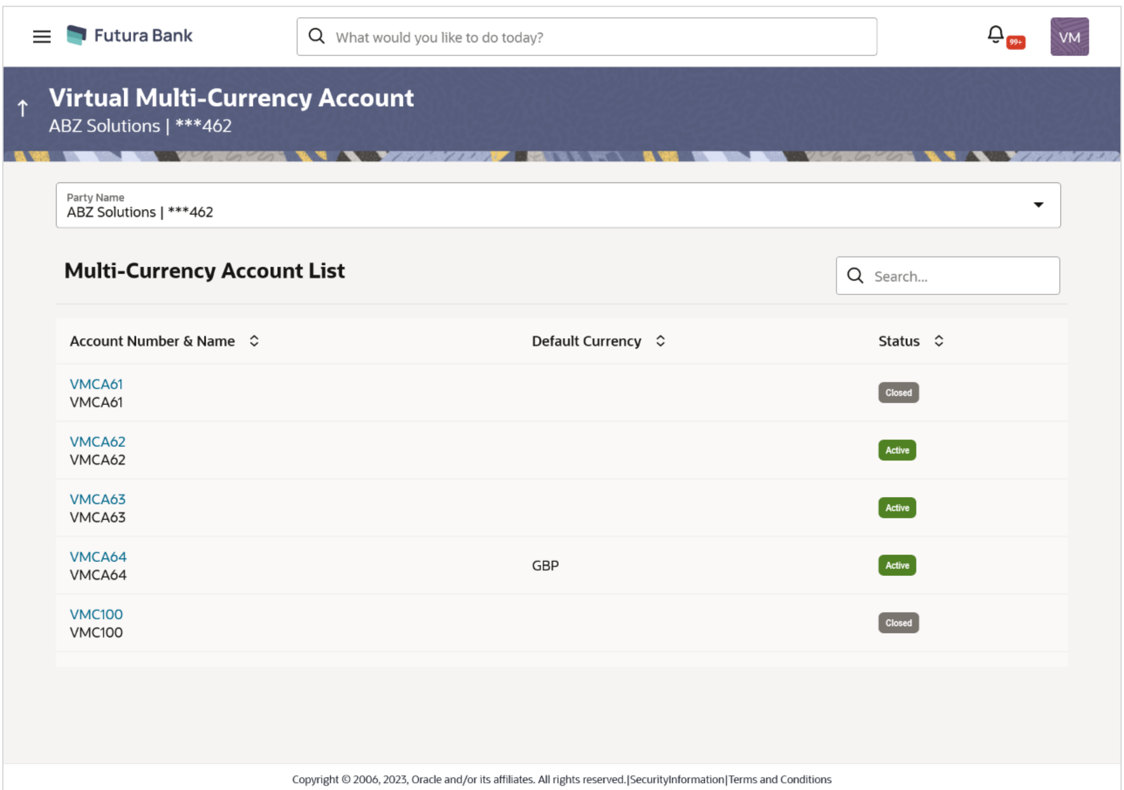
9.2 View Virtual Multi-Currency Account

By default, all accessible virtual multi-currency accounts are displayed. In case if you wish to search a particular account, you can do so by entering the search criteria.

To view virtual multi-currency Account:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Search** field, enter the virtual multi-currency name or account number.
3. Click **Search** to view virtual multi-currency account.
   The search result corresponding to the search criteria appears.

View Virtual Multi-Currency Account



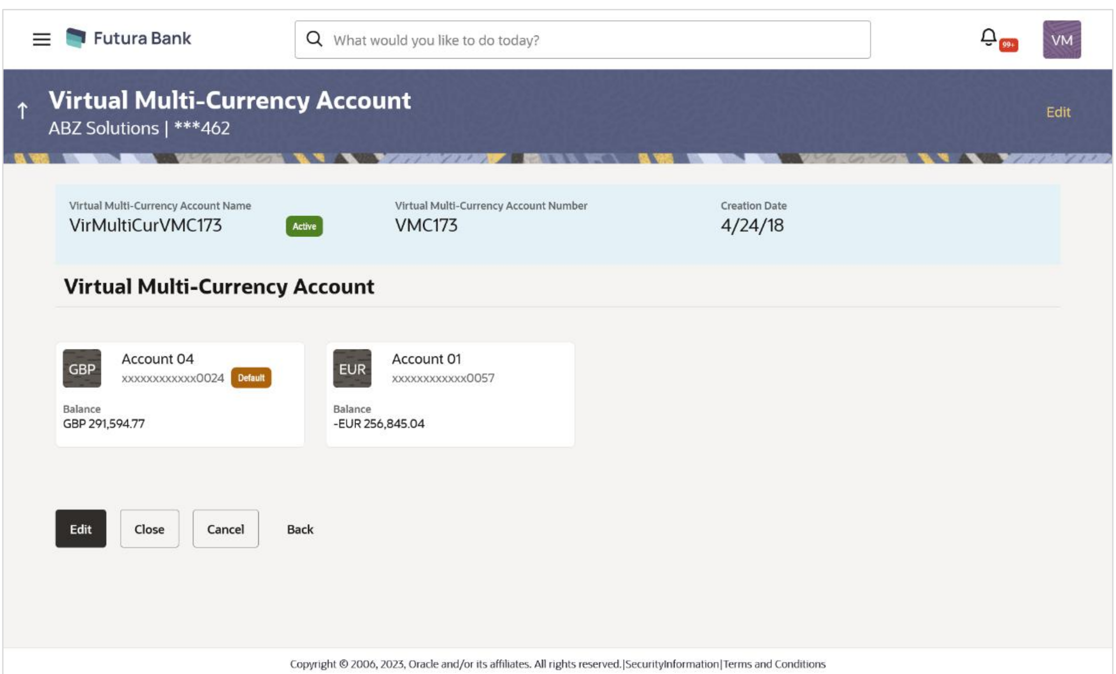
Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable Virtual Multi-Currency Accounts. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Multi-Currency Accounts are displayed.

Field Name	Description
Search	Search option to search the specific multi-currency account based on Virtual Multi-Currency Account Number or Account Name.
Multi-Currency Accounts List	
Account Number & Name	Displays the account number and name assigned to virtual multi-currency account.
Default Currency	Displays the currency selected as default while maintaining Virtual Multi-Currency Account. Blank value indicates Virtual Multi-Currency account has no selected default currency
Status	Displays the current status of Virtual Multi-Currency Account.

4. Click the **Virtual Multi-Currency Account Number & Name** link to view the account details. The **Virtual Multi-Currency Account - View** screen appears.

Virtual Multi-Currency Account - View



Field Description

Field Name	Description
Virtual Multi-Currency Account Name	Displays the name of the Virtual Multi-Currency account corresponding to the account number.
Virtual Multi-Currency Account Number	Displays the Virtual Multi-Currency account number.
Creation Date	Displays the date on which the virtual multi-currency account is created.
Status	Displays the status of the virtual multi-currency account.
Virtual Multi-Currency Account	Displays the list of Real Accounts with their balances which are part of Virtual Multi-Currency Account.

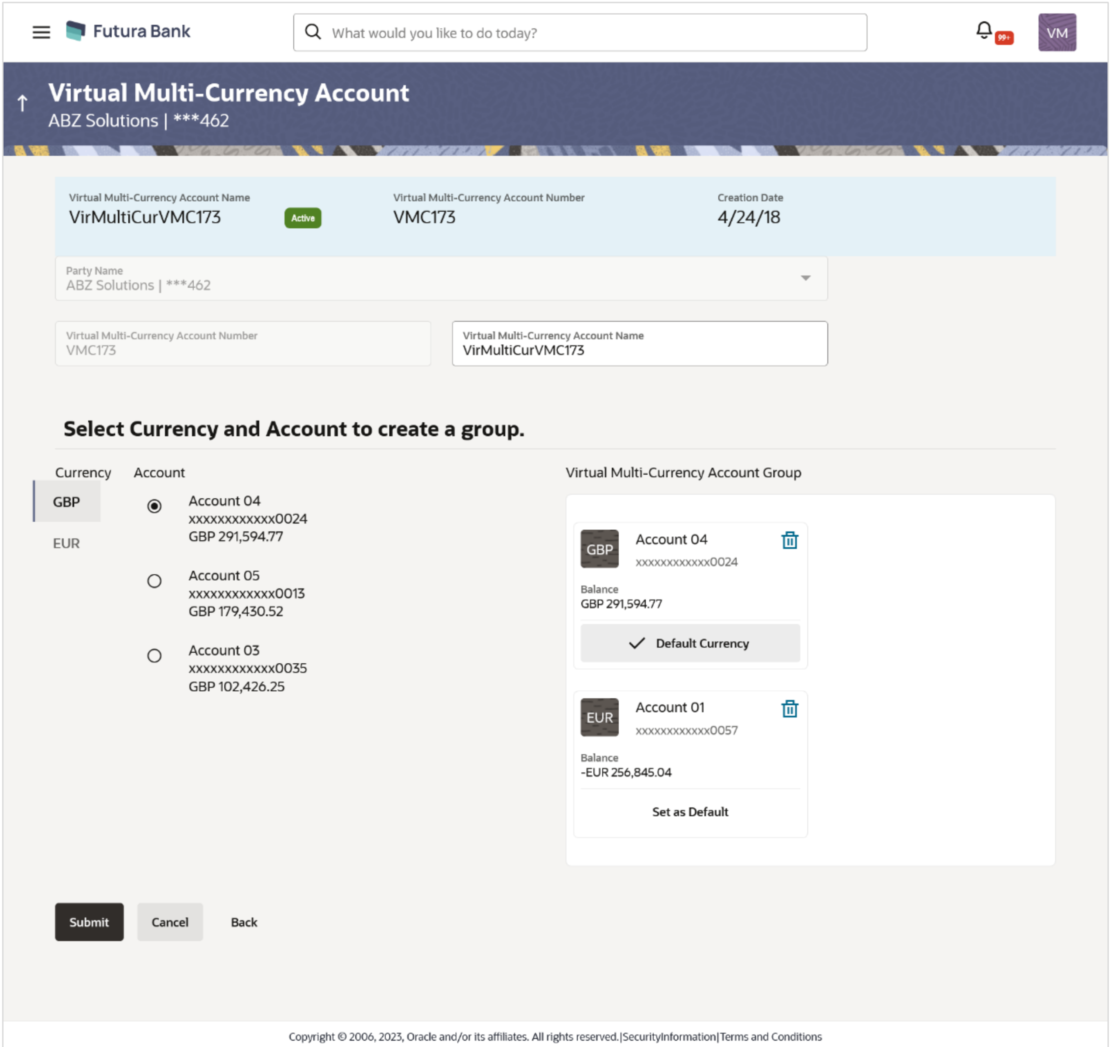
5. Click **Edit** to modify and update the virtual multi-currency account.
   OR
   Click **Close** to close the virtual multi-currency account.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

9.3 Edit Virtual Multi-Currency Account

To edit virtual multi-currency account:

1. Navigate to the **View Virtual Multi-Currency Account** and in the **Account Number** field; enter the virtual multi-currency account whose details you want to edit.
2. Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Cancel** if you want to cancel the transaction.
3. Click **Edit**. The **Edit Virtual Multi-Currency Account** screen appears.

Edit Virtual Multi-Currency Account



Field Description

Field Name	Description
Virtual Multi-Currency Account Name	Displays the name of the Virtual Multi-Currency account.
Virtual Multi-Currency Account Number	Displays the Virtual Multi-Currency account number. Non-editable field.
Creation Date	Displays the date on which the virtual multi-currency account is created.
Party Name	Displays the party name and ID mapped to the selected Virtual Multi-Currency account.

Field Name	Description
Virtual Multi-Currency Account Name	Specify the name of the Virtual Multi-Currency account.
Currency	Displays the list of currencies for selection.
Account	Displays the list of Real accounts maintained under a selected currency. **Note**: Only one Real account can be selected per currency.
Virtual Multi-Currency Account Group	Displays the list of Real Accounts selected for maintaining Virtual Multi-Currency Account. **Note**: 1. Click to close the account. 2. Click **Set as Default** – to default an account currency.

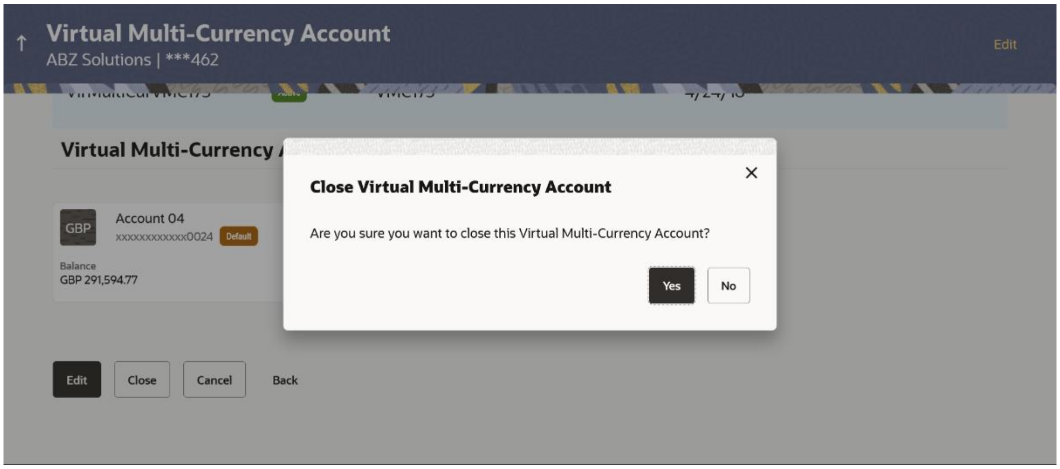
4. Edit the selection of Real Account from the list, if required.
5. Click **Submit**. The **Review** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
6. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
7. The success message of **Virtual Multi-Currency Account** update appears along with the reference number and status.
   Click **Home** to navigate to the dashboard screen.
   OR
   Click **Go To Overview** to navigate to Virtual Account Management Overview.
   OR
   Click **Create Virtual Multi-Currency Account** to create new Virtual Management Currency Account.

9.4 Close Virtual Multi-Currency Account

To close Virtual Multi-Currency Account:

1. In the **Virtual Multi-Currency Account Number** field, enter the account number.
2. Click **Search** to view Virtual Account.
   The search result corresponding to the search criteria appears.
3. Click the **Account Number & Name** link to view the virtual multi-currency account details.
   The **Virtual Multi-Currency Account - View** screen appears.
4. Click **Close**. The message prompting for record closure appears.

   Close Virtual Multi-Currency Account

5. Click **Yes** to close the virtual multi-currency account. The success message of Account closure appears along with the reference number.
   OR
   Click **No** if you do not wish to close the Virtual Multi-Currency Account.
6. Click **Home** to navigate to the dashboard screen.
   OR
   Click **Go To Overview** to navigate to the new Virtual Account Management Overview screen.

10. Internal Credit Line

Internal Credit Line enables a corporate user to define internal credit limits for its subsidiaries and track usage. Often a corporate with cash surplus creates a credit line internally for one of its group companies to utilize. This is to avoid higher bank lending rates and to better utilize internal funds.

Using this option, corporate user can

- Create Internal Credit Line
- View Internal Credit Line
- Edit Internal Credit Line
- Close Internal Credit Line

10.1 Create Internal Credit Line

Corporate user can initiate request to create internal credit line. On creation of credit line, corporate user can offer this credit facility to its subsidiaries.

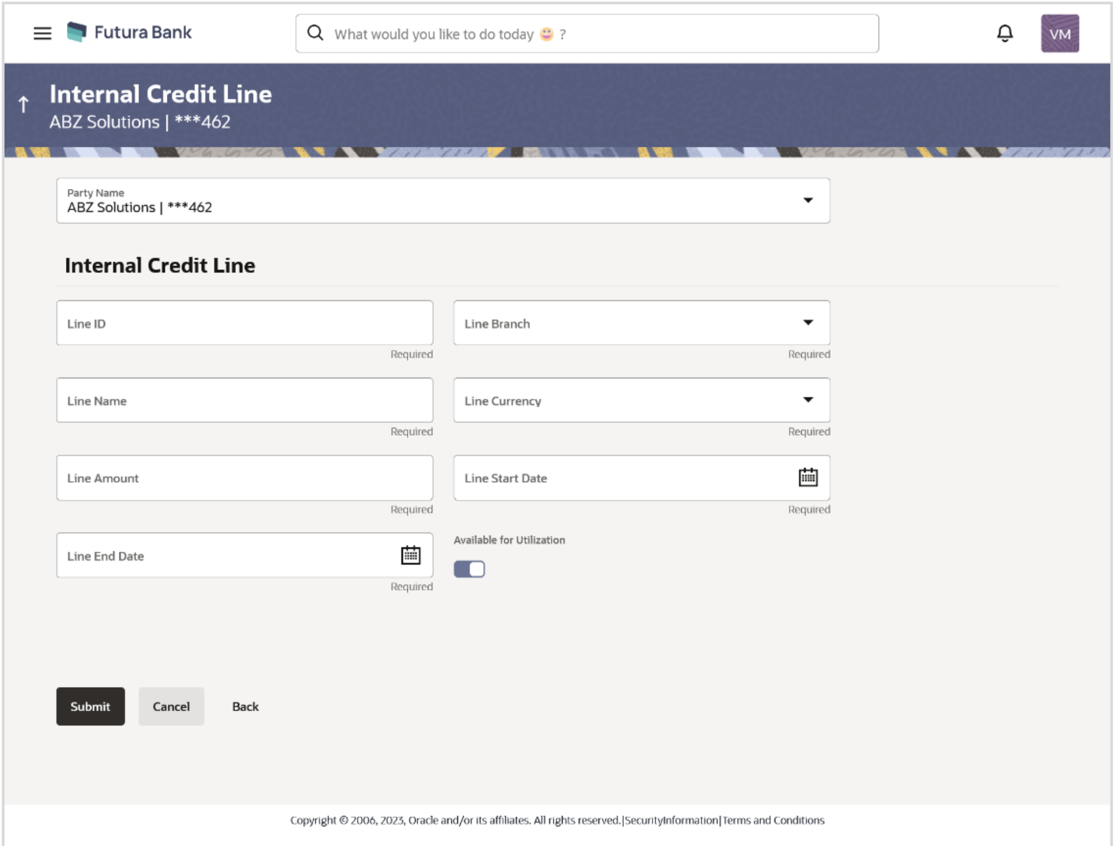
How to reach here:

Toggle Menu > Virtual Account Management > Internal Credit Line > Create Internal Credit Line

To create internal credit line:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Line ID** field, enter the unique id for the internal credit line.
3. From the **Line Branch** list, select the branch name, click to search required branch name.
4. In the **Line Name** field, enter the unique name for the internal credit line.
5. From the **Line Currency** list, select the currency for the internal credit line to be created.
6. In the **Line Amount** field, enter the line amount for the internal credit line.
7. From the **Line Start Date** list, select the start date for the internal credit line.
8. From the **Line End Date** list, select the end date for the internal credit line.
9. From the **Available for Utilization** field, select the appropriate option to decide the whether the credit line is available for utilization or not.

Create Internal Credit Line



Field Name	Description
Party Name	Select the party name and ID from the dropdown list in which the internal credit limit must be defined.
Line ID	Specify the unique line ID to identify the internal credit line.
Line Branch	Select the line branch name where the internal credit line is to be created.
Line Name	Specify the unique line name to identify the internal credit line.
Line Currency	Select the line currency in which credit facility is to be offered.
Line Amount	Specify the line amount for the internal credit line to be created.
Start Date	Select the start date of the internal credit line.
End Date	Select the end date of the internal credit line.

Field Name	Description
Available for Utilization	Indicates whether the credit line is available or not. The options are: • Yes • No

10. Click **Submit**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
11. 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.
12. The success message of **Internal Credit Line** appears along with the reference number.
    Click **Home** to navigate to the dashboard screen.
    OR
    Click **Create Another Credit Line** to create new credit line.

10.2 View Internal Credit Line

Corporate user can inquire and can view a summary of all existing internal credit line. It gives details of the credit line along with utilization details.

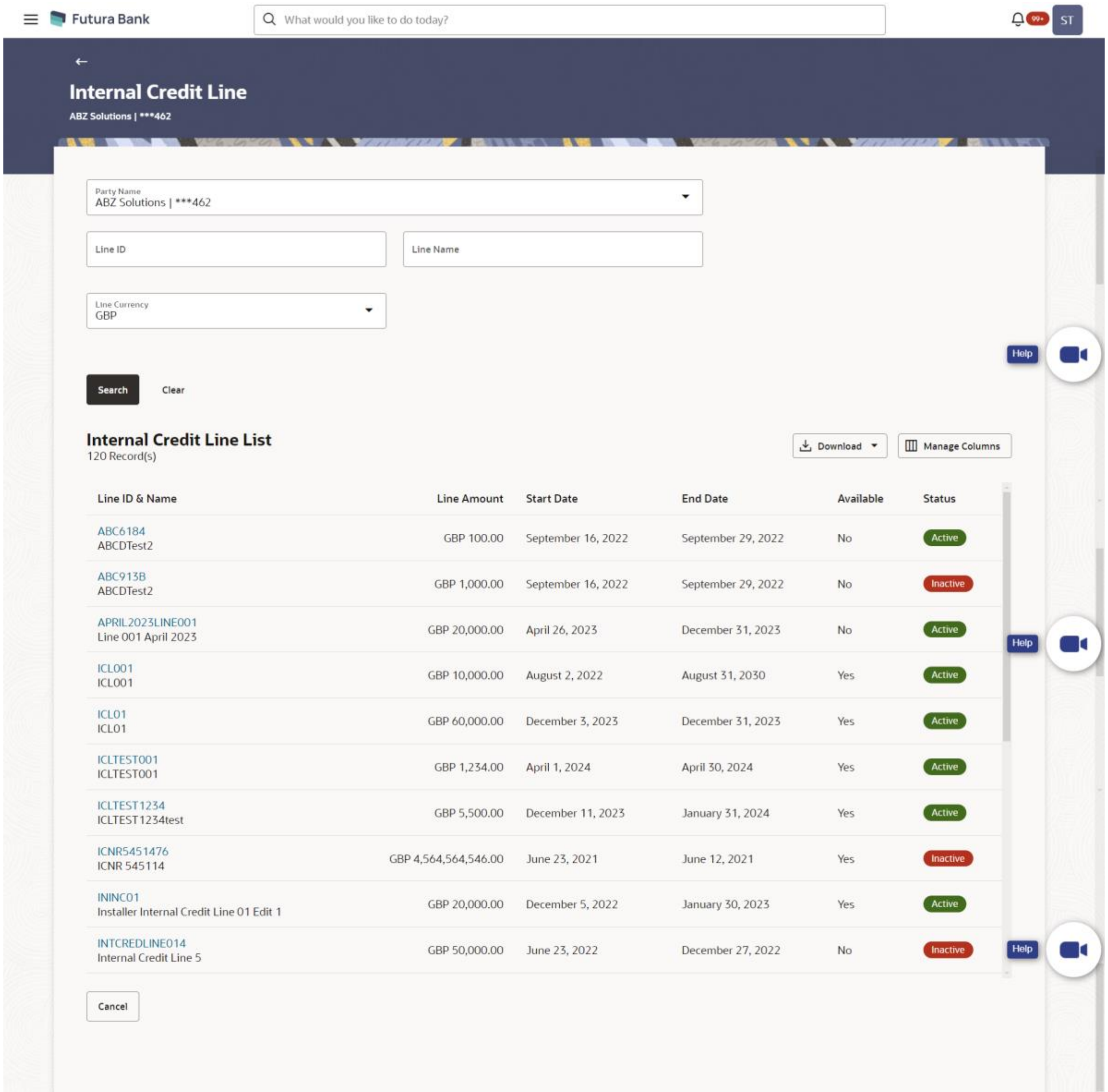
How to reach here:

Toggle Menu > Virtual Account Management > Internal Credit Line > View/Edit Internal Credit Line

To search internal credit line:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Line ID** field enter the line ID of the existing internal credit line which is to be searched.
   OR
   In the **Line Name** field enter the line name of the existing internal credit line which is to be searched.
   OR
   From the **Line Currency** list, select the line currency of the existing internal credit line which is to be searched.
3. Click **Search** to search the credit line. The existing internal credit lines appears based on search criteria.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the entered data.

Internal Credit Line - Search Result



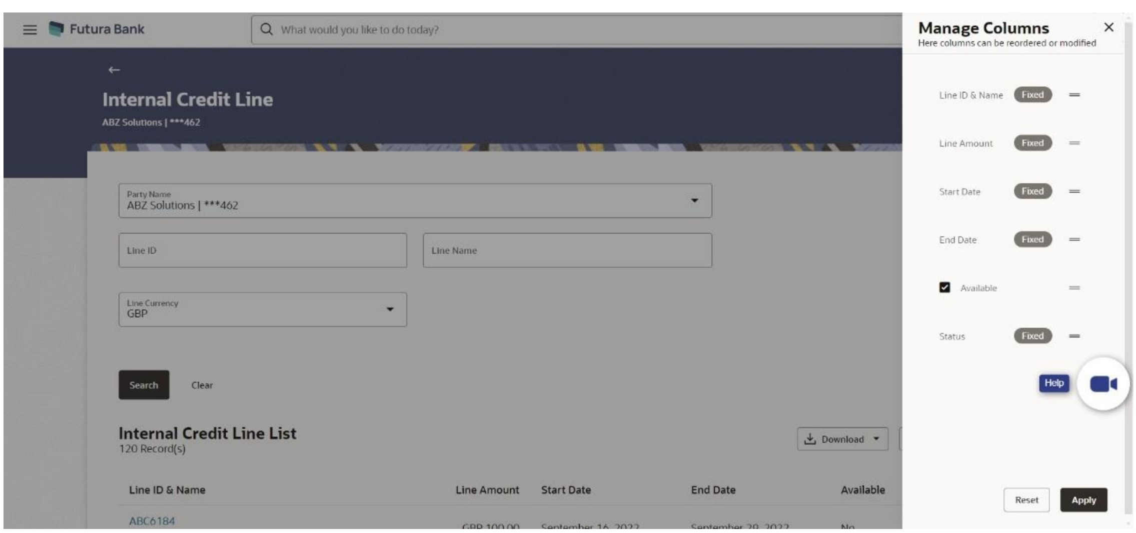
Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable Internal Credit Lines. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Internal Credit Lines are displayed.

Field Name	Description
Total Count of Records	Displays the total count of records based on the search criteria.
Line ID	Specify the unique line ID of the existing internal credit line which is to be searched.
Line Name	Specify the unique line name of the existing internal credit line which is to be searched.
Line Currency	Select the line currency of the existing internal credit line which is to be searched.
Search Result	
Line ID & Name	Displays the line ID or name of the existing credit line.
Line Amount	Displays the line amount along with the currency of the existing credit line.
Start Date	Displays the start date of the internal credit line.
End Date	Displays the end date of the internal credit line.
Available	Displays the whether the credit line available for utilization or not.
Status	Displays the status of the credit line if active or non-active

4. Click **Manage Columns** to reorder or modify or save column preferences in View Internal Credit Line screen.

   The **View Internal Credit Line – Manage Columns** overlay screen appears.



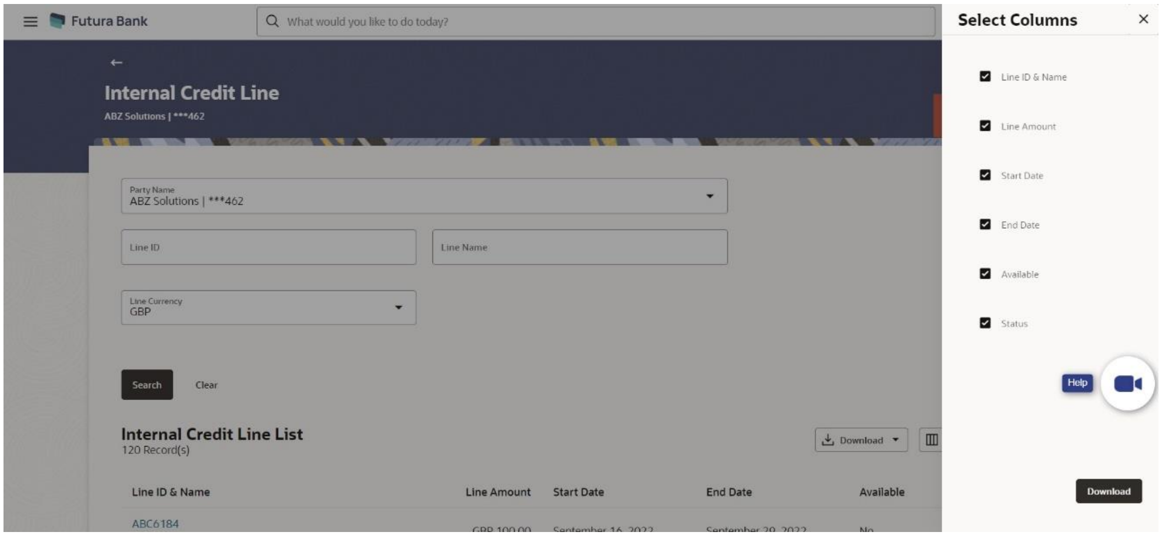
   a. Click **Apply** to apply the modified columns preferences.

b. Click **Reset** to reset the columns preferences.

5. Click **Download** and select the option PDF from the dropdown list.

   The **Select Columns** overlay screen appears.

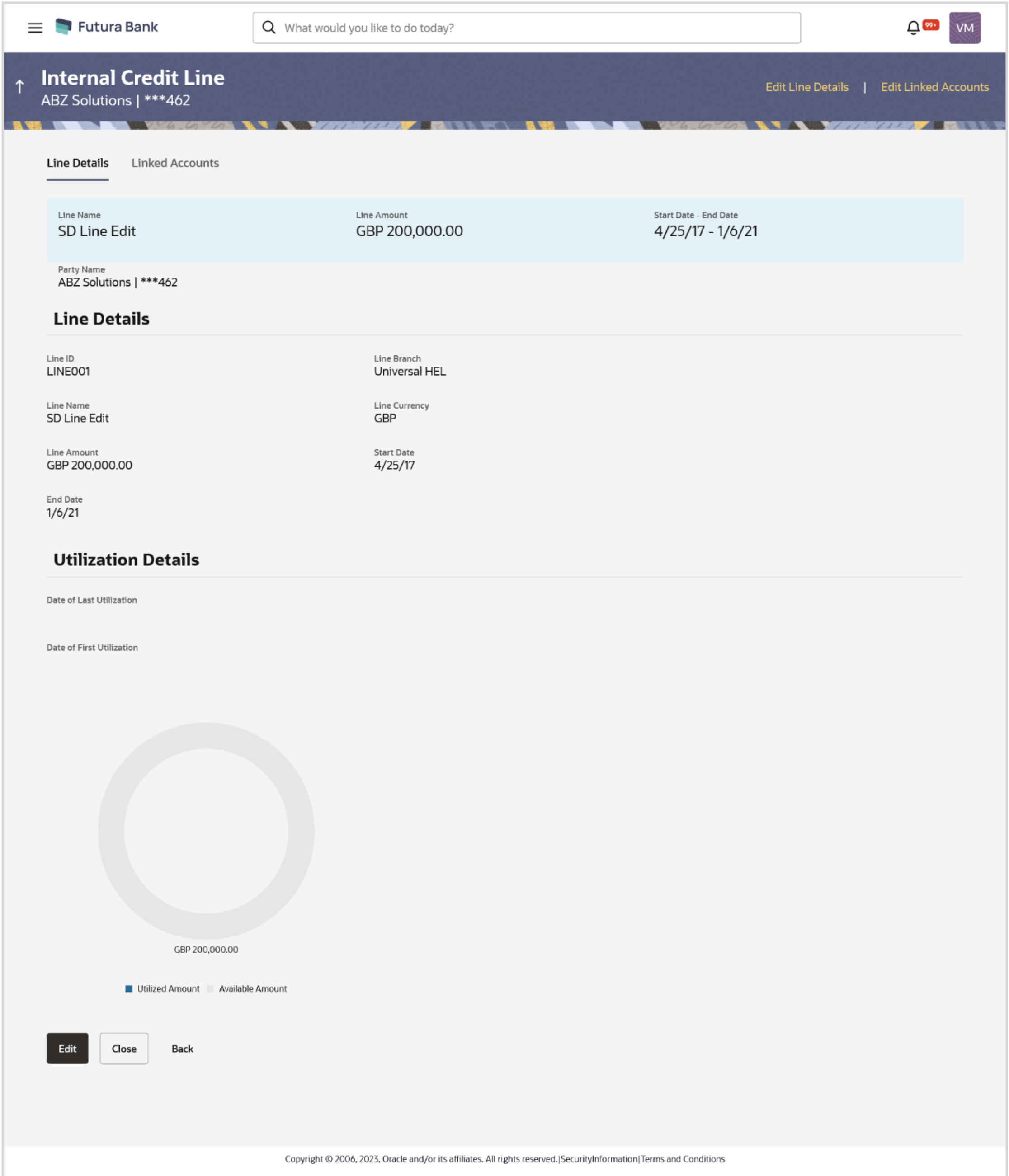
   Internal Credit Line List – Select Columns



6. Click **Download** to download the Internal Credit Line list in PDF format with selected columns.

7. Click on the **Line ID & Name** link to view details of the credit line along with utilization details & its linked Accounts. The **Internal Credit Line - Line Details** screen appears with the details of the selected line.

Internal Credit Line - Line Details



Field Description

Field Name	Description
Party Name	Displays the party name and ID mapped to the selected Internal Credit Line.

Field Name	Description
Line Details	
Line ID	Displays the line ID of the existing internal credit line.
Line Branch	Displays the line branch name where the internal credit line is created.
Line Name	Displays the line name of the existing internal credit line.
Line Currency	Displays the line currency of the existing credit line.
Line Amount	Displays the line amount of the existing internal credit line.
Start Date	Displays the start date of the credit line.
End Date	Displays the end date of the credit line.
Utilization Details	
This section displays the donut graph to represent line utilization.	
Utilized Amount	Displays the utilized amount of the total credit amount.
Available Amount	Displays the available amount for use of the credit line.
Date of Last Utilization	Displays the date of last utilization of credit line.
Date of First Utilization	Displays the date of first utilization of credit line.

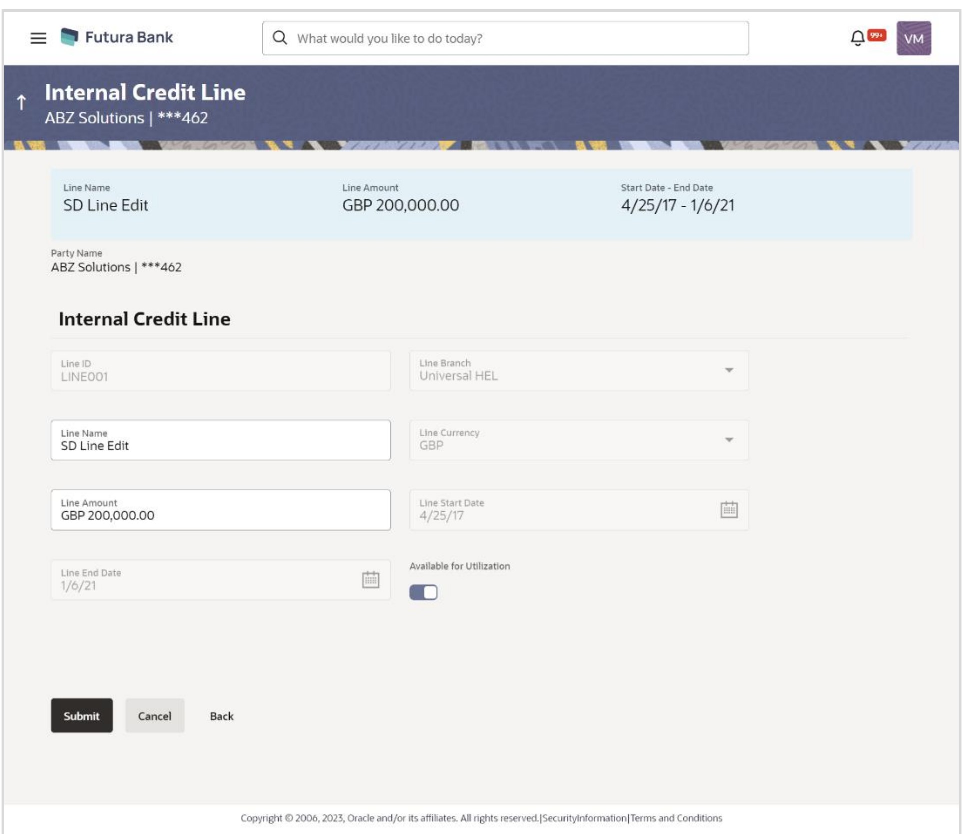
4. Click **Edit** to modify and update the credit line.
   OR
   Click **Close** to close the credit line. Refer **Close Internal Credit Line** section for more details.
   OR
   Click **Back** to navigate back to previous screen.

10.3 Edit Internal Credit Line

To edit internal credit line:

1. Navigate to the **View Internal Credit Line** screen, and in the **Line ID/ Name/ Line Currency** field; enter the name or ID or Line currency of the credit line whose details you want to edit.
2. Click **Search** to search the credit line. The existing internal credit lines appears based on search criteria.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the entered data.
3. Click on the **Line ID & Name** link whose details you want to edit.
4. In **Line Details** tab, click **Edit** to modify credit line details. The **Line Details - Edit** screen appears.
   a. Modify the credit line details, if required in editable fields.
   b. Click **Save**. The **Review** screen appears.
      OR
      Click **Cancel** to cancel the transaction.
      OR
      Click **Back** to navigate to the previous screen.

Line Details - Edit



Field Description

Field Name	Description
Party Name	Displays the party name and ID mapped to the selected Internal Credit Line.
Line ID	Displays the unique line ID to identify the internal credit line.
Line Branch	Displays the line branch name where the internal credit line is to be created.
Line Name	Specify the unique line name to identify the internal credit line.
Line Currency	Displays the line currency in which credit facility is to be offered.
Line Amount	Specify the line amount for the internal credit line to be created.
Line Start Date	Select the start date of the internal credit line.
Line End Date	Select the end date of the internal credit line.
Available for Utilization	Indicates whether the credit line is available or not. The options are: • Yes • No

5. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
6. The success message of **Internal Credit Line** update appears along with the reference number.
   Click **Home** to navigate to the dashboard screen.
   OR
   Click **Go To Overview** to go to the Virtual Account Management Dashboard.
   OR
   Click **Create Another Credit Line** to create new credit line.

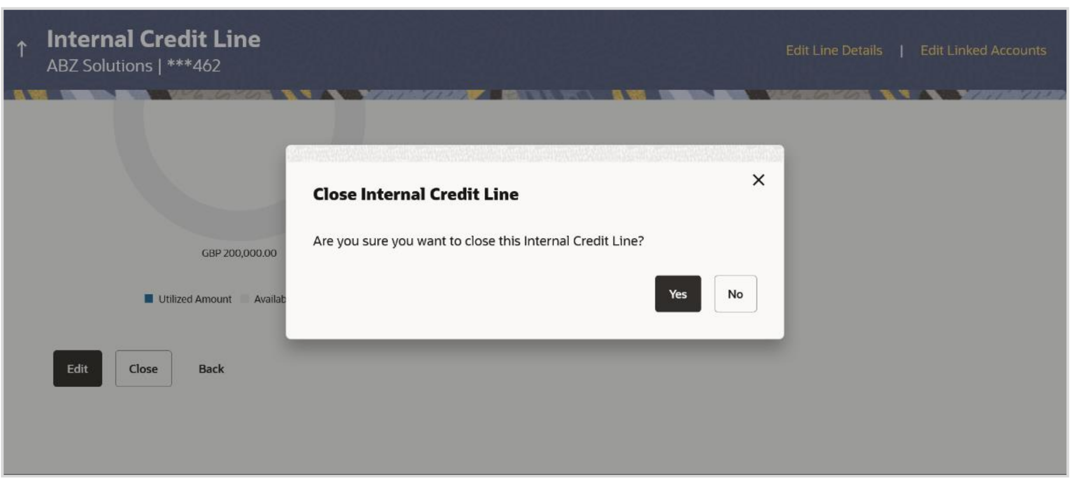
10.4 Close Internal Credit Line

Using this option corporate user can close existing internal credit line, after it cannot be used by Virtual Account.

To close internal credit line:

1. Navigate to the **View Internal Credit Line** screen, and in the **Line ID/ Name/ Line Currency** field; enter the name or ID or Line currency of the credit line whose details you want to close.
2. Click **Search** to search the credit line. The existing internal credit lines appears based on search criteria.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the entered data.
3. Click on the **Line ID & Name** link to view the details internal credit line depending on access to the linked Virtual accounts. The **Internal Credit Line - Line Details** screen appears with the details of the selected line.
4. Click **Edit** to modify and update the credit line.
   OR
   Click **Close** to close the internal credit line.
   OR
   Click **Back** to navigate back to previous screen.
5. The confirmation popup appears to close the credit line.
   a. Click **Yes** to close the credit line.
      OR
      Click **No** to cancel the deletion.

Close Internal Credit Line



6. The success message of **Internal Credit Line** closed appears along with the reference number.
   Click **Home** to navigate to the dashboard screen.

11. Internal Credit Line Linkage

Using this option corporate user can link his internal credit line to Virtual Account(s). The Virtual Account(s) which are linked are either individual accounts or header accounts from structure. A corporate user is allowed to define percentage of Line Amount or Line Amount can be utilized by an account. A Credit Line ID can be linked to various Virtual Accounts of the same customer.

Using this option corporate user can

- Create Internal Credit Line linkage
- View Linked Virtual Accounts
- Edit Internal Credit Line Linkage
- Delink Virtual Account(s) from Internal Credit Line.

11.1 Create Internal Credit Line Linkage

Corporate user can initiate request to create internal credit line linkage. On linking of Virtual Accounts, its subsidiaries can start utilizing the credit line.

How to reach here:

Toggle Menu > Virtual Account Management > Internal Credit Line > Link Internal Credit Line

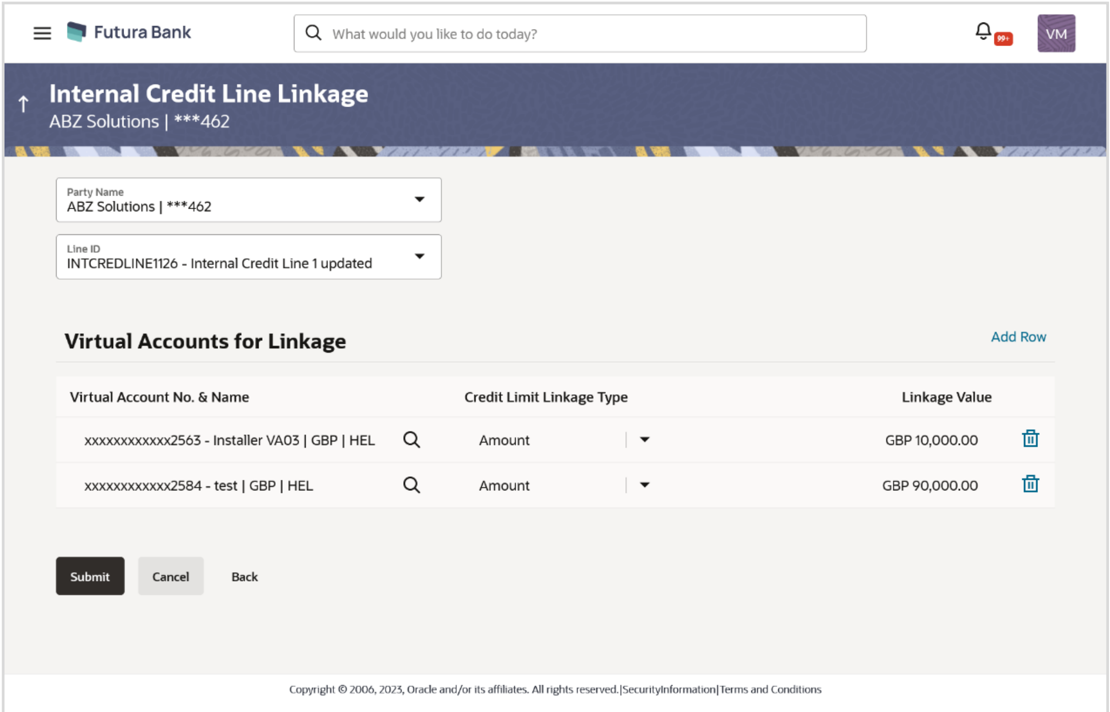
To link Virtual Account(s) to a credit line:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. From the **Line ID** list, select the Credit Line ID to whom Virtual Account(s) are to be linked. The **Virtual Accounts for Linkage** section appears.
3. From the **Virtual Account Number** list, select the account number to be linked to the selected Credit Line.
4. From the **Credit Line Linkage Type** list, select the linkage type either in percentage or value which can be utilized by Virtual Account.
5. If "**Amount**" option selected in **Credit Line Linkage Type** list;
   a. In the **Linkage Value** field, enter the line amount utilized by an account.

   OR
   If "**Percentage**" option selected in **Credit Line Linkage Type** list;
   a. In the **Linkage Value** field, enter the percentage of Line Amount utilized by an account.
6. Click **Add Row** to link more accounts to credit line.

Note: Click 🗑 icon to delete added row.

Internal Credit Line Linkage



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list in which the internal credit limit must be defined.
Line ID	Select the Credit Line ID to which Virtual Account(s) are to be linked.
Virtual Accounts for Linkage	
Virtual Account	Select the number and name of the Virtual Account (individual accounts or header accounts). **Note:** User can search the Virtual Accounts by Account Name, Account Number, Branch or Currency based on the parameters set in the system configuration and displays these details in the search results and the respective fields once the required account is selected.

Field Name	Description
Credit Limit Linkage Type	Select the percentage of Line Amount or Line Amount which can be utilized by an account. The options are: • Percentage • Amount
Linkage Value	Specify the Linkage Value which can be utilized by an account. This field is enabled once the **Credit Limit Linkage Type** is selected. Value can be entered in percentage or amount based on **Credit Limit Linkage Type** selection.

6. Click **Submit** the details.
   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 to the previous screen.
8. The success message of initiation of **Internal Credit Line Linkage** appears along with the reference number. Status overlay displays all linked Virtual Accounts.
9. Click **Home** to navigate to the dashboard screen.
   OR
   Click **View Linked Accounts** to view list of all linked Virtual Accounts to a credit line.

11.2 View Internal Credit Line Linked Virtual Accounts

Corporate user can inquire and can view a summary of all existing internal credit line linked accounts.

How to reach here:

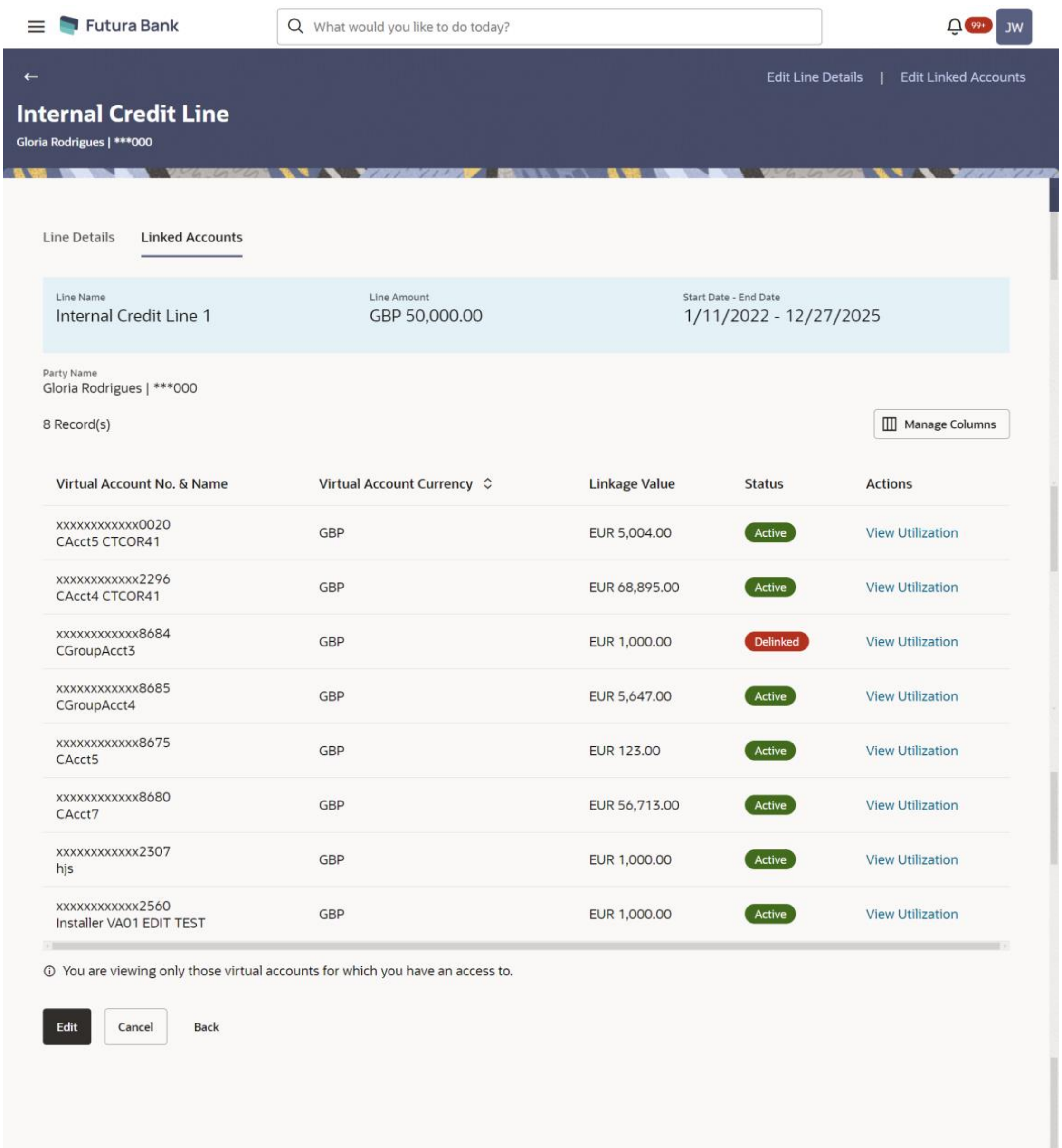
Toggle Menu > Virtual Account Management > Internal Credit Line > View/Edit Internal Credit Line

To search internal credit line linked Virtual Accounts:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Line ID** field, enter the line ID of the existing internal credit line which is to be searched.
   OR
   In the **Line Name** field enter the line name of the existing internal credit line which is to be searched.
   OR
   From the **Line Currency** list, select the line currency of the existing internal credit line which is to be searched.

3. Click **Search** to search the credit **line**. The existing internal credit lines appears based on search criteria.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the entered data.
4. Click **on** the **Line ID & Name** link to view details of the credit line linked Accounts. The **Internal Credit Line - Line Details** screen appears with the details of **Linked Accounts** as a separate tab.

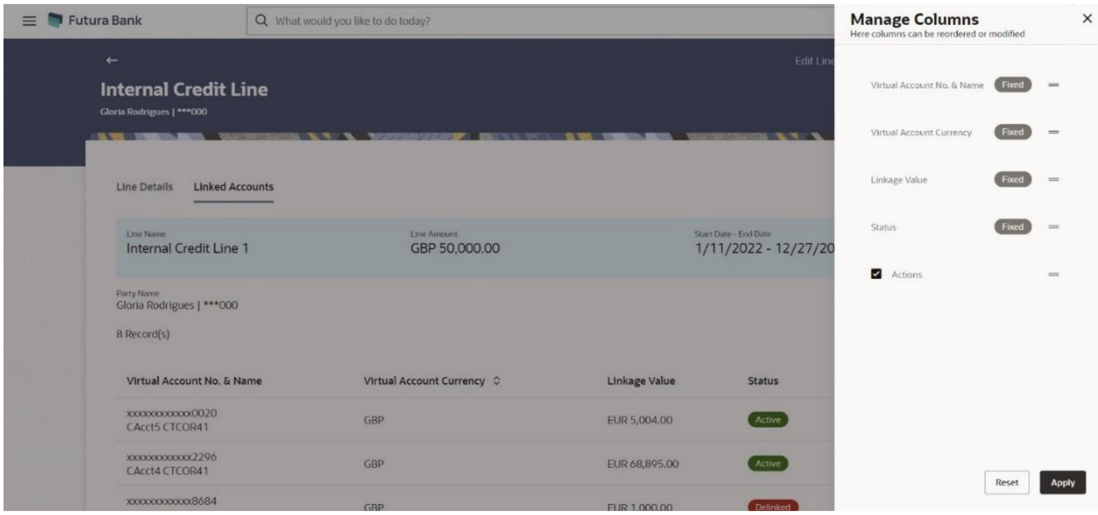
Internal Credit Line - Linked Accounts



Field Description

Field Name	Description
Real Customer Name & ID	Displays the name of real customer and ID.
Linked Accounts	
This section displays the list of all the associated Virtual Accounts of same customer to a credit line.	
Party Name	Displays the party name and ID mapped to the selected Internal Credit Line.
Linked Virtual Accounts	
Total Count of Records	Displays the total count of records based on the search criteria.
Virtual Account No. & Name	Displays the number and name of the Virtual Account (individual accounts or header accounts).
Virtual Account Currency	Displays the Virtual Account currency.
Linkage Value	Displays the linkage amount either in percentage or amount which can be utilized by Virtual Account.
Status	Displays the status of the linked Virtual Accounts.
Actions	Click on the **View Utilization** link to view Utilized Amount in Account Currency, Utilized Amount in Line Currency, and Exchange Rate.

5. Click **Manage Columns** to reorder or modify or save column preferences in View Internal Credit Line Linked Virtual Account screen.
   View Internal Credit Line Linked Virtual Account – Manage Columns overlay screen appears.



6. Click **Apply** to apply the modified columns preferences.
7. Click **Reset** to reset the columns preferences.
8. Click **Edit** to modify and update the credit line linkage.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

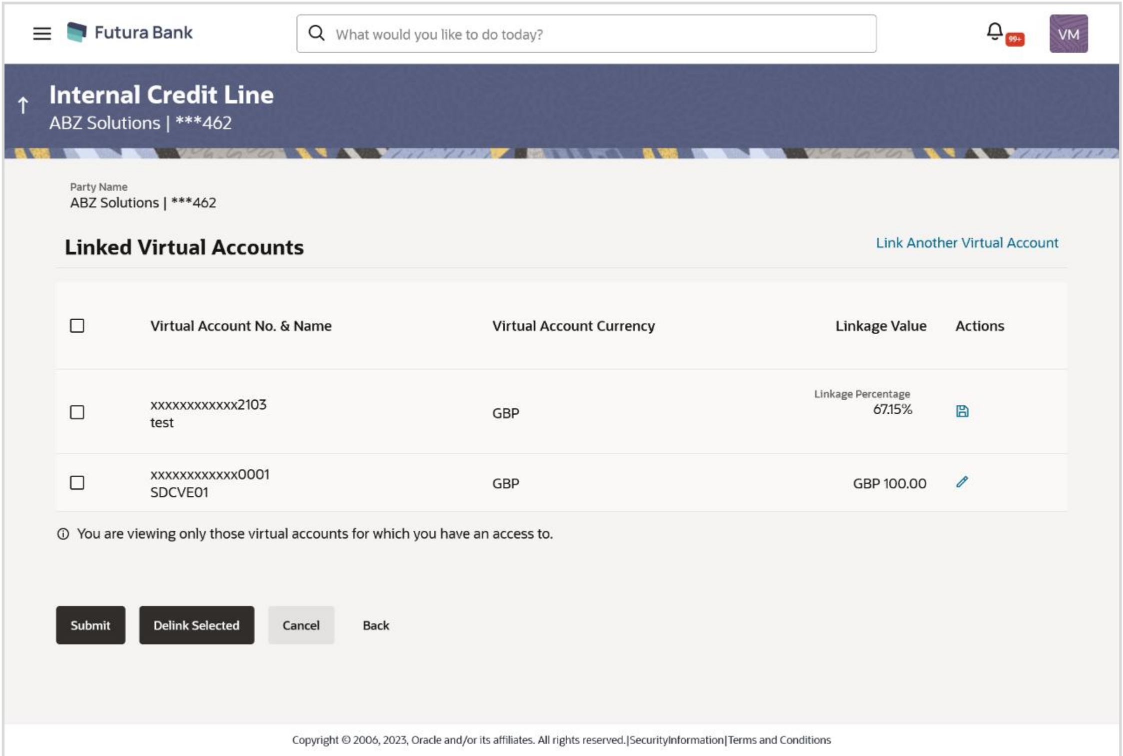
11.3 Edit Internal Credit Line Linked Virtual Accounts

To edit internal credit line linked Virtual Accounts:

1. Follow the steps 1 to 4 of the **View internal Credit Line Linked Virtual Accounts** section.
2. In **Linked Accounts** tab, click **Edit** to modify details of linked Virtual Accounts. The **Linked Accounts - Edit** screen appears.
   a. Select one or more checkbox (es) adjacent to **Virtual Account No. & Name** field, and click **Delink Selected** to remove linkage of Virtual Account to credit line.
      OR
      In **Action** field, click to update the **Linkage Value** of Virtual Account in percentage or amount. Click to save the new value entered.

      Click **Submit** to update the details. The **Review** screen appears.
      OR
      Click **Delink Selected** to remove the linkage of selected Virtual Account with credit line. Refer **Delink Virtual Account** section for more details.
      OR
      Click **Cancel** to cancel the transaction.
      OR
      Click **Back** to navigate to the previous screen.

Edit Linked Virtual Accounts



Field Description

Field Name	Description
Party Name	Displays the party name and ID for which the internal credit limit is defined.
Linked Virtual Accounts	
Virtual Account No. & Name	Displays the number and name of the Virtual Account (individual accounts or header accounts).
Virtual Account Currency	Displays the currency of the Virtual Account.
Linkage Value	Displays the Line Amount which can be utilized by an account. This field is enabled after the **Amount** option is selected in the **Credit Limit Linkage Type** list. Amount can be put in percentage or figure.
Actions	Click to update the **Linkage Value** of Virtual Account in percentage or amount. And click to save the new value entered.

3. Click on the **Link Another Virtual Account** link to link new Virtual Account to a credit line. The **Internal Credit Line Linkage** screen appears.
4. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
5. The success message of **Internal Credit Line** linkage update appears along with the reference number. Status overlay displays the Linkage status.
   Click **Home** to navigate to the dashboard screen.
   OR
   Click **Go To Overview** to go to the Virtual Account Management Dashboard.
   OR
   Click **Create Another Credit Line** to create new credit line.

11.4 Delink Internal Credit Line Linked Virtual Accounts

Using this option corporate user can de-associate the linked Virtual Accounts from the credit line.

To delink Virtual Accounts:

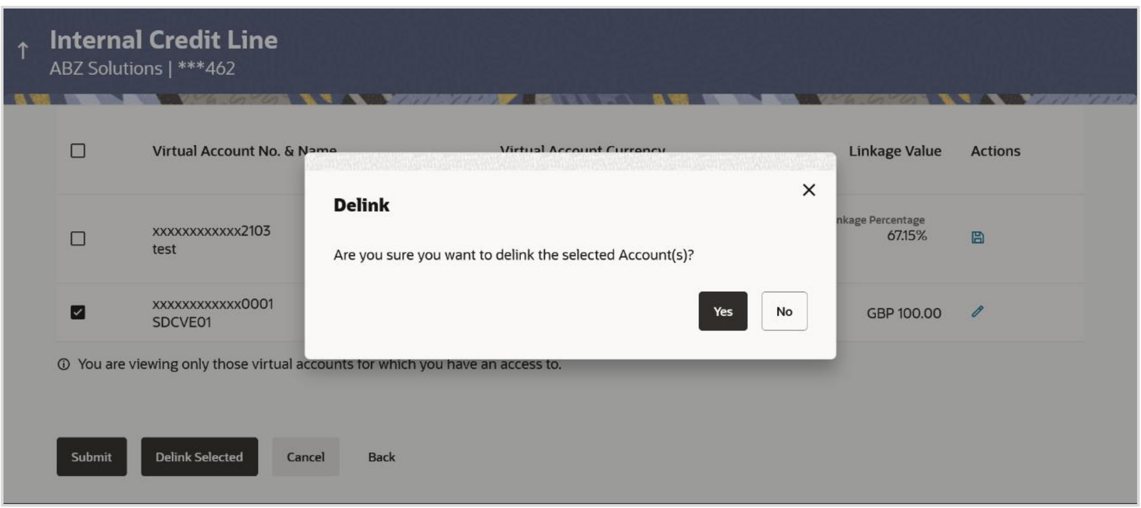
1. Navigate to the **View Internal Credit Line** screen, and in the **Line ID/ Name/ Line Currency** field; enter the name or ID or Line currency of the credit line whose details you want to edit.
2. Click **Search** to search the credit line. The existing internal credit lines appears based on search criteria.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the entered data.
3. Click on the **Line ID & Name** link to view the details internal credit line depending on access to the linked Virtual accounts. The **Internal Credit Line - Line Details** screen appears with the details of the selected line.

4. In **Linked Accounts** tab, click **Edit** to modify details of linked Virtual Accounts. The **Linked Accounts - Edit** screen appears.

   a. Select one or more checkbox (es) adjacent to **Virtual Account No. & Name** field and click **Delink Selected** to remove linkage of Virtual Account to credit line.
   OR
   In **Action** field, click to update the **Linkage Value** of Virtual Account. Click to save the new value entered.

   b. Click **Submit** to update the details. The **Review** screen appears.
   OR
   Click **Delink Selected** to remove the linkage of selected Virtual Account with credit line.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

Delink Virtual Account



5. The confirmation popup appears to delink Virtual Account.

   a. Click **Yes** to delink Virtual Account.
   OR
   Click **No** to cancel the deletion.

12. Special Rate Maintenance

There are use cases like Third Party Fund Management or POBO-COBO where Virtual Accounts when used also earn interest income. The rate of interest for these Virtual Accounts is set by the corporate itself. There will be a default or "General Rate' set up that applies to all the Virtual Accounts that have interest income. However, there could be instances where for a few select Virtual Accounts a different rate is applicable. This rate is called "Special Rate" and corporate user will be able to select Virtual Accounts one at a time and set the special rates.

Pre-requisite

Oracle Banking Virtual Account Management and Oracle Banking Interest and Charges integration is available and the necessary linking of Oracle Banking Virtual Account Management Product to Interest Groups in Oracle Banking Interest and Charges is done

Using this option corporate user can

- View Special Rates
- Edit Special Rates
- Add Special Rates

12.1 View Special Rates

How to reach here:

Toggle Menu > Virtual Account Management > Interest Rate > View/Edit Special Rates

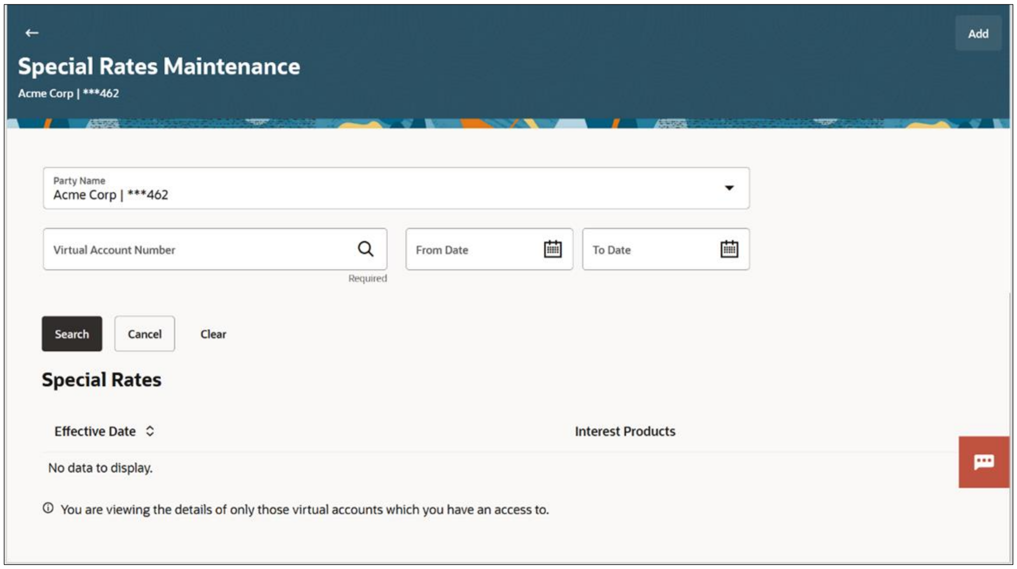
To view special rates for Virtual Account:

1. Navigate to the **Special Rate Maintenance** screen.
2. In the **Party Name** field, select the party name and ID from the dropdown list.

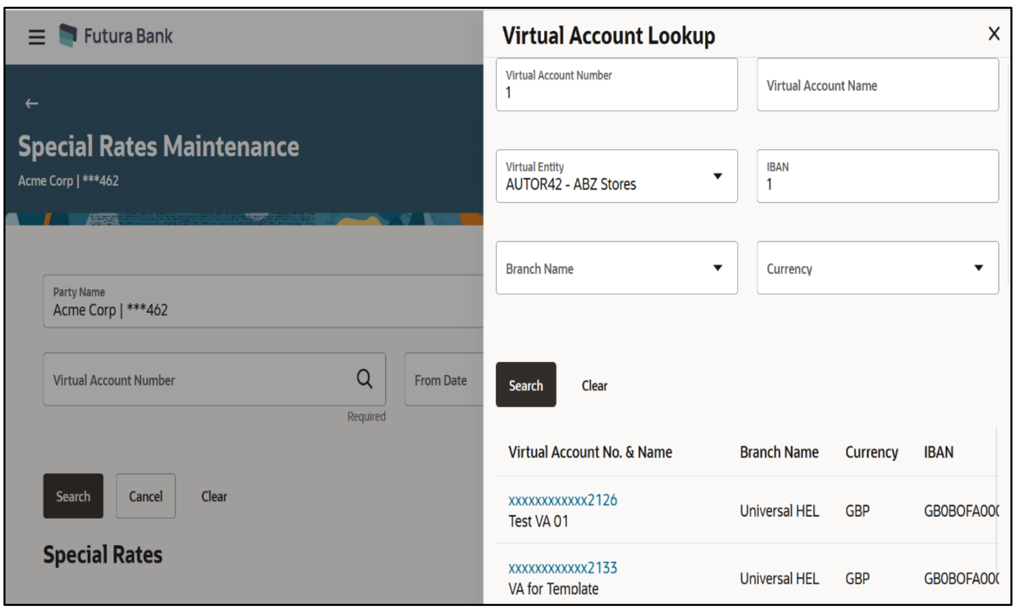
   Click the **Search** icon to select a Virtual Account. **Virtual Account Lookup** overlay appears.

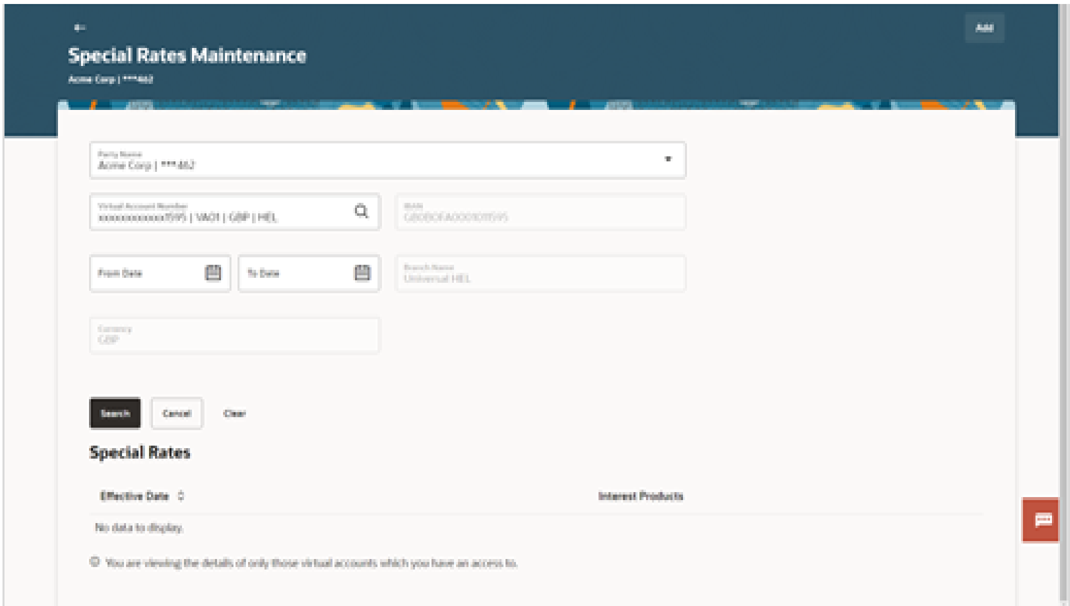
   In the **Virtual Account Lookup** overlay screen, user select the required filter criteria in the respective fields.
3. Search and Select the Virtual Account from the list.
4. Using the calendar, choose the To and From dates from the Effective Date list.
5. Using the calendar, choose the To and From dates from the Effective Date list.
6. The IBAN, Virtual Account Branch and Currency for the selected Virtual Account Number appears.
7. Click **Add** to navigate to the **Add Special Rates** screen.
   OR
   Click **Search.** Based on search criteria the list of special rates maintained appears.
   OR
   Click **Clear** to clear the search criteria.
   OR
   Click **Cancel** to cancel the transaction.

Special Rate Maintenance – Search Result



Special Rates – Virtual Account Lookup





Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the special rates of the applicable Virtual Accounts. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Accounts are displayed.
Virtual Account Number	Select the Virtual Account Number and name for which special rate maintenance is done. **Note:** Virtual Account number should be searched through Search icon where the Virtual Account Lookup appears and search can be done using Virtual Account Number, Virtual Account Name, Virtual Entity, IBAN, Branch and Currency.
Virtual Account Lookup	
Virtual Account Number	Specify the Virtual Account number.
Virtual Account Name	Specify the Virtual Account name.
Virtual Entity	Select the Virtual Entity.
IBAN	Displays the IBAN number based on Virtual Account selection
Branch Name	Specify the branch name of the account.

Field Name	Description
Currency	Specify the currency of the account.
Search Results	

Note:

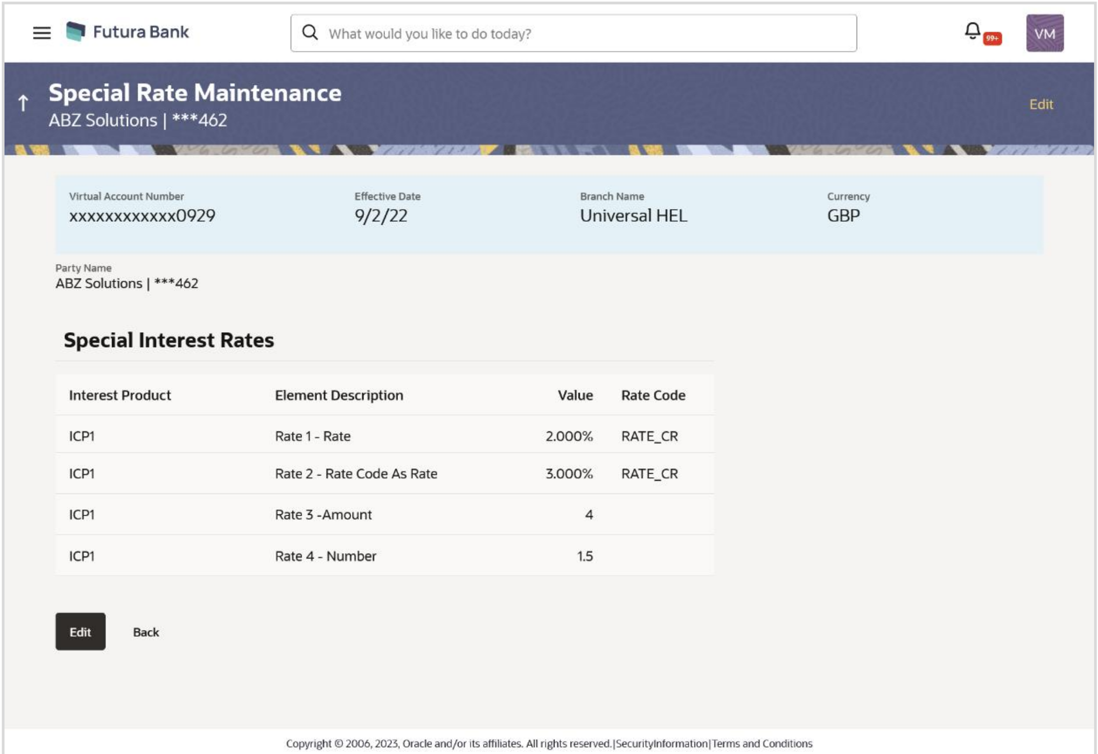
User can view only the configured number of Virtual Account Number in the search results.

If the search result count exceeds the configured count, an error message appears to refine the search criteria.

IBAN	Displays the IBAN number
Effective Date	Displays the date from which the interest rate will be effective.
Branch	Displays the branch name of the account
Currency	Displays the currency of the account
Search Result	
Effective Date	Displays the date from which the interest rate is effective.
Interest Products	Displays the count of interest products.

8. Click on the specific **Effective Date** link to view the interest rate maintained for Virtual Account for that date. The **Special Rate Maintenance Details** screen appears.

Special Rate Maintenance Details



Field Description

Field Name	Description
Real Customer Name & ID	Displays the name of real customer and ID.
Virtual Account Number	Displays the Virtual Account Number for which special rate maintenance is done.
Effective Date	Displays the date range in which the interest rate will be effective.
Branch Name	Displays the Branch name of Virtual Account Number for which special rate maintenance is done.
Currency	Displays the currency for which special rate maintenance is done.
Party Name	Displays the party name and ID mapped to the selected Virtual Account.
Interest Product	Displays the name of the interest product.
Element Description	Displays the description of the user defined element.

Field Name	Description
Value	Displays the value of the user defined element.
Rate Code	Displays the rate code applied.

9. Click **Edit** to modify the special rate to the Virtual Account.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

12.2 Edit Special Rates

How to reach here:

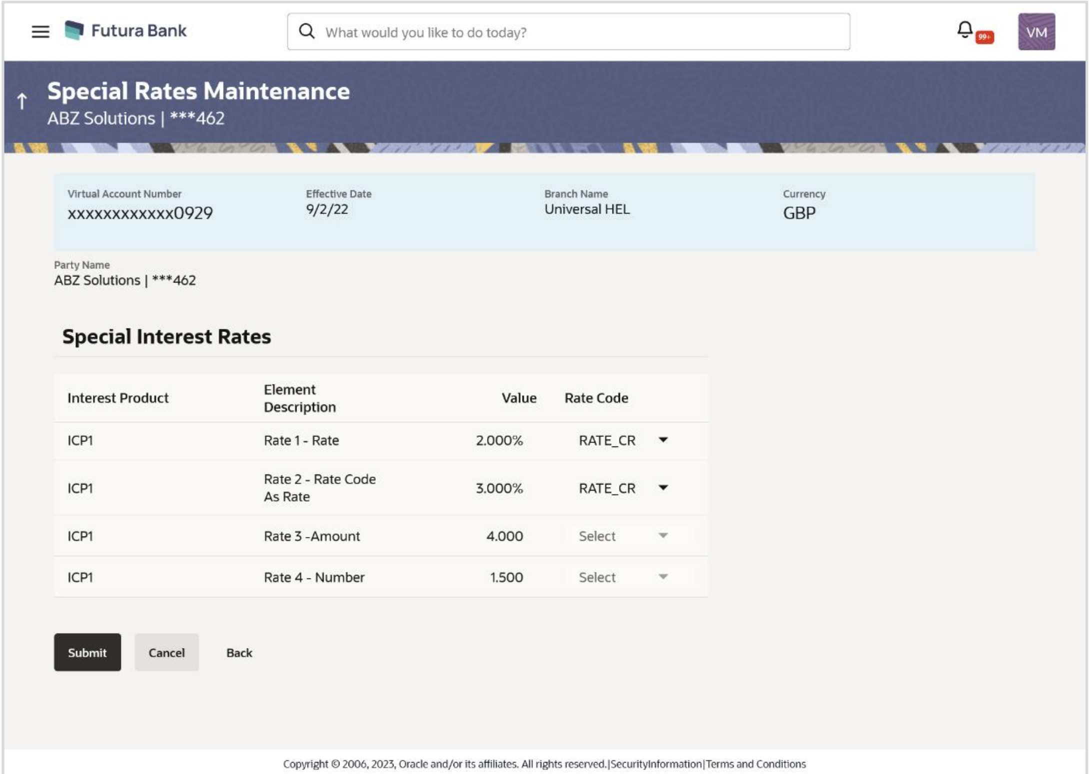
Toggle Menu > Virtual Account Management > Interest Rate > View/Edit Special Rates

To modify special rates for Virtual Account:

1. Follow the above steps from **View Special Rate** section.
2. Click **Edit** to modify the special rate.

   The **Special Rate Maintenance – Edit** screen appears.
3. In the **Rate** field, enter the new rate or special rate to be applicable for the interest product.
4. From the **Rate Code** list, select the appropriate rate category for the interest product.

Special Rate Maintenance – Edit



5. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
6. 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.
7. The success message for initiation of Special Rate update appears along with the reference number.
   Click **Home** to navigate to the dashboard screen.
   OR
   Click **Go To Overview** to navigate to the Virtual Account management dashboard.

12.3 Add Special Rates

How to reach here:

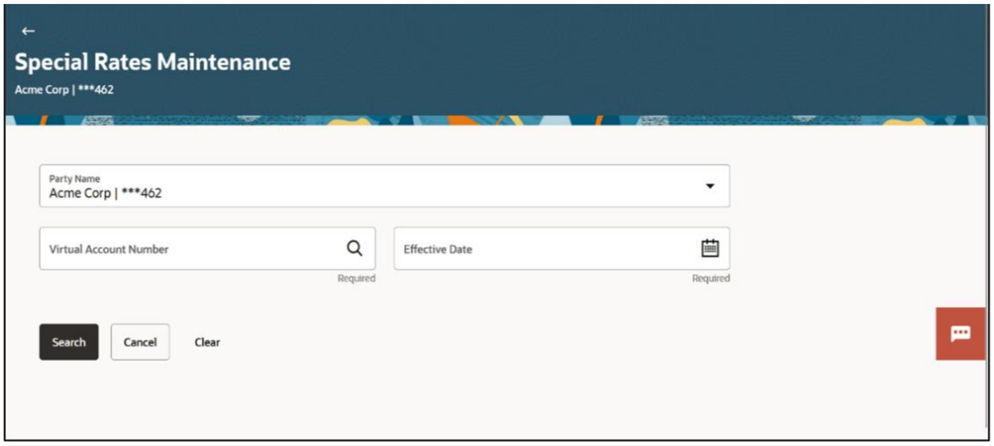
Toggle Menu > Virtual Account Management > Interest Rate > Add Special Rates
OR
Toggle Menu > Virtual Account Management > Interest Rate > View/Edit Special Rates > Add
OR
Toggle Menu > Virtual Account Management > Overview > Quick Links > Add Special Rates

To add special rates for Virtual Account:

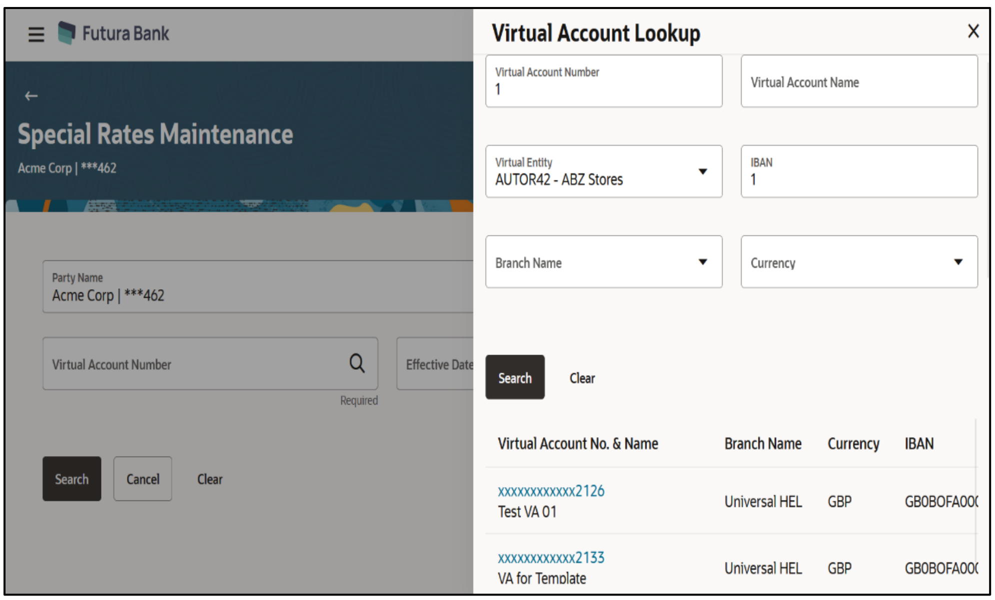
1. Navigate to the **Add Special Rates** screen.
2. In the **Party Name** field, select the party name and ID from the dropdown list.
3. Click **Search** icon to select the Virtual Account.

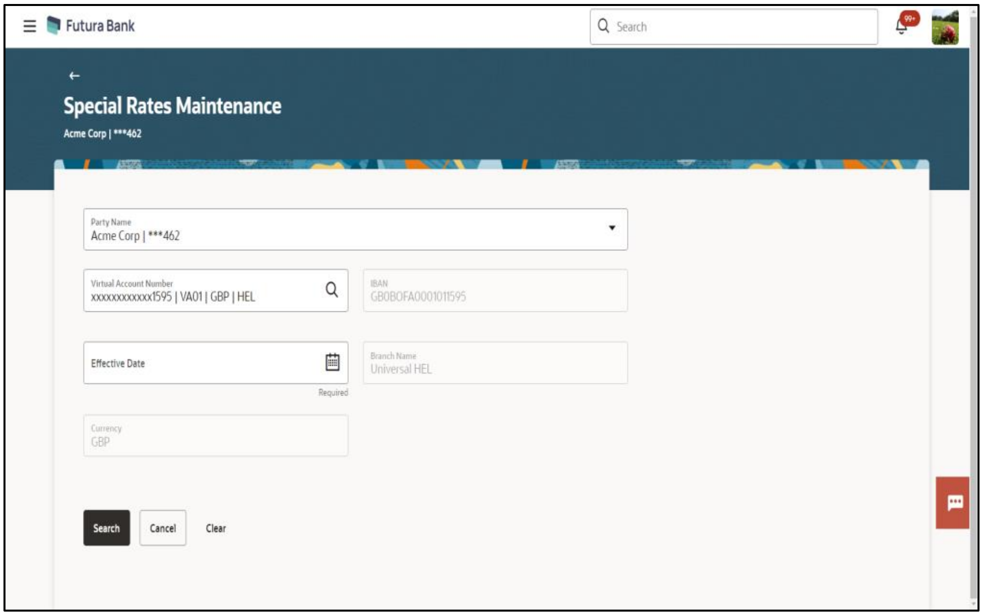
   The **Add Special Rates - Virtual Account Lookup** overlay appears.
4. In the **Virtual Account Lookup** overlay screen, select the required filter criteria in the respective fields.
5. Click **Search** to search the virtual account based on search criteria.
   OR
   Click **Clear** to reset the entered data.
   OR
   Click **Cancel** to cancel the Virtual Account selection.
6. Search and select the Virtual Account Number or name from the list.
7. From the **Effective Date** list, select the date from the calendar.
8. The IBAN, Virtual Account Branch and Currency for the selected Virtual Account Number appears.
9. Click **Search.** Based on search criteria the list of virtual account appears.
   OR
   Click **Clear** to clear the search criteria.
   OR
   Click **Cancel** to cancel the transaction.

Add Special Rates



Add Special Rates – Virtual Account Lookup





Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to add the special rates for the applicable Virtual Accounts. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Accounts are displayed.
Virtual Account Number	Select the Virtual Account Number and name for which special rate maintenance is done. **Note:** Virtual Account number should be searched through **Search** icon where the Virtual Account Lookup appears and search can be done using Virtual Account Number, Virtual Account Name, Virtual Entity, IBAN, Branch and Currency.
Virtual Account Lookup	
Virtual Account Number	Specify the Virtual Account number.
Virtual Account Name	Specify the Virtual Account name.
Virtual Entity	Select the Virtual Entity.
IBAN	Displays the IBAN number based on Virtual Account selection **Note:** Based on IBAN selection, Virtual Account Number will be pre-populated.

Field Name	Description
Branch Name	Specify the branch name of the account.
Currency	Specify the currency of the account.
Search Results	

Note:

User can view only the configured number of Virtual Account Number in the search results.

If the search result count exceeds the configured count, an error message appears to refine the search criteria.

Virtual Account No & Name	Displays the Virtual Account number and name.
IBAN	Displays the IBAN number
Effective Date	Displays the date from which the interest rate will be effective.
Branch	Displays the branch name of the account
Currency	Displays the currency of the account
Search Results	
Interest Product	Displays the name of the interest product.
Element Description	Displays the description of the user defined element mapped to the interest product.
Value	Specify the value to be applied for the user defined element.
Rate Code	Specify the rate code to be applied.

10. Click **Submit**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
11. 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.

12. The success message for initiation of New/Special Rate appears along with the reference number.
    Click **Home** to navigate to the dashboard screen.
    OR
    Click **Go To Overview** to navigate to the Virtual Account management dashboard.

13. General Rate Maintenance

There are use cases like Third Party Fund Management or POBO-COBO where Virtual Accounts when used also earn interest income. The rate of interest for these Virtual Accounts is set by the corporate itself. There will be a default or “General Rate” set up that applies to all the Virtual Accounts that have interest income.

Pre-requisite

Oracle Banking Virtual Account Management and Oracle Banking Interest and Charges integration is available and the necessary linking of Oracle Banking Virtual Account Management Product to Interest Groups in Oracle Banking Interest and Charges is done

Using this option corporate user can

- View General Rates
- Edit General Rates
- Add General Rates

13.1 View General Rates

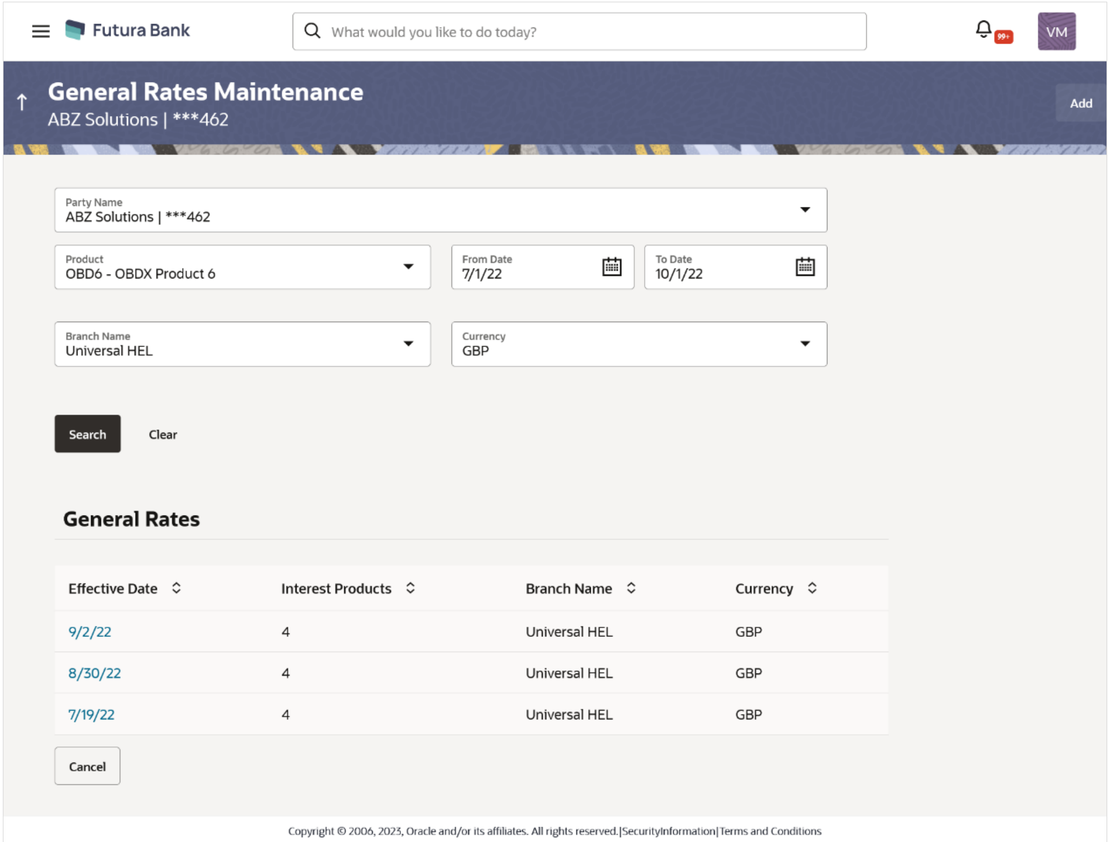
How to reach here:

Toggle Menu > Virtual Account Management > Interest Rate > View/Edit General Rates

To view general rates for Virtual Account Product:

1. Navigate to the **View General Rates** screen.
2. In the **Party Name** field, select the party name and ID from the dropdown list.
3. In the **Product** field, enter or select the Virtual Account product from the list, click .
4. From the **Effective Date** list, select the From and To date from the calendar.
5. From the **Branch** list, select the Virtual Account branch.
6. From the **Currency** list, select the Virtual Account currency.
7. Click **Search.** Based on search criteria the list of general rates maintained appears. Product, Branch Name, and Currency is mandatory to get search results
   OR
   Click **Clear** to clear the search criteria.
   OR
   Click **Cancel** to cancel the transaction.

General Rate Maintenance – Search Result



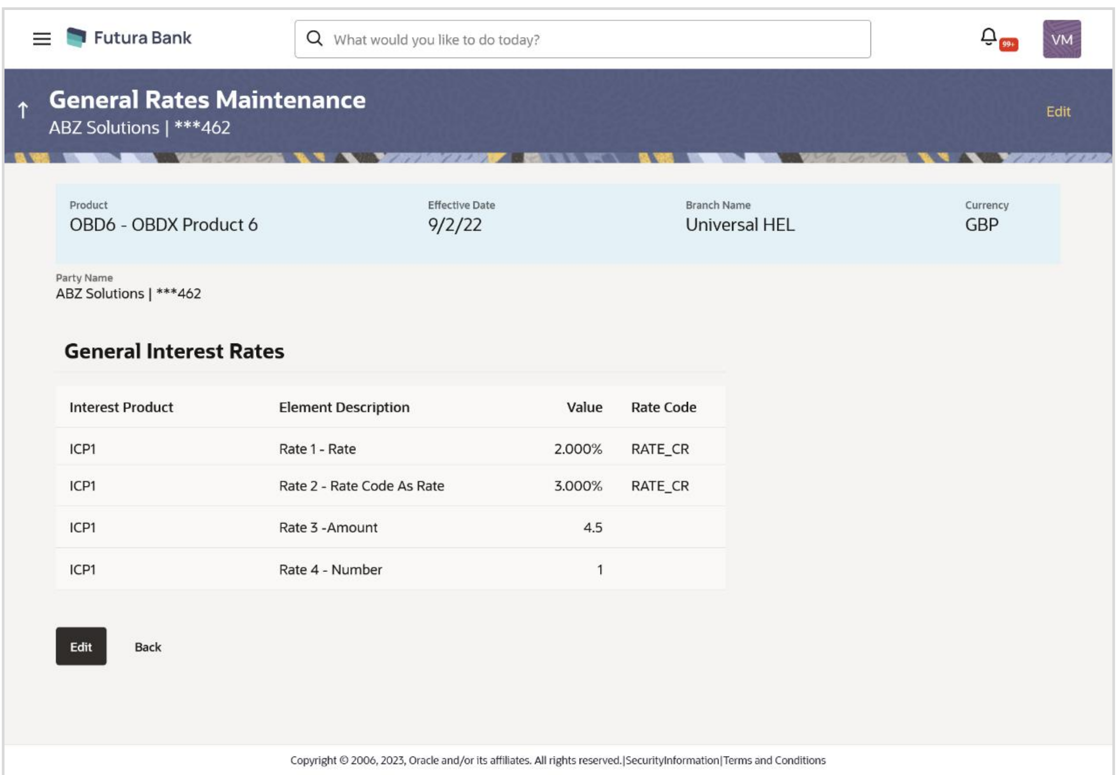
Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the general rates of the applicable Products. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Products are displayed.
Product	Specify the Virtual Account product name for which general rate maintenance to be viewed. **Note:** Virtual Account Product for which interest rates are not maintained will not be available in dropdown list.
Effective Date	Specify the date from and to which the general rate is maintained.
Branch Name	Specify the branch name of the Virtual Account. **Note:** User can view the branch names for which he has access to.

Field Name	Description
Currency	Specify the currency of Virtual Account.
Search Result	
Effective Date	Displays the date from which the interest rate is effective.
Interest Products	Displays the count of interest products.
Branch Name	Displays the branch name of the Virtual Account.
Currency	Displays the currency of the Virtual Account.

8. Click on the specific **Effective Date** link to view the interest rate maintained for Virtual Account for that date. The **General Rate Maintenance Details** screen appears.

General Rate Maintenance Details



Field Description

Field Name	Description
Real Customer Name & ID	Displays the name of real customer and ID.
Product	Displays the name of the Virtual Account product for which general rate maintenance is done. **Note:** Product for which Interest rates are maintained only be available in the dropdown list.
Effective Date	Displays the date range in which the interest rate will be effective.
Branch Name	Displays the branch name of the Virtual Account.
Currency	Displays the currency for which general rate maintenance is done.
Party Name	Displays the party name and ID mapped to the selected Virtual Account Product.
General Interest Rates	
Interest Product	Displays the name of the interest product.
Element Description	Displays the description of the user defined element.
Value	Displays the value of the user defined element.
Rate Code	Displays the rate code applied.

Note: Interest rates cannot be modified for the Virtual Account Product selected with the bank level rates. **Edit** option will not appear for those Virtual Account Products.

9. Click **Edit** to modify the general rate to the Virtual Account Product.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

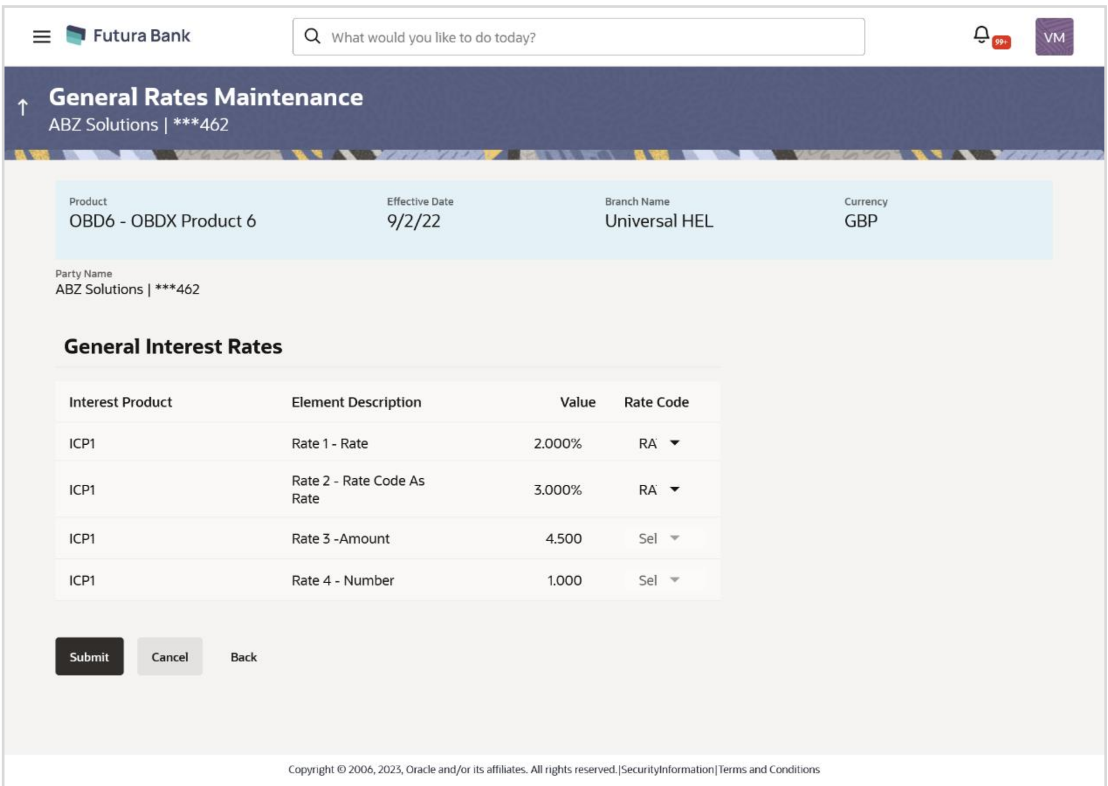
13.2 Edit General Rates

To modify general rates for Virtual Account Product:

1. Follow the steps 1 to 8 of **View General Rate** section.
2. Click **Edit** to modify the general rates.

   The **General Rate Maintenance – Edit** screen appears.
3. In the **Rate** field, enter the new rate or general rate to be applicable for the interest product.
4. From the **Rate Code** list, select the appropriate rate category for the interest product.

General Rate Maintenance – Edit



5. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
6. 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.

7. The success message for initiation of General Rate update appears along with the reference number.
   Click **Home** to navigate to the dashboard screen.
   OR
   Click **Go To Overview** to navigate to the Virtual Account management dashboard.

13.3 Add General Rates

How to reach here:

Toggle Menu > Virtual Account Management > Interest Rate > Add General Rates
OR
Toggle Menu > Virtual Account Management > Interest Rate > View/Edit General Rates > Add
OR
Toggle Menu > Virtual Account Management > Overview > Quick Links > Add General Rates

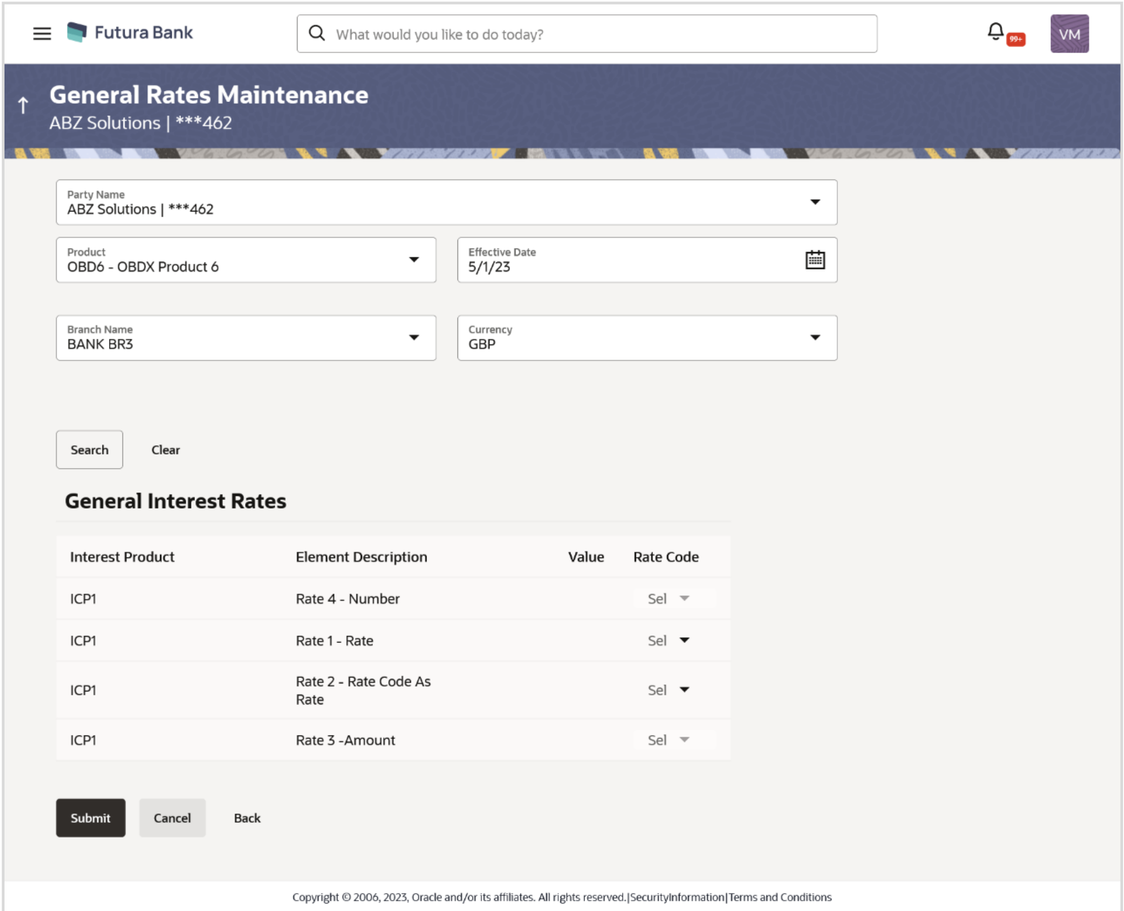
To add general rates for Virtual Account:

1. Navigate to the **Add General Rates** screen.
2. In the **Party Name** field, select the party name and ID from the dropdown list.
3. In the **Product** field, search and select the Virtual Account Product or name from the list.

   Note: Virtual Account Product for which the interest rates are not maintained, and the bank level rates are maintained will not be available in dropdown list.

4. From the **Effective Date** list, select the date from the calendar.
5. From the **Branch Name** field, select the branch name.
6. From the **Currency** field, select the Virtual Account Currency
7. Click **Search.** Based on search criteria the list of virtual account product appears.
   OR
   Click **Clear** to clear the search criteria.
   OR
   Click **Cancel** to cancel the transaction.

Add General Rates



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to add the general rates of the applicable Products. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Products are displayed.
Product	Specify the name of the Virtual Account product for which general rate maintenance is done.
Effective Date	Specify the date from which the interest rate will be effective.
Branch Name	Specify the Branch name of Virtual Account Number for which general rate maintenance is done.

Field Name	Description
Currency	Specify the currency for which general rate maintenance is done.
Search Results	
Interest Product	Displays the name of the interest product.
Element Description	Displays the description of the user defined element mapped to the interest product.
Value	Specify the value to be applied for the user defined element.
Rate Code	Specify the rate code to be applied.

8. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
9. 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.
10. The success message for initiation of New/General Rate appears along with the reference number.
    Click **Home** to navigate to the dashboard screen.
    OR
    Click **Go To Overview** to navigate to the Virtual Account management dashboard.

14. Payments Using Virtual Accounts

Virtual Accounts Management payments feature enables the business users to perform corporate payments using Virtual Accounts.

14.1 Move Money

Move money allows you to transfer money from one Virtual Account to another Virtual Account that are mapped to the same real account. Each transaction is sent to the checker, approver, and releaser for the approval as per the configuration maintained.

How to reach here:

Toggle Menu > *Virtual Account Management* > *Move Money*
OR
Toggle Menu > *Virtual Account Management* > *Overview* > *Move Money*

To move money:

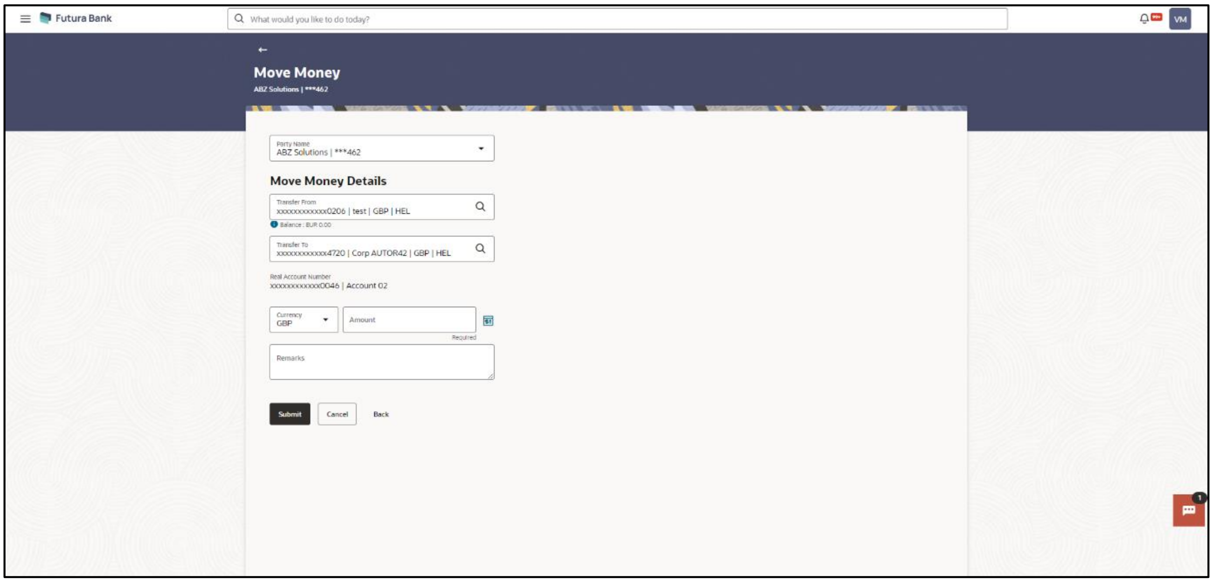
1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Transfer From** field, click **Search** icon to search the Virtual Account.

   The **Search Virtual Account** overlay appears.
3. In the **Transfer To** field, click **Search** icon to search the Virtual Account.

   The **Search Virtual Account** overlay appears.
4. In the **Amount** field, select the currency and enter the amount to be transferred.
5. Click icon to view the transaction limit for the selected channel.

   The **My Limits** popup screen appears.
6. In the **Remarks** field, specify the remarks on the transaction.

Move Money

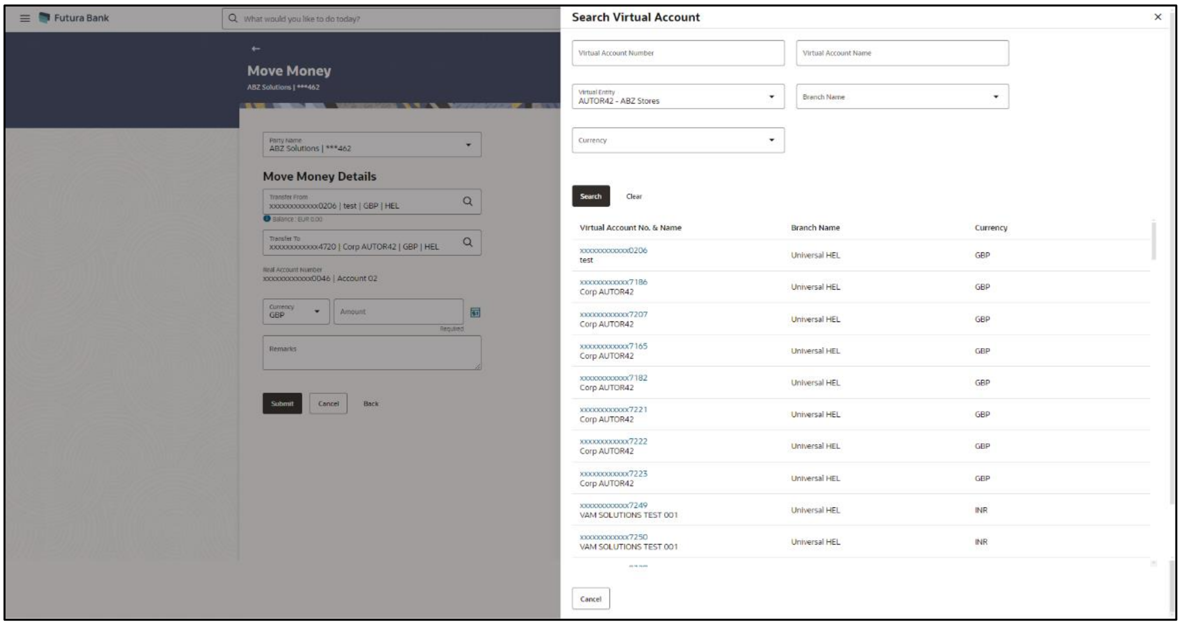


Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view and select the applicable Virtual Accounts for the money transfer. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Accounts are displayed.
Move Money Details	
Transfer From	Click **Search** icon and select the Virtual Account Number or name from which the amount is to be transferred.
Balance	Displays the balance in the source account is displayed.
Transfer To	Click **Search** icon and select the Virtual Account Number or name to which the amount is to be transferred. **Note:** This field is enabled only after selecting the "**Transfer From".**
Real Account Number	Displays the real account number that is linked to the selected **From Virtual Account.** **Note**: This read only field appears after selecting the **Transfer From** field.

Field Name	Description
Amount	Specify the currency and amount to be transferred. **Note:** Funds Transfer can be initiated only between Virtual Accounts belonging to the same real account.
Remarks	Specify the remarks on the transaction.

Search Virtual Account Overlay Screen



Field Description

Field Name	Description
Virtual Account Number	Specify the Virtual Account number.
Virtual Account Name	Specify the Virtual Account name.
Virtual Entity	Select the Virtual Entity.
Branch Name	Select the branch of the account.
Currency	Select the currency of the account.

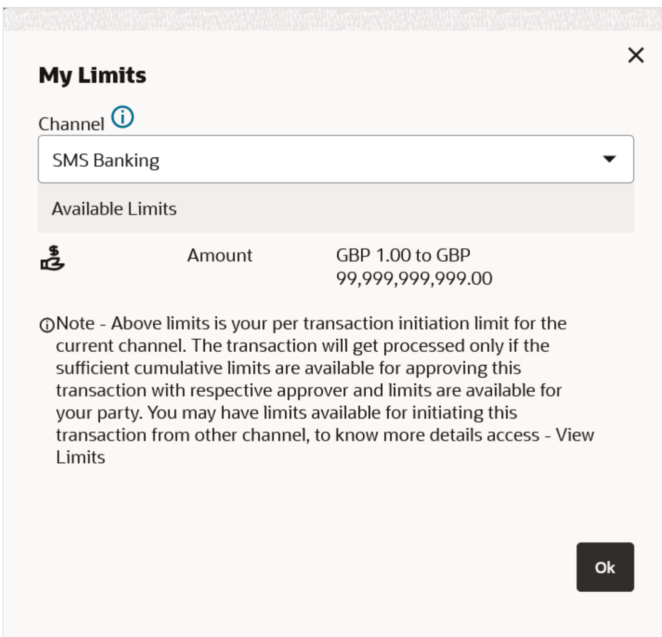
Field Name	Description
Search Results	

Note:

User can view only the configured number of Virtual Account Number in the search results.

Virtual Account No & Name	Displays the Virtual Account number and name.
Branch Name	Displays the branch name of the account.
Currency	Displays the currency of the account.

My Limits



Field Description

Field Name	Description
Channel	Select the channel for which the transaction limits must be displayed from the list.
Available Limits	Displays the available limits for the selected channel.

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

9. 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.
10. The success message of money moved appears along with the reference number.
    Click **Home** to navigate to the application dashboard screen.

15. Statements

15.1 Transaction Inquiry

Through this option, the user can search and view the transactions of a Virtual Account which they have access to. The user can also download the search results as a statement in a password protected pdf or csv format.

How to reach here:

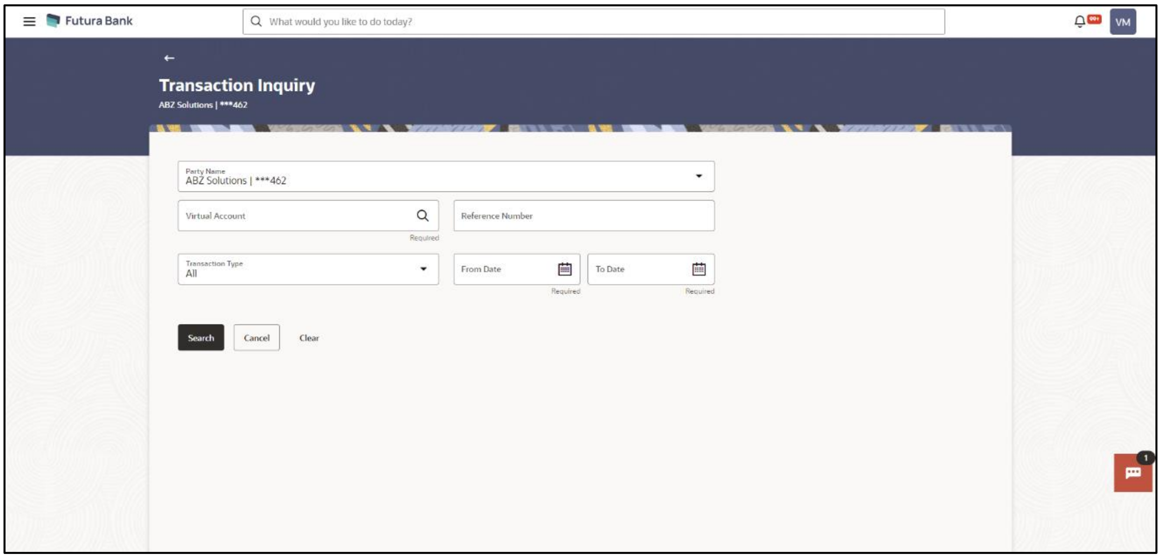
Toggle Menu > Virtual Account Management > Statements > Transaction Inquiry
OR
Toggle Menu > Virtual Account Management > Overview > Quick Links > Transaction Inquiry

To view and download the Virtual Account management Transaction Inquiry:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. In the **Virtual Account** field, click **Search** icon to search the Virtual Account.

   The **Transaction Inquiry – Virtual Account Lookup** overlay appears.
3. In the **Virtual Account Lookup** overlay screen, select the required filter criteria in the respective fields.
4. Click **Search** to search the virtual account based on search criteria.
   OR
   Click **Clear** to reset the entered data.
   OR
   Click **Cancel** to cancel the Virtual Account selection.
5. Search and select the Virtual Account Number or name from the list.
6. In **Reference Number** field, enter the reference number.
7. In **Transaction Type** field, select the transaction type.
8. In the **From Date** field, select the date from which statement is needed from the calendar.
9. In the **To Date** field, select the date to which statement is needed from the calendar.
10. Click **Search**. Based on search criteria, the search result appears.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Clear** to clear the entered details.

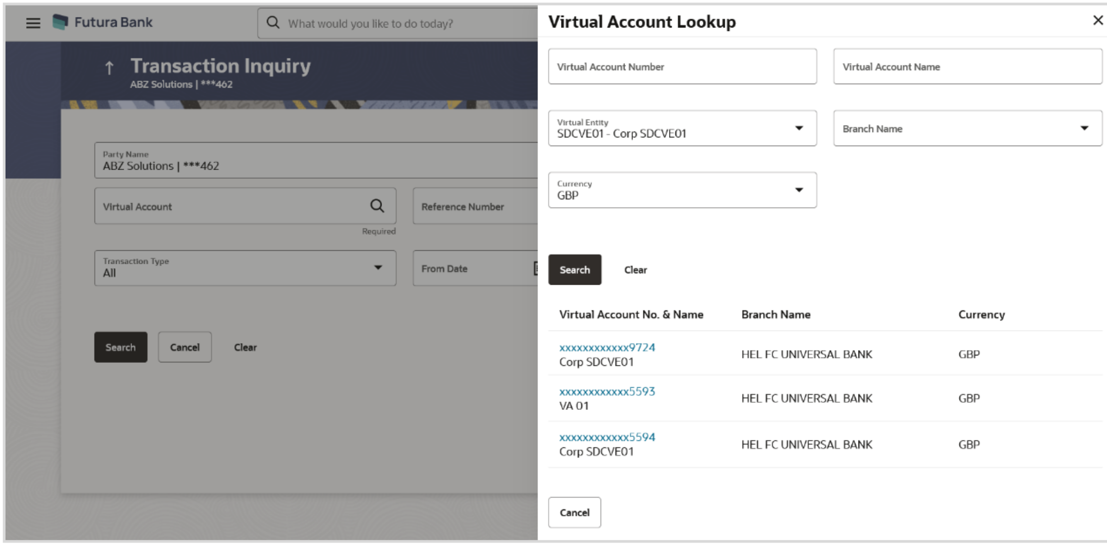
Transaction Inquiry



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable Virtual Accounts for transaction inquiry. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Accounts are displayed.
Virtual Account	Select the Virtual account number and name of the user. **Note:** User can view the statement of only those Virtual Accounts, which he has access to.
Reference Number	Specify the reference number of the transaction.
Transaction Type	Select the type of the transaction. The options are: • All • Credit • Debit
From Date / To Date	Select the start and end date range of the transaction – for a date bound search.

Transaction Inquiry – Virtual Account Lookup



Field Description

Field Name	Description
Virtual Account Number	Specify the Virtual Account number.
Virtual Account Name	Specify the Virtual Account name.
Virtual Entity	Select the Virtual Entity.
Branch Name	Select the branch of the account.
Currency	Select the currency of the account.
Search Results	

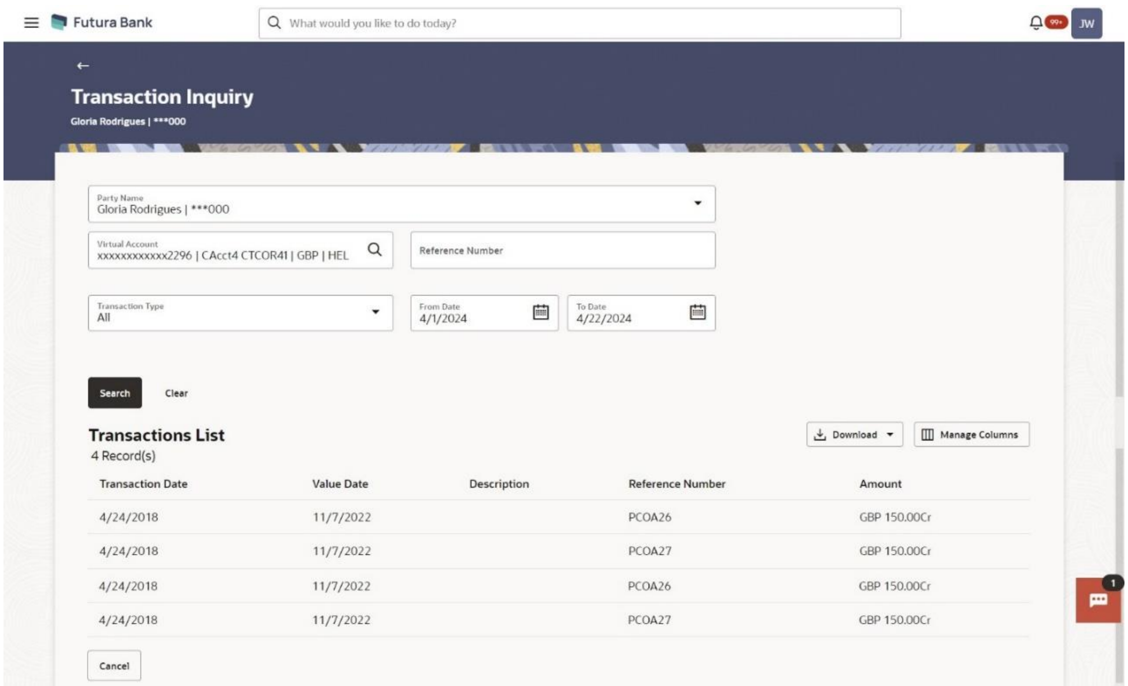
Note:

User can view only the configured number of Virtual Account Number in the search results.

If the search result count exceeds the configured count, an error message appears to refine the search criteria.

Field Name	Description
Virtual Account No & Name	Displays the Virtual Account number and name.
Branch Name	Displays the branch name of the account.
Currency	Displays the currency of the account.

Transaction Inquiry – Search Results

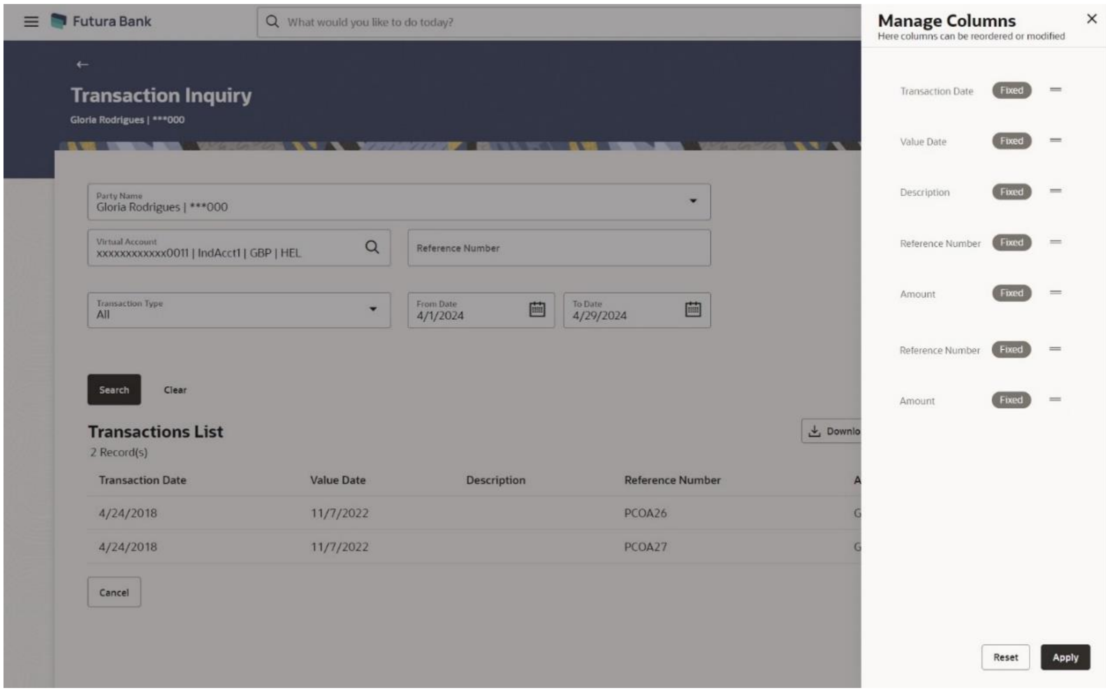


Field Description

Field Name	Description
Search Results	
It displays the account activity.	
Total Count of Records	Displays the total count of records based on the search criteria.
Transaction Date	Displays the date on which the transaction is processed.
Description	Displays the brief description of the transaction.
Reference Number	Displays the reference number of the transaction.
Amount	Displays the debit/ credit amount of the transaction.
Value Date	Displays the date on which the transaction is processed.

11. Click **Manage Columns** to reorder or modify or save column preferences in transaction inquiry screen.

Transaction Inquiry – Manage Columns overlay screen appears.



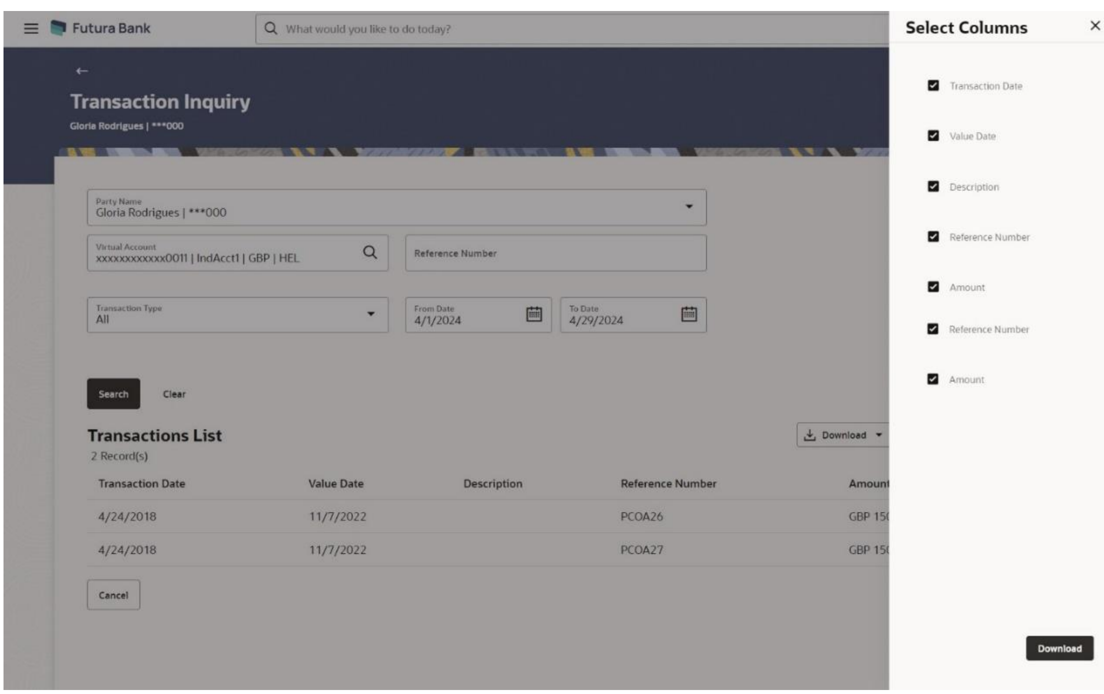
a. Click **Apply** to apply the modified columns preferences.

b. Click **Reset** to reset the columns preferences.

12. Click **Download** and select the option PDF or CSV from the dropdown list.

    The **Select Columns** overlay screen appears.

    Transaction Inquiry – Select Columns



13. Click **Download** to download the transaction summary in PDF or CSV format with selected columns.

15.2 Pre-Generated Statement

Pre-Generated statement provides the details of the transactions of the Virtual Accounts for a given period. The user selects the Virtual Account Number or Name for which the available statements are fetched. The business user can choose the statement format as MT940, MT942, MT950, CAMT.052, CAMT.053, and PDF.

Note: At System configuration, the maximum date range to request the statements are configured.

How to reach here:

Toggle Menu > Virtual Account Management > Statement > Pre-Generated Statement
OR
Toggle Menu > Virtual Account Management > Overview > Quick Links > Pre-Generated Statement

To generate the Pre-Generated statement:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. From the **Statement Type** list, select the appropriate type in which format you wish to search the statement.

Note:

If the **Statement Type** is selected as **PDF**, system validates the **Statement Type** selected under **PDF Statement Preferences** for the selected Virtual Entity.

3. In the **Virtual Entity** field, select the Virtual Entity ID or name from the dropdown list.
4. In the **Virtual Account** field, click **Search** icon to search the Virtual account number.

   The **Virtual Account Lookup** overlay appears.

Note:

This field displays only if the **Virtual Entity** ID is selected from the list.

5. In the **Virtual Account Lookup** overlay screen, select the required filter criteria in the respective fields.
6. Click **Search** to search the virtual account based on search criteria.
   OR
   Click **Clear** to reset the entered data.
   OR
   Click **Cancel** to cancel the Virtual Account selection.
7. Search and select the Virtual Account Number or name from the list.
8. In the **From Date** field, select the date from which statement is needed from the calendar.
9. In the **To Date** field, select the date to which statement is needed from the calendar.
10. Click **Search** to search the statements based on search criteria. Statement Type, Virtual Entity, Virtual Account, From Date, and To Date are mandatory to get search results.
    OR
    Click **Reset** to reset the entered data.
    OR
    Click **Cancel** to cancel the transaction.

Note:

PDF Statements:

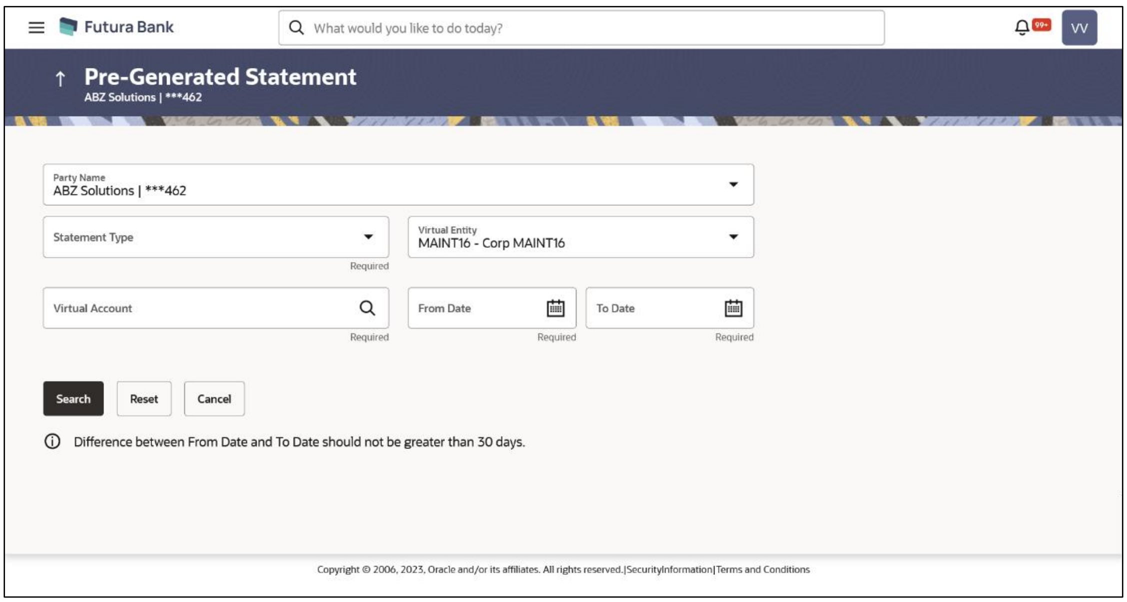
• In the scenario, when the statement preference is set to the **Virtual Entity** Level (consolidated), Users can generate a PDF statement for a Virtual Entity only if they have been granted appropriate access to all the Virtual accounts linked to that Entity.

• Users can download the PDF statement only if they have maintained appropriate access to the Virtual Account, given that the preference level for statements is set at the Account Level.

MT/CAMT Statements:

• The Virtual Account in context must be granted appropriate access for users to download MT/CAMT statements.

Pre-Generated Statement

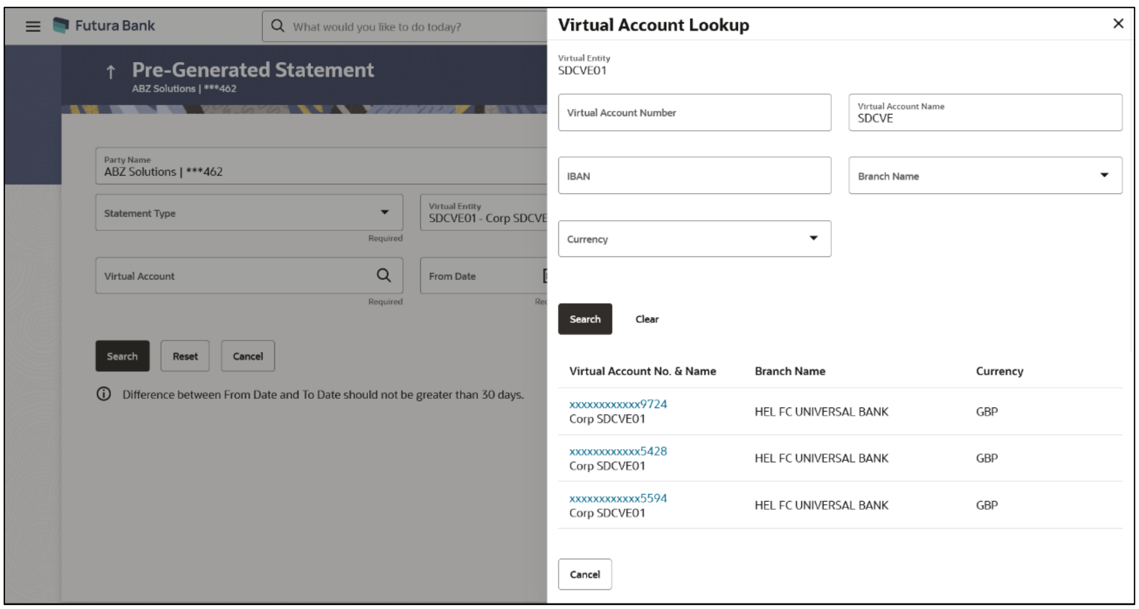


Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable Virtual Accounts for generating the statement. By default, the primary party of the logged-in user is selected.
Statement Type	Select the statement type format you wish to search the statement generated.
Virtual Entity	Select the Virtual Entity for which the statements are to be searched.

Field Name	Description
Virtual Account	Click **Search** icon and select the Virtual Account Number or name for which the statements are to be searched.
From Date	Select the date from which statement is required.
To Date	Select the date to which statement is required.

Virtual Account Lookup



Field Description

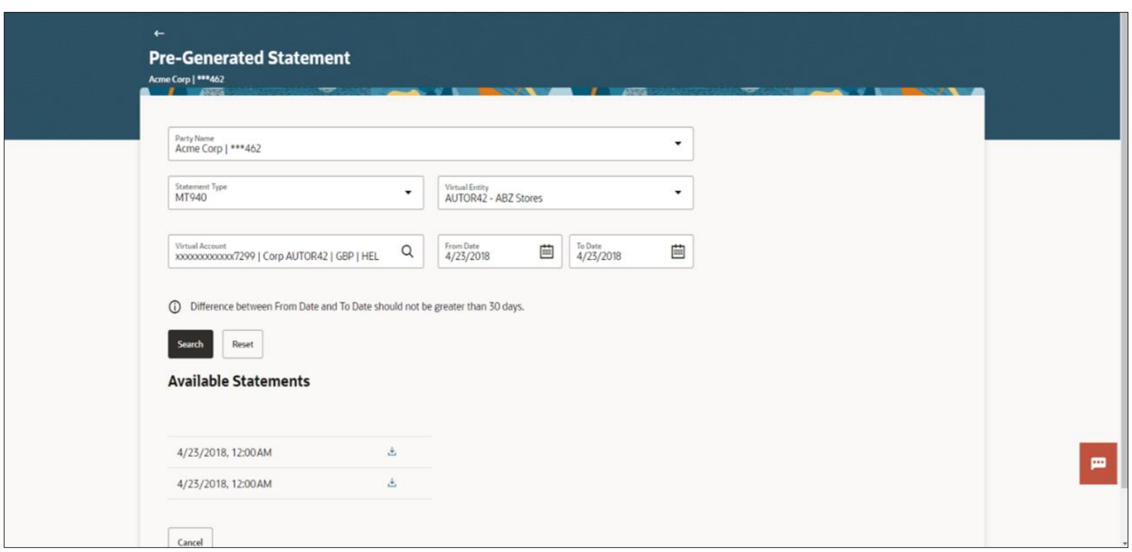
Field Name	Description
Virtual Entity	Displays the selected Virtual Entity.
Virtual Account Number	Specify the Virtual Account Number to filter the Virtual Accounts.
Virtual Account Name	Specify the Virtual Account Name to filter the Virtual Accounts.
IBAN	Specify the IBAN for which the statements are to be searched.

Field Name	Description
Branch Name	Select the Branch Name to filter the Virtual Accounts. **Note:** User can view the branch names for which he has access to.
Currency	Select the currency for which the statements are to be searched.
Search Results	
Note: Only accessible Virtual accounts gets listed. User can view only the configured number of Virtual Account Number in the search results. If the search result count exceeds the configured count, an error message appears to refine the search criteria.	
Virtual Account No. & Name	Displays the virtual account number and name.
Branch Name	Displays the branch of the virtual account.
Currency	Displays the currency of the virtual account.

Available Statements

Displays the list of statements based on search criteria along with the date and time generated.

Available Statements



1. Click on icon to download the respective statement.

Note: User cannot customize the list of transactions in the generated statements as it comes directly from Oracle Banking Virtual Account Management.

15.3 ~~Adhoc~~Ad hoc Statement

~~Adhoc~~Ad hoc statement provides the details of Virtual Accounts transactions for a given period on Ad hoc basis. The user has to select the Virtual Account Number or Name for which the statement has to be generated. The business user can choose the statement format as MT942, CAMT.052, and PDF.

Note: At System configuration, the maximum date range to request the statements is configured.

How to reach here:

Toggle Menu > Virtual Account Management > Statement > ~~Adhoc~~Ad hoc Statement
OR
Toggle Menu > Virtual Account Management > Overview > Quick Links > ~~Adhoc~~Ad hoc Statement

To generate the ~~Adhoc~~Ad hoc statement:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. From the **Statement Type** list, select the appropriate type in which the statement has to be generated.
3. In the **Virtual Entity** field, select the Virtual Entity ID or name from the list.
4. In the **Virtual Account** field, click **Search** icon to search the Virtual account number.

   The **Virtual Account Lookup** overlay appears.

Note:

This field displays only if the **Virtual Entity** field is selected from the list.

5. In the **Virtual Account Lookup** overlay screen, select the required filter criteria in the respective fields.
6. Click **Search** to search the virtual account based on search criteria.
   OR
   Click **Clear** to reset the entered data.
   OR
   Click **Cancel** to cancel the Virtual Account selection.
7. Search and select the Virtual Account Number or name from the list.

Note: Users must maintain appropriate access to the Virtual Account in order to download all statement types (PDF & MT/CAMT) provided.

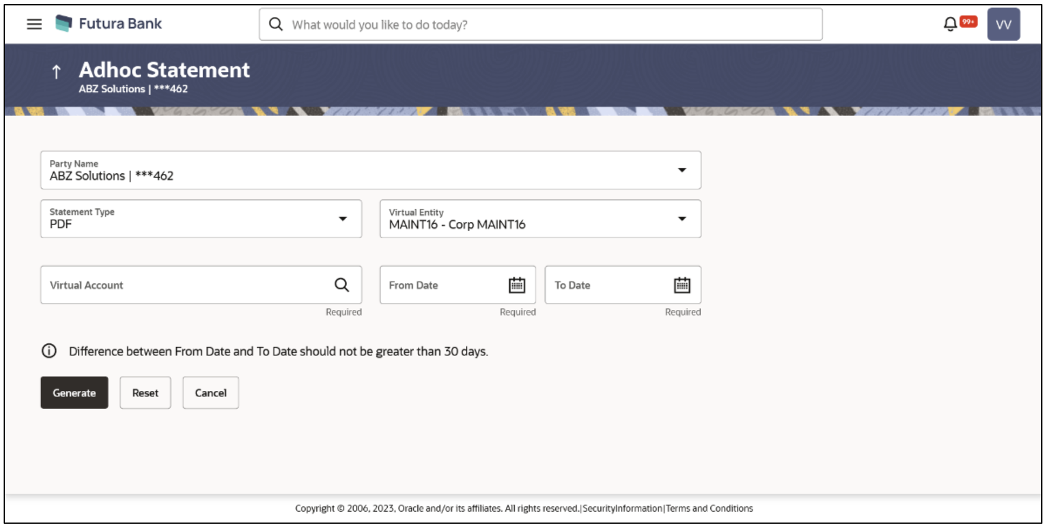
8. In the **From Date** field, select the date from which statement is needed from the calendar.
9. In the **To Date** field, select the date to which statement is needed from the calendar.

Note: From Date and **To Date** fields are displayed only if the **Statement Type** is selected as **PDF.**

10. Click **Generate** to download the respective statement based on the selection. Statement Type, Virtual Entity, Virtual Account, From Date, and To Date are mandatory to generate the statement.
    OR
    Click **Reset** to reset the entered data.
    OR
    Click **Cancel** to cancel the transaction.

Note: Also, User cannot customize the list of transactions in the generated statement as it comes directly from Oracle Banking Virtual Account Management.

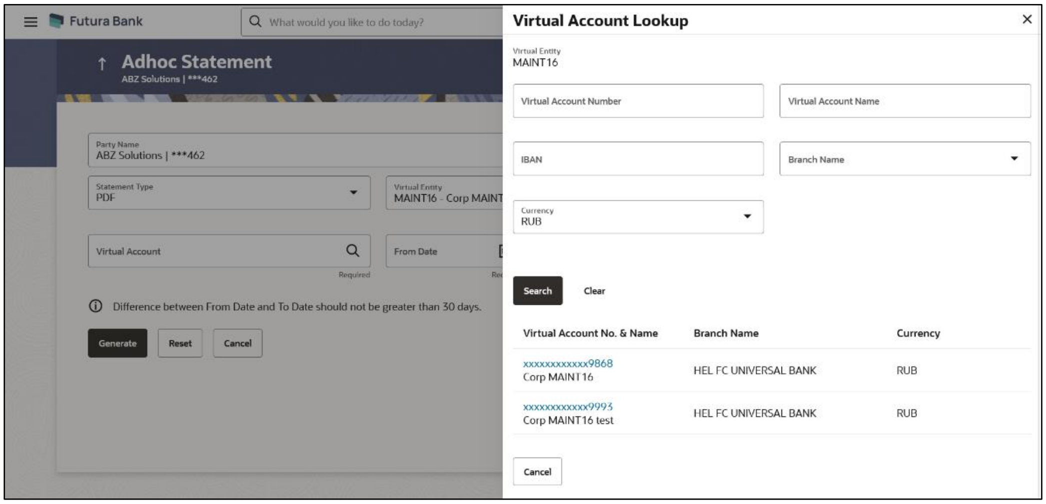
Ad hoc Statement



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to view the applicable Virtual Accounts for generating the ad hoc statement. By default, the primary party of the logged-in user is selected.
Statement Type	Select the statement type format you wish to search the statement generated.
Virtual Entity	Select the Virtual Entity for which the statements are to be searched.
Virtual Account	Click **Search** icon and select the Virtual Account Number or name for which the statements are to be searched.
From Date	Select the date from which statement is required. This field is displayed only if the **Statement Type** is selected as **PDF.**
To Date	Select the date to which statement is required. This field is displayed only if the **Statement Type** is selected as **PDF.**

Ad hoc Statement – Virtual Account Lookup



Field Description

Field Name	Description
Virtual Entity	Displays the selected Virtual Entity.
Virtual Account Number	Specify the Virtual Account Number to filter the Virtual Accounts.
Virtual Account Name	Specify the Virtual Account Name to filter the Virtual Accounts.
IBAN	Specify the IBAN for which the statements are to be searched.
Branch Name	Select the Branch Name to filter the Virtual Accounts. **Note:** User can view the branch names for which he has access.
Currency	Select the currency for which the statements are to be searched.
Search Results	
Note: User can view only the configured number of Virtual Account Number in the search results. If the search result count exceeds the configured count, an error message appears to refine the search criteria.	
Virtual Account No. & Name	Displays the virtual account number and name.
Branch Name	Displays the branch of the virtual account.
Currency	Displays the currency of the virtual account.

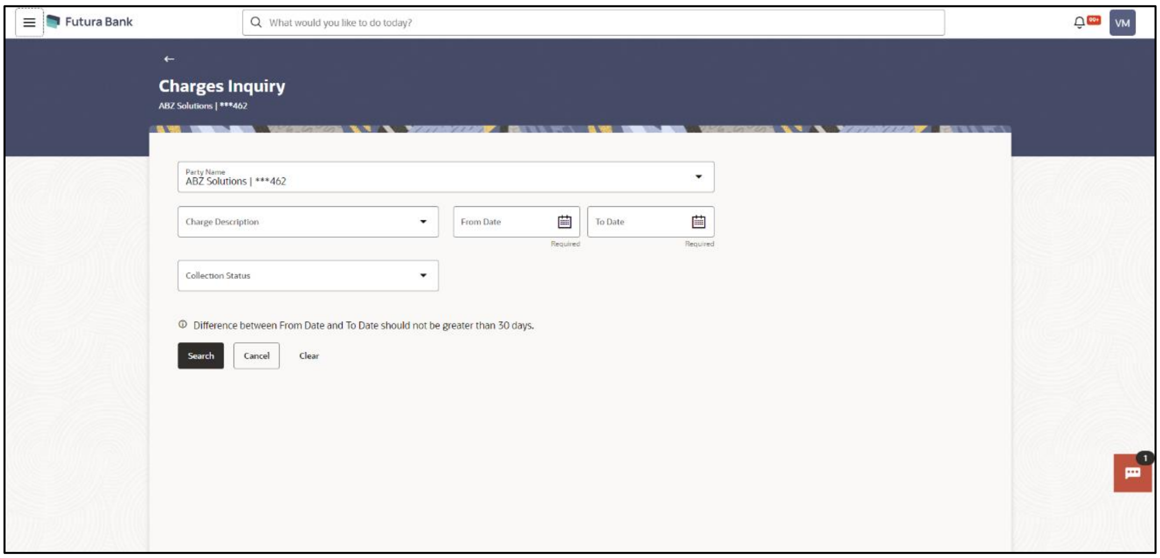
15.4 Charges Inquiry

Through this option, the user can search and view the charges collected for Virtual Account activity to be informed of the costs associated with its use. The user can also download the charges list as a statement in csv format.

How to reach here:

Toggle Menu > Virtual Account Management > Statements > Charges Inquiry

Charges Inquiry



Field Description

Field Name	Description
Party Name	Select the party name and ID from the dropdown list to inquire the charges for the applicable Virtual Accounts. By default, the primary party of the logged-in user is selected. **Note:** Based on the party name selection, the mapped Virtual Accounts are displayed.
Charge Description	Select the Charge Description.
Collection Status	Select the collection status. The available options are • Success • Failed • Pending
From Date	Select the date from when the statement is needed from the calendar.

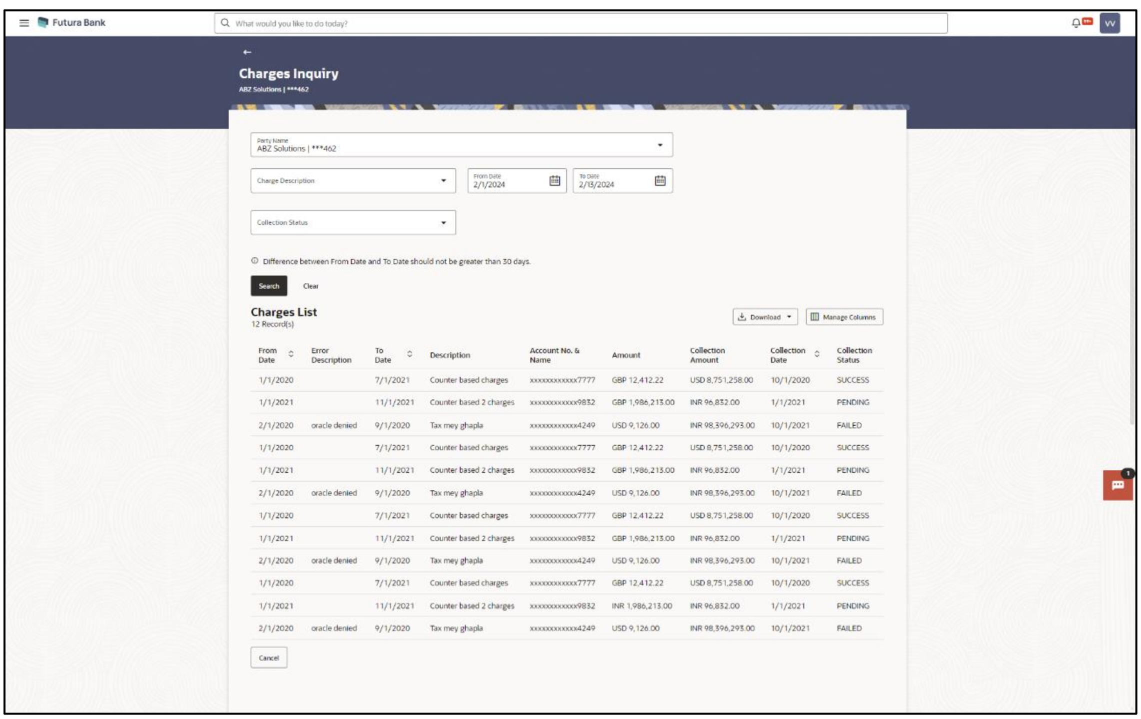
Field Name	Description
To Date	Select the date till when the statement is needed from the calendar.

To view and download the Charges Inquiry:

1. In the **Party Name** field, select the party name and ID from the dropdown list.
2. Select the **Charge Description** to select the charge type.
3. In **Collection Status** field, select the collection status.
4. In the **From Date** field, select the date from when the statement is needed from the calendar.
5. In the **To Date** field, select the date to when the statement is needed from the calendar.
6. Click **Search**.

   Based on search criteria, the **Charges Inquiry – Charges List** screen appears.
   OR
   Click **Reset** to clear the entered details.
   OR
   Click **Cancel** to cancel the transaction.

Charges Inquiry – Charges List

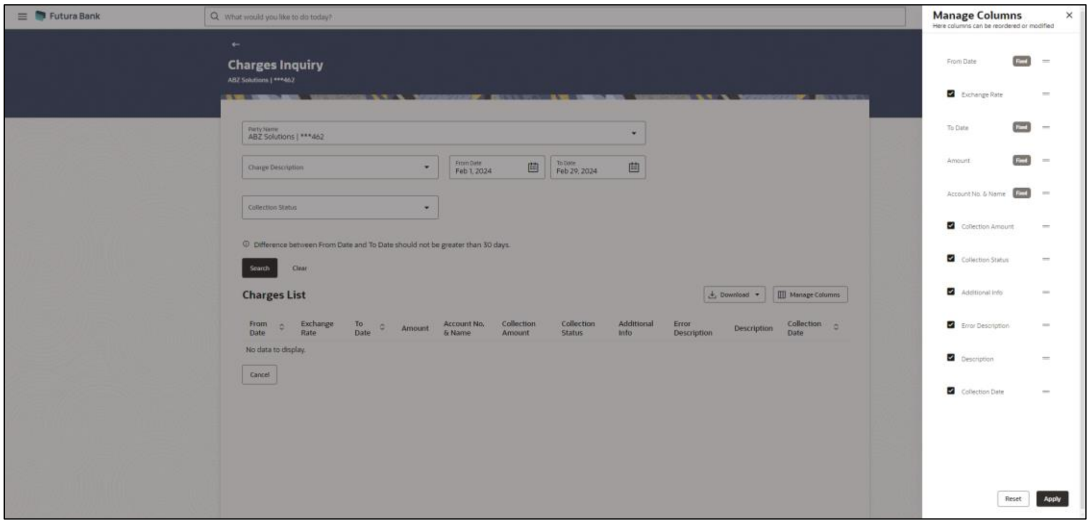


Field Description

Field Name	Description
Charges List	
It displays the charge collection activity.	
From Date	Displays the date from when the statement is needed from the calendar.
Error Description	Displays the error description for the failed charges. This field displays only if the **Collection Status** is **Failed**.
To Date	Displays the date till when the statement is needed from the calendar.
Description	Displays the charges description.
Account No. & Name	Displays the charges account number and name.
Amount	Displays the charge amount.
Collection Amount	Displays the collection amount.
Collection Date	Displays the collection date.
Collection Status	Displays the collection status.
Exchange Rate	Displays the exchange rate of the charges.
Additional Info	Displays the additional info of the charges
Description	Displays the description of the charges.

7. Click **Manage Columns** to reorder or modify or save column preferences in charge inquiry screen.

   Charges List – Manage Columns overlay screen appears.



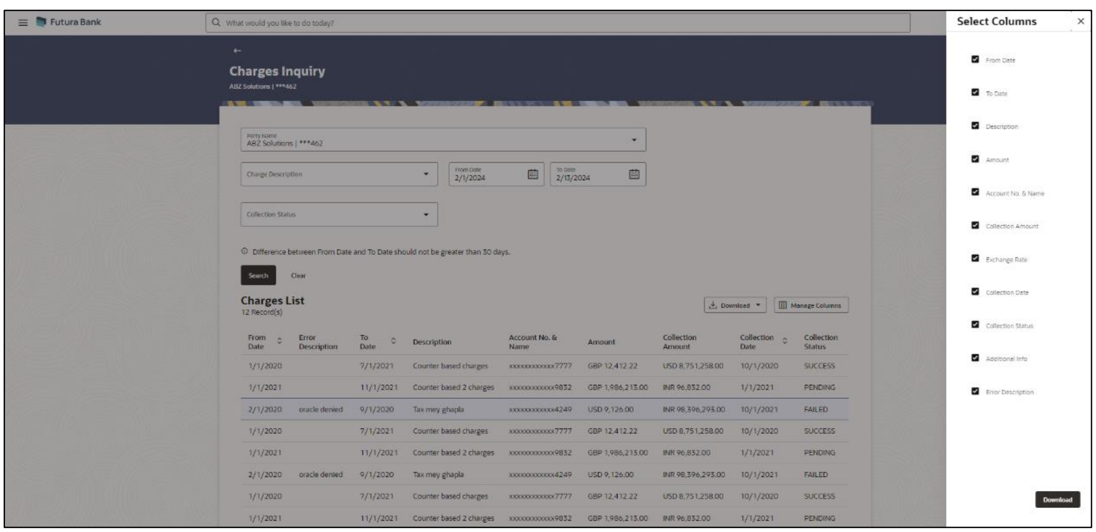
a. Click **Apply** to apply the modified columns preferences.

b. Click **Reset** to reset the columns preferences.

8. Click **Download** and select the option PDF or CSV from the dropdown list.

   The **Select Columns** overlay screen appears.

   Charges List – Select Columns



9. Click **Download** to download the charges list in PDF or CSV format with selected columns.

16. Access Management

Access to Virtual Account functionalities and information displayed on screen is dependent on how the management has been set up. At present a user's access to Virtual Accounts Management functionalities can be determined by

- Access to Real Accounts that participate in Virtual Accounts Management
- Access to Virtual Accounts and
- Access to Virtual Identifier

For more details on how to set up access management for Virtual Accounts Management please refer 'Access Management' section in *User Manual Oracle Banking Digital Experience Core.*

Access management & Virtual Accounts Management widgets

Following is a broad guideline as to how access management rights of a user impacts the Virtual Account widgets and other Virtual Accounts Management screens

Dashboard Widgets

- Real Accounts: A user will see information and be able to transact in only those Virtual Accounts Management enabled real accounts that he has appropriate access to
- Virtual Entities: A user will be able to see all the virtual entities that belong to the party id in context
- Virtual Accounts: A user will see information & be able to transact in only those Virtual Accounts that he has appropriate access to
- Virtual Accounts Structure: A user will see the full list & count of the Virtual Accounts structure of the party ID in context. User can further click on the link to view the structure details.

Other Virtual Accounts Management screens

The same principle explained above applies to the Virtual Accounts Management screens. Information displayed in various search screens, lists and details screens function depends on the access to real & Virtual Accounts user has access to. For example, Virtual Entity may have 500 Virtual Accounts mapped, but what a user will see is only those accounts that he has access to – could be all 500 or less.

Note: If the user does not have access to underlying Real Account, the user will still be able to view and transact on virtual account structure.

17. Send-to-Modify

Send-to-Modify functionality enables the approver to send the application back to the maker for the further modification.

The below transactions are eligible for Send-to-Modify functionality

- Virtual Account - Close
- General Rate - Create
- General Rate - Edit
- Special Rate - Create
- Special Rate – Edit

18. Mobile Touch Point

This functionality allows a corporate user to perform and view Oracle Banking Digital Experience - Virtual Account Management transactions on the mobile screen.

Note: Functionality and Information displayed in each widget (columns, links, Graphs, charts etc) depends on the access to Real Accounts and Virtual Accounts user has and is consistent with what is available on Desktop

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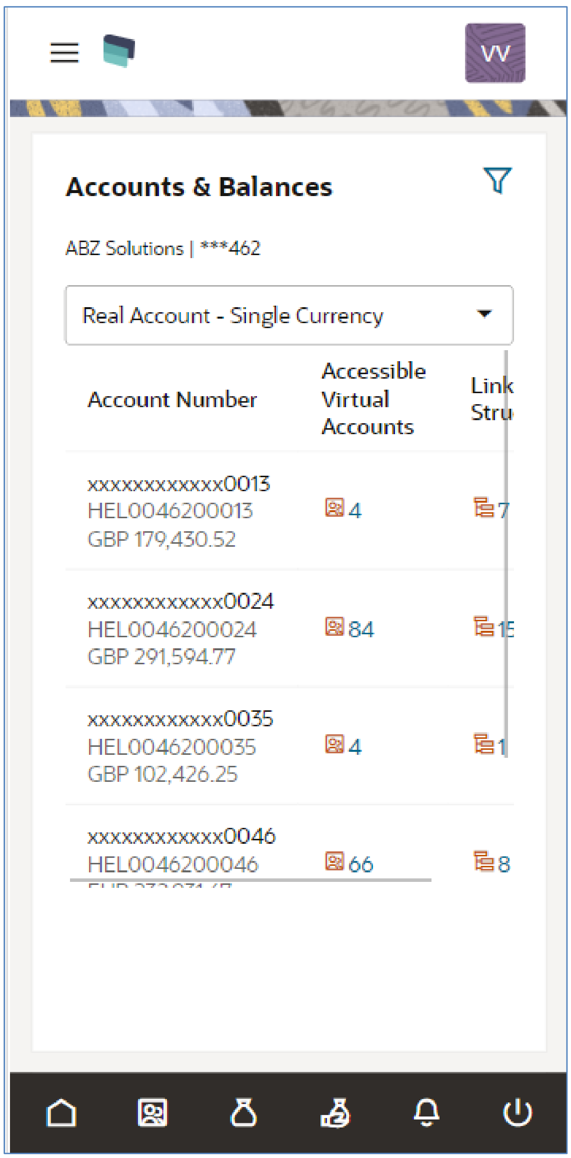
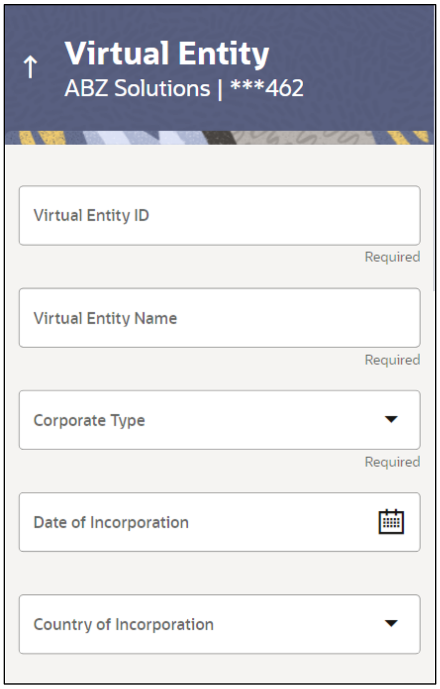
The below screen gives an idea how the data in widget will be shown on mobile screen:

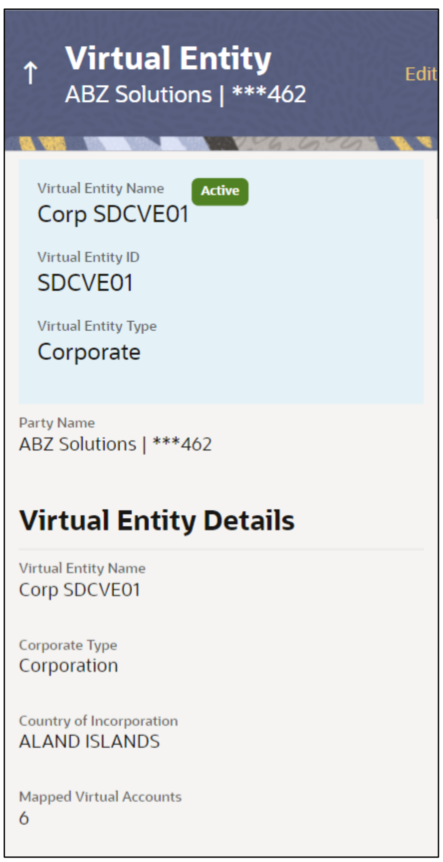
Dashboard – Accounts & Balances Widget



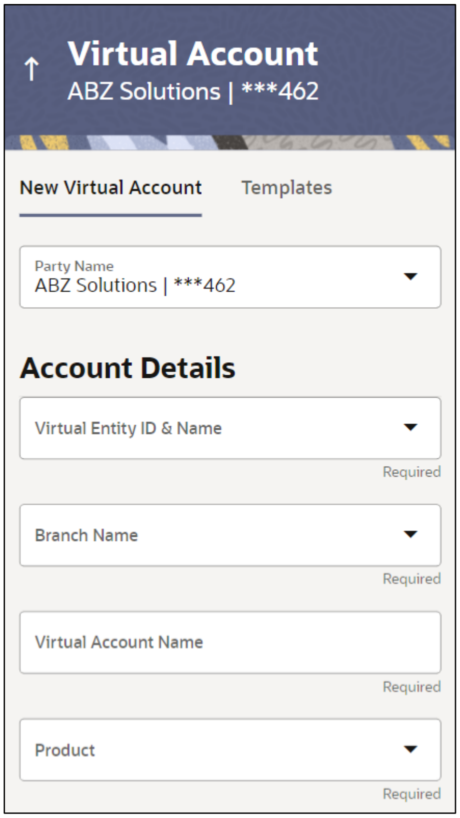
Create Virtual Entity - Entity Information



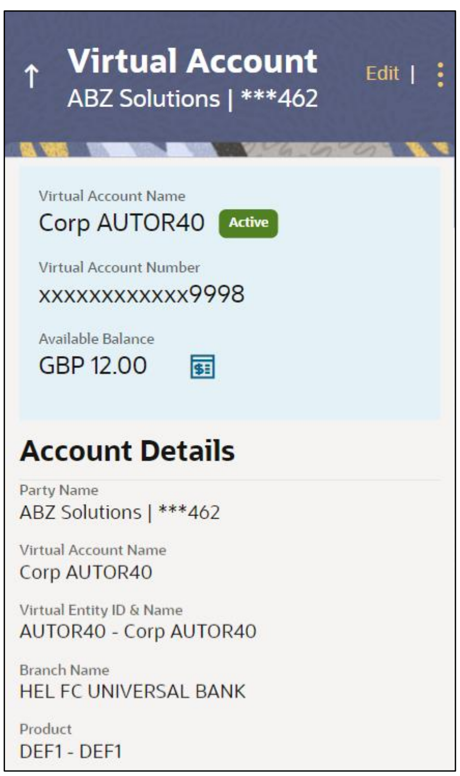
Virtual Entity - View



Create Virtual Account



Virtual Account – View



The below list of transactions is enabled on mobile application:

Screen Name	Transaction Type
Dashboard	• Virtual Entity Summary • Position By Currency • Balance Trends of Virtual Account • Top 5 Virtual Account Balances • Account and Balance • Cash Position Overall • Move Money
Internal Screens	• Create Virtual Entity • View Virtual Entity Summary • View Virtual Entity Details • Edit Virtual Entity • Close Virtual Entity • Create Virtual Account • Create Virtual Account - Templates • View Virtual Account Summary • View Virtual Account Details • View Virtual Account Structure Summary – Tabular view • View Virtual Account Structure – Tabular view • Close Virtual Account Structure • Edit Virtual Account • Close Virtual Account • Virtual Accounts Selected for Closure • Virtual Accounts Closure Status • Reopen Virtual Account • Create Remittance ID • View Remittance ID Summary • View Remittance ID Details • Edit Remittance ID • Close Remittance ID

Screen Name	Transaction Type
Internal Screens (Continued)	• Reopen Remittance ID • Virtual Identifier Transaction Inquiry • View Virtual Multi-Currency Accounts Summary • View Virtual Multi-Currency Accounts Details • View Internal Credit Line Summary • Internal Credit Line – Line Details • Move Money • Transaction Inquiry • Pre-Generated Statement • Ad hoc Statement • View Restrictions • Edit Restrictions • Charges Inquiry
Approver Screens	• Create Virtual Accounts Structure – Tabular view • Edit Virtual Accounts Structure • Close Virtual Accounts Structure • Create Virtual Entity • Edit Virtual Entity • Close Virtual Entity • Create Virtual Account • Reopen Virtual Account • Edit Virtual Account • Close Virtual Account • Create Internal Credit Line • Edit Internal Credit Line • Close Internal Credit Line • Create Internal Credit Line Linkage • Edit Internal Credit Line Linkage • Close Internal Credit Line Linkage • Move Money • Add General Rates • Edit General Rates • Add Special Rates • Edit Special Rates • Create Virtual Account - File Upload • Create Virtual Account Structure - File Upload • Virtual Account Closure - File Upload

The below list of transactions is not supported on mobile application:

Screen Name	Transaction Type
Dashboard	• Virtual Account Structure
Internal Screens	• Create Virtual Accounts Structure – Tree and Tabular view • View Virtual Accounts Structure – Tree view • Edit Virtual Accounts Structure – Tree and Tabular view • Create Virtual Multi-Currency Account • Edit Virtual Multi-Currency Account • Create Internal Credit Line • Edit Internal Credit Line • Create Internal Credit Line Linkage • View Internal Credit Line Linkage - Summary Page • Edit Internal Credit Line Linkage • Delink Internal Credit Line Linkage • View Special Rates • View Special Rates Details • Add Special Rates • Edit Special Rates • View General Rates • View General Rates Details • Add General Rates • Edit General Rates • Manage Columns and UI Download

Note: The system populates the error message if the user opens any of the non-supported transactions in the mobile application.

Error Message – Non-Supported Transactions

FAQs

1. **Can I create multiple Virtual Entities?**

   Yes, you can create numerous Virtual Entities under a Real Entity. There is no upper limit to it.

2. **Is it necessary to create a Virtual entity in order to create a Virtual Account?**

   Yes, for creating a Virtual Account, it is mandatory to first create a Virtual Entity & then create Virtual Accounts under it. You may choose to open a single or multiple Virtual Accounts under a single Virtual entity.

3. **Can I create multiple Virtual Accounts in a single request?**

   Yes, you can create numerous Virtual accounts using Bulk file upload option. There is no upper limit to it. You may also create multiple Virtual Accounts via menu option; however, this is limited to one Virtual Account at a time.

4. **Can I close a Virtual Entity or a Virtual Account even if there is any balance in it?**

   No, you cannot close a virtual Account if there is any balance in it. Similarly, you cannot close a Virtual Entity until all the linked Virtual accounts under it are zeroed and closed.

5. **How do I create a Virtual Accounts Structure?**

   You need to first select a real account under which you want to create a structure. In the structure there will be a Virtual Account, which sits on the top as a Header Account under which you can start linking child accounts. You can create one structure at a time however there is no upper limit of adding child accounts to a parent account.

6. **Can I create a Virtual Accounts Structure in different views?**

   Yes, you can create a Virtual Accounts Structure in tree view or in tabular view. You can also switch the view anytime during the creation to one way or the other.

7. **Can I edit a Virtual Accounts Structure in different views?**

   No, you can only create, view & close a Virtual Accounts Structure in both table & tree format. Edit Structure in Tree view is currently not supported and can only be performed in Table view.

8. **Will I be able to access Virtual Accounts structure on all the browsers?**

   No, virtual Accounts structure is not supported on any version of Internet Explorer.

9. **How do I make Payments and Transfers?**

   You can make payments & funds transfers using Move Money option placed on Dashboard or via Menu option however, transfers can only be initiated from one Virtual Account to another Virtual Account belonging to a single real account.

10. **Can I create multiple Remittance ID list in a single request?**

    Yes, you can create multiple Remittance ID's in a single request by using Bulk file upload.

11. **Can I use Virtual Account Management application from mobile?**

    Yes, it is supported on following devices -

    - Tablet - Landscape view (All VAM transactions)
    - Tablet - Portrait view (Refer section 18 Mobile Touch Point for list of enabled transactions)
    - On Mobile view - (Refer section 18 Mobile Touch Point for list of enabled transactions)

12. **Can I get an updated overview of my Top Virtual Account Balances & cash positions any time?**

    Yes, you can get the complete information and overall Virtual Accounts performances real time on Virtual Account Management Dashboard.

13. **Can I customize my Dashboard and select the widgets I want?**

    Yes, you can pick the widgets for your Dashboard preferred as per your usage and create your own Dashboard.

14. **Will I see the data of all the Virtual Accounts on Dashboard even If I have limited access to only few Accounts?**

    No, data, balances, Graphs, charts etc. of only those Virtual Accounts will be shown in the entire application for which you have access to. Access is provided basis Real Accounts and Virtual Accounts.

15. **Is it mandatory to select Virtual Entity & Currency to view details in Balance Trends, Top 5 Virtual Accounts & Cash Positions widget?**

    Yes, data will be published based on your selection of Entity and currency. In case if no accounts are maintained in selected combination, then error message will be shown to you.

16. **Can I create Virtual Multi-Currency Account using Real accounts I do not have access to?**

    No, you can create virtual multi-currency account by using only those single currency real accounts, which you have access to. Further, only those real accounts that have been identified for participating in Virtual Accounts Management can be used to create a Virtual multi-currency account.

17. **Can I view the Balances of all the linked Real Accounts in a VMCA?**

    Yes. After Selecting a Virtual Multi-currency account from the drop down, "View Balance" link will appear. On click of it, a pop up is shown which will display the balance of each real account.

18. Is it mandatory to default a currency while creating Virtual Multi-Currency Account?

No, it is an optional field. You may choose to create a virtual multi-currency account without defaulting a currency.

19. Can I create multiple Virtual Multi-currency accounts using the same real accounts?

Yes, you can create Virtual Multi-currency accounts in such combination.

20. Are all the parties displayed in the party selection dropdown?

No, you can view and select only those parties where appropriate access has been provided.

21. Will I be able to view all the Virtual Accounts for the selected Virtual Entity on Statement screens?

No, the list of Virtual Accounts will be displayed based on the configured limit. If we select the Virtual Entity which contains more than the configured limit of Virtual Accounts, the error message will be displayed.

22. Can I customize PDF file downloads?

No, there cannot be any customization as the list of transactions comes directly from Oracle Banking Virtual Account Management for download.

23. Is there be any impact on (OBDX VAM/RTM screens) due to role transaction mapping clean up ?

Yes, due to clean up, existing functionality has been improved to simplify the categorization of role transaction mapping for all the transactions related to Virtual Accounts Management, effectively grouping them under the relevant transaction menu categories.

Following changes have been done –

1. Grouping of transactions from individual transactions (Create, Edit, View, Download, etc.) into broader categories (Maintain, Inquire, Delete, etc.) in Role transaction mapping screens.

2. Additionally, the dependencies between cross transactions have been updated to ensure that all functional transactions in the Hamburger Menu on OBDX VAM UI works in line with the corresponding line items listed under RTM transactions.

24. What happens when DDA integration is not available?

Virtual Account module will work seamlessly even when integration to the bank's DDA is not available. In such a scenario, when the parameter "DDA availability for Virtual Accounts Management (Y/N)" is set to No, field containing the Real account balance as well as the real account balances will not be displayed on the UI but the virtual account functionalities will continue to work.