Virtual Account Management User Manual
Oracle Banking Digital Experience
Release 22.2.0.0.0

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Virtual Account Management User Manual

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Table of Contents

1. Preface

1.1 Intended Audience

This document is intended for the following audience*:*

- Customers
- Partners

1.2 Documentation Accessibility

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

1.3 Access to Oracle Support

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

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

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

1.4 Structure

This manual is organized into the following categories:

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

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

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

Each transaction is explained in the following manner:

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

1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 22.2.0.0.0, refer to the following documents:

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

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2. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
✔	Pre integrated Host interface available.
✘	Pre integrated Host interface not available.

Sr No	Transaction / Function Name	Oracle Banking Virtual Account Management 14.7.0.0.0	Oracle Banking Payments 14.7.0.0.0
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 Multi-Currency Account Creation and Maintenance	✔	✘
6	Internal Credit Line creation and maintenance	✔	✘
7	Create Internal Credit Line Linkage and maintenance	✔	✘
8	Special Rate Maintenance	✔	✘
9	General Rate Maintenance	✔	✘
10	Transfer Money Using Virtual Accounts – Existing Internal Payee - Pay Now/ Pay Later	✔	✔
11	Transfer Money Using Virtual Accounts – Existing Domestic Payee - Pay Now/ Pay Later	✔	✔
12	Transfer Money Using Virtual Accounts – Existing International Payee using (Swift code, NCC, Bank details) – Pay Now/ Pay Later	✔	✔

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Sr No	Transaction / Function Name	Oracle Banking Virtual Account Management 14.7.0.0.0	Oracle Banking Payments 14.7.0.0.0
13	Transfer Money Using Virtual Accounts – My Accounts – Pay Now/ Pay Later	✔	✔
14	Adhoc Payment Using Virtual Accounts – Internal Payee – Pay Now/ Pay Later	✔	✔
15	Adhoc Payment Using Virtual Accounts – Domestic Payee – Pay Now/ Pay Later	✔	✔
16	Adhoc Payment Using Virtual Accounts – International Payee – (Swift code, NCC, Bank details) Pay Now/ Pay Later	✔	✔
17	Multiple Transfers Using Virtual Accounts	✔	✔
18	Move Money	✔	✘
19	Transaction Inquiry	✔	✘
20	Pre-Generated Statement	✔	✘
21	Adhoc Statement	✔	✘
22	Charges Inquiry	✔	✘
23	Mobile Touch Point	✔	✘

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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
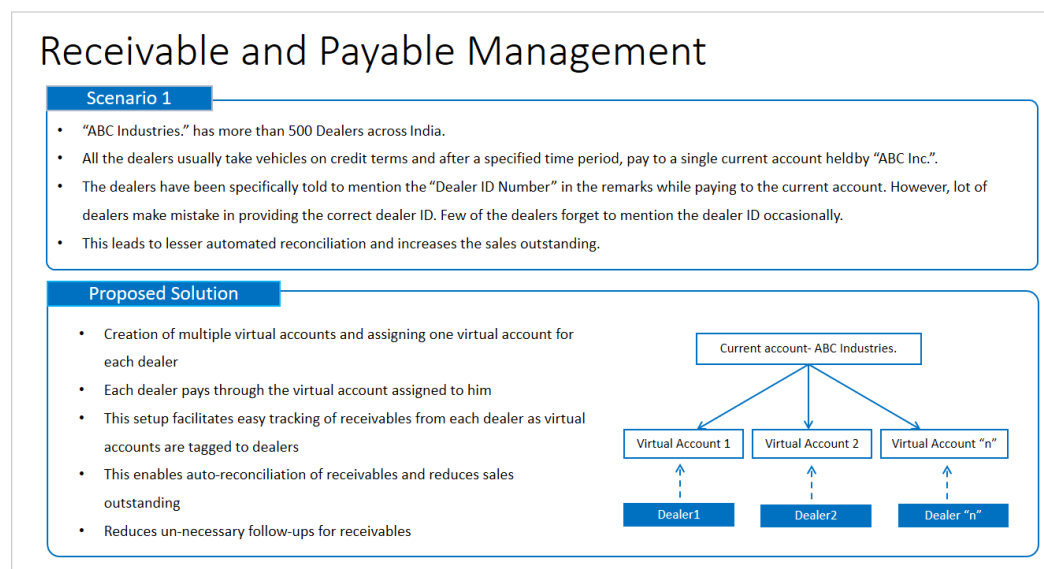
Pre-Requisites

- 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.

Scenario 1

Receivable and Payable Management

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Scenario 2

Third Party Fund Management

Third Party Fund Management

Scenario 2
- "ABC Portfolio Management Service " has more than 3000 customers who deposits their money on regular basis for investment purpose.
- The customers invests their money in various schemes of ABC are paid dividend as and when declared by the company..
- The customers are also required to Pay their monthly SIP's or investments on regular intervals.
- There is a need for ABC to pay interest/dividend as and when profits are declared.
- Also Keeping track of due amount from investor and calculating interests has become a massive task for ABC.

Proposed Solution
- Creation of multiple virtual accounts and assigning one virtual account for each investor
- A virtual account assigned to an investor is credited when the dividend deposits declared on profits of the corporate.
- A virtual account assigned to a investor is debited for his investments – lump sum or SIP during the month end and due date.

Current account-ABC Portfolio Management Service

| Virtual Account 1 | Virtual Account 2 | Virtual Account 3 |

| Investor 1 | Investor 2 | Investor 3 |

Scenario 3

Virtual Identifiers

VIRTUAL IDENTIFIERS

Scenario 3
- "Ascend International school" has more than 15000 students in 20 school branches across India.
- All the students usually pay to a single current account through multiple modes like check deposits, cash payments, online fund transfers and demand drafts.
- The students have been specifically told to mention the "student enrollment Number" in the remarks while paying to the current account. However, lot of students make mistake in providing the correct enrollment number. Few of the students forget to mention the enrollment number occasionally.
- This leads to lesser automated reconciliation, increase in the fee outstanding and results in a lot of confusion and unnecessary follow-ups.

Proposed Solution
- Assigning one "Virtual Identifier" per each of the 20 school branches.
- Linking the "Virtual Identifiers" to the real current account of the school.
- Setting up the account number validation logic for the school.
- The school can assign dynamic identifier based account numbers to each of it's students which may include the student enrollment number as part of the account number.
- Each student pays to the respective virtual account assigned to him/her.
- Reconciliation of fee receipt can be automated as a different account is assigned to each student. Branch wise fee collections can also be tracked.

Current Account- Ascend International School

| Virtual Identifier 1- School 1 | Virtual Identifier 2- School 2 |

| Virtual Account 1 | Virtual Account 2 | Virtual Account "n" |

| Student1 | Student2 | Student "n" |

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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
- Adhoc Statement
- Charges Inquiry
- Special Rate Maintenance
- General Rate Maintenance

Home

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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 of 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

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

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

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.

- Welcome, Matt Dam ∨
  Last login 06 Nov 02:26 PM : Displays the welcome note with last login details.
  Click this icon to view the logged in user's profile or log out from the application.

- ☰ : Click the toggle menu to access the transaction.

- ✕ : 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 & Virtual Accounts Structures. You can select the type of Account (Real or Virtual Multi-Currency Account) and click the link under accessible Virtual Accounts and Linked Structures column to view more details.

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.

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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 rollover 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.

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.

You can view the date wise transaction summary for Virtual Account by clicking the bar for a particular range.

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 you to transfer money from one Virtual Account to another Virtual Account that are mapped to the same real account.

Note: User can search the Real / 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.

[Home](#)

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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 supporting for managing virtual entities.

- Create Virtual Entity

- View Virtual Entity

- Edit Virtual Entity

- Close Virtual Entity

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 <u>Create Virtual Entity</u>

To create Virtual Entity:

1. In the **Virtual Entity Type** field, select the appropriate option.

2. 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 **Add Landline** link to add more landline phone numbers.

2. Click 🗑 to delete the landline phone number.

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   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.

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      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.

3. 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
Virtual Entity Information	
Virtual Entity Type	Select the type of the entity, whether the 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 entity ID.

These fields are displayed if you select the **Virtual Entity Type** as **Corporate**

Field Name	Description
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	Specify the landline number 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.

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Field Name	Description

Registered Address

These 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

These 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.

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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.

These 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.

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Field Name	Description
National ID	Specify the national ID of the virtual entity holder.
Home Phone	Specify the home phone number of the virtual entity holder.
Work Phone	Specify the work phone number 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

These 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.

Field Name	Description
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.
Building Number	Specify the building number of the virtual entity holder.
Building Name	Specify the building name of the virtual entity holder.

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Field Name	Description
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.

4. Click **Next** to navigate to the **Other Details** section.
   OR
   Click **Cancel** to cancel the transaction.

5. From the **Identification Type** list, select the identification type.

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

6. In the **Identification Number** field, enter the identification number corresponding to the identification type.

7. In the **Tax Identification Number** field, enter the tax identification number.

8. Select Statement preferences to get Virtual Accounts statement at consolidated or Account level.

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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.

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Field Name	Description
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.
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**

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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

Field Name	Description
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.

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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.

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**.
    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.

11. 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 <u>View Virtual Entity</u>

By default, all the entities are displayed. In case if you wish to search a particular entity, you can do so by entering the search criteria.
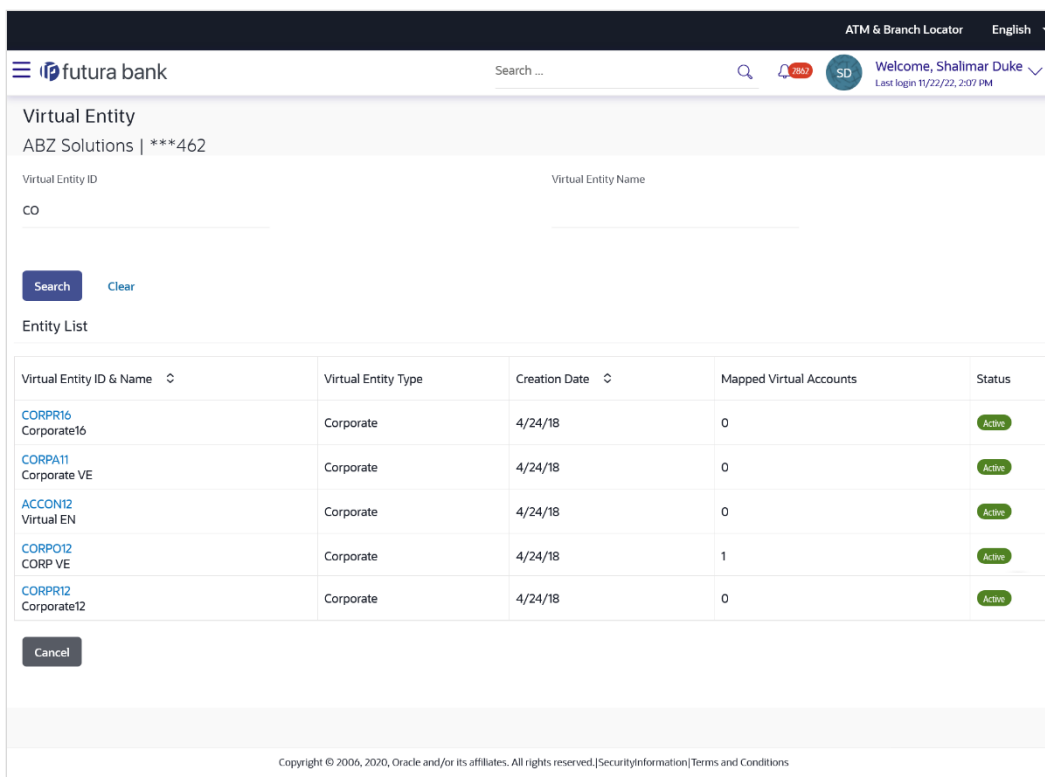
To view virtual entity:

1. In the **Virtual Entity ID** field, enter the virtual entity ID.

2. In the **Virtual Entity Name** field, enter the virtual entity name.

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

3. 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

Field Description

Field Name	Description
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	
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.

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

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

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Virtual Entity - View

Field Description

Field Name	Description
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.
These 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.

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Field Name	Description
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.
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.

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Field Name	Description
Country	Displays the country name of the corporate virtual entity holder.

These fields are displayed if you select the **Virtual Entity Type** as **Individual**

Field Name	Description
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.
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.

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Field Name	Description
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.
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.
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**

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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.

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Field Name	Description
Generate CAMT.052	Displays the preference to download the statement in CAMT.052 format.
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.

5. 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 <u>Edit Virtual Entity</u>

To edit virtual entity:

1. Navigate to the **View Virtual Entity** screen.

2. 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.

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 Entity ID & Name** link. The **Virtual Entity - View** screen appears.

5. Click **Edit**.

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

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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.
Virtual Entity Details	
Virtual Entity Name	Specify the name of the virtual entity corresponding to the entity ID.

These fields are displayed if you edit the **Corporate** entity type.

Field Name	Description
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	Specify the landline number 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.

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

Registered Address

These 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

These 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.

Field Name	Description
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.
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.

These fields are displayed if you select the **Virtual Entity Type** as **Individual**

Field Name	Description
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.

Field Name	Description

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.
Home Phone	Specify the home phone number of the virtual entity holder.
Work Phone	Specify the work phone number 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

These 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.

Field Name	Description
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.

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Field Name	Description
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.
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.

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

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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 are now available as part of local enumerations.
Identification Number	Specify the identification number corresponding to the identification type.

Field Name	Description
Tax Identification Number	Specify the tax identification number of the virtual entity holder.

PDF Statement Preferences

Field Name	Description
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.
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**
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.

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| Field Name	Description
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.
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.

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

8. The **Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
   User is directed to **Other Details** screen with values in editable form.

9. 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.

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5.4 <u>Close Virtual Entity</u>

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 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.

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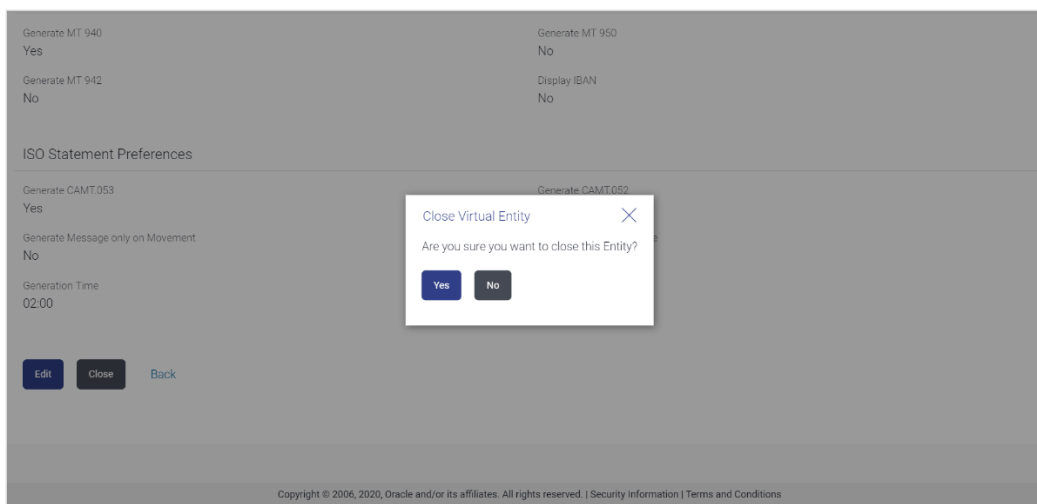
Note: You can close an entity, only if all the Virtual Accounts are closed.

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.

Home

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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:

1. In the **Virtual Entity ID & Name** field, enter the virtual Entity ID or Name and, click 🔍 .

2. From the **Branch Name** list, select the branch where Virtual Account is to be opened.

3. In the **Virtual Account Name** field, enter the Virtual Account name.

4. From the **Product** list, select the Virtual Account product.

5. In the **Purpose** field, enter the purpose of account opening.

6. From the **Currency** list, select the Virtual Account currency.

7. In the **Linkage** type, select the linkage type as Structure or Real Account.

8. If you select **Structure** option, select the structure name and parent account number from the respective list.

9. If you select **Real Account** option, select the real account number and name from the **Real Account Number** list.

10. 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.

11. To keep Correspondence Address as Virtual Entity address, select the **Copy from Virtual Entity** check box.

12. 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.

13. 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.

14. Move the **IBAN Required** slider to avail the IBAN.

15. Move the **Balance Check for Debits** slider to check the account balance while debiting the account.

16. 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.

17. Move the **Debit Transaction Allowed** slider to debit the Virtual Account.

18. Move the **Credit Transaction Allowed** slider to credit the Virtual Account.

19. 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.

20. Move the **Available in Liquidity Management** slider to enable the Virtual Account for creating Liquidity Management structure.

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Create Virtual Account

Interest Rates popup

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
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

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Field Name	Description
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. **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.
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.

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Field Name	Description

Interest Rates popup

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

Note: **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.

Correspondence Address

These 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

These 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.

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Field Name	Description
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.
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.

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.

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Field Name	Description
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.
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.

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

22. 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.

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23. 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. On the **Create Virtual Account** screen, click **Templates** tab.

Create Virtual Account - Templates
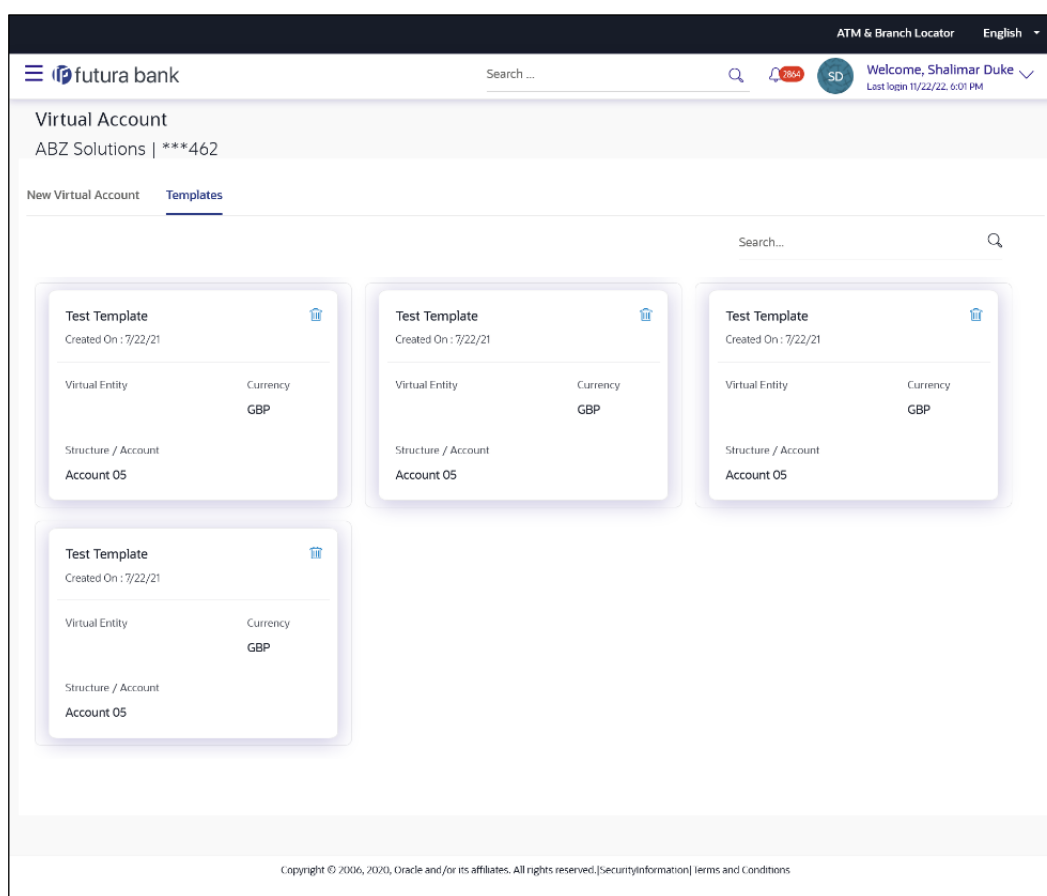
Field Description

Field Name	Description
Template Name	Displays the name of the template.
Created on	Displays the date when the template is created.

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Field Name	Description
Virtual Entity	Displays the Virtual Entity to which the Virtual Account is linked.
Currency	Displays the currency of the Virtual Account.
Structure/Account	Displays the Structure name / Real Account Name to which the Virtual Account is linked.
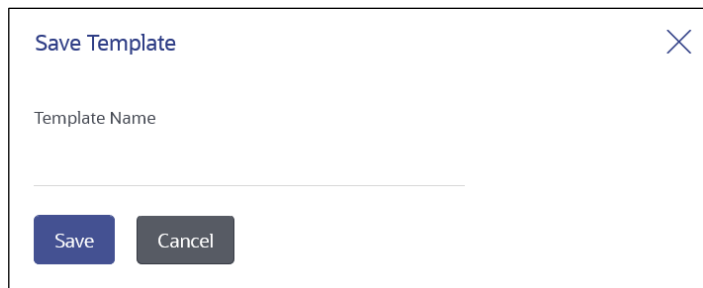
Click 🗑 icon. The Confirmation screen appears.

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

2. In the **Search** field, specify and search the required template name.

3. From the **Templates** list, select the required template.

   The **Create Virtual Account** screen is displayed with the details pre-populated.

4. Modify the Virtual Account details, if required.

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 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.

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To save Virtual Account Template:

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

    Save Template popup

9. In **Template Name** field, specify the template name.

10. 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 <u>View Virtual Account</u>

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

How to reach here:

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

To view Virtual Account:

1. 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 **Linkage type** field, select the Linkage type.
   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.

2. 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.

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View Virtual Account

Field Description

Field Name	Description
Virtual Account Number	Specify the account number assigned to virtual entity.
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.
Linkage Type	Option to search by Virtual Account linkages. User can select search parameter from the drop down - if linked to a Real Account or linked to a Structure.
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	
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 Name	Displays the Branch Name of the Virtual Account.
Currency	Displays the currency of the Virtual Account.
Linkage Type	Displays the Virtual Account Linkages. If the account is linked to a Real Account, Linked to a Structure.
Status	Displays the status of the Virtual Account, whether the Virtual Account is active, inactive, or closed.

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

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

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Virtual Account – View

Field Description

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 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.
Interest Rates	Displays the Interest Rates link for Virtual Account where the interest calculation is required.

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Field Name	Description
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.
Town Name	Displays the town name of the corporate Virtual Account holder.

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Field Name	Description
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

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Account Balance Details

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

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

The **Account Balance Details** screen appears.

Account Balance Details

Account Balance Details	
Account Number	xxxxxxxxxxxxx2790
Account Currency	GBP
Account Name	test
Own Balance	GBP 0.00
Child Contributions	GBP 0.00
Blocked Child Contributions	GBP 0.00
Blocked Amount	GBP 0.00
Unauthorized Debit	GBP 0.00
Overdraft Amount	GBP 0.00
Deferred Amount	GBP 0.00
Uncollected Amount	GBP 0.00
Available Balance	GBP 0.00
Benefit from Pool	GBP 0.00
Effective Available Balance	GBP 0.00
Unauthorized Credit	GBP 0.00

Ok

Transaction Inquiry

ORACLE

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.
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.

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Interest Rates

Application displays the interest rates maintained for Virtual Account.

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

The **Interest Rates** screen appears.

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	

(i) 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.

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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.

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

   The **Interest History popup** screen appears

   Interest History popup

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.
Gross Credit Interest	Displays the gross credit interest.

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Field Name	Description
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.

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

The **View Transactions** screen appears.

View Transactions

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Field Description

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

Click **Download** to download the transaction details in .csv format.

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.

8. 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 11/22/22.

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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.
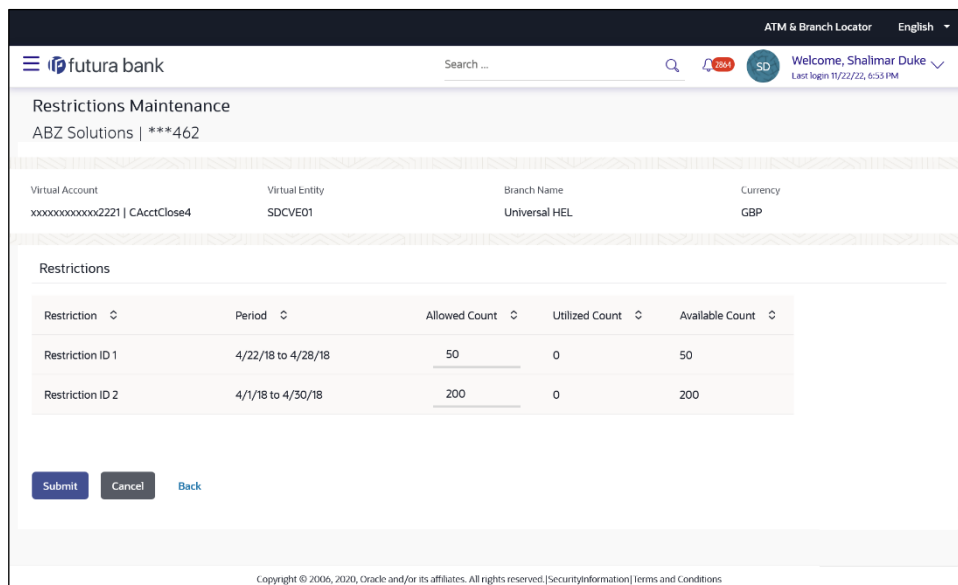
Restrictions Maintenance

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

9. 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
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.
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.

10. 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.

11. Verify the details and click **Confirm**.
    OR
    Click **Cancel** to discard the changes.
    OR
    Click **Back** to navigate back to previous screen.

12. 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.

13. On **View Virtual Account** screen, click **Edit** to modify and update the Virtual Account.
    OR
    Click **Back** to navigate back to previous screen.

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6.3 <u>Edit Virtual Account</u>

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.

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Edit Virtual Account

Field Description

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	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.

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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 popup

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.

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Field Name	Description

Correspondence Address

These 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

These 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.

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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.

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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.

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6.4 <u>Close Virtual Account</u>

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 **Virtual Account Number** field, enter the Virtual Account Number or user can directly click search button to get all eligible accounts.

2. Enter the other search criteria.

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.

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Virtual Account Closure

Account Details

Field Description

Field Name	Description
Virtual Account Number	Specify the account number assigned to virtual entity.
Virtual Account Name	Specify the name of the Virtual Account holder.

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.

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Field Name	Description
Search	Option to search Virtual Account Number.
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.

Field Name	Description
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** popup appears.

Field Name	Description
Virtual Account Number	Displays the account number assigned to virtual entity.
Virtual Account Name	Displays the name of the Virtual Account holder.
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.

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Field Name	Description
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.

4. From the list, select Virtual Account(s) and click **Proceed**.

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

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.

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Virtual Accounts Selected for Closure

Field Description

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.

Field Name	Description
Transfer Virtual Account	Select the Virtual Account for interest liquidation based on positive or negative balance of the selected Virtual Account.
	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.
Number of Virtual Accounts selected for closure	Displays the number of Virtual Accounts selected for closure.

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

2. 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.

3. 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.

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6.5 <u>Track Virtual Account Closure</u>

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 **Virtual Account Number** field, enter the Virtual Account Number.

2. Enter the appropriate search criteria.

3. From the Status list, select the status of the Virtual Account.

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.

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Track Virtual Account Closure

Field Description

Field Name	Description
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.

Field Name	Description
Virtual Account Closure Status	
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.
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.

5. 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

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Closure Request Status

Field Description

Field Name	Description
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.

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

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

6.6 <u>Reopen Virtual Account</u>

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 **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.

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 closed **Virtual Account Number & Name** link which needs to be reopened.

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

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View Virtual Account - Closed

futura bank

Search ...

Welcome, Shalimar Duke
Last login 10/31/22, 4:12 PM

Virtual Account
ABZ Solutions | ***462

Virtual Account Name	Virtual Account Number	Available Balance
ClosureAc04 Closed	xxxxxxxxxxxx2242	GBP 0.00

Account Details

Virtual Account Name	Virtual Entity ID & Name
ClosureAc04	AUTOR42 - Corp AUTOR42
Branch Name	Product
Universal HEL	DEF1 - SK Defence Systems Product 1
Currency	Linkage
GBP	Real Account
Real Account Number	Interest Calculation Required
xxxxxxxxxxxx0024	Account 04	No
Creation Date	
4/24/18	

Correspondence Address

Address Line 1	Address Line 2
1001	304 St. Johns Wood Road hello
Address Line 3	Address Line 4
St. Johns Wood	London
Country	Post Code
GREAT BRITAIN	NW53QN

Structured Address

Postal Code	Town Name
21241	Yellowstone
Country	
YEMEN	

Preferences

IBAN Required	Balance Check For Debits
No	No
Balance Availability Option	Debit Transaction Allowed
Own Balance	Yes
Credit Transaction Allowed	Account Frozen
Yes	No
Overdraft Allowed	Available in Liquidity Management
No	No

Reopen   Back

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Field Description

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

Field Name	Description
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.

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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.

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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.

7. 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.

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8. 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
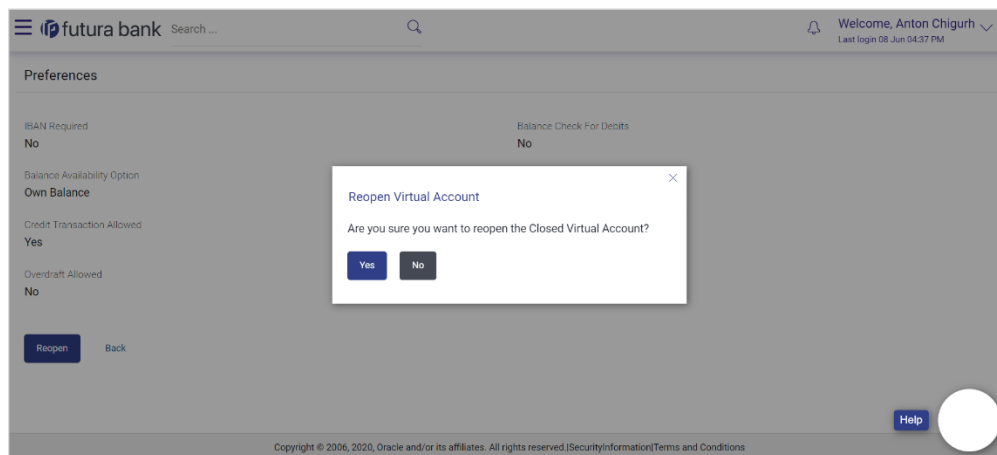
9. Click **Yes** to reopen the Virtual Account.
OR
Click **No** if you do not wish to reopen the Virtual Account.

10. 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.

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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.

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To create Virtual Accounts Structure in Tree/Tabular view:

1. In the **Structure Code** field, enter the structure code.

2. In the **Structure Name** field, enter the name of the structure.

3. From the **Real/Virtual Multi-Currency Account** list, select the appropriate account number.

4. From the **Header Account** list, select the header Virtual Account Number or name.

5. Move the **Interest Calculation Required** slider to avail the interest calculation.

6. From the **Charge Account** list, select the Charge Account Number.

Virtual Accounts Structure - Create

Field Description

Field Name	Description
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 search the Header Account 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	Indicates whether interest calculation is required at a 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.

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

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Create Virtual Accounts Structure - Tree view

Create Virtual Accounts Structure - Link Accounts Overlay

Create Virtual Accounts Structure - Account Details

Create Virtual Accounts Structure - Tabular view

Field Description

Field Name	Description
Account Details	
Party ID & Name	Displays the party ID and name to which the Virtual Accounts structure is to be mapped.
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.

Field Name	Description
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.
Account Linked	Displays the number of linked child accounts to the parent account.
	This field is displayed as column in **Tabular** view.
	This field 🔗 8 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.

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Field Name	Description
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 will able to 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.

Note:

In **Tree** view,

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

2. Click ⌈ 1 ② ⌋ 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.

8. 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.

9. Click ⚲ to link the Virtual Account, the **Link Accounts** screen is displayed. Select the appropriate account number and click **Link**. The selected Virtual Account Number is linked to the parent Virtual Account.

10. Click 🖧 to view the account structure in tree view.
    OR

    Click 🖵 to view the account structure in table view

11. Click **Submit** to create the Virtual Accounts Structure.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to previous screen.

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12. 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.

13. Click **Confirm** to create the Virtual Accounts Structure.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to create Virtual Accounts Structure.

14. 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 <u>View Virtual Accounts Structure</u>

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 **Structure Code** field, enter the virtual structure code.
   OR
   In the **Structure Name** field, enter the virtual structure name.

2. 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.

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View Virtual Accounts Structure

Field Description

Field Name	Description
Virtual Accounts Structure	
Customer Name	Displays the customer name.
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	
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.

Field Name	Description
Status	Displays the status of the structure.

3. 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.

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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 [1 ②] 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.

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Field Name	Description
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 ⛗ 5 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.

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.
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.

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Field Name	Description
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.

4. 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.

5. Click ▶ to view more accounts linked under the Virtual Account.
   OR

   Click 品 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.

6. 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.

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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

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Field Description

Field Name	Description
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.

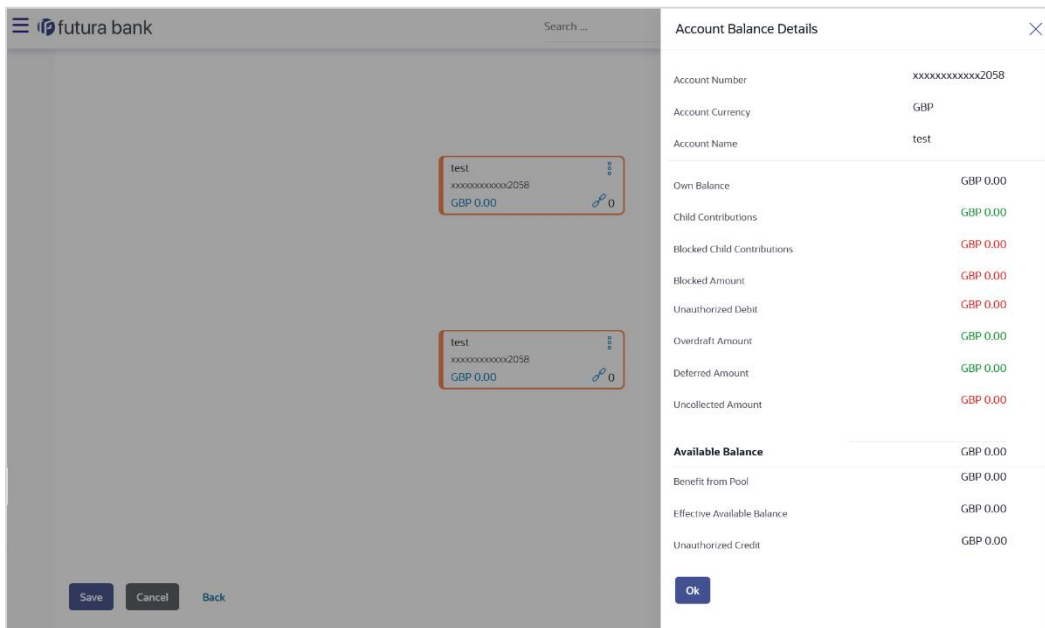**ORACLE**

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

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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

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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.

Field Name	Description
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.

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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 🔗 2 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.

Note:

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

2. Click [1 ②] 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.

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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** screen is displayed. Select the appropriate account number and click **Link**. The selected Virtual Account Number is linked to the parent Virtual Account.

   c. Click **Undo Link**. a message confirming removal of the newly added accounts is displayed.

   Click **OK**.

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

   Click **OK**.

   e. 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.

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7.4 <u>Close Virtual Accounts Structure</u>

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.

Virtual Accounts Structure – Close
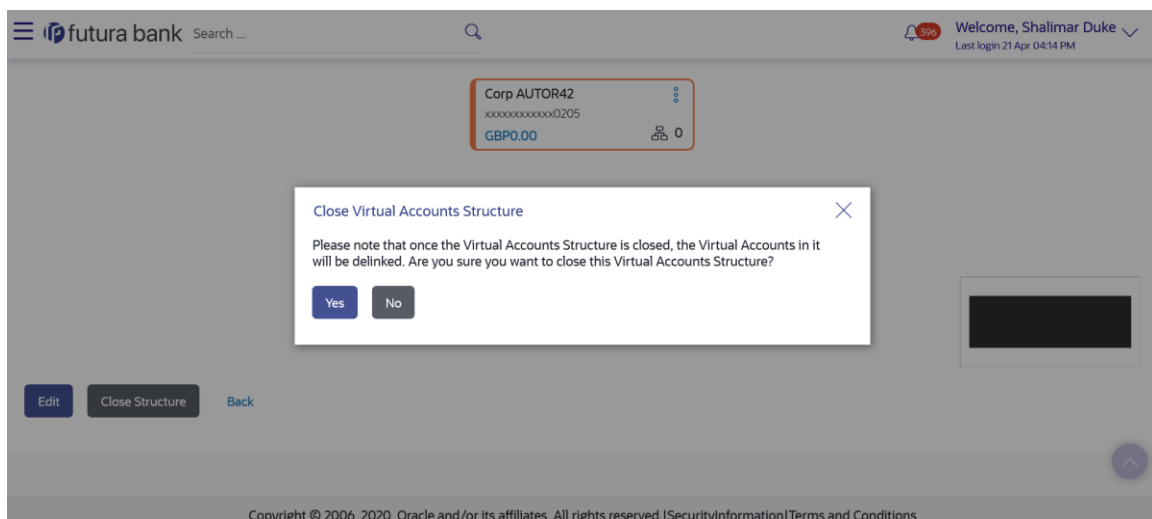
Note:
Virtual Accounts structure can only be closed if

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.

Home

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

Create Remittance ID

Field Description

Field Name	Description
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 Details	
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.

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**.
   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.

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

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8.2 <u>View Remittance ID</u>

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

9. 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.

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View Remittance ID

Field Description

Field Name	Description
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.
Virtual Account Number	Specify the Virtual Account Number.
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.

Field Name	Description
Remittance ID List	
Search	Option to search Remittance ID.
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.

10. 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.
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.

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

   Balance Details

   Balance Details

   Virtual Multi-Currency Account
   VMCA01 | VMCA01

Real Account Name	Real Account Number	Currency	Amount

   No data to display.
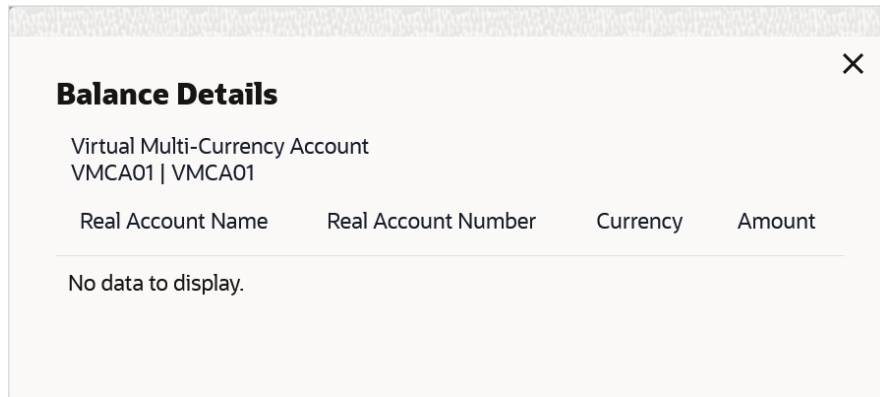
12. Click **Edit** to modify and update the Remittance details.
   OR
   Click **Close** to close the Remittance ID.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

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.

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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.

Field Name	Description
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.
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.

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8. Click **Home** to navigate to the application Dashboard screen.
   OR
   Click **Create More Remittance ID** to create Remittance ID.

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8.4 <u>Close Remittance ID</u>

This feature allows the corporate user to close Remittance ID.
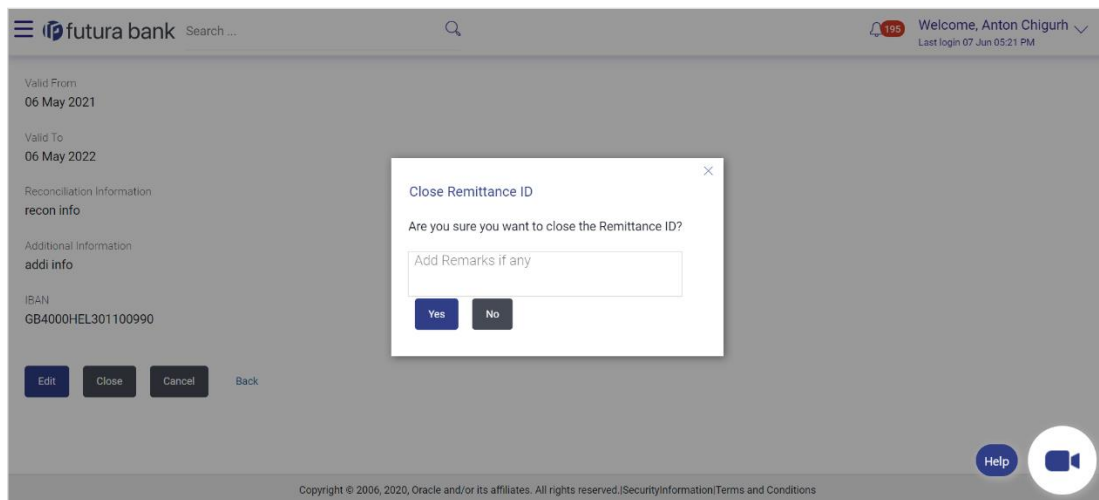
How to reach here:

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.

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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

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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
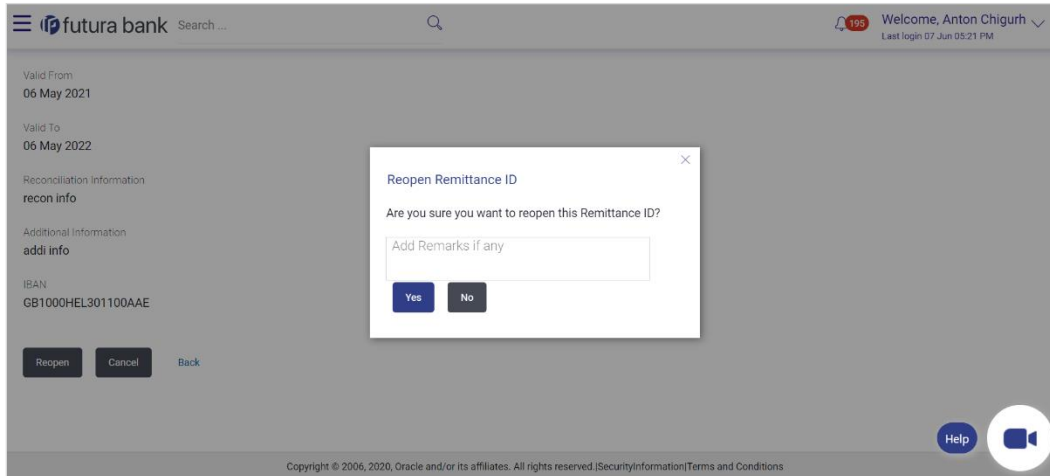
5. Specify the remarks in **Remarks** field.

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.

Home

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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 **Virtual Multi-Currency Account Number** field, enter the account number.

2. In the **Virtual Multi-Currency Account Name** field, enter the account name.

3. Click any currency to get all Virtual Accounts Management enabled accessible Real Accounts maintained under that currency.

4. Select any one Real Account from the list.

5. 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).

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Create Virtual Multi-Currency Account

Field Description

Field Name	Description
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.

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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.

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

7. The **Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

8. 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.

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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 **Search** field, enter the virtual multi-currency name or account number.

2. 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
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.

Field Name	Description
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.

3. 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.

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Field Name	Description
Virtual Multi-Currency Account	Displays the list of Real Accounts with their balances which are part of Virtual Multi-Currency Account.

4. 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 **Virtual Multi-Currency Account - Edit** screen appears.

Edit Virtual Multi-Currency Account

Field Description

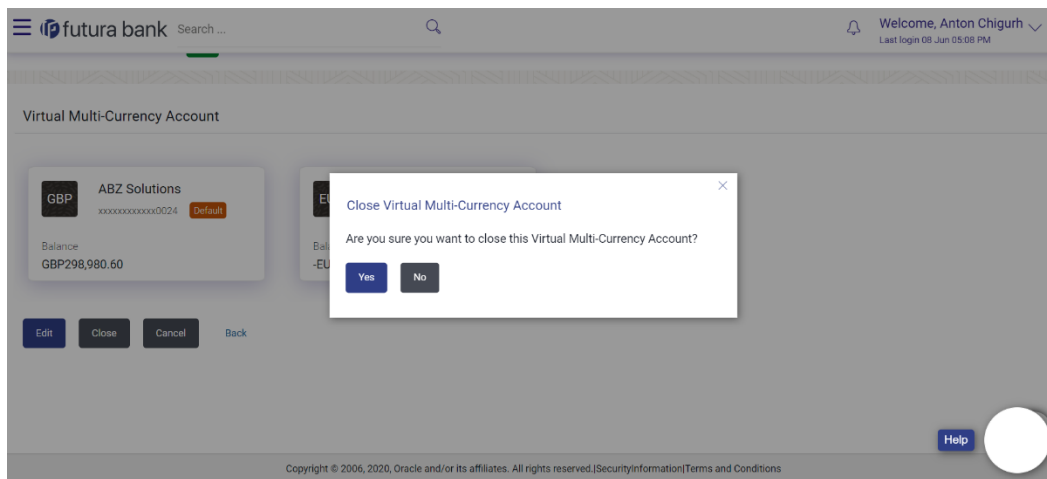| Field Name	Description
Virtual Multi-Currency Account Name	Displays the name of the Virtual Multi-Currency account.
Virtual Multi-Currency Account Number	Displays the Virtual Multi-Currency account number. Non-editable field.
Creation Date	Displays the date on which the virtual multi-currency account is created.
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.

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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.

Home

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

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Internal Credit Line- Create

Field Name	Description
Real Customer Name	Displays the name of real customer.
Party ID	Displays the real customer ID for which the internal credit limit is to 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

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

11. 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 **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.

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.

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Internal Credit Line - Search Result

≡ futura bank   Search ...   🔍 🔔2864 SD Welcome, Shalimar Duke ⌄
Last login 11/22/22, 8:47 PM

Internal Credit Line
ABZ Solutions | ***462

Line ID

Line Name

Line Currency

Select ▼

[Search]   Clear

Internal Credit Line ID List

Line ID & Name ⇕	Line Amount	Start Date	End Date	Available	Status
INTCREDLINE2137 Internal Credit Line 003	EUR 0.00	1/11/22	12/27/22	Yes	Active
INTCREDLINE2150 Internal Credit Line 5	GBP 50,000.00	1/11/22	12/27/22	No	Inactive
INTCREDLINE1126 Internal Credit Line 1 updated	GBP 50,001.00	4/23/22	7/20/22	Yes	Active
ICNR5451476 ICNR 545114	GBP 4,564,564,546.00	6/23/21	6/12/21	Yes	Inactive
INTCREDLINE1641 Internal Credit Line 002	EUR 11,000.00	4/14/22	7/19/22	Yes	Active
INTCREDLINE1131 Internal Credit Line 003	EUR 11,000.00	4/23/22	7/12/22	No	Active
INTCREDLINE137					

[Cancel]

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Field Description

Field Name	Description
Real Customer Name	Displays the name of real customer.
Party ID	Displays the real customer ID for which the internal credit limit is defined.
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

3. 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.

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Internal Credit Line - Line Details

Field Description

Field Name	Description
Real Customer Name	Displays the name of real customer.
Party ID	Displays the real customer ID for which the internal credit limit is defined.
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.

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Field Name	Description
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.

Field Name	Description
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.

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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

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Field Description

Field Name	Description
Real Customer Name	Displays the name of real customer.
Party ID	Displays the real customer ID for which the internal credit limit is to be defined.
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.

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10.4 <u>Close Internal Credit Line</u>

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.

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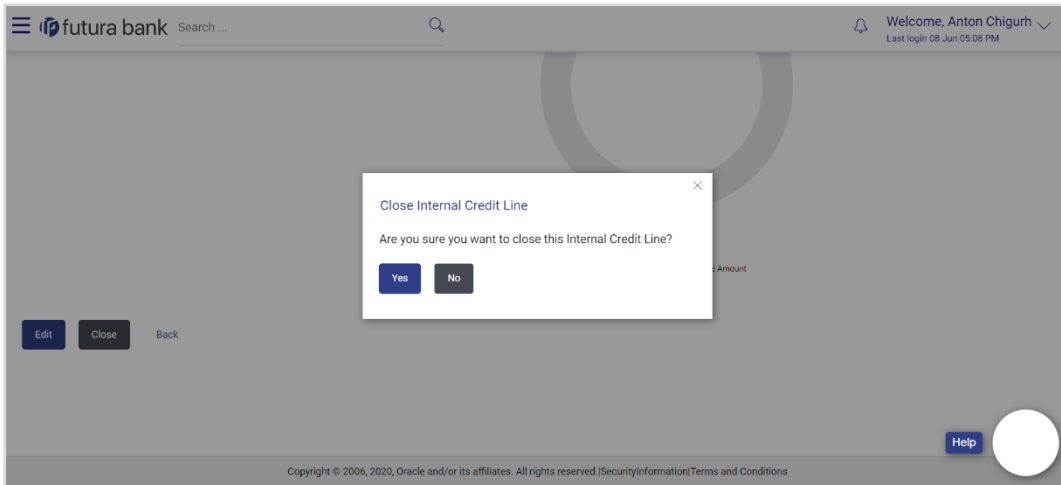
6. The success message of **Internal Credit Line** closed appears along with the reference number.
Click **Home** to navigate to the dashboard screen.

Home

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. 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.

2. From the **Virtual Account Number** list, select the account number to be linked to the selected Credit Line.

3. From the **Credit Line Linkage Type** list, select the linkage type either in percentage or value which can be utilized by Virtual Account.

4. 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.

5. Click **Add Row** to link more accounts to credit line.

Note: Click 🗑 icon to delete added row.

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Internal Credit Line Linkage

Field Description

Field Name	Description
Real Customer Name	Displays the name of real customer.
Party ID	Displays the real customer ID for which the internal credit limit is 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.
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

Field Name	Description
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 <u>View Internal Credit Line Linked Virtual Accounts</u>

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 **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.

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 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.

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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.

Linked Virtual Accounts

Linked Virtual Accounts	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 Virtual Account currency.
Linkage Value	Displays the linkage amount either in percentage or amount which can be utilized by Virtual Account.

Field Name	Description
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.

4. 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 <u>Edit Internal Credit Line Linked Virtual Accounts</u>

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.

   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. Refer **Delink Virtual Account** section for more details.
      OR
      Click **Cancel** to cancel the transaction.
      OR
      Click **Back** to navigate to the previous screen.

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Linkage Accounts - Edit

Field Description

Field Name	Description
Real Customer Name	Displays the name of real customer.
Party ID	Displays the real customer 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 <u>Delink Internal Credit Line Linked Virtual Accounts</u>

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 [pencil icon] to update the **Linkage Value** of Virtual Account. Click [save icon] 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.

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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.

[Home](#)

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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 <u>View Special Rates</u>

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. Specify the IBAN number to filter the interest products and view the special rates.

    Note: The Virtual Accounts associated to specified IBAN will only appear for selection.

3. Click **Search** icon to select the Virtual Account.

    The **Search Account** popup appears. For the detailed explanation, refer to the **Search - Account Popup** screen and its Field description under **Error! Reference source not found. Error! Reference source not found.**.

4. Search and Select the Virtual Account from the list.

5. From the **Effective Date** list, select the To and From date from the calendar.

6. 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.

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Special Rate Maintenance – Search Result

Field Description

Field Name	Description
Real Customer Name & ID	Displays the name of real customer and ID.
IBAN	Specify the IBAN number to filter the interest products and view the special rates.
Virtual Account Number	Select the Virtual Account Number and name for which special rate maintenance to be viewed.
	Note: Virtual Account number should be searched through **Search** icon where the filtration can be done using Virtual Account Number, Virtual Account Name, Branch and Currency.
Branch Name	Displays the Branch name of Virtual Account Number for which special rate maintenance to be viewed.
	Note: Branch gets populated based on the selected Virtual Account Number.

Field Name	Description
Currency	Displays the currency for which special rate maintenance to be viewed.
	Note: Currency gets populated based on the selected Virtual Account Number.
Effective Date	Specify the date from and to which the special rate is maintained.
Search Result	
Effective Date	Displays the date from which the interest rate is effective.
Interest Products	Displays the count of interest products.

7. 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.

Field Name	Description
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.
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.

8. 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 <u>Edit Special Rates</u>

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 steps 1 to 5 of **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.

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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.

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12.3 <u>Add Special Rates</u>

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

To add special rates for Virtual Account:

1. Navigate to the **Add Special Rates** screen.

2. Specify the IBAN number to filter the interest products and view the special rates.

   > **Note:** The Virtual Accounts associated to specified IBAN will only appear for selection.

3. Click **Search** icon to select the Virtual Account.

   The **Search Account** popup appears. For the detailed explanation, refer to the **Search - Account Popup** screen and its Field description under **Error! Reference source not found. Error! Reference source not found.**.

4. From the **Effective Date** list, select the date from the calendar.

5. The Virtual Account Branch and Currency for the selected Virtual Account Number appears.

6. 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.

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Add Special Rates

Field Description

Field Name	Description
Real Customer Name & ID	Displays the name of real customer and ID.
IBAN	Specify the IBAN number to filter the interest products and add the special rate.
	Note: Based on IBAN selection, Virtual Account Number will be pre-populated.
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 filtration can be done using Virtual Account Number, Virtual Account Name, Branch and Currency.

Field Name	Description
Branch Name	Displays the Branch name of Virtual Account Number for which special rate maintenance is done.
	Note: Branch gets populated based on Virtual Account Number.
Currency	Displays the currency for which special rate maintenance is done.
	Note: Currency gets populated based on Virtual Account Number.
Effective Date	Displays the date from which the interest rate will be effective.
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.

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

8. The **Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

9. 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.

Home

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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 corpoate user can

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

13.1 <u>View General Rates</u>

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 **Product** field, enter or select the Virtual Account product from the list, click 🔍 .

3. From the **Effective Date** list, select the From and To date from the calendar.

4. From the **Branch** list, select the Virtual Account branch.

5. From the **Currency** list, select the Virtual Account currency.

6. Click **Search.** Based on search criteria the list of general rate maintained appears. VA Product, VA Branch, & VA Currency are mandatory to get search results
   OR
   Click **Clear** to clear the search criteria.
   OR
   Click **Cancel** to cancel the transaction.

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General Rate Maintenance – Search Result

Field Description

Field Name	Description
Real Customer Name & ID	Displays the name of real customer and ID.
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.
Currency	Specify the currency of Virtual Account.
Search Result	
Effective Date	Displays the date from which the interest rate is effective.

Field Name	Description
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.

7. 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.

Field Name	Description
Branch Name	Displays the branch name of the Virtual Account.
Currency	Displays the currency for which general rate maintenance is done.
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.

8. 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.

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13.2 <u>Edit General Rates</u>

To modify general rates for Virtual Account Product:

1. Follow the steps 1 to 7 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.

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13.3 <u>Add General Rates</u>

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

To add general rates for Virtual Account:

1. Navigate to the **Add General Rates** screen.

2. 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.

3. From the **Effective Date** list, select the date from the calendar.

4. From the **Branch Name** field, select the branch name.

5. From the **Currency** field, select the Virtual Account Currency

6. 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
Real Customer Name & ID	Displays the name of real customer and ID.
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.
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.

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

8. The **Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

9. 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.

Home

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14. Payments Using Virtual Accounts

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

Virtual Accounts Management Payments involves 'Virtual Accounts' as the source account, where the users can select a Virtual Account as "Pay From" account while doing payment transaction.

Virtual account payments supports the following types of transactions.

    a. Payment from a Virtual Account to a real account & vice versa

    b. Payments between two Virtual Accounts mapped to two different real accounts

    c. Payment between two Virtual Accounts mapped to the same real account

Note: 1) The users can perform the transactions using only those Virtual Accounts, to which they have access.
2) While selecting "Pay From" account during a payment, there is no separate grouping of Virtual Accounts; they appear along with regular CASA.
3) Virtual Accounts support the 'Internal', 'Domestic', and 'International' payments.

The Virtual Accounts are mapped in the following 'Payments' transactions:

- Manage Payee – Add Internal Payee

- Manage Payee – Add Domestic Payee

- Manage Payee – Add International Payee (Swift code, NCC, Bank details)

- Transfer Money – Existing Internal Payee - Pay Now/ Pay Later

- Transfer Money – Existing Domestic Payee - Pay Now/ Pay Later

- Transfer Money – Existing International Payee using (Swift code, NCC, Bank details) – Pay Now/ Pay Later

- Transfer Money – My Accounts – Pay Now/ Pay Later

- Adhoc Payment – Internal Payee – Pay Now/ Pay Later

- Adhoc Payment – Domestic Payee – Pay Now/ Pay Later

- Adhoc Payment - International Payee – (Swift code, NCC, Bank details) Pay Now/ Pay Later

- Multiple Transfers

Following is an example of Virtual Account Management in 'Payments' transaction.

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14.1 <u>Transfer Money</u>

Through this feature, the user is provided with an option to either transfer funds within his own accounts using Virtual Accounts as source of funds held in the same bank by selecting the 'My Accounts' option or to transfer funds to other accounts even to accounts held beyond geographical boundaries) by selecting the 'Existing Payee' option.

The user can transfer funds to the existing Internal, Domestic and International payee on the same business day (Pay Now) or at a later date (Pay Later), with the Virtual Accounts to which he has access to as source of funds.

Prerequisites:

- Transaction and account access are provided to corporate user
- Approval rule set up for corporate user to perform the actions
- Payees are maintained
- Purposes of Payments are maintained which are mandatory for Internal Payment
- Transaction limits are assigned to user to perform the transaction

Features supported in the application

The 'Transfer Money' feature enables users to make payments towards:

- Existing Payee – Internal, Domestic and International transfers are supported and are triggered based on the payee and specific payee account selection.
- My Accounts – Users can transfer funds within their own accounts held in the bank.

Workflow
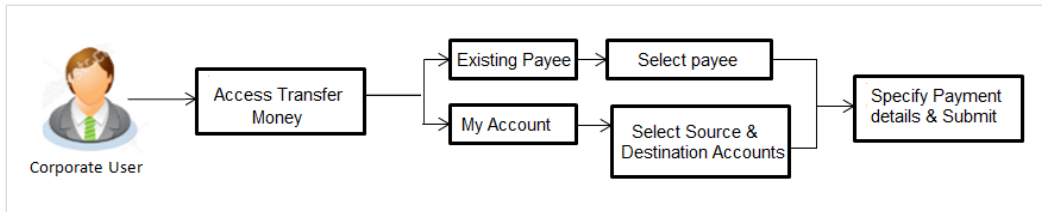
How to reach here:

Dashboard > Toggle menu > Payments > Payments and Transfers > Transfer Money
OR
Maker Dashboard > Quick Links > Funds Transfer
OR
Maker Dashboard > Quick Links > Own Account Transfer

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14.1.1 <u>Make Payment - Existing Payee</u>

The existing payee option of the 'Transfer Money' feature enables the user to initiate payments using a Virtual Account that he has access to, towards existing registered payees. All account payees created by the logged in user and shared by other users of the Party are listed for selection. Once a payee has been selected, the details are auto populated on the transaction screen. The user is then required to fill in payment details to initiate the funds transfer. Payment details will vary based on the transfer type associated with the payee's account. The user can also view the payee and transaction limits by selecting the 'View Limits' link provided on the screen.

How to reach here:

Dashboard > Toggle Menu > Payments > Payments and Transfers > Transfer Money > Make Payment > Existing Payee
OR
Maker Dashboard > Quick Links > Fund Transfer > Existing Payee

14.1.2 <u>Make Payment - My Accounts</u>

By selecting the 'My Accounts' option as transfer type, the user is able to initiate funds transfers towards his own real and virtual mapped accounts held with the bank.

An E-Receipt gets generated on successful completion of the transaction in the Core Banking Application. The E-Receipt can also be accessed from Activity Log detailed view.

How to reach here:

Dashboard > Toggle Menu > Payments > Payments and Transfers > Transfer Money > Make Payments > Existing Payee > My Accounts
OR
Maker Dashboard > Quick Links > Fund Transfer > Existing Payee > My Accounts

14.1.3 <u>Add Payee - Bank Account</u>

A 'Payee' is the final recipient of payment transactions. The online banking application enables users to register payees towards whom payments are to be made frequently with a Virtual Account on a regular basis. Payee maintenance is beneficial to users as, it spares the user the effort and time spent to fill out the payee information every time a payment is to be initiated towards the payee's account.

While adding a payee, the user is provided with the option to assign an account number to the payee.

This section documents the addition of a payee with transfer type as bank account.

- Internal
- Domestic
- International

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How to reach here:

Dashboard > Payments Widget > Manage Payees & Billers > Add New Payee > Bank Account
OR
Dashboard > Toggle Menu > Payments > Setups > Manage Payees & Billers > Add New Payee > Bank Account
OR
*Dashboard > Payments Menu > Transfer Money > Manage Payees & Billers > Add New Payee > Bank Account*

14.2 <u>Adhoc Transfer</u>

An adhoc transfer is one which is used to transfer funds from the user's Virtual Account that he has access to as source of funds to a beneficiary/ payee account which is not registered with the bank. Since the transfer is towards an unregistered beneficiary, customers are required to specify the beneficiary details manually along with the transfer details while initiating an adhoc transfer.

The adhoc transfer can be initiated on the same business day (Pay Now) or any future date (Pay Later).

Pre-Requisites

- Transaction and account access is provided to retail user.

- Transaction limits are assigned to user to perform the transaction.

Workflow
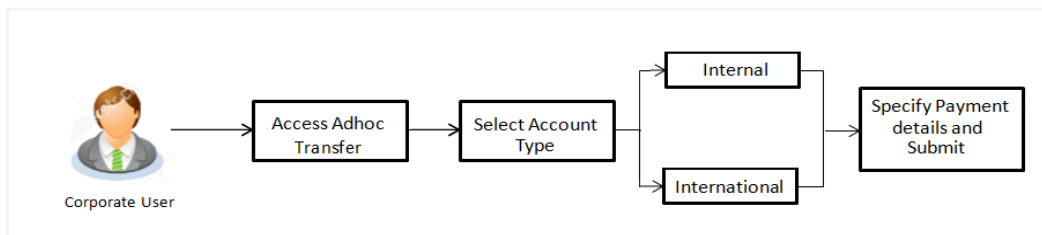
Features Supported In Application

Following type of transactions are supported under Adhoc Transfers

- Internal Transfer

- Domestic Transfer

- International Transfer

How to reach here:

Dashboard > Toggle menu > Payments > Payments and Transfers > Adhoc Payment > Adhoc Transfer
OR
Dashboard > Quick Links > Adhoc Transfer

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14.2.1 <u>Adhoc Payment - Internal Fund Transfer</u>

An Internal Bank Account transfer is a transfer initiated from a Virtual Account to an account, which is maintained within the Bank.

Basic payee details i.e. the name of the payee and payee account number are captured. In addition to the payee details, the user is also required to specify transfer specific details while initiating an adhoc internal transfer. The user can also view the transaction limits associated with a current transaction.

14.2.2 <u>Adhoc Payment – Domestic Fund Transfer</u>

A Domestic Bank Account transfer is a transfer initiated from a Virtual Account to an account which is maintained within the country.

While initiating an adhoc domestic fund transfer, the customer is required to specify payee details which include the name of the payee, payee account number and along with the network through which the transfer is to be processed. In addition to the payee details, the user is also required to specify transfer specific details while initiating an adhoc Domestic transfer

14.2.3 <u>Adhoc Payment - International Fund Transfer</u>

An international fund transfer involves the transfer of funds from a Virtual Account to an account that is maintained outside the country and beyond geographical boundaries. While initiating an adhoc international fund transfer, the customer is required to specify payee details which include the payee account number, clearing code of the bank in which the payee's account is held along with the network through which the transfer is to be processed. Details specific to the transfer type must also be defined which include identifying the party who is to bear correspondence charges and defining payment details.
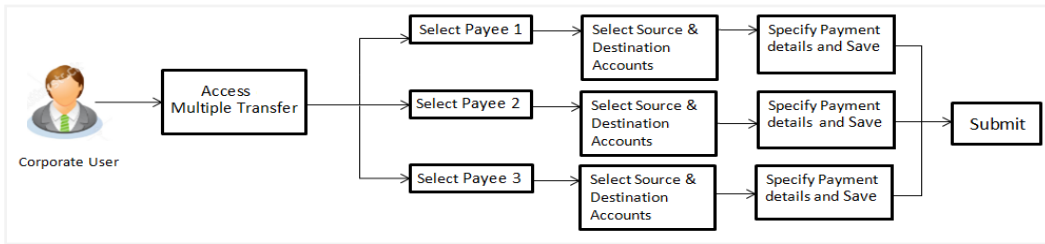
14.3 <u>Multiple Transfers</u>

The Multiple Transfers feature enables users to initiate transfers from a Virtual Account that he has access to as source of funds towards a group of people as part of a single transaction. Through this feature, users can initiate transfers towards registered payees of different transfer types i.e. internal, domestic and international transfers, with different transfer dates, all at once from a single screen.

Prerequisites:

- Transaction and account access is provided to the retail user
- Registered payees are maintained
- Purpose of Payments are maintained
- Transaction limits are assigned to the user to perform the transaction
- Payee limits and cooling period limits are maintained

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Workflow

How to reach here:

Dashboard > Toggle Menu > Payments > Payments and Transfers > Multiple Transfers
OR
Dashboard > Payments Menu > Multiple Transfers

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14.4 <u>Move Money</u>

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. From the **Real Account Number** list, select the appropriate account number.
2. From the **Transfer From** list, select the source Virtual Account Number or name.
3. From the **Transfer To** list, select the destination Virtual Account Number or name.
4. In the **Amount** field, select the currency and enter the amount to be transferred.
5. In the **Remarks** field, enter the remarks on the transaction.

Move Money

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Field Description

Field Name	Description
Real Account Number	Select the Real account number and name to linked to the Virtual 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.
Balance	Displays the balance in the real account.
Transfer From	Select the Virtual Account Number and name from which the amount is to be transferred.
	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.
Balance	Displays the balance in the source account is displayed.
Transfer To	Select the Virtual Account Number and name to which the amount is to be transferred.
	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.
Balance	Displays the balance in the destination account is displayed.
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.

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

7. The **Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

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

[Home](#)

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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:

Dashboard > Toggle Menu > Virtual Account Management > Statements > Transaction Inquiry

To view and download the Virtual Account management Transaction Inquiry:

1. On **Transaction Inquiry** screen, click **Search** icon to search the Virtual Account.

   The **Search Account** popup appears.

2. Search and select the Virtual Account from the list.

3. In **Reference Number** field, enter the reference number.

4. In **Transaction Type** field, select the transaction type.

5. In the **From Date** field, select the date from which statement is needed from the calendar.

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

7. Click **Search**. Based on search criteria search result appears.
   OR
   Click **Reset** to clear the entered details.
   OR
   Click **Cancel** to cancel the transaction.

Transaction Inquiry

Search Account Popup

Search Account   ✕

Account Number   Account Name

_____   _____

Branch   Currency

Select   ▾   GBP   ▾

_____   _____

[Search]   Clear

Account No & Name ⇕	Account Branch ⇕	Currency ⇕
xxxxxxxxxxxx2584 test	HEL	GBP
xxxxxxxxxxxx2585 test	HEL	GBP
xxxxxxxxxxxx2624 test	HEL	GBP
xxxxxxxxxxxx2638 test	HEL	GBP
xxxxxxxxxxxx2665 test	HEL	GBP

Page   1   of 204   (1-5 of 1019 items) |◁   ◁   **1**   2   3   4   5   …   204   ▶   ▷|

[Cancel]

Field Description

Field Name	Description
Virtual Account Number	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.

Search Account Popup

Account Number	Specify the Virtual Account number.
Account Name	Specify the Virtual Account name.
Branch	Specify the branch of the account.
Currency	Specify the currency of the account.

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

Field Description

Field Name	Description
Search Results	
It displays the account activity.	
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.

8. Click **Download**, to download the transaction summary in a specific format.
   OR
   Click **Cancel** to navigate to the previous screen.

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

To generate the Pre-Generated statement:

1. From the **Statement Type** list, select the appropriate type in which format you wish to search the statement.

2. In the **Virtual Entity** field, select the Virtual Entity ID or name from the list or enter the Virtual Entity ID, and click 🔍 .

3. In the **IBAN** field, enter the IBAN Number.

4. In the **Virtual Account Branch** field, select the Virtual Account Branch from the list.

5. In the **Virtual Account** field, select the Virtual Account Number or name from the list or enter the Virtual Account Number, and click 🔍 .

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Note:

If the user does not select any Virtual Account, the statement is fetched for all the Virtual Accounts linked under the selected Virtual Entity similar to MT & CAMT statements.

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

If the **Statement Type** is selected as Consolidated, **Virtual Account** field is disabled, and the statement is fetched for all the Virtual Accounts linked under the selected Virtual Entity.

6. In the **From Date** field, select the date from which statement is needed from the calendar.

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

8. Click **Search** to search the statements based on search criteria. Statement Type, Virtual Entity, 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.

9. Displays the **Available Statements** based on search criteria along with the date and time generated.

Pre-Generated Statement

Available Statements

Field Description

Field Name	Description
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.
IBAN	Specify the IBAN for which the statements are to be searched.
Branch Name	Select the Branch Name for which the statements are to be searched.
	Note: User can view the branch names for which he has access to.

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

Available Statements

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

Click on ⤓ icon to download the respective statement.

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15.3 Adhoc Statement

Adhoc statement provides the details of Virtual Accounts transactions for a given period on Adhoc 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 Statement

To generate the Adhoc statement:

1. From the **Statement Type** list, select the appropriate type in which the statement has to be generated.

2. In the **Virtual Entity** field, select the Virtual Entity ID or name from the list or enter the Virtual Entity ID, and click 🔍 .

3. In the **IBAN** field, enter the IBAN Number.

   This field appears only if the **Statement Type** is selected as **PDF**.

4. In the **Virtual Account** field, select the Virtual Account Number or name from the list or enter the Virtual Account Number, and click 🔍 .

Note:

If the **Statement Type** is selected as **PDF**, and if the user does not select any Virtual Account, the statement is generated for all the Virtual Accounts.

If the **Statement Type** is selected as MT or CAMT, the **Virtual Account** field is mandatory.

5. In the **From Date** field, select the date from which statement is needed from the calendar.

6. 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.**

7. Click **Generate** to download the respective statement based on the selection. Statement Type, Virtual Entity, 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.

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Adhoc Statement

Field Description

Field Name	Description
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.
IBAN	Specify the IBAN for which the statements are to be searched.
	This field is displayed only if the **Statement Type** is selected as **PDF.**
Virtual Account	Select the Virtual Account Number or name for which the statements are to be searched.
	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.
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.**

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15.4 <u>Charges Inquiry</u>

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:

Dashboard > Toggle Menu > Virtual Account Management > Statements > Charges Inquiry

Charges Inquiry

Field Description

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

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To view and download the Charges Inquiry:

1. On **Charges Inquiry** screen, select the **Charge Description** to select the charge type.

2. In **Collection Status** field, select the collection status.

3. In the **From Date** field, select the date from when the statement is needed from the calendar.

4. In the **To Date** field, select the date to when the statement is needed from the calendar.

5. 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.
To Date	Displays the date till when the statement is needed from the calendar.
Description	Displays the charges description.
Amount	Displays the charge amount.
Account No. & Name	Displays the charges account number and name.
Exchange Rate	Displays the exchange rate.
	Note: In case the charge currency and charge funding account currency are different, the exchange rate configured at branch will be used for conversion.
Collection Amount	Displays the collection amount.
Collection Date	Displays the collection date.
Collection Status	Displays the collection status.

6. Click ⋮ button to view the additional information and error description for the respective charges.

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Charges Inquiry – Additional Info

Field Description

Field Name	Description
Additional Info	Displays the additional information for the respective charges.
Error Description	Displays the error description for the failed charges.
	This field displays only if the **Collection Status** is **Failed**.

7. Click **Download** to download the charges list in csv format.
   OR
   Click **Cancel** to navigate to the previous screen.

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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.

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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

Home

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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

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

Dashboard – Virtual Entity Summary Widget

Create Virtual Entity - Entity Information

Virtual Entity - View

Create Virtual Account

Virtual Account – View

The below list of transactions are 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

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Screen Name	Transaction Type
Internal Screens (Continued)	• Reopen Remittance ID • 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 • Adhoc 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

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The below list of transactions are 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

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

〈 Virtual Accounts Structure

Create Virtual Accounts Structure feature is available only on Desktop.
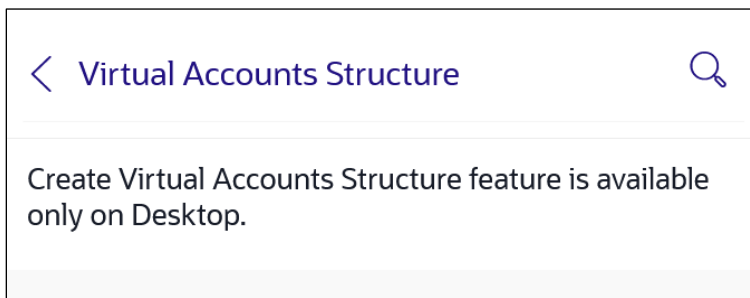
[Home](#)

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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 & 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.

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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.

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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.

[Home](#)

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