



Current Account and Saving Account User Guide

Oracle Banking Branch

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1. Preface

1.1 Introduction

This manual is designed to help you quickly get acquainted with the Oracle Banking Branch Current Account and Savings Account Services. It provides an overview of the module and provides information on using the Current and Savings Account sub-module of Oracle Banking Branch Current Account and Savings Account Services.

1.2 Audience

This manual is for the Customer Service Representatives (CSRs) and staff in charge of setting up new products in your bank.








1.3 Documentation Accessibility
















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

1.4 Symbols, Definitions and Abbreviations

The following are some of the Symbols you are likely to find in the manual:

Table 1.1: Symbols

Icon	Function
	Edit Icon
	Delete Icon
	Exit Icon
	Search Icon
	Customer Information Icon
	Add Tiles to Dashboard
	Add New Event

Icon	Function
	Calendar Icon
	Filter
	First
	Last
	Previous
	Next
	Expand
	Collapse
	View
	Modify
	Close
	Bell
	Attachments
	Alert
	Information




Icon	Function
	Details Icon
	Toggle On
	Toggle Off

Table 1.2: Common Icons and its Definitions

Icon Names	Applicable Stages	Operation
Document	Initiation, Approval and Hand-off Retry	The maker of the transaction can click on 'Document' to upload documents that are relevant to the transaction. Once uploaded, the documents are available for viewing during authorization or by the maker.
Change Log	Approval	When the authorizer clicks on the Change Log button, the system displays the changes made to the transaction in a pop-up window. By default, the change log is set to display only modified values. The Change Log button has two options, All and Updated. All button displays both modified and non-modified fields and the Updated button displays only the modified fields. All the modified values are displayed in red that helps the authorizer to compare and simplify the authorization process.
Remarks	Initiation, Approval and Hand-off Retry	'Remarks' can be used either by the maker or the authorizer of the transaction to optionally capture useful information about the transaction.
Host Error	Hand Off Retry	'Hand off Retry' comes into use whenever a transaction input from the mid-office system fails authorization due to Host System rejection. The authorizer of the transaction can view the reason for Host rejection and take appropriate action.

Icon Names	Applicable Stages	Operation
i icon	Initiation, Approval and Hand-off Retry	To view the Customer details such as the photograph, signature, customer ID, Account Branch, and balance, the 'i' icon is used. The 'i' icon becomes active once the maker of the transaction inputs the account number and tabs out of the field. The 'i' icon is useful to inquire customer information about both the debit and the credit account numbers.
Minimize	Initiation, Approval and Hand-off Retry	Users can minimize the transaction input screen. When the screen is minimized, it appears as to a separate tab within the same web page
Maximize	Initiation, Approval and Hand off Retry	User can maximize the transaction input screen.
Close	Initiation, Approval and Hand off Retry	Users can close the transaction input screen. The system displays a warning message to the user that any unsaved data would be lost. User can either choose to ignore the message and close the screen or choose to 'save and close' the transaction
Save and Close	Initiation	In case a transaction has to be closed midway due to a lack of sufficient information, the maker of the transaction can choose this option. On 'Save & Close', the input details are saved and the transaction screen is closed. Saved transaction details will be available in 'My task'. Users can select the transaction from 'My Task' and proceed with the transaction or delete it.
Submit	Initiation	On completion of input of all parameters for a particular transaction, click the 'Submit' icon to move the transaction from the initiation stage to the approval stage. Authorizer can select the transaction from 'Free Task' for approval.
Cancel	Initiation, Approval and Hand off Retry	Cancel operation cancels the transaction input midway without saving any data. The user is alerted that the input data would be lost before confirming the cancellation.

Icon Names	Applicable Stages	Operation
Approve	Approval	Click Approval. The system displays a pop-up screen where approval remarks if any can be input. Click OK to submit the transaction to the Host for approval through Oracle Banking Routing Hub.
Reject	Approval and Hand off Retry	When an authorizer chooses to reject a transaction, the 'Reject' icon is used. The system displays a pop-up screen to capture the Rejection remarks if any. Click OK for the transaction to be routed back to the initiation stage. Subsequently, the maker can modify or delete the transaction details
Retry	Hand off Retry	The possibility of retrying a transaction arises when transaction input from the mid-office system fails authorization due to Host System rejection. Such host-rejected transactions will be present in the Hand off Retry queue in the Task Wizard. The Retry option is available only to the authorizer. Upon 'Retry', the transaction is sent to the host once again through Oracle Banking Routing Hub. Optionally, the authorizer can also 'Reject' the transaction in which case it is routed back to the maker.
Audit	Initiation, Approval and Hand off Retry	Audit details provide the logs of users who have acted on the transaction, the transaction date, and the time for all stages that the transaction has passed through.
Reset	Hand off Retry	The reset button clears all the details displayed on the screen and allows input or selection of a different customer number.

Icon Names	Applicable Stages	Operation
Overrides	Initiation, Approval and Hand-off Retry	<p>After submitting the initiation stage, the system validates the transaction with the host and displays an errors/overrides if any. In case of an error, the user can modify and resubmit or cancel the transaction. In case of an override, the user can modify and resubmit or proceed with the transaction by accepting the overrides.</p> <p>On the Override Details pop-up window, click Decline button to go back to the transaction screen to modify or cancel it, or click the Accept button to complete the initiation stage and move the transaction to the approval stage.</p> <p>If there is any override present, then the Overrides button is displayed in the approval and hand-off retry stage. With a click of the Overrides button, the system displays the latest overrides accepted by the maker. After verifying the transaction and override details, the authorizer can approve/reject it. The existing Approve Transaction pop-up window is modified to display the overrides if any overrides are raised during the initiation submits.</p> <p>When the authorizer confirms the approval, the transaction is sent to the host through OBRH. The host validates the transaction again and the transaction is created if all the validations are succeeded. If the transaction is failed, the system displays an error message and the transaction is moved to the hand-off retry stage. In this stage, the authorizer can retry or reject the transaction. On reject, the transaction is sent back to the maker to modify or delete it.</p>

1.5 List of Topics

This manual is organized as follows:

Table 2: List of Topics

Topics	Description and Cross References
Preface	This topic provides the general information about the manual. It also list the various topics covered in the User Manual.

Topics	Description and Cross References
Dashboard	<p>The Dashboard provides an overview of the goings-on at the bank to its users, which helps the user in managing the transaction life cycle of different activities in an efficient manner.</p> <ol style="list-style-type: none"> 1) 2.1 Pending Documentation 2) 2.2 Bulletin Board 3) 2.3 My Diary 4) 2.4 Service Request 5) 2.5 My Pending Tasks
Standing Instruction Maintenance	<p>The topics which are part of Standing Instructions are:</p> <ol style="list-style-type: none"> 1) Scheduled Transfer 2) View and Modify Scheduled Transfer 3) Sweep In to Account 4) View and Modify Sweep In to Account 5) Sweep Out from Account 6) View and Modify Sweep Out from Account 7) Term Deposit Instruction 8) Online Account Sweep In
Cheque Book	<p>The topics which are part of Cheque Book are:</p> <ol style="list-style-type: none"> 1) Stop Cheque Payment 2) Cheque Book Request 3) Cheque Book Status
Debit Card	<p>The topics which are part of Debit Card are:</p> <ol style="list-style-type: none"> 1) Card Status Change 2) ATM and POS Limits 3) Debit Card Request
Status Update	<p>The topics which are part of Status update are:</p> <ol style="list-style-type: none"> 1) Activate Dormant Account 2) Account Status Change

Topics	Description and Cross References
Others	<p>The topics which are part of Others are:</p> <ol style="list-style-type: none"> 1) Account Branch Transfer 2) Uncollected Funds Release 3) Tax Waiver at Customer Level 4) Branch Transfer Log 5) Account Product Transfer
Statement	<p>The topics which are part of Statement are:</p> <ol style="list-style-type: none"> 1) Ad hoc Account Statement 2) Account Statement Frequency
Limits	<p>The topics which are part of Limits are:</p> <ol style="list-style-type: none"> 1) Overdraft Limits Summary 2) Temporary Overdraft Limit 3) Secured Overdraft Limits 4) Unsecured Overdraft Limits 5) Advance against Uncollected Funds
Amount Block	<p>The topics which are part of Amount Block are:</p> <ol style="list-style-type: none"> 1) Amount Block 2) View and Modify Amount Block 3) Consolidated Amount Block
Maintenance	<p>The topics which are part of Maintenance are:</p> <ol style="list-style-type: none"> 1) Account Address Update 2) Account Documents Update 3) Primary Party Change 4) Joint Holder Maintenance 5) Nominee Details Update
Inquiry	<p>The topics which are part of Inquiry are:</p> <ol style="list-style-type: none"> 1) Account 360 2) Account Balance Inquiry 3) Account Transaction Inquiry 4) Cheque Status Inquiry 5) Tax Deducted at Source Inquiry 6) Online Account Sweep History

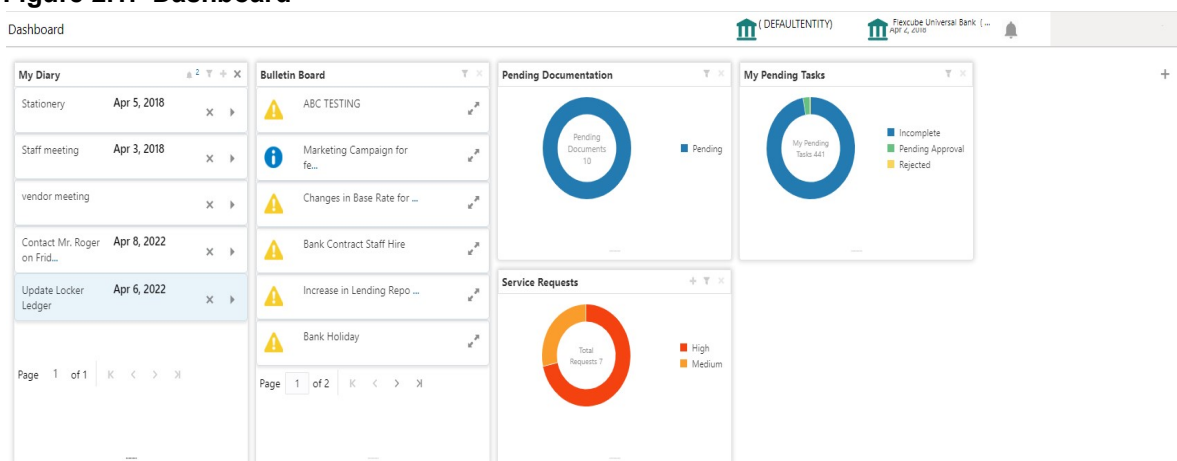
Topics	Description and Cross References
Track Receivables	This topic describes about the Track Receivables 1) Release Track Receivable 2) Delete Track Receivable

2. Dashboard

This topic describes the systematic instructions about Dashboard and various widgets used. This Dashboard provides an overview of the goings-on at the bank to its users, which helps the user in managing the transaction life cycle of different activities in an efficient manner.

The Dashboard is used to visualize the data by graphically representing them using a doughnut wheel. In Dashboard the filters are used to narrow down the data to the transaction level.

Figure 2.1: Dashboard



The Dashboard displays widgets for which access is granted to the user. Following widgets are available in the Account Dashboard and described in the sub-sections:

- [2.1 Pending Documentation](#)
- [2.2 Bulletin Board](#)
- [2.3 My Diary](#)
- [2.4 Service Request](#)
- [2.5 My Pending Tasks](#)

2.1 Pending Documentation

This topic describes the systematic instruction about the Pending Documentation widget in Dashboard.

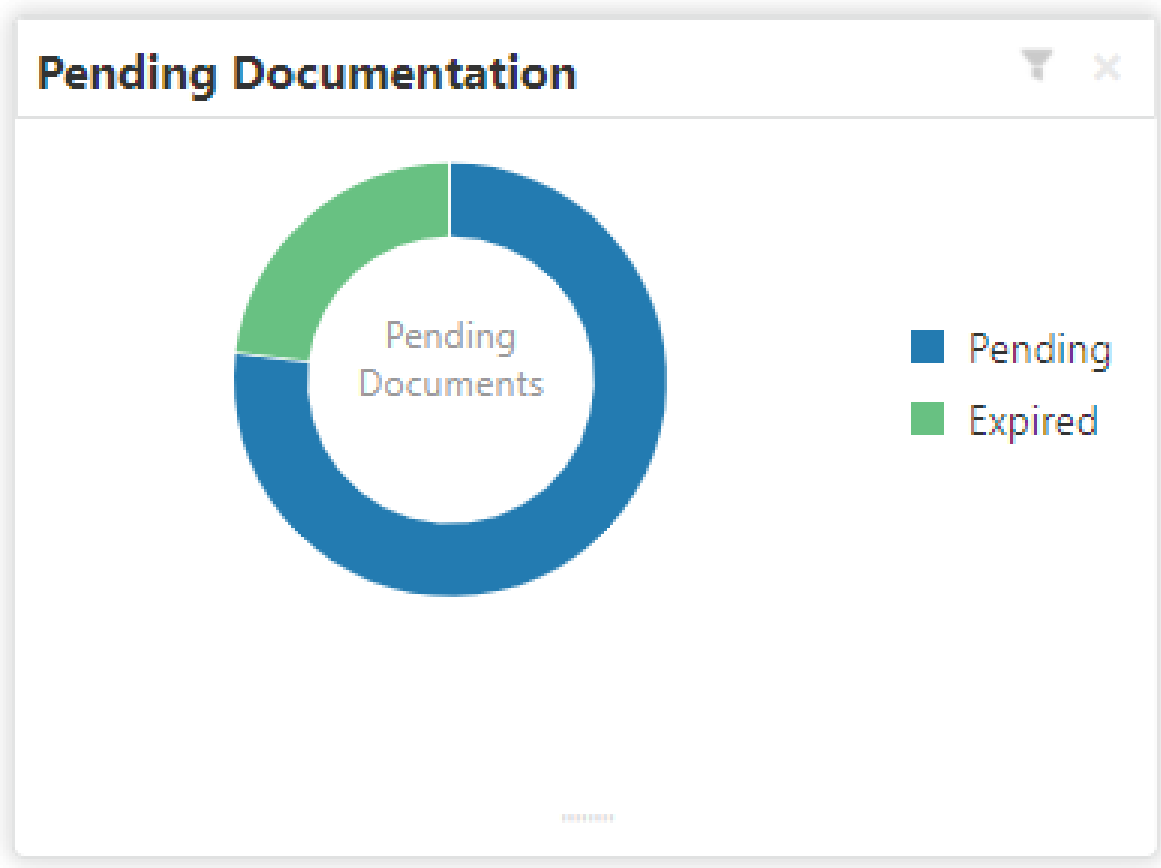
Context:

The Pending documentation widget provides users a view of pending, expired, expiring this month documents.

The Pending Documentation doughnut is classified as follows:

- Pending
- Expired
- Expiring this Month

Figure 2.2: Pending Documentation



1. Hover the mouse on each section of the widget, it displays the total number of documents outstanding for each respective segment.
2. Click on a particular section of the widget.

For example, when you click on the Pending section, the pop-up window lists all the account numbers from which documents are pending to be collected.

STEP RESULT: A pop-up window displays the account numbers available.

Figure 2.3: Pending

Account Number
FM7000223078
FM7000223078
FM7000223080
FM7000223080
FM7000224039
FM7000224039
FM7000223127

Page 1 of 1 (1-7 of 7 items) | K < > X

Figure 2.4: Expired

Expired

Search with Account Number

Account Number
FM7000223078
FM7000223080
FM7000223127

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

3. Search for a specific account number by entering the search field and click the search icon.
4. Click the account number.

STEP RESULT: **Account Documents Update** screen is displayed.

Figure 2.5: Account Documents Update

Account Documents Update

Account Number *

Account Documents

Document Type	Mandatory	Expiry Date	Expected Submission Date	Actual Submission Date	Document Reference	Actions
	No					

Page 1 of 1 (1 of 1 items)

No Customer Selected

Audit

Save & Close Submit Cancel

5. On the **Account Documents Update** screen, the following fields are displayed.
 - a. Document Type
 - b. Mandatory
 - c. Expiry Date
 - d. Expected Submission Date
 - e. Actual Submission Date
 - f. Document Reference
 - g. Actions

For more information on the fields, refer to [Table 29.1: Account Documents Update - Field Description](#)


6. Click  to filter the pending documentation based on the sub domain and product.
For more information on fields, refer to the field description table.

Table 2.1: Pending Documentation-Filter

Field	Description
Filter by Sub Domain	Displays all the modules supported by widget from the drop down list.
Filter by Product	Enter the Account Class Code or click the search icon to view the Filter by Product pop-up window. By default, this window lists all the Account Class codes present in the system. You can search Account Class code , Account Class description or Account Type and click on the Fetch button.

7. Click the **Filter** button.

STEP RESULT: The applied Filters will appear in the band within the widget.



8. To remove the filters, click  icon and click the clear button.

2.2 Bulletin Board

This topic describes the systematic instruction about the Bulletin Board widget in Dashboard.

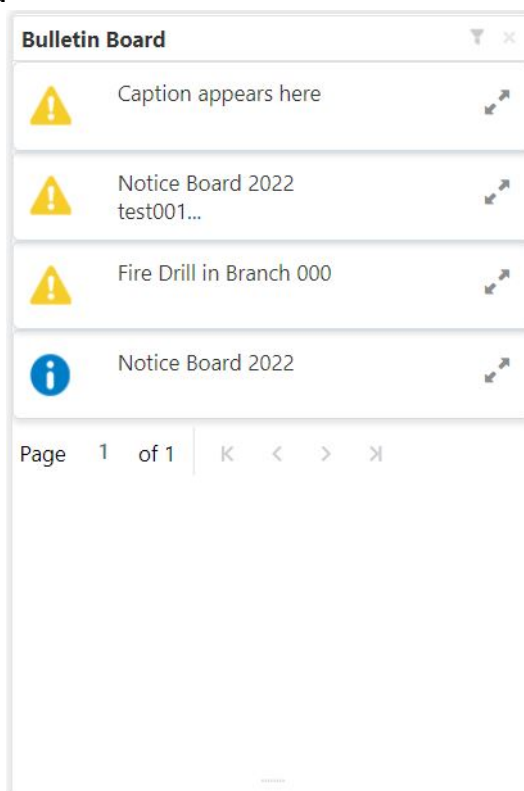
Context:

The Bulletin Board widget posts all messages about the business in between the bank and its customers. If the

bulletin message is Alert, the  icon is displayed and if the bulletin message is information, the  icon is displayed.

The messages are:

- Public news and its messages
- Bank policies and notices
- System Messages like system downtime information, network failures, etc.

Figure 2.6: Bulletin Board


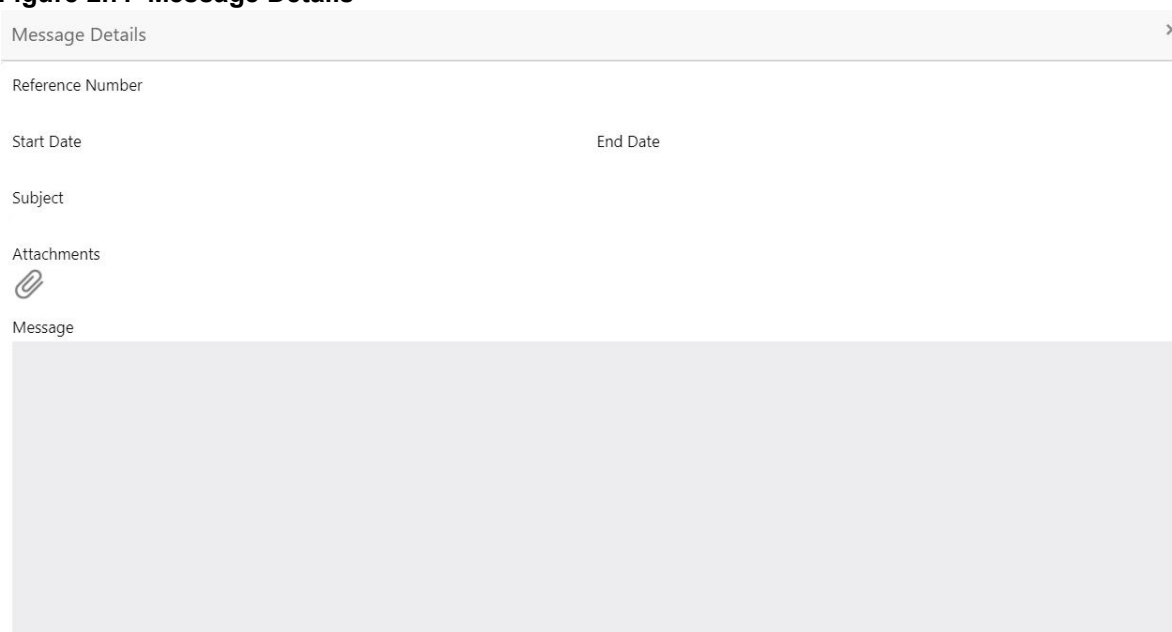
9. To view the details of the bulletin, click  icon.
STEP RESULT: **Message Details** pop-up window is displayed.

Figure 2.7: Message Details


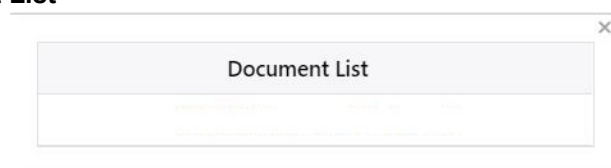
10. Click the  icon, to view the list of attachments.
 STEP RESULT: **Document List** pop-up window is displayed.

Figure 2.8: Document List


11. Click the attachment to view the document.
12. Click  icon to filter the bulletin board based on Reference Number, Start Date, End Date.
 For more information on fields, refer to the field description table.

Table 2.2: Bulletin Board-Filter

Field	Description
Reference Number	Enter the Reference Number or click the search icon to view the Reference Number pop-up window. By default, this window lists all the Reference Numbers present in the system. You can search for a specific Reference Number by providing Reference Number , and click on the Fetch button.
Start Date	Click on the adjoining calendar icon and specify the Start Date .
End Date	Click on the adjoining calendar icon and specify the End Date .

- Click the **Filter** button.

STEP RESULT: The applied Filters will appear in the band within the widget.

- To remove the filters, click  icon and click the clear button

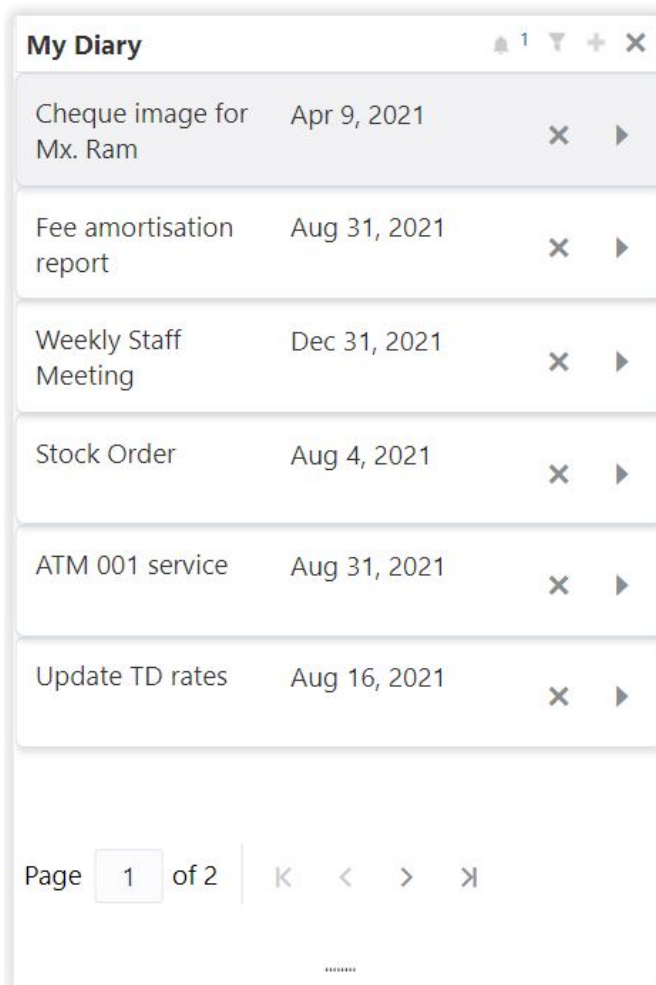
2.3 My Diary













This topic describes the systematic instruction about the My Diary widget in Dashboard.





CONTEXT:


My Diary widget helps users to keep a record of activities that they would perform in the near future or perform at regular intervals. This widget allows users to set reminders, define a frequency for reminders as well as define an end date to the event.

Figure 2.9: My Diary



My Diary		
Cheque image for Mx. Ram	Apr 9, 2021	 
Fee amortisation report	Aug 31, 2021	 
Weekly Staff Meeting	Dec 31, 2021	 
Stock Order	Aug 4, 2021	 
ATM 001 service	Aug 31, 2021	 
Update TD rates	Aug 16, 2021	 

Page of 2 |    

- Click  to filter the events based on due date.

For more information on fields, refer to the field description table.

Table 2.3: My Diary-Filter

Field	Description
Filter By Due Date	Click on the adjoining calendar icon and specify the Due date.




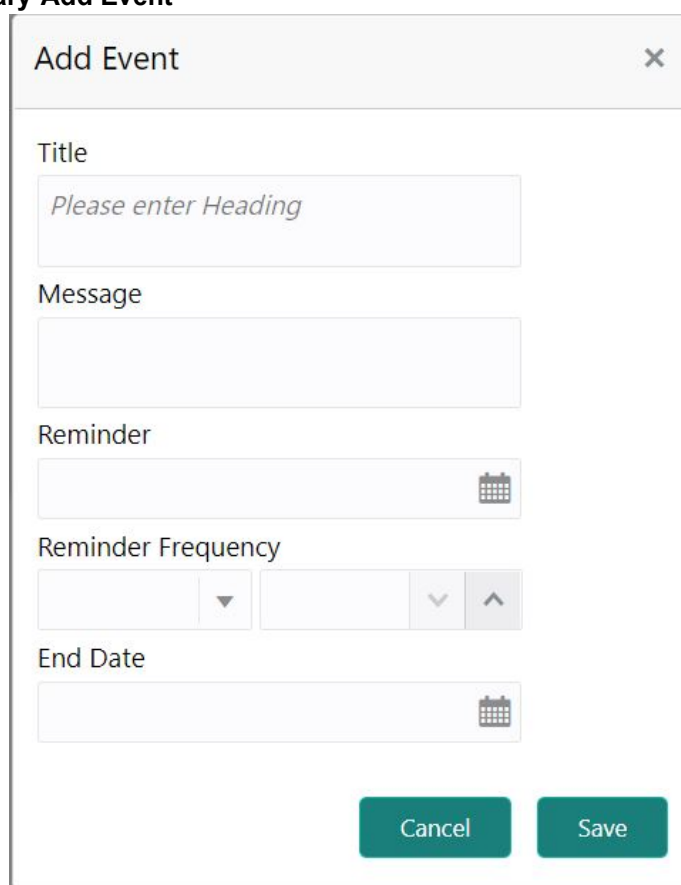
- The dairy event within the widget will show the Title and the End-Date. Click  to view or edit the diary event.
- When the user defines the reminder date for a dairy event, the bell icon with the number of reminder events will be displayed. Click  icon to view the events that are due for the day.
- Click  to create a new Diary event.
STEP RESULT: **Add Event** pop up screen is displayed.

Figure 2.10: My Diary-Add Event


- On **Add Event** pop up screen, specify the fields.
For more information on fields, refer to the field description table.

Table 2.4: My Diary-Add Event

Field	Description
Title	Enter an appropriate title for the diary event. When event is saved, the title appears on the widget.

Field	Description
Message	Enter details about the diary event.
Reminder	Click on the adjoining calendar icon and specify the reminder date.
Reminder Frequency	Users can define a reminder frequency for the diary event in Days, Months, or Years. By using the increment and decrement button, the frequency can be increased or decreased.
End Date	Click on the adjoining calendar icon and specify the End date. On this date, the event will be removed from the widget. NOTE: If the Due Date is not specified, the event remains in the widget indefinitely.

6. Click the **Filter** button.

STEP RESULT: The applied Filters will appear in the band within the widget.

7. To remove the filters, click  icon and click the clear button.

2.4 Service Request

This topic describes the systematic instruction about the Service Request widget in Dashboard.

CONTEXT:

Service Request widget helps the user to capture the service requests on behalf of customers whose transactions cannot be completed in a straight-through processing sequence or which might take time to analyze or investigate. Transactions such as double debits, incorrect charges, ambiguous transactions fall into this category.

The Service Requests widget is classified based on priority namely:

- High
- Medium
- Low

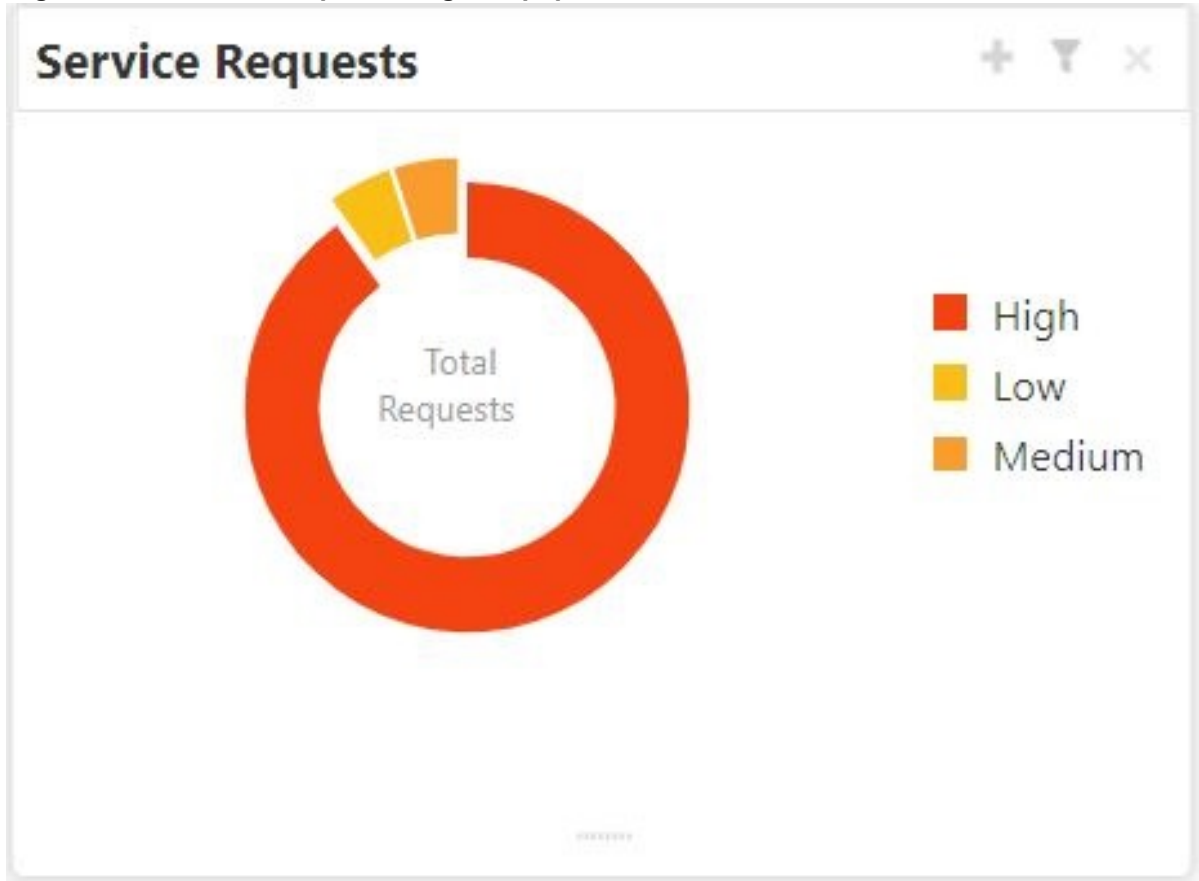
Figure 2.11: Service Requests



1. To view the Service Requests, hover the mouse on each section of the doughnut.
2. The Service Request details are derived from the function id **STDSRQST** (Service Request Input screen). Users can edit and save the details in this screen.
3. On the Service Request doughnut, when a section is clicked the doughnut pops out. Whenever the page is navigated away from the dashboard, this pop-out will reset and go back to the default view.

STEP RESULT: **Service Request Doughnut pop-out** is displayed.

Figure 2.12: Service Request Doughnut pop-out




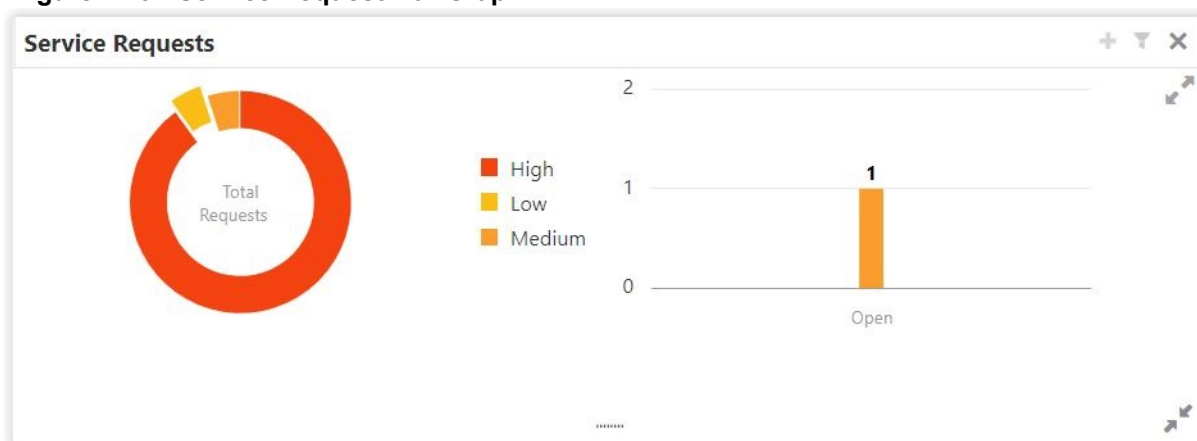


4. Click  icon to view the bar graph which displays different status of the service requests. Each bar displays the total number of service requests at the top of the bar.
STEP RESULT: **Service Request-Bar Graph** is displayed.

Figure 2.13: Service Request-Bar Graph

5. The bar graph displays different status like Open, Closed, Escalated, Pending. For a specific status, users can click the bar to view the following service request details in a tabular format.
 - a. Service Request Number
 - b. Service Request Type
 - c. Customer Number
 - d. Account Number
6. Click  icon to close the bar graph.
7. On the Service Request widget, click  icon to view available service requests for selected priority with the status in tabular format.

STEP RESULT: **Priority Service Request** pop-up window gets displayed.

Figure 2.14: Priority Service Request Pop Up Window


Low Priority Service Requests ✕

Service Request Number Customer Number Account Number Status

Search with Service Request No

Service Request Number	Service Request Type	Customer Number	Account Number	Status
000XXX000024	Auto Payment			Open

Page 1 of 1 (1 of 1 items) ⏪ < 1 > ⏩

8. Users can view the following details in the Service Requests table,
 - a. Service Request Number
 - b. Service Request Type
 - c. Customer Number
 - d. Account Number
 - e. Status
9. Click  icon to create New Service Requests.

STEP RESULT: **New Service Request** screen is displayed.

Figure 2.15: Service request-New Service request

New Service Request

Account Number *

Service Request Type *

Full Name

Priority

Telephone

Status

Mobile Number

Service Request Date *

Email

Target Completion Date

Service Request Description

Please enter description


10. On the **New Service Request** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 2.5: Service Request-New Service Request

Field	Description
Service request Type	Select any one of the Service Request Type from the drop-down list.
Account Number	Enter or click the Search icon to view the Customer Account Details pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing the Account Number or Account Name and click the Fetch button.
Full Name	Displays the full name defined at the customer record.
Priority	Users can select any one of the Priority Type from the drop-down list. The Priority drop-down lists the below values: <ul style="list-style-type: none"> • High • Medium • Low NOTE: By default, the Low option is selected
Telephone	Displays the telephone number defined at the customer record.
Status	Users can select any one of the Status from the drop-down list. The Status drop-down lists the below values: <ul style="list-style-type: none"> • Open • Pending • Closed • Escalated
Mobile Number	Displays the mobile number defined at the customer record.
Service Request Date	Click on the adjoining Calendar icon and specify the Service Request Date . <p style="text-align: center;">NOTE: The Service Request Date is defaulted to the branch date.</p>
Email	Displays the Email ID defined at the customer record.
Target Completion Date	Click on the adjoining calendar icon and specify the Target Completion Date of the Service Request.
Service Request Description	Users can enter the description about the Service Request.

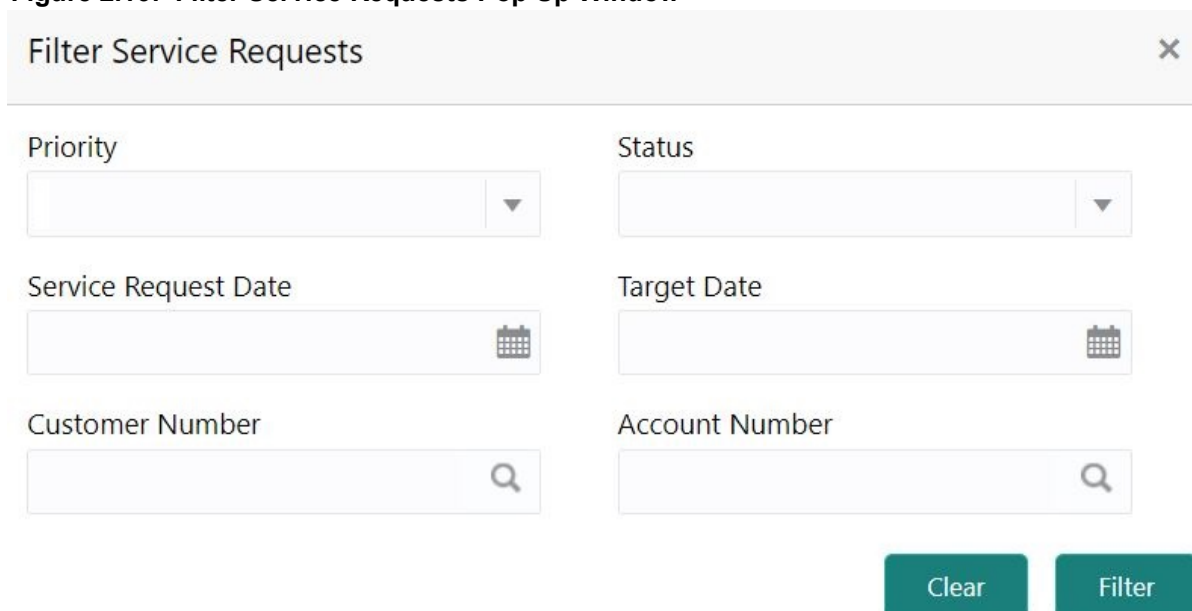
11. After entering all the details users need to click on **Save** button. The system generates a service request number and populates in the Service Request Number field & displays a success message **SR is saved**

successfully. When the user accepts the message, the screen is closed and the service request appears on the widget.

12. Click  to filter the service requests.

STEP RESULT: **Filter Service Requests** pop up window is displayed.

Figure 2.16: Filter Service Requests Pop Up Window



Filter Service Requests ×

Priority

Status

Service Request Date

Target Date

Customer Number

Account Number

Clear Filter

13. On **Filter Service Requests** pop up window, specify the fields.
For more information on fields, refer to the field description table.

Table 2.6: Filter Service Requests

Field	Description
Priority	Users can select any one of the Priority Type from the drop-down list. The Priority drop-down lists the below values, <ul style="list-style-type: none"> • High • Medium • Low
Status	Users can select any one of the Status from the drop-down list. The Status drop-down lists the below values, <ul style="list-style-type: none"> • Open • Pending • Closed • Escalated
Service Request Date	Click on the adjoining calendar icon and specify the Service Request Date .
Target Date	Click on the adjoining calendar icon and specify the Target Date of the service request.
Customer Number	Enter the Customer Number or click the search icon to view the Customer Details pop-up window. By default, this window lists all the Customer Numbers present in the system. You can search for a specific Customer Details by providing Customer Number or Customer Name and click the Fetch button.
Account Number	Enter the Account Number or click the search icon to view the Customer Account Details pop-up window. By default, this window lists all the Customer Numbers present in the system. You can search for a specific Customer Account Details by providing Customer Number, Account Number or Account Name and click the Fetch button.

14. Click the **Filter** button.

STEP RESULT: The applied Filters will appear in the band within the widget.

15. To remove the filters, click  icon and click the clear button.

2.5 My Pending Tasks

This topic describes the systematic instruction about My Pending Tasks widget in Dashboard.

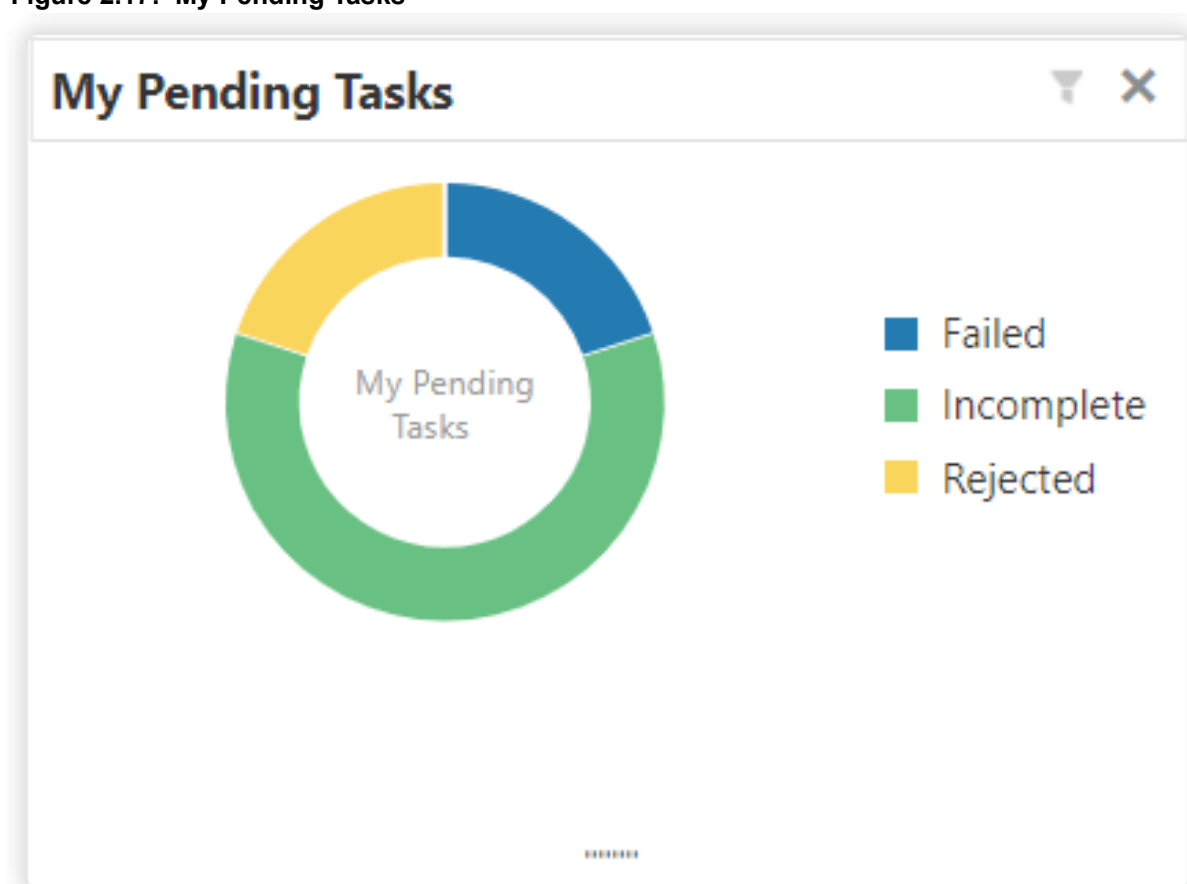
CONTEXT:

My Pending Tasks widget provides the user list of transactions that are in different statuses such as rejected, failed, and incomplete. Users can click on each section of the widget to access the transactions and proceed to complete them.

My Pending Tasks doughnut is classified as follows:

- Failed
- Incomplete
- Rejected

Figure 2.17: My Pending Tasks





1. To view the Pending Tasks, hover the mouse on each section of the doughnut.
2. Click  to display the transactions based on process name.
For more information on fields, refer to the field description table.

Table 2.7: My Pending Tasks-Filter

Field	Description
Process Name	Enter the Process Name or click on the search icon to select the processes available under a particular sub-domain.

3. Click the **Filter** button.
STEP RESULT: The applied Filters will appear in the band within the widget.
4. To remove the filters, click  icon and click the clear button.

3. Scheduled Transfer

This topic describes the systematic instruction to maintain scheduled transfer. A customer can issue standing instructions to the bank, to perform a certain transaction for a particular period without any follow-up or intervention by either party. For example, a customer can instruct the bank to debit a Current and Savings Account account by a fixed amount at a predefined frequency and transfer the funds to another account. When the customer requests a scheduled transfer to Current and Savings Account, the operation officer can capture the instruction details on this screen.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **Scheduled Transfer**, or specify the **Scheduled Transfer** in the Search icon bar.

STEP RESULT: **Scheduled Transfer** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 3.1: Scheduled Transfer Screen

2. On **Scheduled Transfer** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 3.1: Scheduled Transfer - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and clicking on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed by default based on the account selected.

Field	Description
Beneficiary Account Number	Enter the Beneficiary Account Number, or click the search icon to view the Beneficiary Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Beneficiary Account Number by providing Customer ID, Beneficiary Account Number, or Beneficiary Account Name and clicking on the Fetch button.
Beneficiary Account Name	Beneficiary Account Name is displayed based on the account selected.
Transfer Amount	Input the Transfer Amount for scheduled transfer, this amount will be transferred on a predefined frequency. Field Transfer Amount is appended with transaction currency. Beneficiary account number currency will be default as transfer amount currency while choosing the beneficiary account number.
Frequency	The user can select the execution frequency from the Frequency drop-down list. Standing instruction transfer to Current and Savings Account will be executed on the selected frequency. Frequency drop-down list the below values: <ul style="list-style-type: none"> • Days • Months • Years The user can easily increase or decrease the value for the selected frequency with the up and down button.
Start Date	The system will default the Start Date as the current branch date, user can modify the start date to any future date using the adjoining calendar button. The first Standing instruction will be executed on the start date. NOTE: Start Date cannot be backdated.
Number of Transfers	The User can define the number of transfers to be executed on predefined frequency, it is not a mandatory field, if the user sets the number of transfers, the expiry date will be auto-calculated based on the Start date, Frequency, Month End Execution, and the number of transfers. The value for Number of Transfers can be increased or decreased using the Up and Down buttons

Field	Description
Month End Execution	<p>The user can make sure that the standing instruction transfer to Current Account and Savings Account is executed every month-end by enabling the month-end execution. Month End execution is defined for daily frequency. By default month-end, execution will be off.</p> <p>Month End flag can be enabled only if the start date is falling on month-end</p>
End Date	<p>Click the calendar and specify the expiry date.</p> <p>The expiry date is a non-mandatory field. If the expiry date is not captured, the system considers the standing instruction as open-ended.</p> <p>NOTE: End Date cannot be less than Start Date.</p>
Narrative	<p>The Narrative defaults as Scheduled Transfer. The user can modify the defaulted value.</p>

4. View and Modify Scheduled Transfer

This topic describes the systematic instruction to View, Modify and Close the Schedule Transfer. A new User Interface is required for finding the existing scheduled transfer contract and modify or close the contract or view the schedule transfer cycle details.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **View and Modify Scheduled Transfer**, or specify the **View and Modify Scheduled Transfer** in the Search icon bar.

STEP RESULT: **View and Modify Scheduled Transfer** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 4.1: View and Modify Scheduled Transfer

View and Modify Scheduled Transfer

Account Number *

Instruction Details

Transfer to

Instruction Number

Beneficiary Account Number

Transfer Amount

Frequency

End Date

Narrative

Page 1 of 1 (1 of 1 items)

Figure 4.2: Schedule Transfer Cycle Details

Scheduled Transfer Cycle Details

Account Number *

Instruction Details

Basic Details

Instruction Number

Beneficiary Account Number

Beneficiary Account Name

Transfer Amount

Start Date

End Date

Narrative

Execution Preferences

Frequency

Number of Transfers

Month End Execution

Next Execution Date

Last Cycle Number

Suspend Execution

Cycle Details

Cycle	Scheduled Date	Success Date	Retry Count	Transfer Amount	Execution Status
No data to display.					

Page 1 (0 of 0 items)


Figure 4.3: Modify Scheduled Transfer

2. On **View and Modify Scheduled Transfer** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 4.1: View and Modify Scheduled Transfer

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and clicking on the Fetch button. NOTE: The Account Name is displayed adjacent to this field as the account number is selected.
Instruction Details	This section displays the instruction details for the account selected.
Transfer to <>	Display the transfer account number.
Search Result	The contract details are displayed in tile format. The available basic details displayed are: <ul style="list-style-type: none"> • Instruction Number • Beneficiary Account Number • Transfer Amount • Frequency • End Date • Narrative

Table 4.2: View and Modify Scheduled Transfer - Field Description

Field	Description
View Transaction	Click  to view the Schedule Transfer Cycle Details . For more information, refer to the Schedule Transfer Cycle Details – Field Description .



3. Click  to view the Schedule Transfer Cycle Details.
STEP RESULT: **Schedule Transfer Cycle Details** screen displays.
4. On **Schedule Transfer Cycle Details** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 4.3: Schedule Transfer Cycle Details - Field Description


Field	Description
Instruction Details	This section displays the instruction details for the account selected.
Basic Details	This section displays the basic instruction details.
Instruction Number	Displays the instruction number.
Beneficiary Account Number	Displays the account number of the beneficiary.
Beneficiary Account Name	Displays the account name of the beneficiary
Transfer Amount	Displays the amount for transfer.
Start Date	Displays the start date of the instruction.
End Date	Displays the end date of the instruction.
Narrative	Displays the narration for the instruction.
Execution Preferences	This section displays the execution preferences for the instruction.
Frequency	Displays the frequency defined for the instruction.
Number of Transfers	Displays the number of transfers allowed.
Month End Execution	Displays whether month end execution is allowed or not.
Next Execution Date	Displays the date for the new execution.
Last Cycle Number	Displays the last cycle number of the instruction.
Suspend Execution	This section displays the cycle details for the selected account.
Cycle Details	Displays the cycle number.
Cycle	Displays the scheduled date for the transfer cycle.
Scheduled Date	Displays the success date of the transfer cycle.
Success Date	Displays the number of retries in the transfer cycle.
Retry Count	Displays the transfer amount in the cycle.
Transfer Amount	Displays the transfer amount in the cycle.
Execution Status	Displays the execution status in the transfer cycle.

5. On **Modify Scheduled Transfer** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 4.4: Modify Transaction

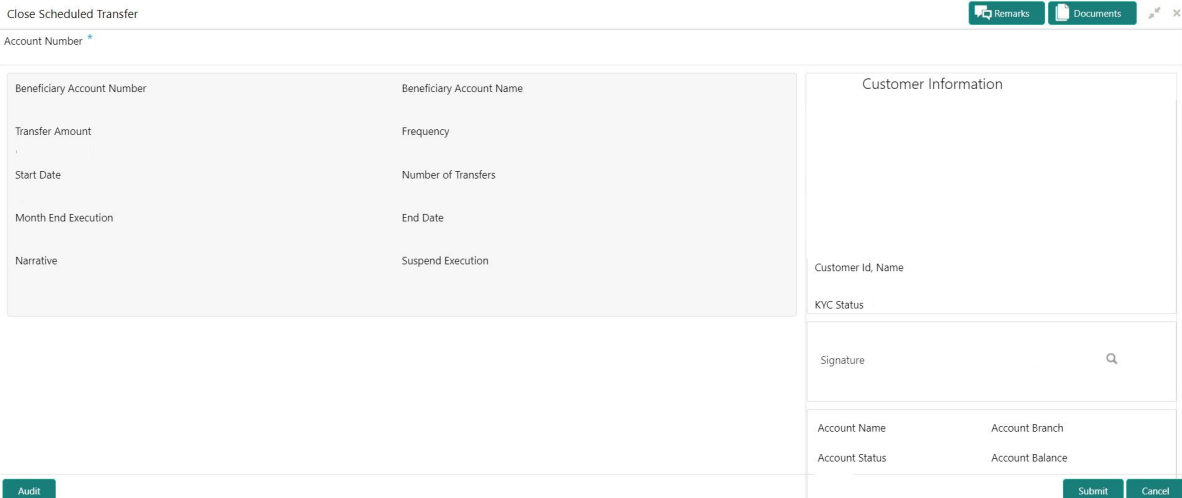
Field	Description
Modify Transaction	<p>Click  to modify the scheduled transfer contract details. User can modify the below details:</p> <ul style="list-style-type: none"> • Transfer Amount • Frequency • Number of Transfers • Month End Execution • End Date • Narrative • Suspend Execution
Transfer Amount	The transfer amount displayed can be modified by the user.
Frequency	<p>Users can modify the execution frequency from the Frequency drop-down list. Standing instruction transfer to Current and Savings Account will be executed on the selected frequency. Frequency drop-down list the below values:</p> <ul style="list-style-type: none"> • Days • Months • Years <p>Users can easily increase or decrease the value for the selected frequency with the up and down button.</p>
Number of Transfers	<p>Users can modify the number of transfers to be executed on predefined frequency, it is not a mandatory field, if the user sets the number of transfers, the expiry date will be auto-calculated based on the following criteria:</p> <ul style="list-style-type: none"> • Start Date • Frequency • Month End Execution • Number of Transfer
Month End Execution	<p>User can modify and ensure that standing instruction transfer to Current and Savings Account is executed every month-end by enabling the month-end execution.</p> <p>Month End flag can be enabled only if the start date is falling on month-end.</p> <p>Month End flag cannot be enabled for daily frequency.</p>

Field	Description
End Date	The system displays the existing value and the user can modify the value, user can modify the expiry date from the adjoining calendar. The expiry date is a non-mandatory Field, if the expiry date is not captured, the system considers the standing instruction as open-ended. In case the number of transfers is defined, the system updates the expiry date based on Start date, frequency, and month-end execution. Date format example- Sep 15, 2020. System updates the number of transfers based on start date, Frequency, and End date.
Narrative	The Narrative defaults as Scheduled Transfer. Users can modify the defaulted value.
Suspend Execution	Scheduled transfer execution can be stopped or started by enabling or disabling Suspend Execution.

6. On **View and Modify Schedule Transfer** screen, under **Instruction Details**, click  on the tile to close the schedule transfer.

STEP RESULT: **Close Scheduled transfer screen** is displayed.

Figure 4.4: Close Scheduled Transfer



7. Close the schedule transfer by clicking on the **Submit** button.

5. Sweep In to Account

This topic describes the systematic instructions to request Sweep In to Account. This screen will help to define sweep requests on customer accounts that get executed when the account balance falls below a predefined threshold value.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **Sweep In To Account**, or specify the **Sweep In To Account** in the Search icon bar.

STEP RESULT: **Sweep In to Account** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 5.1: Sweep In to Account

2. On **Sweep In to Account** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 5.1: Sweep In to Account

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.

Field	Description
Provider Account Number	Enter the Provider Account Number or click the search icon to view the Provider Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID, Provider Account Number , or Provider Account Name , and click Fetch button.
Provider Account Name	Provider Account Name is displayed by default based on the Provider Account Number selected.
Threshold Amount	Enter the Threshold Amount , and the account currency is defaulted. The sweep in the transaction will be executed during the end-of-day batch process if the balance in the credit account goes below the threshold amount.
Minimum Balance After Sweep	Minimum Balance After Sweep is the amount that is left in the Provider Account after the Sweep In instruction is executed. The minimum balance after sweep ensures that a certain balance is left in the Provider Account and only the excess amount is swept. This is an optional field.
Start Date	Users can define the Start Date for the sweep in instruction. Start date cannot be backdated.
End Date	Users can define the End Date for Sweep In instruction, Sweep In instruction will be closed after the end date. NOTE: End Date cannot be less than Start Date.
Narrative	The narrative will be defaulted to Sweep In to Account. The defaulted value is modifiable.

6. View and Modify Sweep In to Account

This topic describes the systematic instructions to View and Modify Sweep In to Account. This screen will help the user to Modify, View or Close the existing Sweep In To Account instruction.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **View and Modify Sweep In to Account**, or specify the **View and Modify Sweep In To Account** in the Search icon bar.

STEP RESULT: **View and Modify Sweep In to Account** screen is displayed.


Figure 6.1: View and Modify Sweep In to Account

2. On **View and Modify Sweep In to Account** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 6.1: View and Modify Sweep In to Account

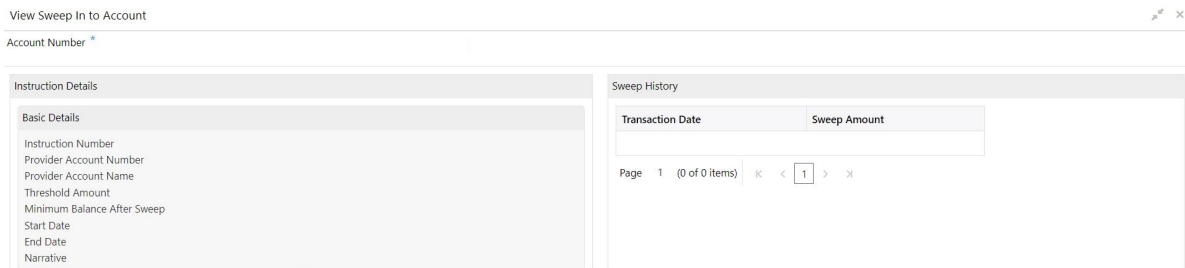
Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click Fetch button. NOTE: The Account Name is displayed adjacent to this field as the account number is selected.
Instruction Details	This section displays the instruction details for the account selected.
Sweep from <Account Name>	Displays the account name from which sweep in is to be performed.
Instruction Number	Displays the instruction number sweep in.
Provider Account Number	Displays the account number of the sweep in provider.
Threshold Amount	Displays the threshold amount with currency for sweep in.
Start Date	Displays the start date for sweep in.

Field	Description
End Date	Displays the end date for sweep in.
Narrative	Displays if any narration or description for sweep in.

3. On **View and Modify Sweep In To Account** screen, under **Instruction Details**, click  on the tile to view the sweep-in instruction.


STEP RESULT: **View Sweep In To Account** screen is displayed.

Figure 6.2: View Sweep In To Account



4. On the **View Sweep In To Account** screen, users can view the following details
- Instruction Details
 - Sweep History

NOTE: By default, the latest transaction is displayed as the first record in sweep history.

5. On **View and Modify Sweep In To Account** screen, under **Instruction Details**, click  on the tile to modify the sweep-in instruction.

STEP RESULT: **Modify Sweep In to Account** screen is displayed.


NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 6.3: Modify Sweep In To Account

6. On the **Modify Sweep In To Account** screen, specify the fields that the user can modify. For more information on fields, refer to the field description table.

Table 6.2: Modify Sweep In To Account

Field	Description
Threshold Amount	Users can modify the threshold amount. The sweep in to account instruction will be executed during the end-of-day batch process if the balance in the account goes below the threshold amount. NOTE: The amount cannot be in negative or zero value.
Minimum Balance After Sweep	Users can modify the Minimum Balance After Sweep. Minimum Balance After Sweep is the amount that is left in the Provider Account after the Sweep In instruction is executed. The minimum balance after sweep ensures that a certain balance is left in the Provider Account and only the excess amount is swept. NOTE: The amount cannot be in negative value.
End Date	Users can modify the end date for Sweep In instruction, Sweep In instruction will be closed after the end date. The calendar will display the branch holiday details. NOTE: End Date cannot be less than Start Date.
Narrative	Users can modify the Narrative field.

7. On **View and Modify Sweep In To Account** screen, under **Instruction Details**, click  on the tile to close the sweep-in instruction.

STEP RESULT: **Close Sweep In To Account** screen is displayed.

Figure 6.4: Close Sweep in To Account

Close Sweep In to Account

Account Number *

Provider Account Number	Provider Account Name	Customer Information	
Threshold Amount	Minimum Balance After Sweep	Customer Id, Name	
Start Date	End Date	KYC Status	
Narrative		Signature	Q
		Account Name	Account Branch
		Account Status	Account Balance

Audit

Submit Cancel

8. Close the sweep-in instruction by clicking on the **Submit** button.

7. Sweep Out from Account

This topic describes the systematic instructions to request Sweep Out from Account. This screen will help to define sweep-out requests on customer accounts that get executed when the account balance goes above the threshold value.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **Sweep Out from Account**, or specify the **Sweep Out from Account** in the Search icon bar.

STEP RESULT: **Sweep Out from Account** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 7.1: Sweep Out from Account

2. On **Sweep Out from Account** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 7.1: Sweep Out from Account

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.
Threshold Amount	Enter the Threshold Amount . The currency is defaulted based on the account currency. The Sweep-Out transaction will be executed during the end-of-day batch process if the balance in the account goes above the threshold amount.

Field	Description
Minimum Sweep Amount	The Minimum Sweep Amount and currency will be defaulted based on the product parameter and account currency. Sweep out instruction is executed only if the derived sweep amount (Account balance minus the Threshold Amount) is greater than or equal to Minimum Sweep Amount. This is an optional field that can be input during the sweep setup.
Beneficiary Account Number	Enter the Beneficiary Account Number or click the search icon to view the Beneficiary Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Beneficiary Account Number , or Beneficiary Account Name and click the Fetch button.
Beneficiary Account Name	Beneficiary Account Name is displayed based on the Beneficiary account number selected.
Start Date	Users can define the Start Date for sweep-out instruction. The start date cannot be backdated.
End Date	Users can define the End Date for sweep-out instruction, Sweep out instruction will be closed after the end date. NOTE: End Date cannot be less than Start Date.
Narrative	The narrative will be defaulted as Sweep Out from Account. The defaulted value is modifiable.

8. View and Modify Sweep Out from Account

This topic describes the systematic instructions to View and Modify Sweep Out to Account. This screen will help the user to Modify, View or Close the existing Sweep Out from Account instruction.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **View and Modify Sweep Out from Account**, or specify the **View and Modify Sweep Out from Account** in the Search icon bar.

STEP RESULT: **View and Modify Sweep Out From Account** screen is displayed.


Figure 8.1: View and Modify Sweep Out from Account

The screenshot displays the 'View and Modify Sweep Out from Account' interface. At the top, there is a search bar labeled 'Account Number' with a magnifying glass icon. Below this is a table titled 'Instruction Details'. The table has one row with the header 'Sweep to'. The columns in this row are: 'Instruction Number', 'Beneficiary Account Number', 'Start Date', 'End Date', 'Threshold Amount', and 'Narrative'. At the bottom right of the table, there are three icons: a refresh icon, a checkmark icon, and a close icon. Below the table, there is a pagination bar that reads 'Page 1 of 1 (1 of 1 items)' and includes navigation arrows.

2. On **View and Modify Sweep Out from Account** screen, specify the fields.
For more information on fields, refer to the field description table.

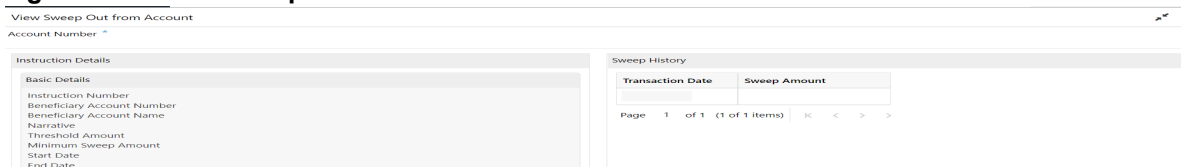
Table 8.1: View and Modify Sweep Out From Account - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name , and click Fetch button. NOTE: The Account Name is displayed adjacent to this field as the account number is selected.
Instruction Details	This section displays the instruction details for the account selected.
Sweep to <>	Displays the sweep to account holder's name.
Instruction Number	Displays the instruction number.
Beneficiary Account Number	Displays the account number of the beneficiary.
Start Date	Displays the start date of the instruction.
End Date	Displays the end date of the instruction.
Threshold Amount	Displays the threshold amount for the instruction.
Narrative	Displays the narration for the instruction.

3. On **View and Modify Sweep Out from Account** screen, under **Instruction Details**, click  on the tile to view the sweep-out instruction.

STEP RESULT: **View Sweep Out from Account** screen is displayed.

Figure 8.2: View Sweep Out from Account



4. On **View Sweep Out from Account** screen, specify the fields.
For more information on fields, refer to the field description table.


Table 8.2: View Sweep Out From Account - Field Description

Field	Description
Account Number	Displays the account number and account name selected in the View and Modify Sweep Out From Account screen.
Instruction Details	This section displays the instruction details for the account selected.
Basic Details	This section displays the basic instruction details.

Field	Description
Instruction Number	Displays the instruction number.
Beneficiary Account Number	Displays the account number of the beneficiary.
Beneficiary Account Name	Displays the account name of the beneficiary.
Narrative	Displays the narration for the instruction.
Threshold Amount	Displays the threshold amount for the instruction.
Minimum Sweep Amount	Displays the minimum sweep amount for the instruction.
Start Date	Displays the start date of the instruction.
End Date	Displays the end date of the instruction.
Sweep History	This section displays the history for the sweep.
Transaction Date	Displays the sweep transaction date.
Sweep Amount	Displays the sweep amount.

5. On the **View-Sweep Out from Account** screen, users can view the following details
 - a. Instruction Details
 - b. Sweep History

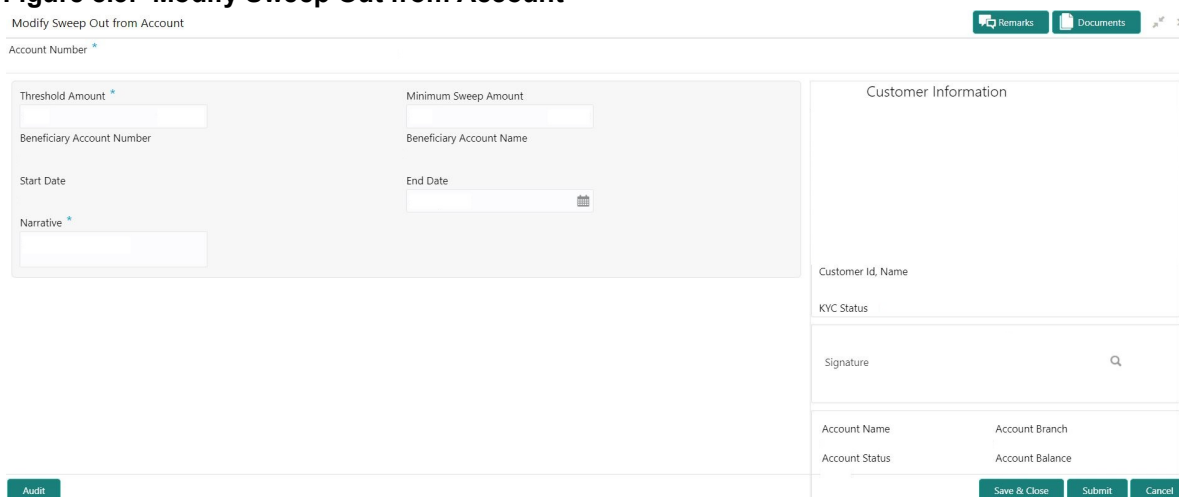
NOTE: By default, the latest transaction is displayed as the first record in sweep history.

6. On **View and Modify Sweep Out from Account** screen, under **Instruction Details**, click  on the tile to modify the sweep-out instruction.

STEP RESULT: **Modify Sweep Out from Account** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 8.3: Modify Sweep Out from Account




The screenshot displays the 'Modify Sweep Out from Account' interface. At the top, there are tabs for 'Remarks' and 'Documents'. The main form is divided into two sections. The left section, titled 'Instruction Details', contains the following fields: 'Account Number *' (mandatory), 'Threshold Amount *' (mandatory), 'Minimum Sweep Amount', 'Beneficiary Account Number', 'Beneficiary Account Name', 'Start Date', 'End Date' (with a calendar icon), and 'Narrative *' (mandatory). The right section, titled 'Customer Information', contains: 'Customer Id, Name', 'KYC Status', 'Signature' (with a search icon), 'Account Name', 'Account Branch', 'Account Status', and 'Account Balance'. At the bottom left is an 'Audit' button, and at the bottom right are 'Save & Close', 'Submit', and 'Cancel' buttons.

7. On the **Modify Sweep Out from Account** screen, specify the fields that the user can modify.
For more information on fields, refer to the field description table.

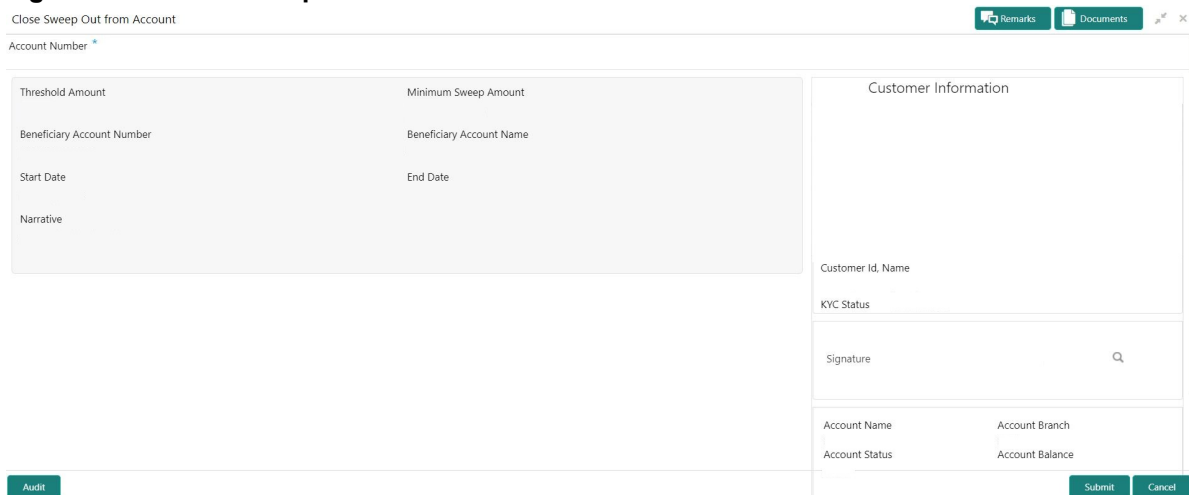
Table 8.3: Modify Sweep Out from Account - Field Description

Field	Description
Threshold Amount	Users can modify the Threshold Amount. The sweep out from account instruction will be executed during the end-of-day batch process if the balance in the account goes above the threshold amount. NOTE: The amount cannot be in negative or zero value.
Minimum Sweep Amount	Users can modify the Minimum Sweep Amount. The Sweep out instruction is executed only if the derived sweep amount (Account balance minus the Threshold Amount) is greater than or equal to Minimum Sweep Amount. NOTE: The amount cannot be in negative value.
End Date	Users can modify the end date for Sweep Out instruction, Sweep Out instruction will be closed after the end date. NOTE: End Date cannot be less than Start Date.
Narrative	Users can modify the Narrative field.

8. On **View and Modify Sweep Out from Account** screen, under **Instruction Details**, click  on the tile to close the sweep-out instruction.

STEP RESULT: **Close Sweep Out from Account** screen is displayed.

Figure 8.4: Close Sweep Out from Account



Close Sweep Out from Account

Account Number *

Threshold Amount Minimum Sweep Amount

Beneficiary Account Number Beneficiary Account Name

Start Date End Date

Narrative

Customer Information

Customer Id, Name

KYC Status

Signature

Account Name Account Branch

Account Status Account Balance

Audit Submit Cancel

9. Close the sweep-out instruction by clicking on the **Submit** button.

9. Term Deposit Instruction

This topic describes the systematic instructions to Create Term Deposit Instruction, Modify or Close the existing term deposit instruction. This screen helps to capture the customer requests for creating a term deposit account if the account balance goes above the threshold limit. This will ensure a better interest return to account holders.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **Term Deposit Instruction**, or specify the **Term Deposit Instruction** in the Search icon bar.

STEP RESULT: **Term Deposit Instruction** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 9.1: Term Deposit Instruction

The screenshot displays the 'Term Deposit Instruction' interface. At the top, there is a search bar labeled 'Account Number *' with a magnifying glass icon. Below this is a 'Create Instruction' panel. On the left side of this panel, there are three mandatory fields: 'Threshold Amount *', 'Start Date *', and 'Tenor *'. On the right side, there are two optional fields: 'Sweep Multiples' and 'End Date'. To the right of the 'Create Instruction' panel, there is a customer selection area with a person icon and the text 'No Customer Selected'. At the bottom of the screen, there are four buttons: 'Audit', 'Save & Close', 'Submit', and 'Cancel'.

2. When the user inputs the account number, the system displays **Create Instruction** screen, If an active deposit instruction is unavailable.
3. On **Term Deposit Instruction** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 9.1: Term Deposit Instruction

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed by default based on the account number selected.
Threshold Amount	Account Currency will default to Threshold Amount filed. User can define the threshold amount for creating the term deposit account if the current account and savings account balance exceed the threshold amount, the system creates a term deposit account for the excess amount after considering the sweep multiples.
Sweep Multiples	Users can define the sweep multiples of which the term deposit to be created, this will avoid term deposit creation for a small amount.
Start Date	Users can define the start date from which the term deposit instruction to be valid, using the adjoining calendar. The system will default the start date as the current branch date, user can modify the start date to any future date. NOTE: Start Date cannot be backdated.
End Date	Users can define the end date of term deposit instruction, using the adjoining calendar, the system will not execute the term deposit instruction after the end date. NOTE: End Date cannot be less than Start Date.
Tenor	Users can define the tenor details for creating the term deposit account. Term Deposit account will be created for the selected tenor. The tenor drop down list the below values: <ul style="list-style-type: none"> • Days • Months • Years Users can increase or decrease the selected tenor with up and down arrow buttons.

4. When the user input the account number, the system displays **Edit instruction** screen with existing instruction details, If an active deposit instruction is available.

STEP RESULT: **Edit Instruction** screen is displayed.

Figure 9.2: Edit Instruction

Term Deposit Instruction

Account Number *

Remarks Documents

Close Instruction

Threshold Amount *

Sweep Multiples

Start Date *

End Date

Tenor *

Customer Information

Customer Id. Name

KYC Status

Signature

Audit

Save & Close Submit Cancel

5. On the **Edit Instruction** screen, users can modify the following details:
 - a. Threshold Amount
 - b. Sweep Multiples
 - c. End Date
 - d. Tenor
6. To close the Term Deposit Instruction, click on **Close Instruction** button on the **Edit Instruction** screen and click **Submit**.

10. Online Account Sweep In

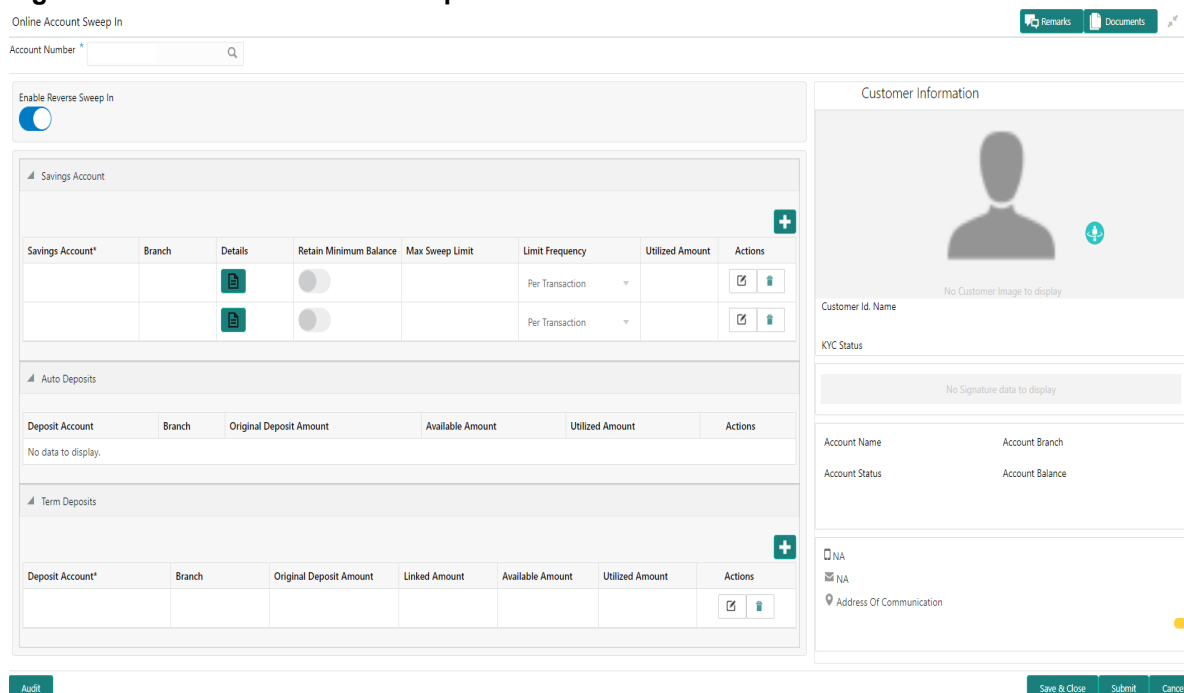
This topic describes the systematic instructions about Online Account Sweep In. This screen helps the users to link Savings accounts, Auto Deposits, and Term Deposits to a Primary Account to enable online sweep-in and reverse sweep-in feature. Online sweep enables the customer to utilize funds available in these accounts when there is a shortfall of balance in the Primary Account during a debit transaction.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **Online Account Sweep In**, or specify the **Online Account Sweep In** in the Search icon bar.

STEP RESULT: **Online Account Sweep In** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 10.1: Online Account Sweep In



2. On **Online Account Sweep In** screen, specify the fields. For more information on fields, refer to the field description table.

Table 10.1: Online Account Sweep In

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID, Account Number, or Account Name and click on the Fetch button. When users enter the account number, the customer information is displayed. NOTE: Account Name is displayed based on the account number selected.
Search	Users need to click on Search button to view the Sweep History details.






3. After clicking on the Search button, the system displays the existing records for Savings Account, Auto Deposits, and Term Deposits in a tabular format. If no records are found, the system displays a message 'No records exist for the given account number'.
4. Users can link new Savings Account, Term Deposits by clicking on  icon.
5. To input the editable fields like Savings Account, Seep Limit, Limit Frequency, Deposit Account, Linkage Percentage, Linked Amount click  icon.
6. To link the new Savings Account, Term Deposits click  icon.
7. To delete the linked Savings Account, Auto Deposits and Term Deposits by clicking  icon.
8. On **Savings Account**, specify the fields.
For more information on fields, refer to the field description table.

Table 10.2: Online Account Sweep In-Savings Account

Field	Description
Savings Account	Displays the saving account numbers that are linked as a part of the sweep structure.
Branch	Displays the branch code for the selected Savings account number.
Details	<p>Click  icon to view more details about the cover account that is linked to the parent account. On clicking the icon, the following details are displayed:</p> <ul style="list-style-type: none"> • Customer Name • Available Balance • Currency • Last Sweep In Amount
Retain Minimum Balance	<p>Users can click on the toggle button to enable or disable the minimum balance.</p> <p>When the Toggle button is enabled, the amount swept from the Savings Account is the difference between the available balance and the minimum balance maintained. The system considers the minimum balance of the Savings Account when the account balance goes below the minimum balance.</p> <p>If the toggle button is not enabled, the available balance in the Savings Account is swept during a transaction.</p>
Sweep Limit	Users can input the maximum amount to be swept from the Savings Account.
Limit Frequency	<p>Users can select the Limit Frequency from the drop-down list. The drop-down lists the below values:</p> <ul style="list-style-type: none"> • Per Transaction- The sweep limit maintained for the Savings Account is applied for every transaction that requires the amount to be swept from the Savings Account. • Daily- The sweep limit maintained for the Savings Account is the cumulative limit up to which the sweep transactions will be allowed for the day.
Utilized Amount	Displays the amount utilized by the receiving account number during a sweep in transaction.
Actions	Enables the options to Create, Modify, Delete.

9. When Primary Account and Auto Deposit account classes are enabled for Sweep in, then the system by default includes auto deposits of a primary account in Sweep structure maintained for the primary account and allocates 100% of Auto Deposit amount as Linked Amount.

10. On Auto Deposits, system displays the following fields.
- Linkage Order
 - Branch
 - Deposit Account
 - Original Deposit Amount
 - Available Amount
 - Utilized Amount
11. On **Term Deposits**, specify the fields.
For more information on fields, refer to the field description table.

Table 10.3: Online Account Sweep In-Term Deposits

Field	Description
Linkage Order	Displays the sequential order of the Term Deposit account linked. This is automatically updated by the system.
Branch	Displays the branch code for the selected Deposit account number.
Deposit Account	Enter the Deposit Account number or click on the search icon to view the Deposit Account pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Deposit Account by providing Customer ID , Account Number , or Account Name and click on the Fetch button.
Original Deposit Amount	Displays the amount for the Deposit Account.
Linkage Percentage	Users can input the percentage. The value can be less than or equal to 100. NOTE: The value cannot be in negative value. If the entered value is more than 100, the system displays an error.
Linked Amount	Users can specify the amount. This amount cannot be greater than the available deposit amount.
Available Amount	Displays the available amount for the Deposit Account.
Utilized Amount	Displays the amount utilized by the receiving account number during a sweep in transaction.
Actions	Enables the options to Delete, Create

12. To **Enable Reverse Sweep In**, click on the toggle button.

11. Online Account Sweep History

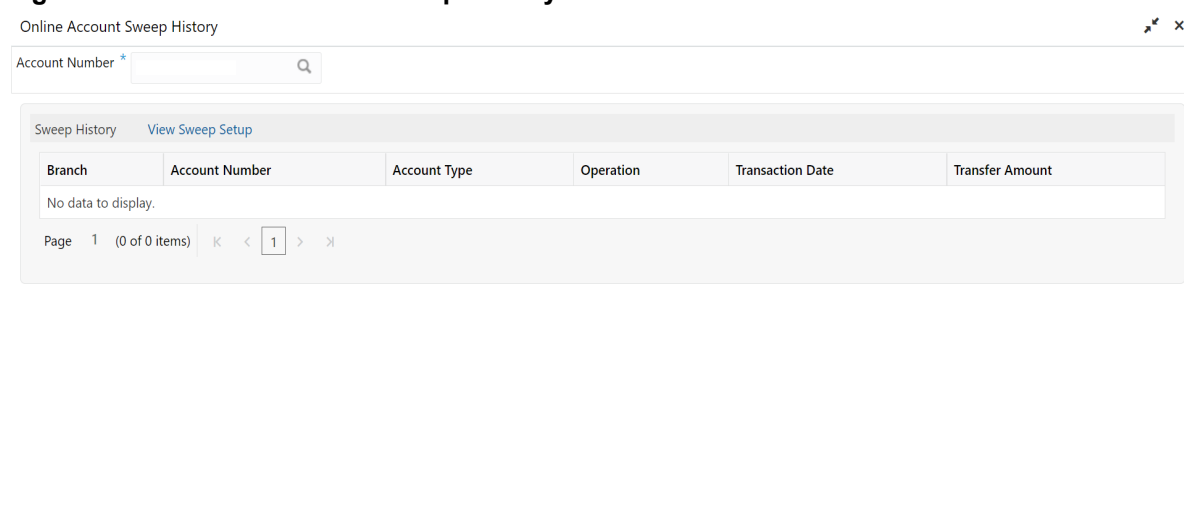
This topic describes the systematic instructions about Online Account Sweep History. This screen helps in inquiring about the sweep in and reverse sweep in transactions that have taken place as a result of the customer opting for the Current Account and Savings Account sweep in feature on the primary account. The system computes the Sweep history details when Savings Accounts, Auto Deposits or Term Deposits are linked to the primary account in 'Online Account Sweep In' screen at a customer account level.

1. On the **Homepage**, from **Account Services**, under **Inquiry**, click **Online Account Sweep History**, or specify **Online Account Sweep History** in the Search icon bar.

STEP RESULT: **Online Account Sweep History** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 11.1: Online Account Sweep History



2. On **Online Account Sweep History** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 11.1: Sweep History

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click on the Fetch button. NOTE: Account Name is displayed based on the account number selected.

3. After input of the account number, the Sweep History details are displayed in a tabular format.
4. On **Sweep History** details, users can view the fields.
For more information on fields, refer to the field description table.

Table 11.2: Sweep History Details

Field	Description
Account Number	Displays the linked Account Number.
Branch	Displays the branch code for the account number.
Account Type	Displays if the linked account is Savings Account, Auto Deposit or Term Deposit.
Operation	Displays the operation performed on the sweep transaction if it is a Sweep In or Reverse Sweep In transaction.
Transaction Date	Displays the date of sweep in or reverse sweep in transaction.
Transfer Amount	Displays the transfer amount involved in sweep in or reverse sweep in.

5. **View Sweep Setup** remains inactive until the account number is input and the Search button is clicked. When users click on the **View Sweep Setup**, Account Sweep In Definition pop up window is displayed.
6. In the Account Sweep In Definition screen, users can view the Account Sweep In details. The details are as follows,
 - a. Enable Reverse Sweep In
 - a. Savings Accounts
 - a. Auto Deposits
 - a. Term Deposits

12. Stop Cheque Payment

This topic describes the systematic instructions for stopping the payment of the cheque. Based on customer requests, the bank can stop payment on an uncleared cheque. Stop payment requests can either be for a single cheque or a continuous sequence of cheques or an amount.

NOTE: Users can select the option **Single Cheque** or **Range of Cheques** or **Amount** for a stop payment. If stop payment to be performed for multiple sequential cheque numbers, the user has to select the **Range of cheques** option. To input a stop payment instruction based on Amount, the user has to select the **Amount** option.

1. On the **Homepage**, from **Account Services**, under **Cheque Book**, click **Stop Cheque Payment**, or specify the **Stop Cheque Payment** in the Search icon bar.

STEP RESULT: **Stop Cheque Payment** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 12.1: Stop Cheque Payment - Single Cheque tab

The screenshot shows the 'Stop Cheque Payment' application window with the 'Single Cheque' tab selected. The interface includes a search bar for 'Account Number *' at the top. Below the search bar, there are three tabs: 'Single Cheque' (selected), 'Range of Cheques', and 'Amount'. Under the 'Single Cheque' tab, there are two input fields: 'Cheque Number *' and 'Stop Reason *'. To the right of these fields is a customer selection area with a person icon and the text 'No Customer Selected'. At the bottom of the window, there are buttons for 'Audit', 'Save & Close', 'Submit', and 'Cancel'. The top right corner of the window has icons for 'Remarks' and 'Documents'.

Figure 12.2: Stop Cheque Payment - Range of Cheque tab

The screenshot shows the 'Stop Cheque Payment' application window with the 'Range of Cheques' tab selected. The interface is similar to Figure 12.1, but with different input fields. Under the 'Range of Cheques' tab, there are three input fields: 'Cheque Start Number *', 'Cheque End Number *', and 'Stop Reason *'. The 'No Customer Selected' area remains on the right. The bottom buttons ('Audit', 'Save & Close', 'Submit', 'Cancel') and the top right corner icons ('Remarks', 'Documents') are the same as in Figure 12.1.

Figure 13: Stop Cheque Payment - Amount tab

2. On **Stop Cheque Payment** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 12.1: Stop Payment Cheque - Single Cheque - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing a Customer ID , Account Number , or Account Name and clicking on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.
Cheque Number	Enter the Cheque Number on which payment has to be stopped. NOTE: The option to input a single cheque number is available when Single Cheque is selected. This field is mandatory.
Stop Reason	User can capture the reason for stop payment instruction.

Table 12.2: Stop Payment Cheque - Range of Cheque- Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing a Customer ID , Account Number , or Account Name and click the Fetch button.

Field	Description
Account Name	Account Name is displayed based on the account number selected.
Cheque Start Number	Enter the first cheque number in a series of cheques on which payment has to be stopped. NOTE: The option to input Cheque Start Number is available when Range of Cheques is selected.
Cheque End Number	Enter the last cheque number in a series of cheques on which payment has to be stopped. NOTE: The option to input Cheque End Number is available when Range of Cheques is selected. Cheque End Number cannot be less than the Cheque Start Number . The cheque numbers must always be sequential.
Stop Reason	User can capture the reason for stop payment instruction.

Table 12.3: Stop Payment Cheque - Amount- Field Description

Field	Description
Account Number	Enter the Account Number or click the Search icon to view the Account Number pop-up window. By default, this window lists all the account numbers present in the system. You can search for a specific Account Number by providing a Customer ID , Account Number , or Account Name and click the Fetch button.
Account Name	Account Name is displayed based on the Account Number selected.
Amount	Enter the amount on which payment has to stop. If the Stop Payment Type is selected as an Amount , the cheque amount represents the amount for which the cheque was drawn.
Expiry Date	Click the Calendar icon and specify the expiry date. The stop payment expires on the selected date. A stop payment is effective till the End of Day is executed on the expiry date.
Stop Reason	Specify the reason for including the Stop Cheque Payment instruction.

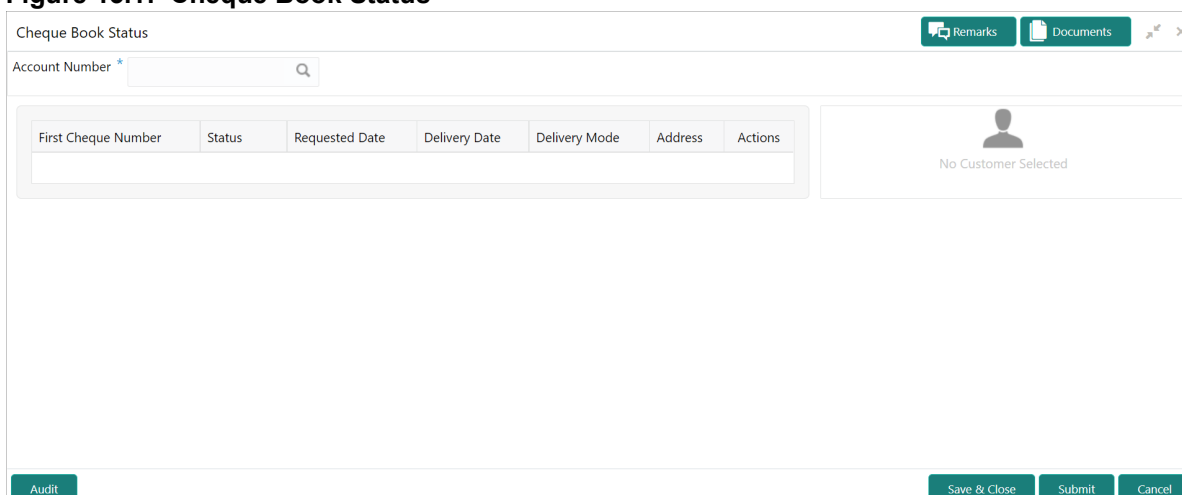
13. Cheque Book Status

This topic describes the systematic instructions about the Cheque Book Status. The Cheque Book Status screen helps the user to inquire about the delivery status of the cheque book that the customer has requested for and be able to update its status to Delivered once it is delivered to the customer

1. On the **Homepage**, from **Account Services**, under **Cheque Book**, click **Cheque Book Status**, or specify the **Cheque Book Status** in the Search icon bar.

STEP RESULT: **Cheque Book Status** screen is displayed.


Figure 13.1: Cheque Book Status



2. On the **Cheque Book Status** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 13.1: Cheque Book Status - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click on the Fetch button.
Account Name	Account Name is displayed based on the account number selected.
First Cheque Number	By default, the system displays the most recent Cheque book request that the customer has made.

Field	Description
Status	<p>The system displays the following status of the Cheque book request.</p> <ul style="list-style-type: none"> • Requested • Delivered • Destroyed <p>Delivery Awaited or Destruction Awaited is updated as interim status when the transaction is pending approval for delivery or destruction.</p> <p>NOTE: When the cheque book is updated as Destroyed, the delivery date is updated to the current business date and highlighted in red.</p>
Requested Date	The system displays the date on which the customer requested the cheque book.
Delivery Date	<p>The system displays the date on which the cheque book is delivered to the customer.</p> <p>Automatically the current business date is updated when the status of the cheque book is changed to Delivered.</p> <p>The delivery date is blank for cheque books where the status is Requested.</p>
Delivery Mode	<p>The system defaults the following type of cheque delivery mode.</p> <ul style="list-style-type: none"> • Branch • Delivery
Address	<p>The system displays the Branch Code and Name by default when the delivery mode is Branch.</p> <p>The system displays the Account Address by default when the delivery mode is Delivery.</p>
Actions	<p>Click  icon to update the cheque book status from updated to:</p> <ul style="list-style-type: none"> • Deliver • Destroy

3. On click of the **Deliver** option, the status is updated as **Delivery Pending**. Upon authorization the status is updated as **Delivered**.

4. On the click of **Destroy** option, the status is updated as **Destruction Pending**. Upon authorization the status is updated as **Destroyed**.

14. Cheque Book Request

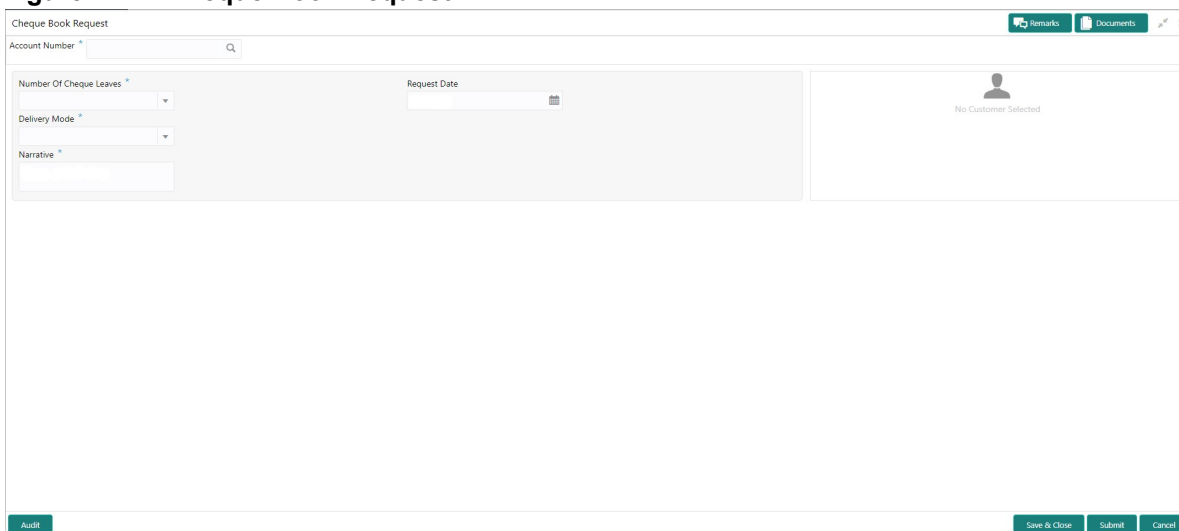
This topic describes the systematic instructions to request Cheque book. Subject to the facility being available for the category of account the Customer owns, Cheque Books can be requested by the Customer. Generally, Cheque Books come in pre-defined book sizes and customers can request for issuance of new Cheque books when they run out of Cheque leaves.

1. On the **Homepage**, from **Account Services**, under **Cheque Book**, click **Cheque Book Request**, or specify the **Cheque Book Request** in the Search icon bar.

STEP RESULT: **Cheque Book Request** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 14.1: Cheque Book Request



2. On **Cheque Book Request** page, specify the fields.
For more information on fields, refer to the field description table.

Table 14.1: Cheque Book Request

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing a Customer ID , Account Number , or Account Name and clicking on the Fetch button. When users enter the account number, the customer information is displayed. NOTE: Account Name is displayed based on the account number selected.

Field	Description
Number of Cheque Leaves	Input the Number of Cheque Leaves per Cheque book. The number of leaves is a drop-down field that contains numbers that define the size of the Cheque book. The size of the Cheque book for a given account number can differ based on the configuration maintained in the Business Product Maintenance.
Request Date	The Request Date defaults to the current business date and this field is not allowed to edit.
Delivery Mode	<p>In the Delivery Mode drop-down, the available options are:</p> <ul style="list-style-type: none"> • Post/Courier • Branch <p>Selecting the Branch option indicates that the customer would collect the Cheque book at the Branch whereas selecting the Post/Courier option indicates that the Cheque book will be delivered at the registered mailing address of the account.</p> <p>NOTE: There will be no option to select a delivery address since the mailing address is verified at the time of account opening and all customer communication happens at this address.</p>
Delivery Address	If the Delivery Mode field is selected as Post/Courier , the Delivery Address field displays. The Delivery Address defaults to the address maintained at the Account. This field cannot be edited.
Delivery Branch	<p>If the Delivery Mode field is selected as Branch, the Delivery Branch field displays. The Delivery Branch field displays the account branch by default but this field can be edited.</p> <p>NOTE: This field allows selecting a branch Id different from the account branch while requesting a new cheque book to be delivered or collected. Enter the new Delivery Branch or click the Search icon to view the Branch ID pop-up window. By default, this window lists all the branches present in the system. You can search for a specific Delivery Branch by providing a Branch ID or Branch Name, and click on the Fetch button.</p>
Narrative	The Narrative field defaults to the ' Cheque Book Request ' and allows editing.

15. Cheque Status Inquiry

This topic describes the systematic instructions about Cheque Status Inquiry. This screen helps the user to inquire the status of a cheque and its beneficiary details for a given account number and cheque number.

If the cheque is archived, the screen displays two additional fields, Archival Date and Remarks.

1. On the **Homepage**, from **Account Services**, under **Inquiry**, click **Cheque Status Inquiry**, or specify the **Cheque Status Inquiry** in the Search icon bar.

STEP RESULT: **Cheque Status Inquiry** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 15.1: Cheque Status Inquiry

2. On **Cheque Status Inquiry** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 15.1: Cheque Status Inquiry

Field	Description
Account Number	Enter the Account Number or click the Search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click on the Fetch button. NOTE: The Account Name is displayed adjacent to this field as the account number is selected.
Cheque Number	Enter the Cheque Number and click the Search button to view the Input Cheque Number details.
Input Cheque Number	This section displays the details of specified cheque number.

Field	Description
Status	The Status displays if the cheque is Used, Not Used, Canceled, Rejected and Part Used. For cheques that are stopped from payment, an additional remark, ' Stopped ' will be displayed in the status.
Amount	Displays the Amount for which the cheque is drawn.
Presented On	Displays the date on which the Cheque was presented for encashment.
Date On Cheque	Displays the date mentioned on the cheque.
Beneficiary	Displays the beneficiary of the cheque.

16. Card Status Change

This topic describes the systematic instructions about Card Status Change.

1. On **Home** screen, from **Account Services**, under **Debit Card**, click **Card Status Change** or specify the **Card Status Change** in the Search icon bar.

STEP RESULT: **Card Status Change** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 16.1: Card Status Change

2. On **Card Status Change**, specify the fields.
For more information on fields, refer to the field description table.

Table 16.1: Card Status Change

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and clicking on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected
Card Number	Enter the Card Number or click the search icon to view the Card Number pop-up window. By default, this window lists all the Card Numbers linked to the Account Number. You can search for a specific Card Number by providing Card Number , Name on the Card , or Card Type and click on the Fetch button.
Name on the Card	The system defaults this field, based on the Card Number.

Field	Description
Card Type	The system defaults this field based on the Card Number.
Expiry Date	Expiry Date of the Card is defaulted based on the Card Number
Card Status	Select the Card status from the drop-down list. Users can Block or Activate the Card by selecting the appropriate value in the drop-down list.
Reason for change	Specify the reason for change.

17. ATM and POS Limits

This topic describes the systematic instructions about ATM and POS Limits. This screen will help to capture the customer's request for editing the existing limits on ATM and POS transactions defined on the debit card.

1. On the **Homepage**, from **Account Services**, under **Debit Card**, click **ATM and POS Limits**, or specify the **ATM and POS Limits** in the Search icon bar.

STEP RESULT: **ATM and POS Limits** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 17.1: ATM and POS Limits

ATM and POS Limits

Account Number *

Card Number * Card Type

Limit Applicability

Limit	Maximum Limit	Card Limit
ATM Daily Transaction Limit		
ATM Daily Count Limit		
POS Daily Transaction Limit		
POS Daily Count Limit		

No Customer Selected

Audit Save & Close Submit Cancel

2. On **ATM and POS Limits** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 17.1: ATM and POS Limits

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.
Card Number	Enter the Card Number or click the search icon to view the Card Number pop-up window. By default, this window lists all the Card Numbers linked to the Account Number. You can search for a specific Card Number by providing, Card Number or Card Type and click on the Fetch button. Once the Card Number is fetched from Card Number pop-up window, the system will populate the Card Type, Limit Applicability, Maximum Limit, and Card Limit fields.
Card type	The system defaults this field based on the Card Number.
Limit Applicability	The Limit Applicability type will be displayed once the card number is selected. Users can select the Limit Applicability from the drop-down list. The drop-down lists the below values: <ul style="list-style-type: none"> • Default- The Maximum Limit and Card Limit values will be the same and remain non-editable. • Special- The system allows the users to enter or edit the daily ATM/POS limits in the Card Limit column.

3. In the **ATM and POS Limits**, under **Limits**, specify the fields.
For more information on fields, refer to the field description table.

Table 17.2: Limits

Field	Description
Maximum Limit	Account Currency is defaulted when the user inputs the account number. The Maximum Limit column displays the ATM/POS limits maintained at the Card Transaction limit and will remain non-editable.

Field	Description
Card Limit	<p>Account Currency is defaulted when the user inputs the account number. The Card Limit column displays the ATM/POS limits maintained at the Card Transaction limit.</p> <p>Users can edit the Card Limit only when the Limit Applicability is set to Special.</p> <p>NOTE: If the user maintain the ATM/POS Card limit amount that exceeds the 'Maximum Limit', a validation error will be displayed.</p>
ATM Daily Transaction Limit	Daily transaction limit applicable for ATM transactions.
ATM Daily Count Limit	Daily limit for number of ATM transactions.
POS Daily Transaction Limit	Daily transaction limit applicable for POS transactions.
POS Daily Count Limit	Daily limit for number of POS transactions.

18. Debit Card Request

This topic describes the systematic instructions about Debit Card Request. This screen will help the user to capture the request for a new debit card or reissue an existing debit card or request for an add-on card.

1. On the **Homepage**, from **Account Services**, under **Debit Card**, click **Debit Card Request**, or specify the **Debit Card Request** in the Search icon bar.

STEP RESULT: **Debit Card Request** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 18.1: Debit Card Request

2. On **Debit Card Request** screen, specify the fields.
For more information on fields, refer to the field description table.
On the **Account Name**, click the **i** icon to view the Customer Information.

Table 18.1: Debit Card Request

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click on the Fetch button.
Account Name	Account Name is displayed based on the account number selected.

Field	Description
Request Type	By default the Request Type will be disabled. On the Request Type the following options are available: <ul style="list-style-type: none"> • New • Reissue • Add On The button will be enabled only after entering an active account number.

3. On **Debit Card Request** screen, under **Card Details**, the **New Debit Card** request screen will be enabled if the account holder does not have any debit card.

STEP RESULT: **New Card** screen is displayed.

Figure 18.2: Debit Card Request-New Card

4. On the **New Card**, specify the fields.
For more information on fields, refer to the field description table.

Table 18.2: New Card

Field	Description
Name On Card	The customer name will be displayed, on selecting the Account number. The user is can change the defaulted name. This name will be printed on the Debit Card.
Card Type	Enter the Card Type or click the search icon to view the Card Type pop-up window. By default, this window lists all the Card Type present in the system. You can search for a specific Card Type by providing Card Type , Card product , or Card Bin and click on the Fetch button.
Card Limits	The Card Limits link will be displayed on selecting the card type. Click on Card limits link to view the Card Limits pop-up window. Users can view the ATM and POS limits details for the selected card type.

Field	Description
Pin Delivery Channel	Users can select the appropriate Pin Delivery Channel from the drop-down list.
Card Delivery Channel	Users can select the appropriate Card Delivery Channel from the drop-down list.

- On **Debit Card Request** screen, under **Card Details**, the **Reissue Debit Card** request screen will be active if the account holder has any debit card.

STEP RESULT: **Reissue Card** screen is displayed.

Figure 18.3: Debit Card Request-Reissue Card

The screenshot displays the 'Debit Card Request' application interface. At the top, there are 'Remarks' and 'Documents' buttons. Below is a search bar for 'Account Number'. The main area is divided into two panels. The left panel, titled 'Request Type', has tabs for 'New', 'Reissue' (which is active), and 'Add On'. Underneath, the 'Reissue Card' section contains several form fields: 'Reason' (dropdown), 'Name On Card' (text), 'Pin Delivery Channel' (dropdown), 'Select Card' (dropdown), 'Card Type' (text with search icon), and 'Card Delivery Channel' (dropdown). A 'Card Limits' link is also present. The right panel, titled 'Customer Information', shows a placeholder for a customer image with a download icon, and fields for 'Customer Id, Name', 'KYC Status', 'Account Name', 'Account Branch', 'Account Status', and 'Account Balance'. At the bottom, there are 'Audit', 'Save & Close', 'Submit', and 'Cancel' buttons.

- On **Reissue Card** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 18.3: Reissue Card

Field	Description
Reason	Users can select the Reason from the drop-down list. Reason drop-down list the below values: <ul style="list-style-type: none"> • Damaged • Renewal • Lost
Select Card	On the Select Card drop-down, users can view all the cards available to the customer. The Card Numbers are masked to protect the data privacy of the customers. Hence the last 4 digits of the card are displayed.
Name On Card	The customer name will be displayed, on selecting the Account number. The user is can change the defaulted name. This name will be printed on the Debit Card.
Card Type	The Existing card type is displayed on selecting the Card Number. Users can change the Card Type based on the customer request. Click the search icon to view the Card Type pop-up window. By default, this window lists all the Card Type present in the system. You can search for a specific Card Type by providing Card Type , Card product , or Card Bin and click on the Fetch button.
Card Limits	The Card Limits link will be displayed on selecting the card type. Click on Card limits link to view the Card Limits pop-up window. Users can view the ATM and POS limits details for the selected card type.
Pin Delivery Channel	Users can select the appropriate Pin Delivery Channel from the drop-down list.
Card Delivery Channel	Users can select the appropriate Card Delivery Channel from the drop-down list.

7. On **Debit Card Request** screen, under **Card Details**, the **Add On Card** request screen will be active if the account holder has any debit card.

STEP RESULT: **Add On Card** screen is displayed.

Figure 18.4: Debit Card Request-Add On Card

8. On **Add On Card** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 18.4: Add On Card

Field	Description
Name On Card	Users can enter the name, this name will be printed on the Debit Card.
Card Type	Users can modify or retain the Card Type based on the customer request. Click the search icon to view the Card Type pop-up window. By default, this window lists all the Card Type present in the system. You can search for a specific Card Type by providing Card Type , Card product , or Card Bin and click on the Fetch button.
Card Limits	The Card Limits link will be displayed on selecting the card type. Click on Card limits link to view the Card Limits pop-up window. Users can view the ATM and POS limits details for the selected card type.
Additional Holder Date Of Birth	Click on the adjoining calendar icon and specify Additional Holder Date Of Birth .
Additional Holder Relation	Users need to select the Relation type from the drop-down list. The Additional Holder Relation drop-down list the below values, <ul style="list-style-type: none"> • Father • Mother • Son • Daughter • Spouse
Pin Delivery Channel	Users can select the appropriate Pin Delivery Channel from the drop-down list.

Field	Description
Card Delivery Channel	Users can select the appropriate Card Delivery Channel from the drop-down list.

19. Activate Dormant Account

This topic describes the systematic instruction for Activating Dormant Account based on the account holder's request.

1. On the **Homepage**, from **Account Services**, under **Status Update**, click **Activate Dormant Account**, or specify the **Activate Dormant Account** in the Search icon bar.

STEP RESULT: **Activate Dormant Account** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 19.1: Activate Dormant Account Screen

2. On **Activate Dormant Account**, specify the fields.
For more information on fields, refer to the field description table.

Table 19.1: Activate Dormant Account

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and clicking on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.
Account Status	Account Status is display-only field. The system displays the current account status (Dormant/Active).
Dormant Since	Dormant Since is a display-only field, the system defaults the dormant date while choosing/entering the Account Number. No value will be displayed if the account is active.

Field	Description
Activate Account	The user can activate the dormant account by enabling the toggle button.

20. Account Status Change

This topic describes the systematic instructions about account status change. The bank or the customer can request for changing the status of current and savings account status like No Debit, No Credit, Debit Override, Credit Override, and Frozen.

1. On the **Homepage**, from **Account Services**, under **Status Update**, click **Account Status Change**, or specify the **Account Status Change** in the Search icon bar.

STEP RESULT: **Account Status Change** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 20.1: Account Status Change

2. On **Account Status Change** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 20.1: Account Status Change

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and clicking on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.
Account Status	The existing account statuses will be displayed, and users can modify them (No Debit, No Credit, Debit Override, Credit Override, and Frozen) by enabling or disabling the toggle button.

21. Release Track Receivable

This topic describes the systematic instructions to release the amount tracked against the receivables due. This increases the available balance in the account since the amount is released, and customers can utilize the amount for other priority transactions. The Release Track Receivable screen helps the user view receivable due transaction details and release the amount tracked against the due amount.

1. On the **Homepage**, from **Account Services**, under **Track Receivables**, click **Release Track Receivable**, or specify the **Release Track Receivable** in the search icon bar.

STEP RESULT: **Release Track Receivable** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 21.1: Release Track Receivable

2. On the **Release Track Receivable** screen, specify the account number.

STEP RESULT: **Release Track Receivable** details for account is displayed.

NOTE: The system displays the message **Track receivable not available for the account** if no record is available for a selected account for release.

Figure 21.2: Release Track Receivable for Active Account

Release Track Receivable

Account Number *

All amounts in GBP

Receivable Due	Receivable Available	Releasing Amount	0.00
----------------	----------------------	------------------	------

Release All

Booking Date	Reference Number	Product	Component	Receivable Due	Receivable Available	Release
<input type="checkbox"/>						

Audit

Customer Information

No Customer Image to display

Customer Id, Name

KYC Status

No Signature data to display

Account Name
MONI
Account Status
Active

Address Of Communication

Save & Close Submit Cancel

3. On the **Release Track Receivable** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 21.1: Release Track Receivable - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.
Account Currency	Account Currency is displayed based on the account number selected.
Receivable Due	The system displays the total receivable due against the account.
Receivable Available	The system displays the total amount tracked to settle the receivable due amount.
Releasing Amount	The system displays the total amount selected for release. When the user selects the record for release, the system updates the releasing amount.
Release All	Users can enable the Release All toggle button to select all records for release track receivable and vice versa.
Booking Date	The system displays the date on which the track receivable record is created.
Reference Number	The system displays the contract reference number of the track receivable record.
Product	The system displays the Product description of the track receivable record.
Component	The system displays the component code of the track receivable record.
Receivable Due	The system display the receivable due amount for the component.
Receivable Available	The system displays the amount which is tracked against the receivable due.
Release	Users can enable the toggle button to select the record for release track receivable.

- Click the **Submit** button to submit the record for release.

NOTE: On submitting, the system validates whether the user selected any record for release; else, the system displays the error message **Record not selected for release**.

22. Delete Track Receivable

This topic describes the systematic instructions to delete the track receivable records which are not required to be processed.

1. On the **Homepage**, from **Account Services**, under **Track Receivables**, click **Delete Track Receivable**, or specify the **Delete Track Receivable** in the search icon bar.

STEP RESULT: **Delete Track Receivable** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 22.1: Delete Track Receivable

2. On the **Delete Track Receivable** screen, specify the account number.

STEP RESULT: **Delete Track Receivable** details for account is displayed.

NOTE: The system displays the message **Track receivable not available for the account** if no record is available for a selected account for release.

Figure 22.2: Delete Track Receivable for Active Account

Delete Track Receivable Remarks Documents

Account Number

All amounts in GBP

Receivable Due	Receivable Available	Deleting Amount 0.00
----------------	----------------------	-----------------------------

Delete All

Booking Date	Reference Number	Product	Component	Receivable Due	Receivable Available	Delete
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Customer Information

No Customer Image to display

Customer Id. Name

KYC Status ✖ Not Verified

No Signature data to display

Account Name	Account Branch
Account Status	Account Balance

Address Of Communication

Audit
Save & Close
Submit
Cancel

3. On the **Delete Track Receivable** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 22.1: Delete Track Receivable - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.
Account Currency	Account Currency is displayed based on the account number selected.
Receivable Due	The system displays the total receivable due against the account.
Receivable Available	The system displays the total amount tracked to settle the receivable due amount.
Deleting Amount	The system displays the total amount selected for delete. When the user selects the record to delete, the system updates the deleting amount.
Delete All	Users can enable the Delete All toggle button to select all records for delete track receivable and vice versa.
Booking Date	The system displays the date on which the track receivable record is created.
Reference Number	The system displays the contract reference number of the track receivable record.
Product	The system displays the Product description of the track receivable record.
Component	The system displays the component code of the track receivable record.
Receivable Due	The system displays the receivable due amount for the component.
Receivable Available	The system displays the amount which is tracked against the receivable due.
Delete	Users can enable the toggle button to delete the record for delete track receivable.

- Click the **Submit** button to submit the record for delete.

NOTE: On submitting, the system validates whether the user selected any record for delete; else, the system displays the error message as **Record not selected for delete**.

23. Account Branch Transfer

This topic describes the systematic instructions about customer requests for the transfer of their Current and Saving accounts from one branch to a different branch.

- On the **Homepage**, from **Account Services**, under **Others**, click **Amount Branch Transfer**, or specify the **Amount Branch Transfer** in the Search icon bar.

STEP RESULT: **Account Branch Transfer** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 23.1: Account Branch Transfer Screen

- On **Account Branch Transfer** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 23.1: Account Branch Transfer

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and clicking on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.
Current Branch Code	Current Branch Code is displayed based on the account number selected.
Current Branch Name	Current Branch Name is displayed based on the account number selected.

Field	Description
Transfer Branch Code	Enter the Transfer Branch Code or click the search icon to view the list of available branch codes. You can search a specific branch code by providing Branch Code or Branch Name and click on the Fetch button.
Transfer Branch Name	The system displays the transfer branch name based on the transfer branch selected.
Transfer Date	Click on the Calendar icon, and select the From and To date for account statement generation. NOTE: Transfer Date cannot be current date or back dated.

24. Uncollected Funds Release

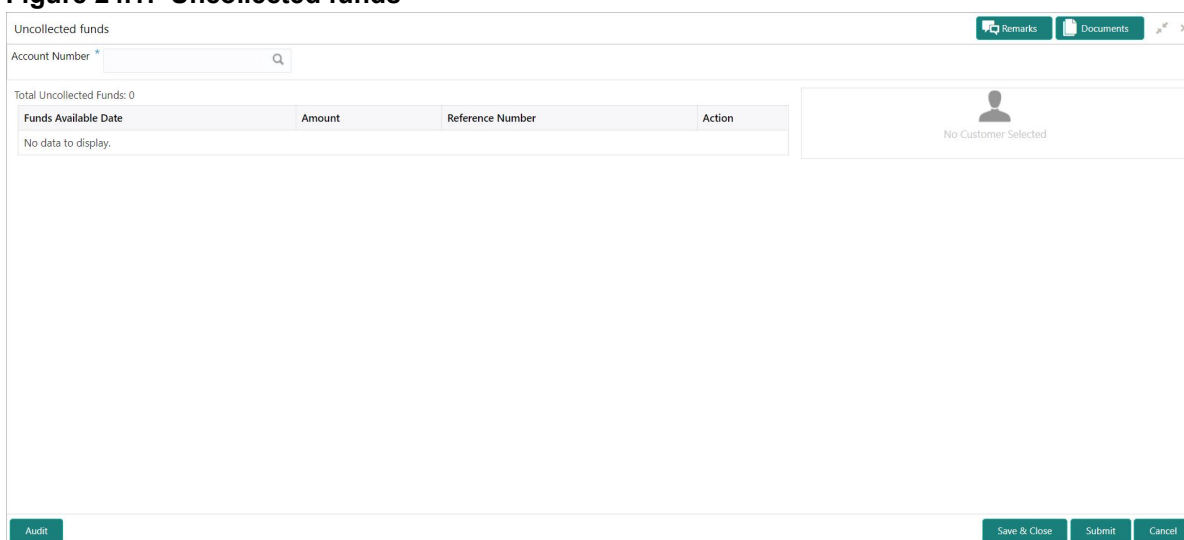
This topic describes the systematic instructions to view or release uncollected funds on a customer account. Uncollected funds are funds that become available to the customer for withdrawal after a specified time interval. The availability information is maintained for each kind of transaction at the Bank, represented by transaction codes. The Bank can release uncollected funds before the value date is reached based on the customer request. This screen displays a summary of all uncollected funds, available dates, and the cumulative amount present against a customer's account.

1. On the **Homepage**, from **Account Services**, under **Others**, click **Uncollected Funds Release**, or specify the **Uncollected Funds Release** in the search icon bar.

STEP RESULT: **Uncollected funds** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 24.1: Uncollected funds



2. Enter the **Account Number**.

STEP RESULT: **Uncollected funds** details are displayed.

Figure 24.2: Uncollected funds Details for Account

Uncollected funds
Remarks Documents

Account Number *

Total Uncollected Funds:

Funds Available Date	Amount	Reference Number	Action

Customer Information

Customer Id. Name

KYC Status

Signature

Account Name Account Branch

Account Status Account Balance

Address Of Communication

Audit
Save & Close Submit Cancel

- On the **Uncollected funds** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 24.1: Uncollected funds - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click the Fetch button.
Account Name	Account Name is displayed based on the account number selected.
Total Uncollected Funds	Total Uncollected Funds displays the cumulative amount of all uncollected funds across business dates.
Funds Available Date	The date when the funds become available to the account holder for use is displayed.
Amount	The system displays the transaction amount.
Reference Number	The system displays the reference number.
Action	<p>By default, the actions field is displayed as Release to release the funds immediately to the account. The system displays the following actions:</p> <ul style="list-style-type: none"> • Release • Unrelease <p>Click on the Release button to release and the entire row gets blurred. Once Release is clicked, you have the option of reversing this action before submitting the transaction for approval. Once the Release action is performed, the system automatically updates the Release action to Unreleased action.</p> <p>NOTE: Only one button (or hyperlink) is displayed.</p>

4. When multiple uncollected fund records are released for an account and subsequently submitted for authorization, the authorizer has to either authorize or decline all transactions at once. The system does not provide the option of partially authorizing a few transactions and declining others.

If the authorizer declines a transaction and is deleted by the initiator, the status of uncollected funds will remain unchanged. In such a case, the funds are automatically released to the account on the Funds available date.

25. Tax Waiver at Customer Level

This topic provides systematic instructions to link a specific Tax Group to a Customer Id. By this, the customer becomes eligible for tax waivers on the credit income earned through account and deposit products. When a Tax Group is either modified or linked to a customer id in the mid-office, the customer becomes eligible to receive a tax waiver on all the business products that are linked to that tax group where tax waiver percentages are defined.

1. On the **Homepage**, from **Account Services**, under **Others**, click **Tax Waiver at Customer Level** or specify the **Tax Waiver at Customer Level** in the search icon bar.

STEP RESULT: **Tax Waiver at Customer Level** screen is displayed.

Figure 1: Tax Waiver at Customer Level

2. On **Tax Waiver at Customer Level** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 25.1: Tax Waiver at Customer Level - Field Description

Field	Description
Customer ID	Enter the Customer ID or click the search icon to view the Customer ID pop-up window. By default, this window lists all the Customer ID's present in the system. You can search for a specific Customer ID by providing Customer Number or Customer Name and click on the Fetch button.
Customer Name	Customer Name is displayed based on the Customer ID selected.

Table 25.2: If the customer is already mapped to any of the Tax Group, **Current Tax Group** details are displayed as following:

Field	Description
Product	This field displays the Product or Account Class for which the tax waiver is defined. The field value ALL indicates that the tax waiver applies to all products and account classes.

Field	Description
Tax Waiver Percentage	Tax waiver in percentage that applies for the defined period. The value should be greater than 0 and less than or equal to 100.
Effective Date	The Effective Date from which the tax waiver rule is applicable.
Expiry Date	Expiry Date is the date up to which the tax waiver rule is effective. This field can also be left blank which indicates that the tax waiver will be for an open-ended period. When a backdated transaction comes in, the waiver maintenance will be picked up based on Effective Date and Expiry Date . NOTE: Expiry Date should be greater than or equal to the Effective Date .
Tax Category	Tax Category for which Tax Waiver is maintained.
Tax Currency	The currency in which the tax waiver is defined. All Currencies indicates that tax waiver is for all currencies.

Figure 2: Tax Waiver at Customer Level - Current Tax Group

NOTE: If a single Tax Group Id is linked to multiple Tax Waiver records then, each tax waiver record is displayed separately under the Tax Group.

If the customer is not mapped to any Tax Group, **Tax Waiver at Customer Level** screen is displayed as following:

Figure 3: Tax Waiver at Customer Level - No Linked Tax Group

- Click the **Modify Tax Group** button to modify the existing tax group of the customer or to link the customer to Tax Group.

STEP RESULT: **Modify Tax Group** window is displayed.

Figure 4: Modify Tax Group

- On **Modify Tax Group** window, specify the fields.
For more information on fields, refer to the field description table.

Table 26: Modify Tax Group - Field Description

Field	Description
Tax Group	Select TAXGRP option from the drop-down list. This window lists all the Tax Groups maintained in the Host (Tax group code and description).
Tax Group Description	Tax Group Description is displayed based on the Tax Group selected.

STEP RESULT: On selecting the **TAXGRP** from the drop-down list, the system displays the detailed information of the selected Tax Group.

Figure 5: Modify Tax Group - New Tax Group Selection

Modify Tax Group

Tax Group: TAXGRP

Tax Group Description: Retail Cust Tax Group

Tax Waiver Percentage: Customer ID: Effective Date: Expiry Date: Tax Category: Tax Currency:

Tax Waiver Percentage: Customer ID: Effective Date: Expiry Date: Tax Category: Tax Currency:

Select Cancel

5. To proceed with the transaction, click the **Select** button, or to cancel the transaction, click the **Cancel** button.
STEP RESULT: On **Tax Waiver at Customer Level** screen, newly selected Tax Group is displayed.
6. On **Tax Waiver at Customer Level** screen, click the **Submit** button and then the **Close** button to end the tax waiver transaction.

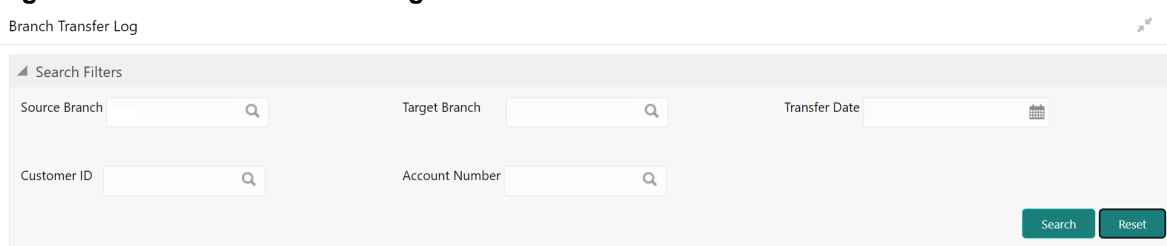
26. Branch Transfer Log

This topic describes the systematic instructions about Branch Transfer Log. Customer requests to transfer their Account from one Branch to another are processed during the End of Day batch process. If the Branch Transfer fails for any reason, details of such failed transfers are updated in the Branch Transfer Log. After clearing the faults due to which the Account Branch transfer failed, this screen allows you to resubmit the transfer request again for processing.

1. On the **Homepage**, from **Account Services**, under **Others**, click **Branch Transfer Log**, or specify **Branch Transfer Log** in the search icon bar.

STEP RESULT: **Branch Transfer Log** screen is displayed.

Figure 26.1: Branch Transfer Log



The screenshot shows the 'Branch Transfer Log' search filters panel. It contains five input fields: 'Source Branch', 'Target Branch', 'Transfer Date', 'Customer ID', and 'Account Number'. Each field has a search icon (magnifying glass) to its right. The 'Transfer Date' field has a calendar icon. At the bottom right of the panel are two buttons: 'Search' and 'Reset'.

2. On the **Branch Transfer Log** screen, provide the search criteria in the **Search Filters** panel. For more information on fields, refer to the field description table.

Table 26.1: Branch Transfer Log - Field Description

Field	Description
Source Branch	The Source Branch is the branch from which the account is to be transferred from. Enter the Source Branch or click the search icon to view the Source Branch pop-up window. By default, this window lists all the branch codes present in the system. Users can search for a specific branch codes by providing Source Branch and click the Fetch button.
Target Branch	The Target Branch is the branch to which the account is to be transferred. Enter the Target Branch or click the search icon to view the Target Branch pop-up window. By default, this window lists all the branch codes present in the system. Users can search for a specific branch codes by providing Target Branch and click the Fetch button.
Transfer Date	Click the calendar icon to specify the date on which the branch transfer transaction was initiated.
Customer ID	Enter the Customer ID on whose behalf account transfer was initiated or click the search icon to view the Customer ID pop-up window. By default, this window lists all the Customer ID's present in the system. You can search for a specific Customer ID by providing Customer ID or Customer Name and click the Fetch button.
Account Number	Enter the Account Number whose branch was changed or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click the Fetch button.

- Click the **Submit** button.

STEP RESULT: **Failed Branch Transfer Details** are displayed.

Figure 26.2: Failed Branch Transfer Details

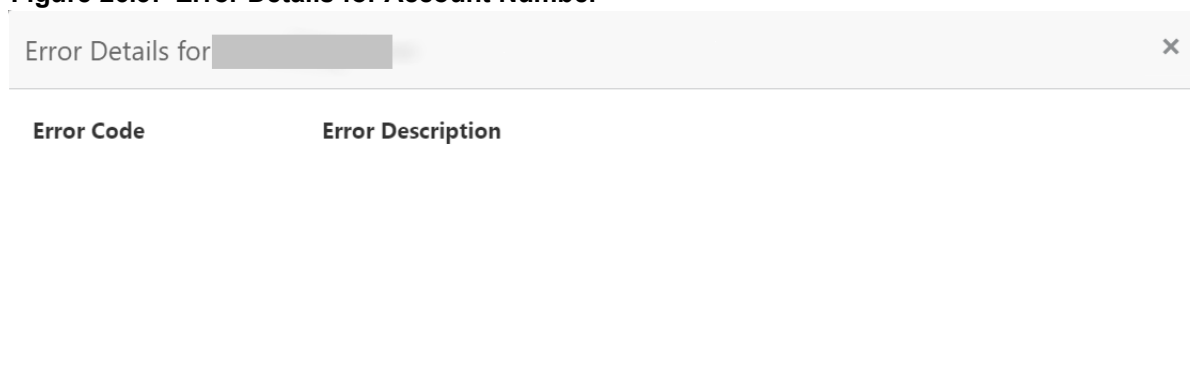
	Customer ID	Account Number	Account Name	Transfer Date	Source Branch	Target Branch	Transfer Status	Actions
<input type="checkbox"/>								View
<input type="checkbox"/>								View
<input type="checkbox"/>								View
<input type="checkbox"/>								View

4. On the **Failed Branch Transfer Details**, the following details are displayed.
- Customer ID
 - Account Number
 - Account Name
 - Transfer Date
 - Source Branch
 - Target Branch
 - Transfer Status
 - Actions

Table 26.2: Failed Branch Transfer Details - Field Description

Field	Description
Account Name	Account Name is displayed based on the account number selected.
Transfer Status	Displays the below values: <ul style="list-style-type: none"> Error Resubmitted Error status is displayed when the account branch transfer is failed. When records are selected and Resubmit button is clicked, the value in the Transfer Status changes from Error to Resubmitted.
Actions	Displays only the View button.

5. To view the error details, click the **View** button.
STEP RESULT: **Error Details** pop-up window is displayed.

Figure 26.3: Error Details for Account Number

6. On the **Error Details** pop-up window, the system displays the following details.
 - a. Error Code
 - b. Error Description
7. Click **✕** icon to close the **Error Details** pop-up window.
8. On the **Failed Branch Transfer Details**, select the Error record and click the **Resubmit** button.
STEP RESULT: The **Transfer Status** changes from Error to Resubmitted.
9. Click the **Reset** button to clear all specified search criteria.

27. Account Product Transfer

This topic describes the systematic instructions for Account Product Transfer where the user can change the existing product of the account to a different product. Customers request the account product transfer for enhanced banking features or better facilities and offers without changing the existing account number.

1. On the **Homepage**, from **Account Services**, under **Others**, click **Account Product Transfer**, or specify **Account Product Transfer** in the search icon bar.

STEP RESULT: **Account Product Transfer** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 27.1: Account Product Transfer

2. Enter the **Account Number**.

STEP RESULT: **Account Product Transfer** details are displayed.

Figure 27.2: Account Product Transfer Details for Account

Account Product Transfer

Account Number *

Remarks Documents

Current Product Accrued Credit Interest Accrued Debit Interest

Select New Product

Type to filter

Multi currency Savings account	Multi currency Savings account	Savings Account_Regular
★ Passbook Facility	★ Passbook Facility	★ Overdraft Facility
★ Cheque Book Facility	★ Cheque Book Facility	★ Passbook Facility
★ ATM Facility	★ ATM Facility	★ Cheque Book Facility
★ Annual Statement	★ Annual Statement	★ ATM Facility
★ Minimum Balance required 0.	★ Minimum Balance required 0.	★ Online Sweep
Select	Select	Select Know more

Customer Information

No Customer Image to display

Customer Id, Name

KYC Status



No Signature data to display

Account Name
Customer
Account Status
Active

Address Of Communication

Audit

Save & Close Submit Cancel

NOTE: If more than 2 products are available click on  or  icons to navigate for other products.

- On the **Account Product Transfer** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 27.1: Account Product Transfer - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and clicking on the Fetch button. When users enter the account number, the customer information is displayed. NOTE: Account Name is displayed based on the account number selected.
Current Product	The system displays the existing product name for the selected account number.
Accrued Credit Interest	The system displays the accrued credit interest details if any accrued interest is available for the account.
Accrued Debit Interest	The system displays the accrued debit interest details if any accrued debit interest available for the account.
Filter	User can search the product by using this search filter.

STEP RESULT: On the **Account Product Transfer** screen, the system displays all eligible products for the account under the **Select New Product** section.

Under the **Select New Product** section, the system displays the following details:

- Product Name
- Product's Facilities

NOTE: The above details are displayed when the data is fetched from Oracle Banking Onboarding and this can be configured on OBRH.

NOTE: When the data is fetched from Oracle FLEXCUBE Universal Banking, the system displays the product details such as Product Name and Product Features.

4. Select the product for account product transfer and to know more about the product click on **know more**.
5. Click **Know more** hyperlink to view full product details.

STEP RESULT: **Product Details** pop-up screen is displayed.

Figure 27.3: Product Details

The screenshot shows a pop-up window titled "Saving Accounts HNI" with a close button (X) in the top right. The content is organized into four sections:

- Description:** A section with a blue "Select" button on the right.
- Eligibility:** A section containing two blue star icons.
- Features:** A section containing three blue star icons.
- Interest and Charges:** A section containing three blue star icons.

6. On the **Product Details** pop-up screen, the system displays the following details:
 - a. Product Name
 - b. Product Description
 - c. Eligibility
 - d. Features
 - e. Interest and Charges
7. Click on the **Select** button to which the customer account has to be transferred.
STEP RESULT: Selected product details are defaulted.

Figure 27.4: Selected Product Details

The screenshot shows a form titled "New Product" with a "Change" link. The form contains the following fields and sections:

- Transfer Date ***: A date picker field.
- Transfer Reason ***: A text input field.
- Product Preferences**: Three toggle switches for "ATM" (checked), "Cheque Book" (checked), and "Passbook" (unchecked).
- Account Statement**: A "Frequency" dropdown menu and a "Starting" text input field.

8. User can specify the product transfer details and modify the defaulted details.
For more information on fields, refer to the field description table.

Table 27.2: Select New Product - Field Description

Field	Description
Select New Product	This field displays the product and details in each widget.
Change	Click the Change button, and the system displays the account product selection screen where the user can select the product.
Effective Date	By default, the system displays the effective date as next working day and user can modify to any future date. The Effective Date cannot be current date or backdated. NOTE: If the effective date is specified as Holiday, the system displays an error as Transfer date cannot be a holiday .
Transfer Reason	Enter the transfer reason. NOTE: The Transfer Reason cannot be blank
ATM	The user can enable or disable the defaulted ATM facility by clicking the toggle button.
Cheque Book	The user can enable or disable the defaulted Cheque Book facility by clicking the toggle button.
Passbook	The user can enable or disable the defaulted Passbook facility by clicking the toggle button.
Frequency	Users can modify the defaulted frequency for generating the account statements from the drop-down. The drop-down lists the below values: <ul style="list-style-type: none"> • Annual • Semi Annual • Quarterly • Monthly • Fortnightly • Weekly • Daily • Blank By default, the Frequency is displayed as Blank from selected product.

Field	Description
Starting	Users can modify the defaulted starting details from the drop-down based on the selected frequency. The value gets defaulted from the selected product. The drop-down lists the below values: <ul style="list-style-type: none">• January to December - If the user selects statement frequency as Annual or Semi Annual or Quarterly.• 1 to 31 - If the user selects statement frequency as monthly.• Sunday to Saturday - If the user selects statement frequency as weekly or fortnightly.• Blank - The system defaults the blank value if the user selects statement frequency as daily.

9. Click the **Submit** button to submit the transfer request for authorization.

28. Account Address Update

This topic describes the systematic instruction about Account Address Update. While entering the account number, the system displays the current address details of the account and the user can modify these details.

1. On the **Homepage**, from **Account Services**, under **Maintenance**, click **Account Address Update** or specify the **Account Address Update** in the Search icon bar.

STEP RESULT: **Account Address Update** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 28.1: Account Address Update

2. On **Account Address Update** screen, specify the fields.
For more information on field, refer to the field description table.

Table 28.1: Account Address Update

Field	Description
Account Number	Enter the Account number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.
Building	Current Building details will be displayed and the user can modify the details.
Street	Current Street details will be displayed and the user can modify the details.

Field	Description
City	Current City details will be displayed and the user can modify the details.
State	The current State will be displayed and the user can modify it.
Country	Click the search icon to view the Country pop-up window. On the Country pop-up window, specify any one of the following fields, and click Fetch . By default, this window lists all the Country codes present in the system. You can search for a specific Country by providing Country Code or Country Name and clicking on the ' Fetch ' button. The available fields on the Country Pop-Up window are: <ul style="list-style-type: none">• Country Code• Country Name
Zip Code	The current Zip code will be displayed, and the user can modify it.

29. Account Documents Update

This topic describes the systematic instructions about Account Documents Update. This screen helps you view, update, or delete documents submitted by the customer against document types specified for the account class. In this screen, the documents are displayed in the order of Expected Date of Submission, Expiry Date and Actual Submission Date.

1. On the **Homepage**, from **Account Services**, under **Other Services**, click **Account Documents Update**, or specify the **Account Documents Update** in the Search icon bar.

STEP RESULT: **Account Documents Update** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 29.1: Account Documents Update

Account Documents Update

Account Number *

Account Documents

Document Type	Mandatory	Expiry Date	Expected Submission Date	Actual Submission Date	Document Reference	Actions
	No					

Page 1 of 1 (1 of 1 items)

No Customer Selected

Audit Save & Close Submit Cancel

NOTE: After the Account Number is selected, the system displays the available documents in the Account Documents table.


2. On **Account Documents Update** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 29.1: Account Documents Update - Field Description

Field	Description
Account Number	<p>Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID, Account Number, or Account Name and clicking on the Fetch button. When users enter the account number, the customer information is displayed.</p> <p>NOTE: The Account Name is displayed adjacent to this field as the account number is selected.</p>

3. By default, the system displays all documents attached to the account. To add a new document, click  icon on the **Account Documents**. On **Account Documents**, specify the fields.

Table 29.2: Account Documents - Field Description

Field	Description
Document Type	Click the search icon to view the Document Type pop-up window. By default, this window lists all the Document Types present in the system. You can search for a specific Document Type and click on the Fetch button.
Mandatory	Displays Yes or No against each document type, which conveys whether a document is mandatory or optional.
Expiry Date	Displays the expiry date for the document. NOTE: The expiry date cannot be the current business date or lesser than the current business date. If any document does not have an expiry date, then the expiry date is not displayed.
Expected Submission Date	You can click the calendar icon to update the expected date of document submission if the document is not submitted on the current business date. This field is optional by default. NOTE: The expected submission date cannot be the current business date or lesser than the current business date. NOTE: If a mandatory document is deleted, the user cannot submit the transaction until a new document is uploaded or the Expected Submission Date is updated.
Actual Submission Date	The Actual Submission Date field is automatically updated with the current business date whenever a document is uploaded.
Document Reference	Displays the document name created by the Document Management System when a document is uploaded.
Actions	Click  icon to display the following options: <ul style="list-style-type: none"> • View Document • Upload Document • Delete Document • Delete Document Type

4. To upload the document, click the **Upload Document** option from the Actions icon.

STEP RESULT: **Upload Document** pop up window is displayed.

NOTE: The document preview is available only to those document types that support the preview feature by default. Where the preview feature is not supported, click on the **Download** button to download the attached document before viewing.




Figure 29.2: Upload Document

- On the **Upload Document** screen, drag and drop the files directly or click the **click to select** link and browse the file from the local drive.

NOTE: If there is an existing document already, the uploaded document will overwrite the existing document.

NOTE: The screen supports only one document upload against one Document type.

NOTE: The system does not allow to proceed with document if the document is of 0 KB and have a long name.

- To view the document, click the **View Document** option from the  icon.
- To delete the document, click the **Delete Document** option from  icon.
For document types marked as Yes, either the document reference number or the Expected date of submission must be present.
STEP RESULT: A message **Document will be deleted. Do you want to continue?** is displayed. The uploaded document, Document Reference is deleted from the from the Document Management System.
- To delete the Document Type, click the **Delete Document Type** option from  icon.
STEP RESULT: The **Document Type** is deleted from the Account Documents list.
- For the documents that are expired, for such rows, the **Expiry Date** is highlighted in red.

30. Amount Block

This topic describes the systematic instruction about Amount Block. An amount block is that part of the balance in a customer's account, which is reserved for a specific purpose. It can be specified for an account either on the directions of the customer or of that of the bank. When an amount block is set for an account, the balance available for withdrawal is the current balance of the account minus the blocked amount. On the expiry of the period for which the amount block is defined, the system automatically updates the amount block check in the Customer Accounts table.

1. On the **Homepage**, from **Account Services**, under **Amount Block**, click **Create Amount Block**, or specify the **Create Amount Block** in the Search icon bar.

STEP RESULT: **Amount Block** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 30.1: Amount Block

2. On **Amount Block** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 30.1: Amount Block

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.

Field	Description
Amount To be Blocked	Specify the amount to be blocked. The ISO currency code will be defaulted in this field based on the Account Currency.
Effective Date	The date from which the funds in the account need to be blocked can be specified in the Effective Date field. The effective date is the current date of the Branch and is defaulted. The effective date can be changed to a future date. However, backdating the effective date is not allowed.
Expiry date	The date on which the amount block is to be released can be specified in the Expiry Date field. From this date onwards, the blocked amount will be unlocked and is available for withdrawal to the customer. Block instruction amount cannot be modified after the expiry date. This is an optional input field and can be left blank which would mean that the block would remain on the account for an indefinite period.
Block Reason	<p>Click the search icon to view the Block Code pop-up window. By default, this window lists all the available Block Codes. You can search for a specific Block Reason by providing Block Code or Block Description and clicking on the Fetch button. The available fields on the Block Code Pop-Up window are:</p> <ul style="list-style-type: none"> • Block Code • Block Description <p>When a Block Reason is selected, the Block Description is automatically populated.</p>
Narrative	The Narrative is defaulted to Amount Block. You can edit the defaulted narrative to a narrative of your choice.

31. View and Modify Amount Block

This topic describes the systematic instruction to View, Modify and Close the Amount Block. The View and Modify Amount Block screen displays the summary of all amount blocks that are present against a Customer's account and allows the user to modify or close the existing amount block.

1. On the **Homepage**, from **Account Services**, under **Amount Block**, click **View and Modify Amount Block**, or specify the **View and Modify Amount Block** in the Search icon bar.

If active amount blocks are available for the account number, the system displays them in tile layout and displays the total amount blocked for all the blocks.

STEP RESULT: **View and Modify Amount Block** screen is displayed.

Figure 31.1: View and Modify Amount Block

2. On the **View and Modify Amount Block** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 31.1: View and Modify Amount Block - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click on the Fetch button. NOTE: Account Name is displayed by default based on the account number selected.

If an active amount blocks are unavailable for the account number, the Amount block details display a message **No Amount Blocks for the given Account number**.

STEP RESULT: **View and Modify Amount Block - No Amount Block** screen is displayed.

Figure 31.2: View and Modify Amount Block - No Amount Block


3. Click the  icon, to add a new amount block.
STEP RESULT: **Amount Block** screen is displayed.

Figure 31.3: Amount Block



4. On the **Amount Block** screen, specify the fields and click **Submit** button.
For more information on fields, refer to [Table 30.1: Amount Block](#)
STEP RESULT: A new amount block tile is displayed on the **View and Modify Amount Block** screen.
5. On the **View and Modify Amount Block** screen, under **Amount Block Details**, click  on the tile to modify the Amount Block.
STEP RESULT: **Modify Amount Block** screen is displayed.

Figure 31.4: Modify Amount Block

6. On the **Modify Amount Block** screen, specify the fields the user can modify.
For more information on fields, refer to the field description table.

Table 31.2: Modify Amount Block

Field	Description
Amount To be Blocked	You can can modify the Amount To be Blocked. The ISO currency code is defaulted based on the Account Currency. NOTE: The amount cannot be in negative or zero value.
Block Reason	You can modify the block reason, by clicking the search icon. You can search for a specific Block Reason by providing Block Code or Block Description and clicking on the Fetch button. When a Block Reason is selected, the Block Description is automatically updated in the field..
Effective Date	You can modify the effective date. The effective date can be changed to a future date. NOTE: The Effective Date cannot be backdated.
Expiry Date	This is an optional input field. Users can modify the expiry date. From this date onwards, the blocked amount will be unlocked and is available for withdrawal to the customer.
Narrative	You can modify the Narrative field.

7. Click the **Submit** button.
8. On **View and Modify Amount Block** screen, under **Amount Block Details**, click  on the tile to close the Amount block.

STEP RESULT: **Close Amount Block** screen is displayed.

NOTE: All the fields are non-editable.

Figure 31.5: Close Amount Block

Close Amount Block

Account Number *

Amount To Be Blocked	Block Reason
<input type="text"/>	<input type="text"/>
Effective Date	Expiry Date
<input type="text"/>	<input type="text"/>
Narrative	
<input type="text"/>	

Customer Information

Customer Id. Name

KYC Status ✖ Not Verified

Signature

Account Name Account Branch

Account Status Account Balance

9. Close the Amount Block by clicking on the **Submit** button.

32. Consolidated Amount Block

This topic describes the systematic instructions about the Consolidated Amount Block. The consolidated amount block allows the user to view all the accounts of the customer and the possible amount blocks or No-debits placed on those accounts. It also allows users to modify existing records, add new ones, or a premature closure. Multiple transactions can be performed at the same time on different accounts before submitting them for authorization.

1. On the **Homepage**, from **Account Services**, under **Amount Block**, click **Consolidated Amount Block**, or specify the **Consolidated Amount Block** in the Search icon bar.

STEP RESULT: **Consolidated Amount Block** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 32.1: Consolidated Amount Block

Consolidated Amount Block

Customer ID *

Account Number	Currency	Available Balance	Amount Blocked	Details	No Debits
					<input checked="" type="checkbox"/>
					<input type="checkbox"/>





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


Audit | Save & Close | Submit | Cancel

2. On the **Consolidated Amount Block** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 32.1: Consolidated Amount Block - Field Description

Field	Description
Customer ID	Enter the Customer ID or click the search icon to view the Customer ID pop-up window. By default, this window lists all the Customer ID's present in the system. You can search for a specific Customer ID by providing Customer ID or Customer Name and click on the Fetch button. NOTE: Customer Name is displayed based on the Customer ID selected.
Account Number	Displays the account number of the customer.
Currency	Displays the currency of the amount.
Available Balance	Displays the available balance on the customer's account.
Amount Blocked	Displays the amount blocked on the account.

Field	Description
Details	<p>Displays  icon to view the details of the individual amount blocks placed on the selected account.</p> <p>NOTE: On clicking  icon, the Amount Blocked Details window is displayed.</p>
No Debits	<p>Switch to  to block the total available balance on the account.</p> <p>NOTE: A warning message is displayed to confirm the action. Click Confirm to proceed.</p> <p>Switch to  to not to block the total available balance on the account.</p>

- To view amount blocked details, click  icon under the **Details** field.

STEP RESULT: **Amount Blocked Details** window displays.





NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 33:Amount Blocked Details

Amount Blocked Details x

Account Number
Available Balance
Amount Blocked

+





Sequence No	Block Reason	Effective Date	Expiry Date	Currency	Amount Blocked	Pre Closed	Action
							⋮
							⋮

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⏪ < 1 > ⏩

Save
Cancel

- On the **Amount Blocked Details** window, maintain the fields.
For more information on fields, refer to the field description table.

Table 32.2: Amount Blocked Details- Field Description

Field	Description
Account Number	Displays the account number of the customer.
Available Balance	Displays the available balance in the account.
Amount Blocked	Displays the total amount blocked for the account.
Sequence Number	Displays the sequence number for the details.
Block Reason	Displays the reason for blocking the account.
Effective Date	Displays the effective date of the amount block.
Expiry Date	Displays the expiry date of the amount block.
Currency	Displays the currency of the account.
Amount Blocked	Displays the amount blocked for each sequence.
Pre-Closed	Displays a blank field or a value as Yes . NOTE: A blank field is displayed when the amount block is active. Yes value is displayed when amount block is pre-closed before its expiry date.
Action	Displays  icon to perform the following action: <ul style="list-style-type: none"> • Edit: If you select this option, then the fields are enabled. You can  update the required details and click  icon to confirm the updates. • Pre-close: If you select this option, then a warning message is  displayed before submitting the record. You need to click Confirm to proceed.

- a. To add new amount block, click  icon.

RESULT: A new row is added and enabled.

NOTE: All the fields are similar as displayed in the **Amount Blocked Details – Field Description** table, except here all the fields are enabled and there are **Edit** and **Delete** links displayed in the **Action** field.

- b. Click **Save**.

5. Click **Submit**.

33. Primary Party Change

This topic provides systematic instructions to change the primary **Customer Id** linked to an account on the customer request. The new primary **Customer Id** can be the existing joint holder or any existing customer.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

1. On the **Homepage**, from **Account Services**, under **Maintenance**, click **Primary Party Change**, or specify the **Primary Party Change** in the search icon bar.

STEP RESULT: **Primary Party Change** screen is displayed.

Figure 1: Primary Party Change

The screenshot shows the 'Primary Party Change' interface. At the top, there are tabs for 'Remarks' and 'Documents'. Below the title bar, there's a navigation pane on the left with 'Modify Primary Party' (selected) and 'Joint Holder Maintenance'. The main content area is titled 'Modify Primary Party' and contains a search field for 'Account Number *'. A message box in the center says 'No Customer Selected' with a person icon. At the bottom, there are buttons for 'Audit', 'Back', 'Next', 'Save & Close', and 'Cancel'. The screen is identified as 'Screen (1 / 2)'.

2. On **Primary Party Change** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 33.1: Primary Party Change - Field Description

Field	Description
Account Number	Enter the Account number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number that requires primary party change by providing Customer ID, Account Number, or Account Name and click on the Fetch button. When users enter the Account Number , the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.

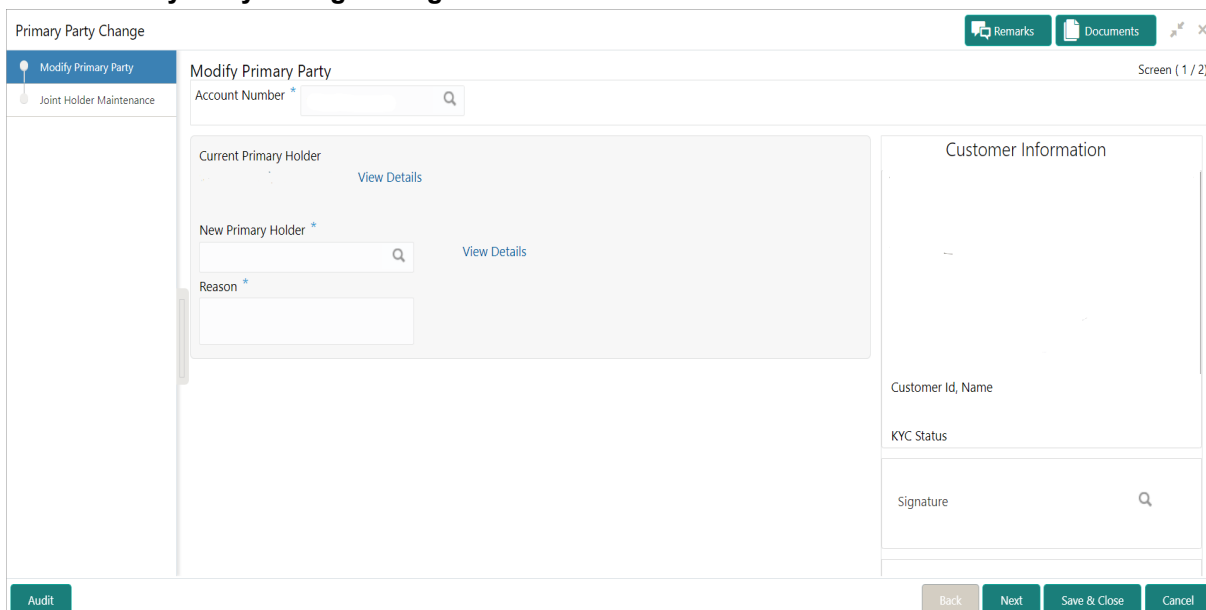
STEP RESULT: **Current Primary Holder, Joint Holder** (if any) details are displayed.

Figure 2: Primary Party Change - Joint Account Holder

The screenshot displays the 'Modify Primary Party' interface. It includes a search bar for 'Account Number', a section for 'Current Primary Holder' and 'Select New Primary Holder' (with an 'Other' button), and a 'Reason' field. On the right, there is a 'Customer Information' panel with a placeholder for a customer image, fields for 'Customer Id, Name', 'KYC Status', and 'No Signature data to display'. At the bottom, there are buttons for 'Audit', 'Back', 'Next', 'Save & Close', and 'Cancel'.

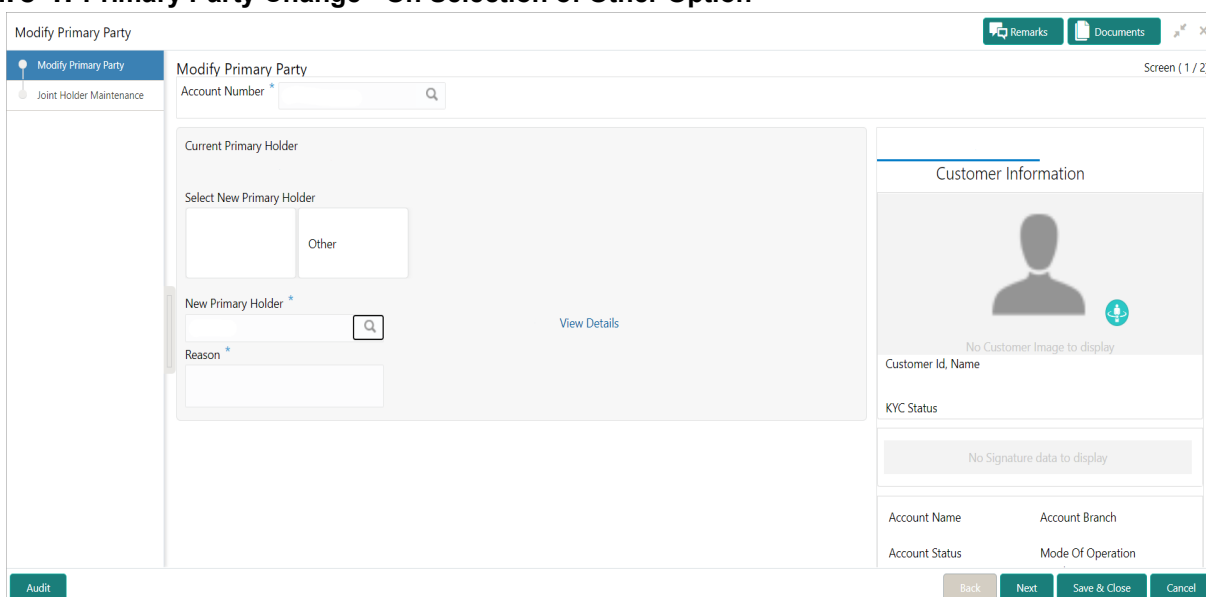
NOTE: If the **Account Type** is **Single**, the **New Primary Holder** field displays without any joint holder details.

Figure 3: Primary Party Change - Single Account Holder



- Under **Select New Primary Holder**, Click the joint holder to change the Joint Holder as the Primary Account Holder or click the **Other** option to add a new primary account holder from the existing customers.
STEP RESULT: **New Primary Holder** field is displayed.

Figure 4: Primary Party Change - On Selection of Other Option



- On **Primary Party Change** screen, **Modify Primary Party** sub-screen, specify the fields.
For more information on fields, refer to the field description table.

Table 33.2: Primary Party Change - Field Description

Field	Description
Current Primary Holder	The system displays the current primary holder's name and customer Id details.

Field	Description
Select New Primary Holder	<p>The new primary holder can be the existing joint holder or any other existing customer.</p> <p>In the case of joint account, the joint holder details (Customer Name, Customer ID, and Joint holder Type) are displayed under the Select New Primary Holder field.</p> <p>Click on the Other option to select an existing customer as the primary account holder than the existing joint holder.</p> <p>NOTE: If the number of joint holders are more than 3, a navigation button is enabled.</p>
New Primary Holder	<p>On clicking the Other option, the New Primary Holder field is displayed.</p> <p>Enter or select the New Primary Holder from the List of Values screen. The system displays all existing customer Ids. In the List of Values screen, the search criteria provides following details:</p> <ul style="list-style-type: none"> • Customer ID • Customer Name <p>When the user selects the New Primary Holder, the system displays the Customer Name and View Details button to display the customer information details. On clicking the View Details button, the system displays the below customer details:</p> <ul style="list-style-type: none"> • Customer Image • Customer ID • Customer Name • KYC Status • Signature • Option to view customer 360 details <p>NOTE: New Primary Holder can not be the same as the Current Primary Holder.</p>
Reason	Enter the reason for primary party change.

5. Click the **Next** button.

While initiating the primary party change, the system validates the party change with the host and displays errors/overrides if any. Users can proceed with the transaction by accepting the overrides.

STEP RESULT: **Joint Holder Maintenance** screen is displayed.

Figure 5: Joint Holder Maintenance

Modify Primary Party

Joint Holder Maintenance

Account Number *

Account Type: Single | Joint

Mode of Operation: Jointly

Joint Holder Details

Customer Number	Customer Name	Joint Holder Type	Start Date	End Date	Actions
		Joint And Other			

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Customer Information

No Customer Image to display

Customer Id, Name

KYC Status

No Signature data to display

Account Name | Account Branch

Account Status | Mode Of Operation

Audit | Back | Next | Save & Close | Submit | Cancel

The **Joint Holder Details** section can be used to either input joint holder details for the first time or to modify existing details of joint holding.

note: For More information on Joint Holder Maintenance screen, refer to the topic [Joint Holder Maintenance](#).

6. Click the **Submit** button.

On submitting, the system validates if the **New Primary Holder** is not the same as the joint holder.

34. Nominee Details Update

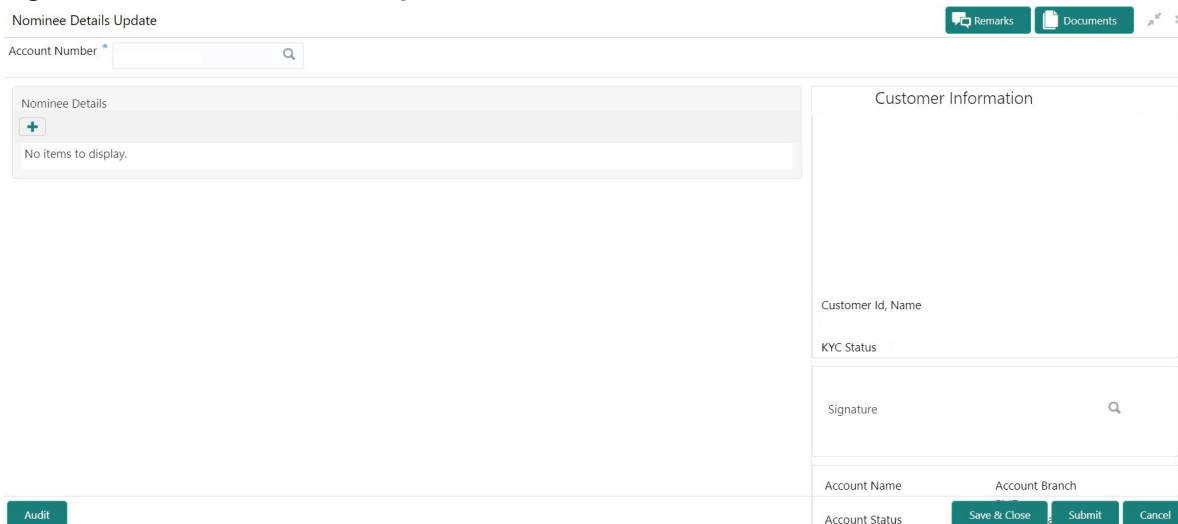
This topic describes the systematic instruction to update nominee details.

1. On the **Homepage**, from **Account Services**, under **Maintenance**, click **Nominee Details Update**, or specify the **Nominee Details Update** in the Search icon bar.

STEP RESULT: **Nominee Details Update** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory.

Figure 34.1: Nominee Details Update



2. On **Update Nominee Details** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 34.1: Update Nominee Details

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and clicking on the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.

3. When user input account number, the system displays existing nominee details if any or the system displays an information message as **Nominee does not exists**.

STEP RESULT: **Nominee Details** screen is displayed.

Figure 34.2: Nominee Details

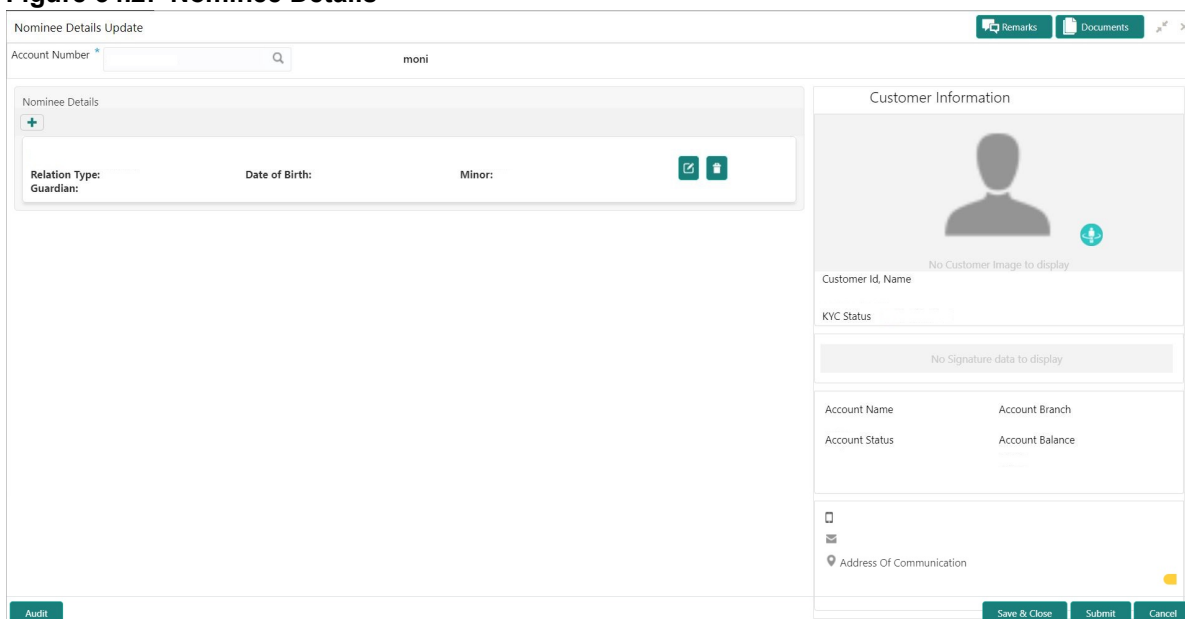
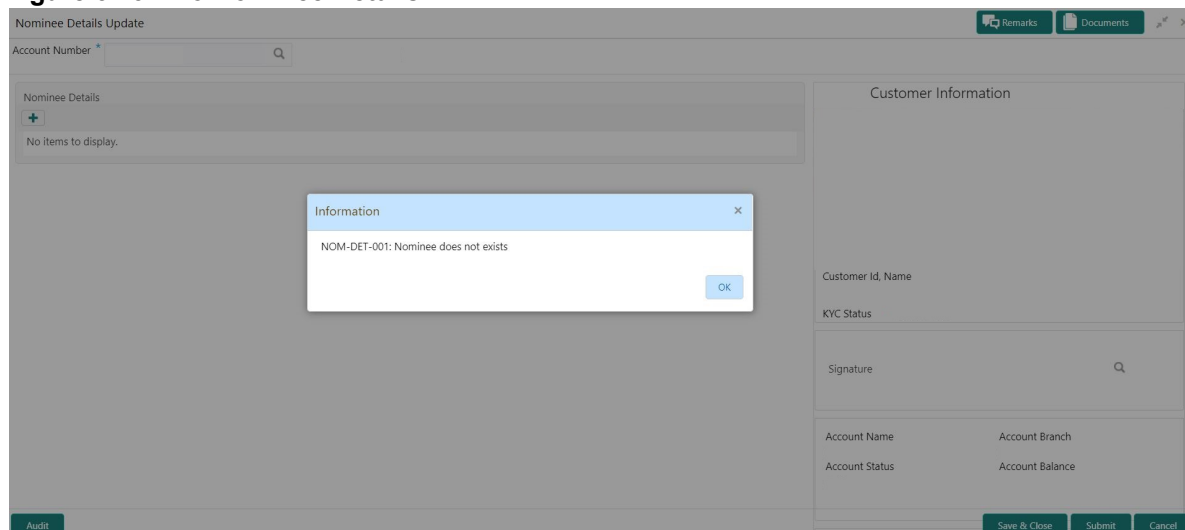


Figure 34.3: No Nominee Details



4. After the input of account number, the existing nominee are displayed in list view format and the below nominee details are displayed:
 - a. Nominee Name
 - b. Relation Type
 - c. Date of Birth
 - d. Minor
 - e. Guardian


5. To create a new nominee details, click  icon.
 STEP RESULT: **Nominee Details** pop-up window is displayed.

Figure 34.4: Nominee Details

Nominee Details

Customer ID

Minor

Address and Contact Details

Default Account Address

State

Building

Street

City

Zip Code

Save Cancel

- On **Nominee Details** pop up window, specify the fields.
For more information on fields, refer to the field description table.

Table 34.2: Nominee Details - Field Description

Field	Description
Customer ID	<p>When the nominee is an existing customer, the below details are defaulted by selecting the customer id.</p> <ul style="list-style-type: none"> • Title • Name • Date of Birth • Address Details <p>Enter the Customer ID or click the search icon to view the Customer ID pop-up window. By default, this window lists all the Customer ID's present in the system. You can search for a specific Customer ID by providing Customer ID or Customer Name and click on the Fetch button.</p>
Nominee Details	<p>Users can capture the nominee details:</p> <ul style="list-style-type: none"> • Name - Specify the First Name. • Relation Type - Specify the Relation Type from the drop-down list. • Date of Birth - Specify the Date of birth • Minor - Based on the date of birth, the system derives whether the customer is minor or major. • Default Account Address - If the Account address and nominee address is the same, the user can default the account address nominee address by enabling the 'Default Account Address' toggle button. • Building - Specify the Nominee building • Street - Specify the Nominee Street • City - Specify the nominee city. • State - Specify the nominee State. • Zip Code - Specify the nominee Zip Code
Edit Icon	<p>Users can edit the existing nominee details by a click on the Edit icon. A pop-up window displays with existing nominee details, and the user can edit the details.</p>
Delete Icon	<p>Users can remove the existing nominee by a click on the Delete icon, while removing the existing nominee system will get a confirmation from the user Do you want to remove this nominee?</p>

7. Guardian details are enabled if the nominee is a minor.

For more information on fields, refer to the field description table.

Figure 34.5: Guardian Details

Table 34.3: Guardian Details - Field Description

Field	Description
Name	Specify the Name.
Relation Type	Specify the Relation Type from the drop-down list.
Building	Specify the Guardian building
Street	Specify the Guardian Street
City	Specify the Guardian city.
State	Specify the Guardian State.
Zip Code	Specify the Guardian Zip Code

35. Joint Holder Maintenance

This topic describes the systematic instruction to update joint account details. A Customer can be the sole owner of the account he owns or it can be held jointly. Joint accounts are accounts that are shared between two or more individuals. They can be operated either singly or jointly. However, Joint account holders share equal responsibility for charges or any other liability arising from holding such accounts.

1. On the **Homepage**, from **Account Services, Maintenance**, click **Joint Holder Maintenance**, or specify the **Joint Holder Maintenance** in the Search icon bar.

STEP RESULT: **Joint holder Maintenance** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 35.1: Joint Holder Maintenance

2. On **Joint Holder Update Details** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 35.1: Update joint Account Details

Field	Description
Account Number	<p>Enter the Account number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID, Account Number, or Account Name and click on the Fetch button</p> <p>Click the Search icon after providing the Account Number. If the account is already held jointly, 'Account Type', 'Mode of Operation', and 'Joint Holder Details' are defaulted and the record is open for editing. If the account is held Singly, you can update the Joint Holder details for the first time.</p> <p>When users enter the account number, the customer information is displayed.</p>

Field	Description
Account Name	Account Name is displayed based on the account number selected.
Account type	Select the Account Type from the following: <ul style="list-style-type: none"> • Single • Joint
Mode Of Operation	If the account is individually owned, Account Type and Mode of Operation are defaulted to Single. Joint Holder Details multi-grid table does not display any record. If the account is jointly owned, the Account Type has defaulted as Joint. Mode of Operation has defaulted to any one of Jointly, Either Anyone or Survivor, Former or Survivor or Mandate Holder. Joint Holder Details multi-grid table will contain one or more than one record.
Joint Holder Details	The joint Holder Details screen can be used to either input Joint Holder details for the first time or to modify existing details of Joint Holding. The Joint Holder Details will display: <ul style="list-style-type: none"> • Customer Number • Customer Name • Joint holder Type • Start Date • End Date

36. Overdraft Limits Summary

This topic provides systematic instructions to inquire about the details of limits granted to the account holder and allows user to view, modify, or add limit types based on customer requests.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

1. On the **Homepage**, from **Account Services**, under **Limits**, click **Overdraft Limits Summary**, or specify the **Overdraft Limits Summary** in the search icon bar.

STEP RESULT: **Overdraft Limits Summary** screen is displayed.

Figure 1: Overdraft Limits Summary

The screenshot shows the top portion of a web application window. The title bar contains the text 'Overdraft Limits Summary' and a close button (X). Below the title bar is a search bar with the label 'Account Number *' and a search icon (magnifying glass).

2. On **Overdraft Limits Summary**, specify the fields.
For more information on fields, refer to the field description table.

Overdraft Limits Summary- Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click the Fetch button. NOTE: Account Name is displayed based on the account number selected.

STEP RESULT: **Limit Type** details are displayed for the selected **Account Number**.













NOTE: If account is not linked to any limit type, the system displays the message '**Account not Linked to Limit Type**'.

Figure 2: Limit Type

Overdraft Limits Summary ✖

Account Number *


Add ▾


Limit Type	Limit Reference	Validity	Limit Amount	Actions
Unsecured Overdraft Limits				
Unsecured Limits				 
Temporary Overdraft Limit	-			 
Secured Overdraft Limits				
Term Deposit				 
Collateral				 
Collateral				 
Advance against Uncollected Funds	-			 


An accumulative value of all limit amounts is displayed in the **Limit Amount** column at the bottom of all records.


- For **Term Deposits** and **Collateral**, the Linked Amount in FCUBS (limits subsystem) is displayed in the **Limit Amount** column.
- For **TOD**, **AUF**, and **Unsecured Limits**, the limit granted at the time of the creation of the record is displayed in the **Limit Amount** column.

The TD account number for **Term Deposit**, Collateral Code of **Collateral**, and Unsecured limit reference for **Unsecured limits** is displayed in **Limit Reference** column. For **TOD** and **AUF**, since there is no reference number, this column should display '-'.

3. Click  icon to view the existing limit.

On clicking  icon, it allows user to view a non-editable summary screen.

4. Click  icon to modify the existing limit.

On clicking  icon, in edit mode, it allows user to edit the existing record.

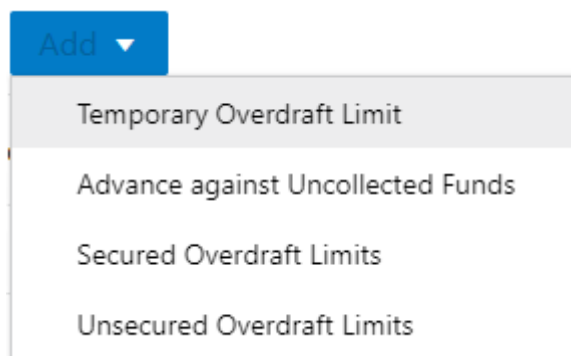
5. On **Overdraft Limits Summary** screen, click the **Add** drop-down button to add new limit types.

STEP RESULT: If an account is not linked to any account, the system displays the following limit types.

- **Temporary Overdraft Limit**
- **Advance against Uncollected Funds**
- **Secured Overdraft Limits**
- **Unsecured Overdraft Limits**

NOTE: Even if an account is linked to multiple limits such as **Secured Limits** (Term deposits and Collaterals) and **Unsecured Limits**, the system displays these limits under the **Add** drop down button.

Figure 3: Overdraft Limits Summary- New Limits



6. To add a new limit type, click on the required **Limit Type** option.
STEP RESULT: The respective screen is displayed on the new page.
NOTE: A newly added limit type is displayed in the **Overdraft Limits Summary** screen after completing the new limit type transaction cycle.

37. Temporary Overdraft Limit

This topic describes the systematic instructions to maintain Temporary Overdraft Limit. The temporary OD limit is the limit up to which any overdraft is allowed for a specified time over and above the limit provided for an account. This limit is independent of any credit line linked to the account. This facility is mostly opted by the customer for short-term overdrawing.

1. On the **Homepage**, from **Account Services**, under **Limits**, click **Temporary Overdraft Limit**, or specify the **Temporary Overdraft Limit** in the Search icon bar.

STEP RESULT: **Temporary Overdraft Limit** screen is displayed

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 37.1: Temporary Overdraft Limit

2. On **Temporary Overdraft Limit** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 37.1: Temporary Overdraft Limit

Field	Description
Account Number	Enter the Account number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click on the Fetch button. When users enter the account number, the customer information is displayed.
Temporary Overdraft Start Date	The current Business Date defaults in the Temporary Overdraft Start Date field. This can be changed to any future date. However, it cannot be backdated.

Field	Description
Temporary Overdraft End Date	The date on which the temporary overdraft limit comes to an end. This date cannot be lesser than the Temporary Overdraft Start Date Input to this field is optional. If a date is not specified it means that the temporary overdraft facility is extended to the customer for an indefinite period
Temporary Overdraft Limit	The limit amount can be input in the Temporary Overdraft Limit field. The ISO currency code will be defaulted in this field based on the Account Currency. This field highlights the limit up to which any overdraft is allowed for a specified period over and above the limit set for this account. This limit is independent of any credit line linked to this account. This is mostly used for short-term overdrawing. Any amount greater than equal one can be input. Negative values not allowed
Temporary Overdraft Renewal	Optionally, temporary overdraft renewal details can also be specified. Fields specific to renewal become visible only when the Temporary Overdraft Renewal slider is turned on. When the Temporary Overdraft Renewal slider is turned on, specifying Renewal Unit, Renewal Frequency and Next Renewal Limit becomes mandatory.
Renewal Frequency	Renewal frequency for temporary overdraft is specified in the Renewal Frequency field. The user has the option to specify the renewal frequency in: <ul style="list-style-type: none"> • Days • Months • Years
Next Renewal Limit	Specify the new renewal limit amount in the Next Renewal Limit field. A value greater than or equal to 1 is specified.

38. Secured Overdraft Limits

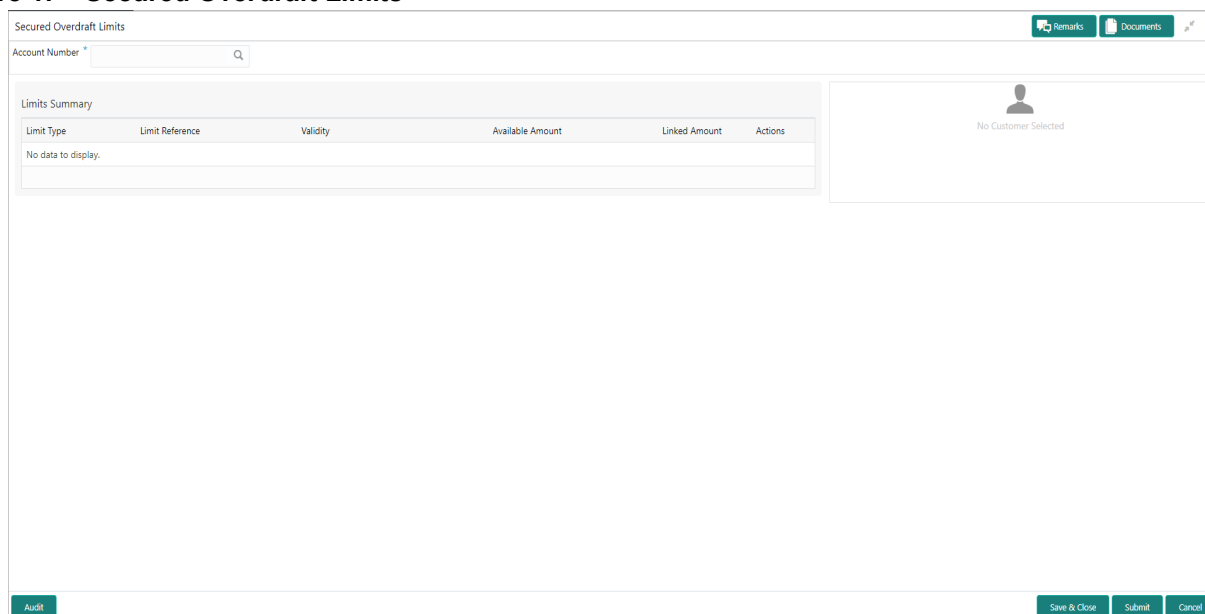
This topic provides systematic instructions to capture **Term Deposit** and/or **Local Collateral** details offered by the account holder against the secured overdraft limit and to update, modify or delete the existing limits on the account.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

1. On the **Homepage**, from **Account Services**, under **Limits**, click **Secured Overdraft Limits**, or specify the **Secured Overdraft Limits** in the search icon bar.

STEP RESULT: **Secured Overdraft Limits** screen is displayed.

Figure 1: Secured Overdraft Limits



2. On **Secured Overdraft Limits** screen, specify the fields.
For more information on fields, refer to the field description table.

Secured Overdraft Limits - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click the Fetch button.
Account Name	Account Name is displayed based on the account number selected.

STEP RESULT: **Customer Information** and **Limits Summary** is displayed for the selected **Account Number** with existing records.

NOTE: If no secured limits are linked to the account, the system displays the message '**No records found**'.

Figure 2: Customer Information - Secured Overdraft Limits


3. On **Secured Overdraft Limits** screen, under **Limits Summary**, click  icon.
STEP RESULT: The system displays the following options.
 - View
 - Edit
 - Delete
4. Click on the **View**, **Edit**, or **Delete** option to view, modify or delete the existing secured limits record.
If **View** or **Delete** options are clicked, non- editable **Term Deposit** or **Collateral** window is displayed.
5. On **Secured Overdraft Limits** screen, click the **Add** drop-down button to add new secured limits.
STEP RESULT: The system displays the following options.
 - **Term Deposit**
 - **Collateral**
6. Click the **Term Deposit** option.
STEP RESULT: **Term Deposit** window is displayed.

Figure 3: Term Deposit

The screenshot shows a 'Term Deposit' window with the following fields and controls:

- Deposit Number ***: A text input field with a search icon.
- Available Amount**: A text input field.
- Linked Amount ***: A text input field.
- Start Date ***: A date picker field.
- End Date**: A date picker field.
- Interest Details**: A section header.
- Interest Rate ***: Includes radio buttons for 'Fixed' and 'Floating', and a text input field.
- Spread**: A text input field.
- Final Rate**: A text input field.
- Buttons**: 'Save', 'Save & Add Another', and 'Cancel'.

7. On **Term Deposit** window, specify the fields.
 For more information on fields, refer to the field description table.

Term Deposit - Field Description

Field	Description
Deposit Number	The Deposit Number field displays all Term Deposits belonging to the account customer. This field displays the only deposits that are in account currency.
Available Amount	This field displays the available amount for linking the deposit as a limit. The Available Amount is always displayed in the account currency. Deposits created in other branches are also displayed in this LOV. If the deposit is already linked as Collateral to a different account of the same customer, then the only remaining amount is displayed as the Available Amount . NOTE: Once Secured Overdraft Limits the screen is refreshed, the field displays the available amount.
Linked Amount	Enter the amount equal to or lesser than the Available Amount to be linked as the overdraft limit. This amount gets blocked against the deposit until the overdraft limit is manually unlinked or the utilized amount is completely paid off.
Start Date	The system defaults the Start Date as the current Branch Date . You can modify the Start Date to any future date. NOTE: Start Date cannot be backdated.

Field	Description
End Date	This field displays the maturity date of the deposit. You can modify the end date to an earlier date. NOTE: The end date of the limit cannot be greater than the end date of the deposit.
Interest Rate	Select the Interest Rate Type from the following options: <ul style="list-style-type: none"> • Fixed • Floating The system defaults the interest rate type as Fixed . If the Floating option is selected, a field next to the Floating button allows the user to select a Floating Rate Id by using a LOV option. If the Fixed option is selected, a field next to the Fixed button allows the user to input an Interest Rate value. The system allows user to select one option at a time. NOTE: Interest Rate Type and actual Interest Rates defaults from the account class level if defined. In such cases, the Interest Rate Type and Interest Rates automatically defaults in these fields.
Spread	This is an optional field and can be Positive Spread or Negative Spread .
Final Rate	The system defaults the Final rate by adding the Interest rate. NOTE: The additional of interest rate can be +/- spread.

- Click the **Collateral** option.
STEP RESULT: **Collateral** window is displayed.

Figure 4: Collateral

9. On **Collateral** window, specify the fields.
For more information on fields, refer to the field description table.

Table 1: Collateral - Field Description

Field	Description
Collateral	Select a Collateral from all local collaterals created in FCUBS for the customer. This field displays the Collateral Code after selecting the collateral.
Available Amount	This field displays the available amount for linking the collateral as a limit. The Available Amount is always displayed in the account currency using mid-rate. Collateral can be in any currency other than the account currency. If the collateral is already linked as Collateral to a different account of the same customer, then the only remaining amount is displayed as the Available Amount. NOTE: Once Secured Overdraft Limits the screen is refreshed, the field displays the available amount.
Linked Amount	Enter the amount equal to or lesser than the Available Amount to be linked as the overdraft limit. This amount gets blocked against the deposit until the overdraft limit is manually unlinked or the utilized amount is completely paid off.
Start Date	The system defaults the Start Date as the current branch date. You can modify the Start Date to any future date.
End Date	If the End Date is not entered, the limit is infinite.
Interest Rate	Select the Interest Rate Type from the following options: <ul style="list-style-type: none"> • Fixed • Floating <p>The system defaults the interest rate type as Fixed. If the Floating option is selected, a field next to the Floating button allows the user to select a Floating Rate Id by using a LOV option. If the Fixed option is selected, a field next to the Fixed button allows the user to input an Interest Rate value. The system allows user to select one option at a time. NOTE: Interest Rate Type and actual Interest Rates defaults from the account class level if defined. In such cases, the Interest Rate Type and Interest Rates automatically defaults in these fields.</p>
Spread	This is an optional field and can be Positive Spread or Negative Spread.
Final Rate	The system defaults the Final Rate by adding the Interest rate. NOTE: The additional of interest rate can be +/- spread.

STEP RESULT: On clicking **Save** button, newly added secured limit is displayed in the **Limits Summary**.

39. Unsecured Overdraft Limits

This topic provides systematic instructions to create an unsecured limit for an account and to update, modify, or delete the existing unsecured limits on the account.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

1. On the **Homepage**, from **Account Services**, under **Limits**, click **Unsecured Overdraft Limits**, or specify the **Unsecured Overdraft Limits** in the search icon bar.

STEP RESULT: **Unsecured Overdraft Limits** screen displays.

Figure 1: Unsecured Overdraft Limits

2. On **Unsecured Overdraft Limits** screen, specify the fields.
For more information on fields, refer to the field description table.


Unsecured Overdraft Limits - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click the Fetch button.
Account Name	Account Name is displayed based on the account number selected.

STEP RESULT: **Customer Information** and **Limits Summary** is displayed for the selected **Account Number** with existing records.

Figure 2: Customer Information - Unsecured Overdraft Limits

The screenshot shows the 'Unsecured Overdraft Limits' interface. At the top, there is a search bar for 'Account Number'. Below it is a 'Limits Summary' section with a table. The table has columns for 'Limit Reference', 'Validity', 'Linked Amount', and 'Actions'. A single row is visible with a 'Linked Amount' of '10,000.00'. A context menu is open over the 'Actions' column, showing options: 'View', 'Edit', and 'Delete'. To the right of the table is a 'Customer Information' panel with fields for 'Customer Id. Name', 'KYC Status', 'Signature', 'Account Name', 'Account Branch', 'Account Status', 'Mode Of Operation', and 'Account Balance'. At the bottom, there are buttons for 'Audit', 'Save & Close', 'Submit', and 'Cancel'.

3. On **Unsecured Overdraft Limits** screen, under **Limits Summary**, click on  icon.

STEP RESULT: The system displays the following options.

- **View**
- **Edit**
- **Delete**

4. Click the **View** or **Delete** option to view or delete the existing unsecured limits record.

STEP RESULT: The non-editable **Unsecured Limits** window is displayed.

Figure 3: Unsecured Limits - View or Delete

The screenshot shows the 'Unsecured Limits' window. It contains the following fields: 'Line Reference *', 'Linked Amount *', 'Start Date *', 'End Date', 'Interest Rate *', 'Spread', and 'Final Rate'. The 'Interest Rate' field has a dropdown menu with 'Fixed' and 'Floating' options, and a search icon. A 'Cancel' button is located at the bottom right of the window.

5. Click the **Edit** option to modify the existing unsecured limits record.
STEP RESULT: The editable **Unsecured Limits** window is displayed.

Figure 4: Unsecured Limits - Edit

The screenshot shows a window titled "Unsecured Limits" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Line Reference ***: A text input field.
- Linked Amount ***: A text input field.
- Start Date ***: A date picker field with a calendar icon.
- End Date**: A date picker field with a calendar icon.
- Interest Details**: A section header.
- Interest Rate ***: A dropdown menu with "Fixed" and "Floating" options, and a search icon.
- Spread**: A text input field.
- Final Rate**: A text input field.
- Buttons**: "Save" and "Cancel" buttons at the bottom right.


6. To add new unsecured limits, click the  button.
STEP RESULT: **Unsecured Limits** window is displayed.

Figure 5: Unsecured Limits

The screenshot shows a window titled "Unsecured Limits" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Line Reference ***: A text input field.
- Linked Amount ***: A text input field.
- Start Date ***: A date picker field with a calendar icon.
- End Date**: A date picker field with a calendar icon.
- Interest Details**: A section header.
- Interest Rate ***: A dropdown menu with "Fixed" and "Floating" options, and a search icon.
- Spread**: A text input field.
- Final Rate**: A text input field.
- Buttons**: "Save", "Save & Add Another", and "Cancel" buttons at the bottom right.

7. On **Unsecured Limits** window, specify the fields.
For more information on fields, refer to the field description table.

Unsecured Limits - Field Description

Field	Description
Line Reference	Enter any reference number to identify the clean unsecured limit being granted to the account holder.
Linked Amount	Enter the amount of unsecured limit being granted to the customer.
Start Date	The system defaults the Start date as the current branch date. You can modify the Start Date to any future date using the adjoining calendar button. NOTE: The Start Date cannot be backdated.
End Date	Click on the adjoining calendar icon and specify the End Date of the unsecured limit.
Interest Rate	Select the Interest Rate Type from the following options: <ul style="list-style-type: none"> • Fixed • Floating <p>The system defaults the interest rate type as Fixed. If the Floating option is selected, a field next to the Floating button allows user to select a Floating Rate Id by using a LOV option. If the Fixed option is selected, a field next to the Fixed button allows user to input an Interest Rate value. The system allows user to select one option at a time and if one option is selected, the other option is disable. NOTE: Interest Rate Type and actual Interest Rate can default from the account class level if defined. In such cases, the Interest Rate Type and Interest Rate should automatically default in these fields.</p>
Spread	This is an optional field and can be selected as a positive or a negative spread.
Final Rate	The system defaults the Final rate by adding the Interest rate. NOTE: The additional of interest rate can be +/- spread.

STEP RESULT: On clicking **Save** button, newly added unsecured limit is displayed in the **Limits Summary**.

40. Advance against Uncollected Funds

This topic provides systematic instructions to capture details of limits granted to the account holder towards advance against uncollected funds and to update, modify or delete the existing limits. Uncollected funds are the funds whose value date for the fund availability is in the future. Typically in a Retail banking scenario, cheques deposited into the account for collection represent an uncollected funds since the clearing process generally takes time.

NOTE: The fields which are marked in asterisk blue are mandatory

1. On the **Homepage**, from **Account Services**, under **Limits**, click **Advance against Uncollected Funds**, or specify the **Advance against Uncollected Funds** in the search icon bar.

STEP RESULT: **Advance against Uncollected Funds** screen is displayed.

Figure 1: Advance against Uncollected Funds

2. On Advance against Uncollected Funds screen, specify the fields.
For more information on fields, refer to the field description table.

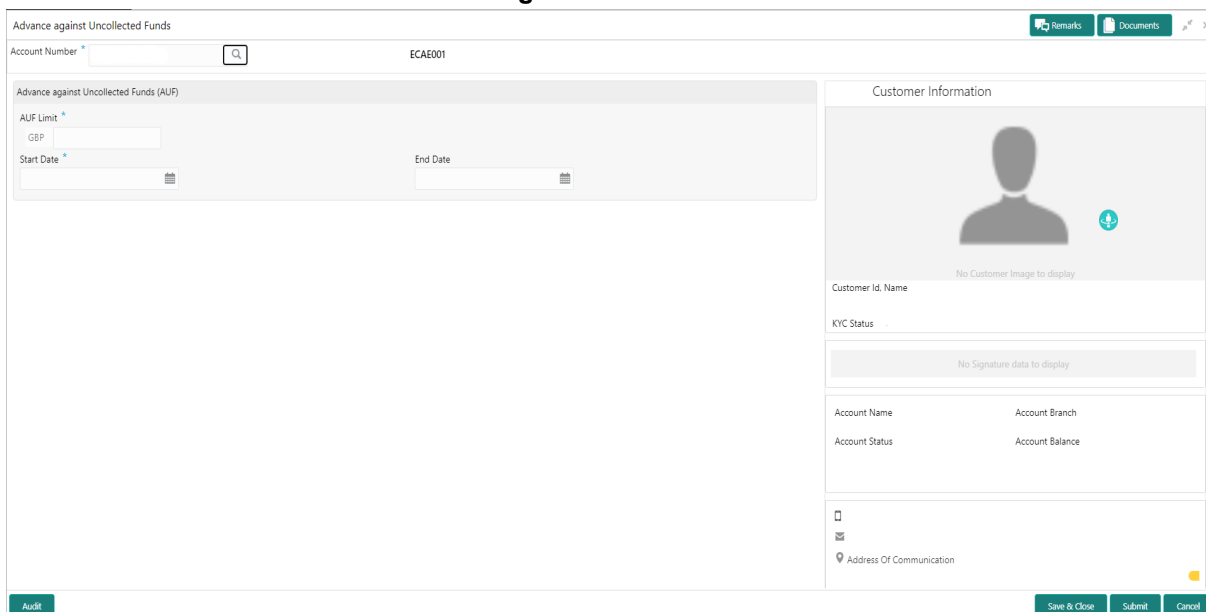
Advance against Uncollected Funds- Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and clicking on the Fetch button.
Account Name	Account Name is displayed based on the account number selected.

If an existing **AUF Limit** is present for the account, the system displays the **AUF Limit** and if there are no records found, the message '**Given account does not have any AUF limit**' is displayed.

STEP RESULT: **Customer Information** is displayed for the entered Account Number.

Figure 2: Customer Information - Advance against Uncollected Funds

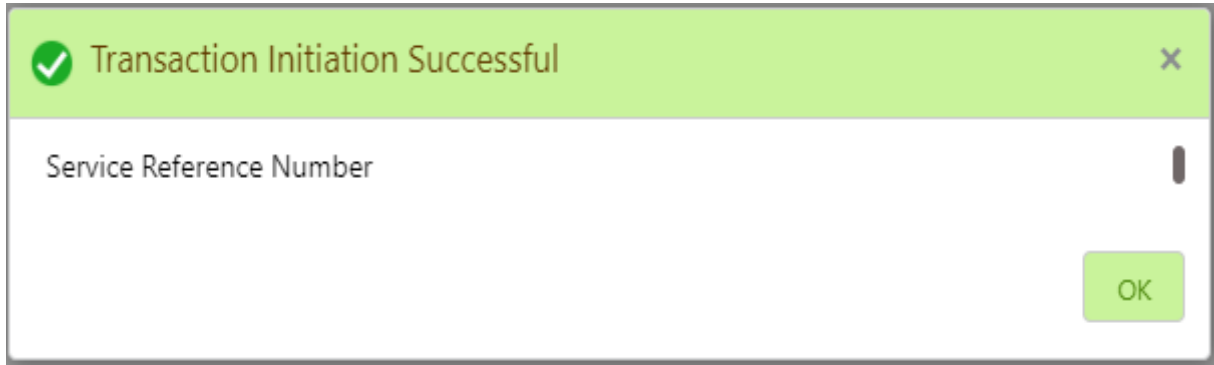


- On **Advance against Uncollected Funds** screen, specify the fields.
For more information on fields, refer to the field description table.

Advance against Uncollected Funds - Field Description

Field	Description
AUF Limits	Enter the AUF Limit amount. The withdrawable uncollected fund for an account will be either the AUF limit or the uncollected fund whichever is lesser. AUF Limit is always displayed in the account currency.
Start Date	The system defaults the Start Date as the current branch date. You can modify the start date to any future date using the adjoining calendar button. NOTE: Start Date cannot be backdated.
End Date	This is an optional field. Click the calendar icon and specify the expiry date. NOTE: End Date cannot be less than Start Date .

- On **Advance against Uncollected Funds** screen, click **Submit** button.
STEP RESULT: **Transaction Initiation Successful** window is displayed.

Figure 3: Transaction Initiation Successful

5. On **Transaction Initiation Successful** window, click **OK** to close the transaction.

41. Ad hoc Account Statement

This topic describes the systematic instruction to generate account statement based on a given date range or selected period on the account holder's request.

1. On the **Homepage**, from **Account Services**, under **Statement**, click **Ad hoc Account Statement**, or specify the **Ad hoc Account Statement** in the search icon bar.

STEP RESULT: **Ad hoc Account Statement** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 41.1: Ad hoc Account Statement

The screenshot shows the 'Ad hoc Account Statement' interface. At the top, there is a search bar labeled 'Account Number *'. Below the search bar, there are two main sections: 'Period' and 'Date Range *'. The 'Period' section has a 'Date Range' dropdown menu. The 'Date Range *' section has a date range selector with two calendar icons and a double-headed arrow. A green 'Generate' button is located to the right of the 'Date Range *' section. On the far right, there is a user profile icon and the text 'No Customer Selected'.

2. Enter the **Account Number**.

STEP RESULT: **Ad hoc Account Statement** details are displayed.

NOTE: Account statement details get displayed if any statement is generated today.

Figure 41.2: Ad hoc Account Statement Details

Ad hoc Account Statement ✖

Account Number *

Period Date Range *

Date Range Mar 1, 2018 ↔ Mar 30, 2018

Account Statement

⋮

Document Reference:

Customer Information

No Customer Image to display

Customer Id, Name

KYC Status

No Signature data to display

Account Name
Andrew Wells
Account Status
Active
Account Balance

3. On **Ad hoc Account Statement** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 41.1: Ad hoc Account Statement - Field Description

Field	Description
Account Number	<p>Enter the Account number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID, Account Number, or Account Name and click on the Fetch button.</p> <p>When users enter the account number, the customer information and the account statement details are displayed.</p> <p>NOTE: The Account Name is displayed adjacent to this field as the account number is selected.</p>
Period	<p>Users can select the period for account statement generation from the drop-down list. The drop-down lists the below values:</p> <ul style="list-style-type: none"> • Date Range • Last Month • Last 2 Months • Last 3 Months • Last 6 Months <p>When you select the Date Range in the Period drop-down, you can specify the account statement generation date manually.</p> <p>When you select the Last Month or Last 2 Months or Last 3 Months or Last 6 months in the Period drop-down, the Date Range field defaults, and the user cannot modify the date.</p> <p>For Example:</p> <ul style="list-style-type: none"> • If the user selects the Period drop-down as Last Month, the date will be default as last one month from the current date. • If the user selects the Period drop-down as Last 2 Months, the system defaults the account statement generation date as last 2 months from the current date, and the user cannot modify the date. • If the user selects the Period drop-down as Last 3 Months, the system defaults the account statement generation date as last 3 months from the current date, and the user cannot modify the date. • If the user selects the Period drop-down as Last 6Months, the system defaults the account statement generation date as last 6 months from the current date, and the user cannot modify the date.
Date Range	<p>Click the calendar and specify the from date and to date.</p> <p>NOTE: The Date Range Cannot be blank. To date cannot be less than from date.</p>


4. On the **Ad hoc Account Statement** screen, click **Generate** button to generate the account statement for selected period.

STEP RESULT: Account Statement is generated.

Figure 41.3: Generated Account Statement

Account Statement



5. On the **Generated Account Statement**, the following details are displayed:
 - a. Statement Period
 - b. Document Reference
6. Click  icon to view, or print the generated account statement.

42. Account Statement Frequency

This topic describes the systematic instruction about Account Statement Frequency Update. After specifying the account number, system displays existing account statement cycle details, and the user can modify the frequency.

1. On the **Homepage**, from **Account Services**, under **Statement**, click **Account Statement Frequency**, or specify the **Account Statement Frequency** in the Search icon bar.

STEP RESULT: **Account Statement Frequency** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 42.1: Account Statement Frequency

2. On **Account Statement Frequency** screen, specify the fields.
For more information on fields, refer to the field description table.

Account Statement Frequency

Field	Description
Account Number	Enter the account number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID, Account Number, or Account Name and click the Fetch button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.
Last Statement Date	The last statement generation date will be displayed.

Field	Description
Frequency	<p>Users can modify the frequency for generating the account statements. To specify the frequency of the statements, click on the adjoining drop-down list. The following list is displayed:</p> <ul style="list-style-type: none"> • Annual • Semiannual • Quarterly • Monthly • Fortnightly • Weekly • Daily <p>For the Annual, Semiannual, Quarterly and Daily cycles, the account statement will be generated on the last day of that cycle.</p> <p>For a weekly and fortnightly statement, the user can specify the day of the week on which account statements must be generated. To specify weekly and fortnightly statements, click on the adjoining drop-down list. The following list of days will be displayed:</p> <ul style="list-style-type: none"> • Sunday • Monday • Tuesday • Wednesday • Thursday • Friday • Saturday <p>For monthly statements the user can specify the dates of the month, between 1 and 31(corresponding to the system date). For example:</p> <ul style="list-style-type: none"> • If the user selected the statement date to 30, then account statements will be generated on the last working day for months with < 30 days. • If the user sets the statement date to 31, then account statements will be generated on the last working day for months with <31 days. • If 30th or 31st is a holiday on the next working day the account statement gets generated.

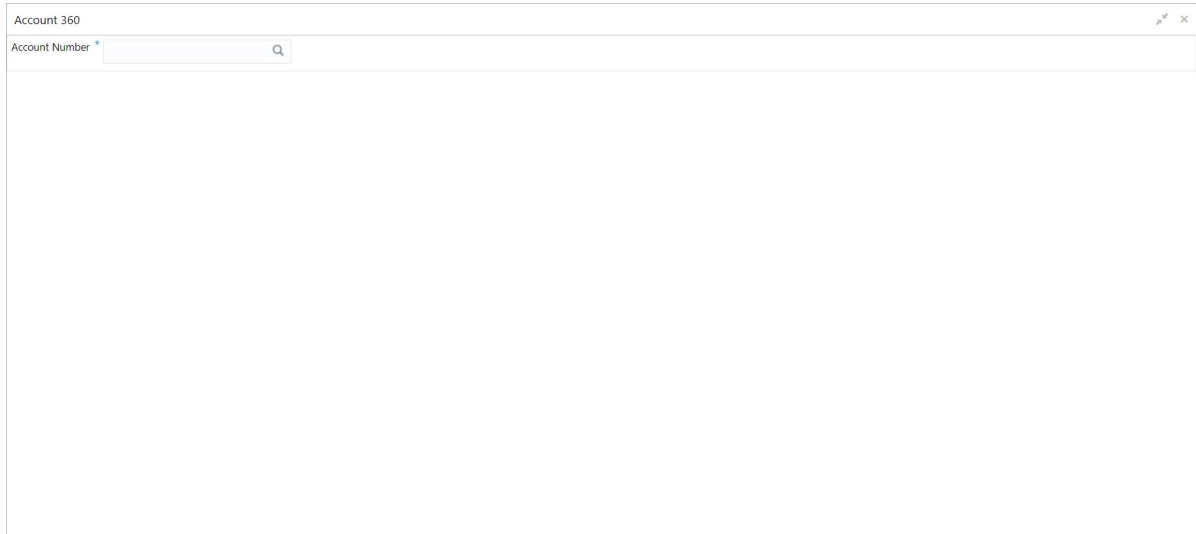
43. Account 360

The Account 360 screen helps the user provide an overview of Account Holder Details, Account Balance, Account Details, Suggested Actions, Overdraft Details, Alerts, Standing Instructions, Pending Requests, Recent transactions, and Interest Details.

CONTEXT:

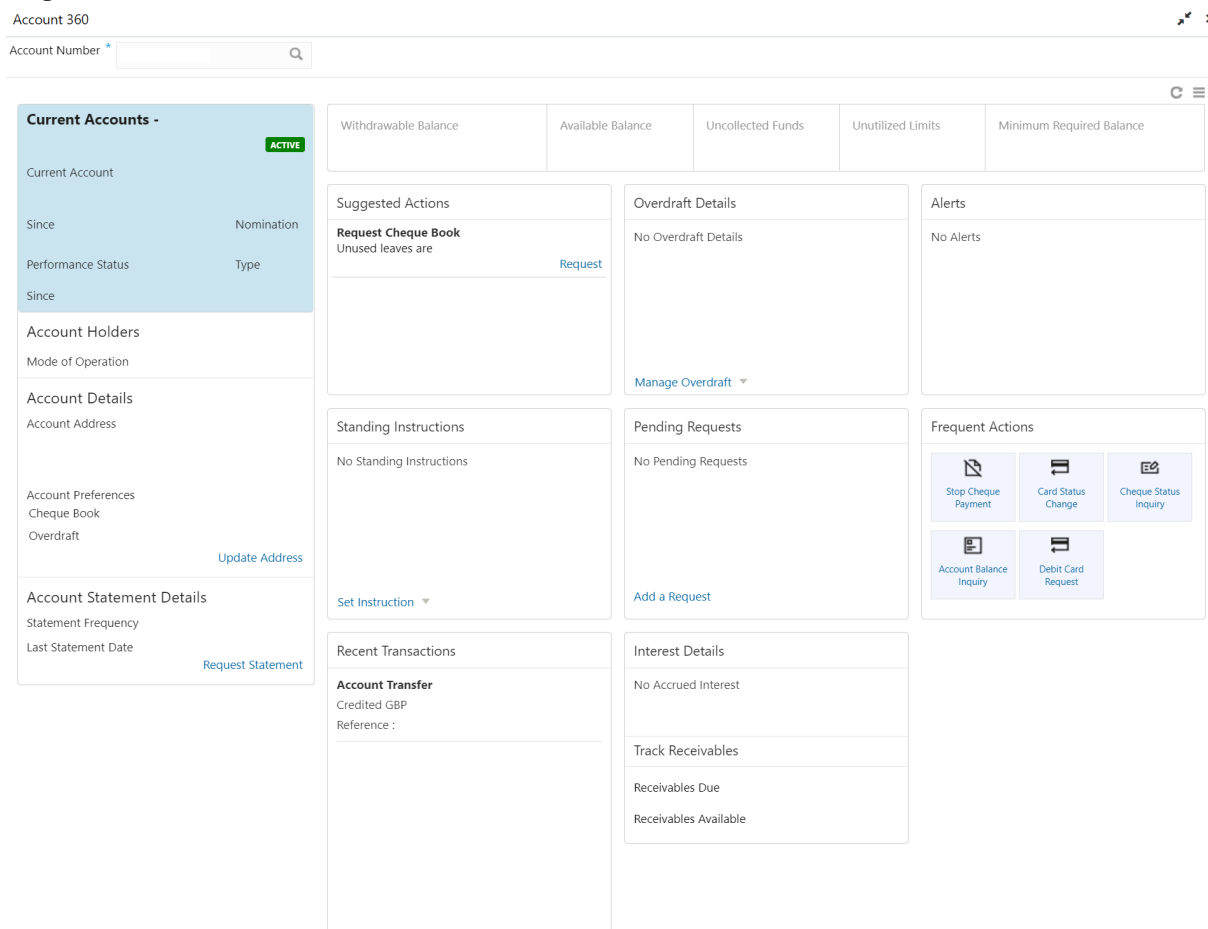
This topic has the following sub-topics:

- [43.1 Account Balance](#)
 - [43.2 Account Information](#)
 - [43.3 Account Holder Details](#)
 - [43.4 Account Details](#)
 - [43.5 Account Statement Details](#)
 - [43.6 Suggested Actions](#)
 - [43.7 Overdraft Details](#)
 - [43.8 Alerts](#)
 - [43.9 Standing Instructions](#)
 - [43.10 Pending Requests](#)
 - [43.11 Frequent Actions](#)
 - [43.12 Recent Transactions](#)
 - [43.13 Interest Details](#)
1. On the **Homepage**, from **Account Services**, under **Inquiry**, click **Account 360**, or specify **Account 360** in the search icon bar.
STEP RESULT: **Account 360** screen is displayed.

Figure 43.1: Account 360The image shows a browser window titled "Account 360". Inside the window, there is a search bar labeled "Account Number *". The search bar is empty and has a magnifying glass icon on the right side. The rest of the page content is blank.

2. On the **Account 360** screen, specify the account number.
STEP RESULT: Account 360 details for account is displayed.



Figure 43.2: Account 360 Details for Active Account



- On the **Account 360** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 43.1: Account 360 - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer Id , Account Number , or Account Name and click the Fetch button. NOTE: Account Name is displayed based on the account number selected.

- On the **Account 360** screen, click on  icon to refresh the information on the screen.
- On the **Account 360** screen, click on  icon to browse the account services menu.

43.1 Account Balance

This topic helps the user to know the account balance details while performing account servicing transactions.

On the **Account 360** screen, the system displays the following details for the account balance.

- Withdrawable Balance
- Available Balance
- Uncollected Fund
- Unutilized Limits
- Minimum Required Balance

Figure 43.3: Account Balance

Withdrawable Balance	Available Balance	Uncollected Fund	Unutilized Limits	Minimum Required Balance
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43.2 Account Information

This topic helps the user to know the account information details while performing account servicing transactions.

On the **Account 360** screen, the system displays the following account information details.

- Account Product Description
- Account Branch Description
- Account Status
- IBAN
- Account class Type (Savings/Current)
- Account Currency
- Account Opening Date
- Nomination Status
- Performance Status
- Account Type

Figure 43.4: Account Information

Regular Savings Account	
Branch	ACTIVE
Savings Account	
IBAN	
Since	Nomination
Apr 20, 2022	Provided
Performance Status	Type
Normal	Single
Since Apr 20, 2022	

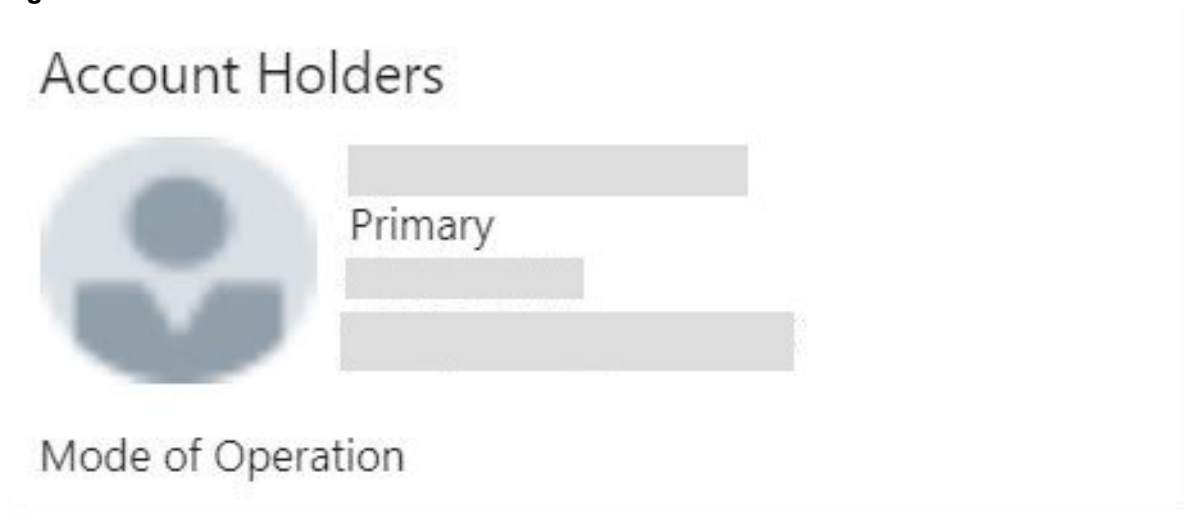
NOTE: Account status is displayed as Active/Frozen/Dormant/Closed based on account status. If the account is frozen and Dormant, the status is displayed as Frozen. If the account is Dormant and Closed, the status is displayed as Closed.

43.3 Account Holder Details

This topic helps the user to know the Account Holder details while performing account servicing transactions.

On the **Account 360** screen, the system displays the following account holder details.

- Account holders photo
- Name
- Customer ID
- Account holder relation (Primary/Joint and first/Joint and other etc)
- Mobile Number with ISD code
- Email Id
- Mode of Operation

Figure 43.5: Account Holder

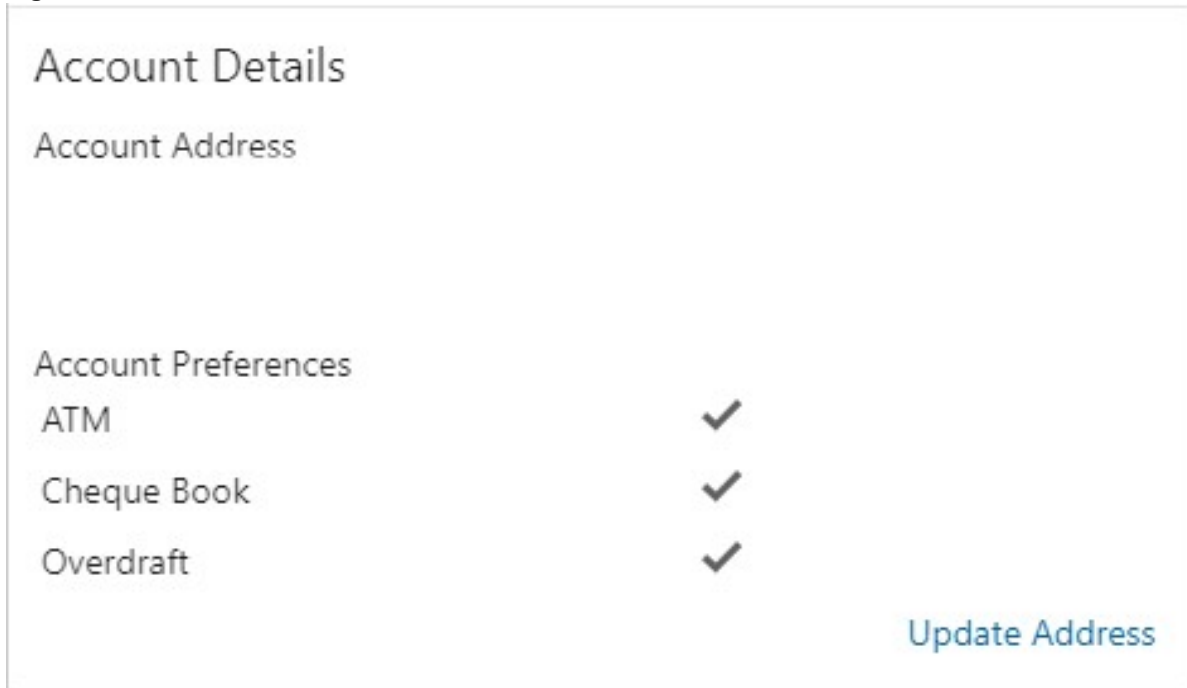
43.4 Account Details

This topic helps the user to know the Account Address details and facilities enabled to the account.

On the **Account 360** screen, the Account Details widget provides the Account Address.

The Account Details widget displays the below facilities enabled for the account.

- ATM
- Cheque Book
- Passbook
- Overdraft
- Online Sweep

Figure 43.6: Account Details

To update the account address, click **Update Address** hyperlink and the system displays the **Account Address Update** screen.

NOTE: For more information, refer [Account Address Update](#)

On the **Account Address Update** screen, user can modify the below details:

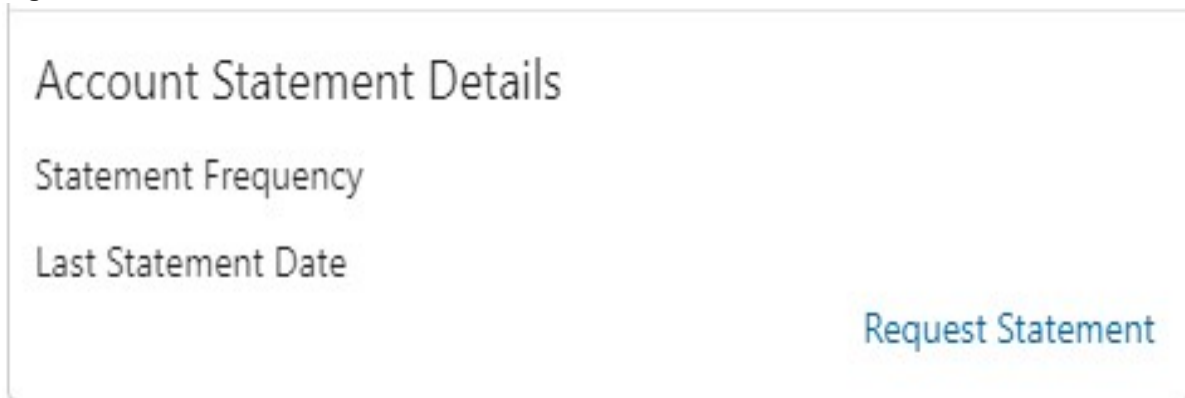
- Building
- Street
- City
- State
- Country
- Zip Code

43.5 Account Statement Details

This topic helps the user to know the statement frequency and the last statement details for the account.

The below account statement details are displayed:

- Account Statement Frequency and Cycle
- Last Statement Date

Figure 43.7: Account Statement Details

To generate the ad hoc account statement, click **Request Statement** hyperlink.

NOTE: For more information, refer [Ad hoc Account Statement](#)

On the **Ad hoc Account Statement** screen, user can generate the account statement using the below details:

- Period
- Date Range

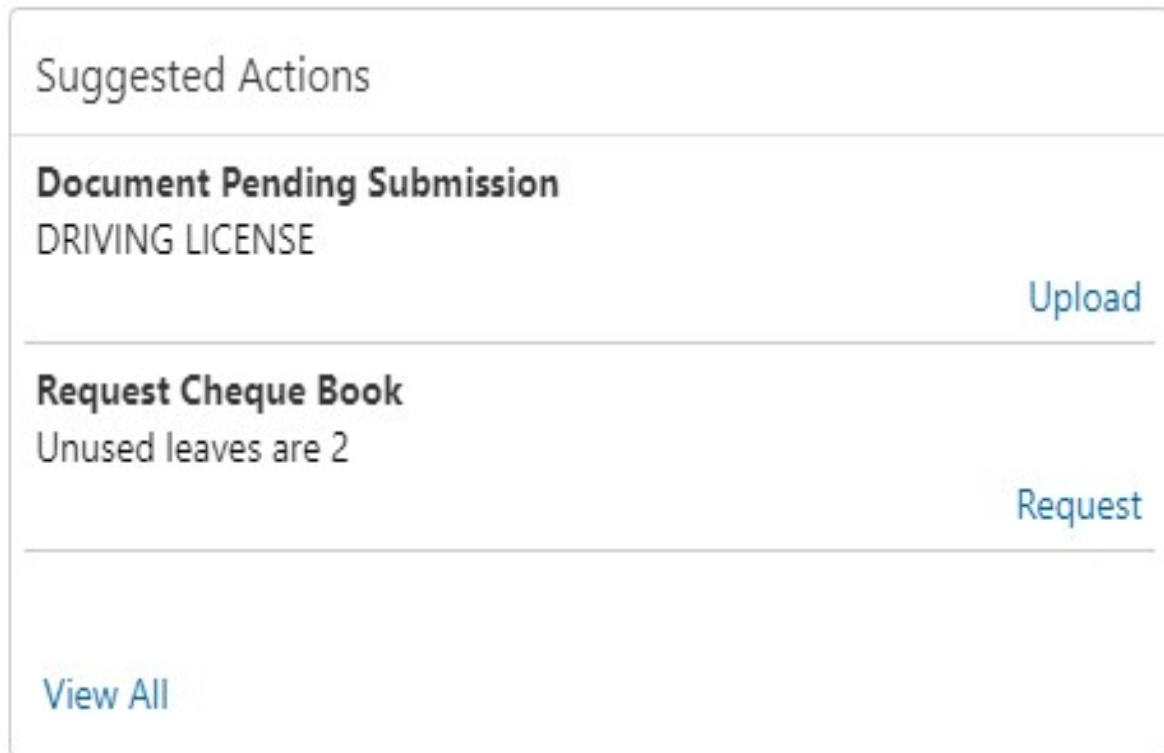
43.6 Suggested Actions

This topic describes the systematic instruction about the Suggested Actions in Account 360 screen. The Suggested Actions widget in the Account 360 screen displays the account's upcoming events and pending actions. This helps the user to inform the account holder and take the required actions.

CONTEXT:

On the **Account 360** screen, the system displays the suggested actions for the account.

Figure 43.8: Suggested Actions

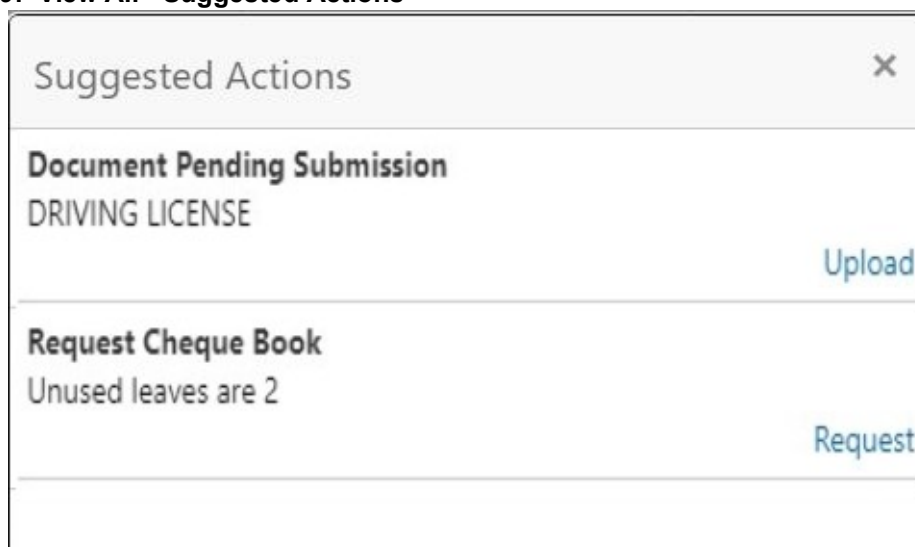


The suggested actions widget displays two suggested actions at a time. If more than 2 suggested actions are present for the account, the **View All** button is enabled to the user.

6. To view all the suggested actions, click on **View All** button.

STEP RESULT: **Suggested Actions** pop-up window is displayed.

Figure 43.9: View All - Suggested Actions



7. Click **X** icon on the **Suggested Actions** pop-up window.

STEP RESULT: **Suggested Actions** pop-up window is closed.

On the **Suggested Actions** widget, the below cases are displayed. If no suggested actions are displayed, the system displays the message as **No Suggested Actions**.

For more information on cases, refer to the suggested actions description table.

Table 43.2: Suggested Actions - Events Description

Events	Description
Deliver Cheque Book	<p>Displayed, if any cheque book delivery is pending for the account at branch. To deliver the cheque book, click on Deliver button, and the Cheque Book Status screen is launched.</p> <p>The system displays the message with cheque book request date and status.</p> <p>For example, Requested on March 30, 2019, pending delivery.</p>
Renew Debit Card	<p>Displayed, if any debit card is expiring for the account in specified number of days defined at Account 360 parameter. By default the number of days is 30 and can modify the value. To renew the debit card, click on Renew button, and the Debit Card Request screen is launched.</p> <p>The system displays the message with card number and expiry date.</p> <p>For example, Card 098976569876XXX expiring on Jan 15, 2022.</p>

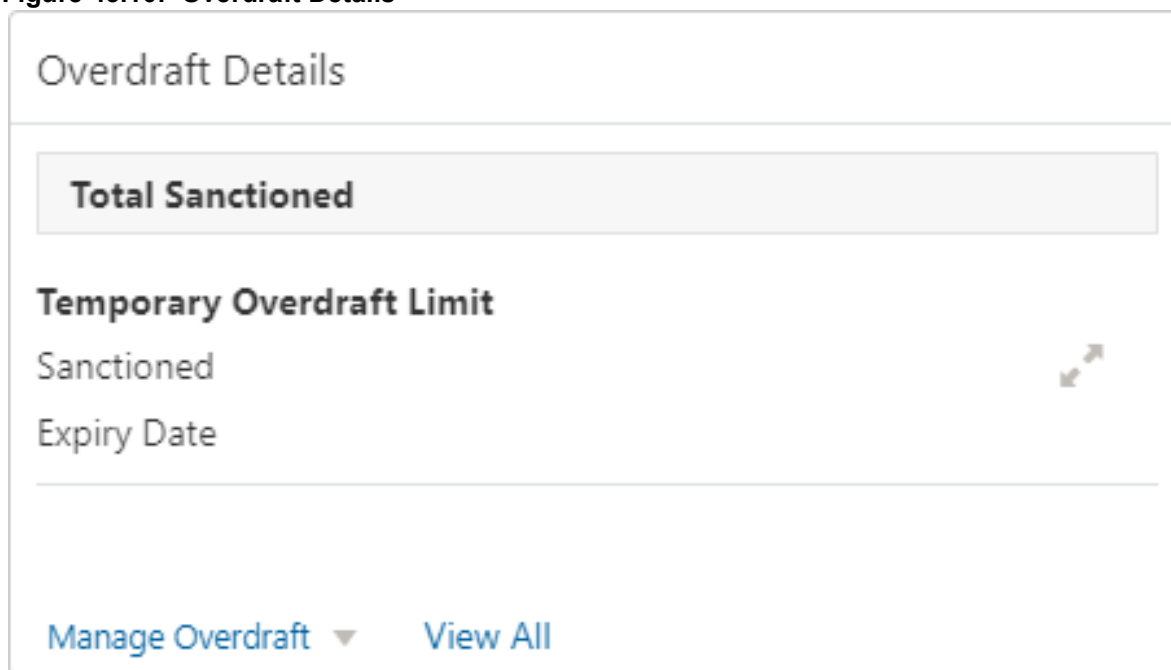
Events	Description
Request Cheque Book	<p>Displayed, if the number of pending cheque leaves are less than or equal to the specified limit at Account 360 parameter. By default the limit is 5 and can modify the value. To request new cheque book, click on Request button, and the Cheque Book Request screen is launched.</p> <p>For example, Unused leaves are 5.</p> <p>NOTE: The pending cheque leaves consider unused, stopped, and rejected cheques. It excludes canceled and used cheques.</p>
Document Expiring	<p>Displayed, if any document attached to the account is getting expired in a specified number of days defined at the Account 360 parameter. By default, the number of days is 30 and can modify the value. To upload the new document, click on the Upload button, and the Account Documents Update screen is launched.</p> <p>The system displays the message with the document name and expiry date.</p> <p>For example, DRIVING LICENSE expiring on Feb 25, 2022.</p>
Document Pending Submission	<p>Displayed, if any document is pending for submission. To upload the new document, click on the Upload button, and the Account Documents Update screen is launched.</p> <p>For example, AADHAR or PAN or Driving License.</p>
Activate Dormant Account	<p>Displayed, if the account status is dormant. To activate the dormant account, click on the Activate button, and the Activate Dormant Account screen is launched.</p> <p>The system displays the message with a dormant date.</p> <p>For example: Dormant since Jan 10, 2022.</p>

43.7 Overdraft Details

This topic describes the systematic instruction about the **Overdraft Details** in the **Account 360** screen. The **Overdraft Details** help the user know the limits and can modify the existing limit details.

1. On the **Account 360** screen, the system displays the overdraft details linked to the account.
STEP RESULT: **Overdraft Details** are displayed.

Figure 43.10: Overdraft Details



The **Total Sanctioned** amount is displayed in the **Overdraft Details** widget. To calculate the total sanctioned amount, the system must consider all the active overdrafts mapped to the account except any expired overdraft available for the account.

2. The **Overdraft Details** widget displays one limit at a time. If more than one limit is present for the account, the **View All** button is enabled to the user.

Expiring overdraft details are highlighted based on the number of days defined for overdraft expiring in the account 360 parameters. The badge **Expiring** should be provided to highlight the expiring overdraft details. The default parameter value is **30 Days**. Expired overdraft details are highlighted based on the number of days defined for displaying expired overdraft in the account 360 parameters. The badge **Expired** should be provided to highlight the expired overdraft details. The default parameter value is **30 Days**.

NOTE: If no overdraft is linked to the account, '**No Overdraft Details**' message is displayed.


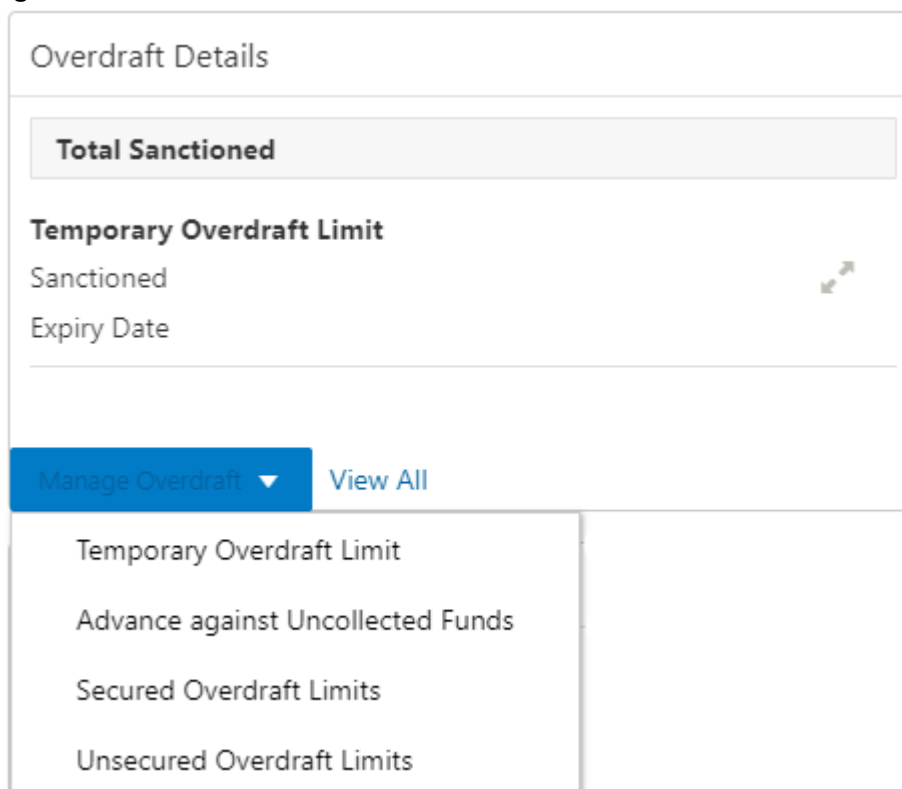
3. To view all limits, click on **View All** button.
STEP RESULT: **Overdraft Limits** pop-up window is displayed.
4. On the **Overdraft Details** widget, click the  icon, to view or modify the limit details.
STEP RESULT: Related limit screen is displayed and user can modify the details.
5. To link new limits for an account, click **Manage Overdraft** drop-down.
STEP RESULT: The drop-down lists the below values:
 - **Temporary Overdraft Limit**
 - **Advance Against Uncollected Funds**
 - **Secured Overdraft Limits**
 - **Unsecured Overdraft Limits**

Figure 44:Manage Overdraft

On clicking the required overdraft option, the system launches the related screen that defaults the **Account Number** and **Overdraft Details** if available, and the user can create or modify the overdraft details. On the **Overdraft Details** widget, the following limit details are displayed.

- **Limit Type**
- **Sanctioned Amount**
- **Expiry Date**
- **Collateral Type** and **Related Reference Number**
- **Renewal Amount** and **Renewal Date** for a Temporary overdraft, if any.
- The system displays the badge **Expiring** or **Expired** based on the number of days specified at the Account 360 parameter.

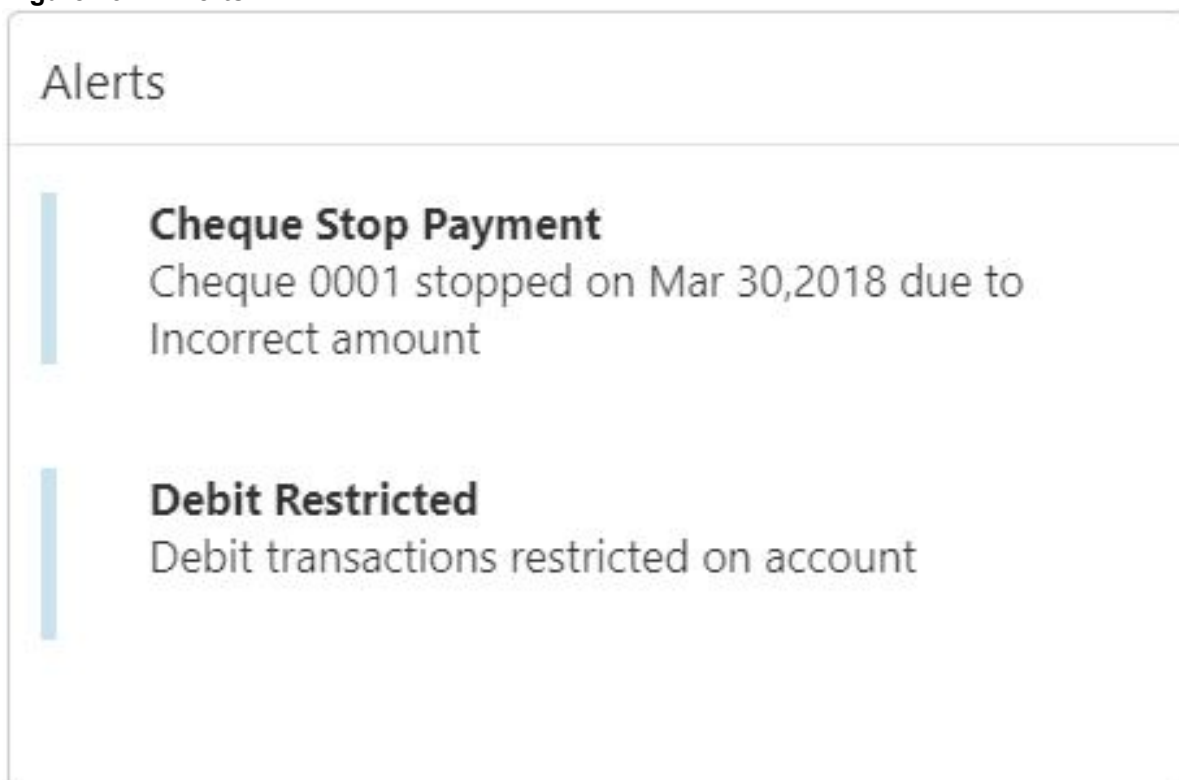
43.8 Alerts

This topic describes the systematic instruction about the Alerts in Account 360 screen. The Alerts widget helps the user view alerts on the account.

1. On the **Account 360** screen, the system displays the alerts of any exceptions, memo, and warnings on the account.

STEP RESULT: Account Alert details are displayed.

Figure 43.1: Alerts



2. The alerts widget displays two alerts at a time. If more than 2 alerts are present for the account, the **View All** button is enabled to the user
3. To view all alerts, click on **View All** button.
STEP RESULT: **Alerts** pop-up window is displayed.

Figure 43.2: Alerts Pop-up Window

4. Click **X** icon on the **Alerts** pop-up window.
STEP RESULT: **Alerts** pop-up window is closed.
5. On the **Alerts** widget, the below details are displayed.
For more information on cases, refer to the alerts description table.

NOTE: If no alerts are displayed, the system displays the message as **No Alerts**.

Table 43.3: Alerts - Case Description

Alerts	Description
Cheque Stop Payment	Displayed if any active stop payment is available on the account. The alert message displays the cheque number, Stop payment date, and stop payment reason. For example, Cheque 0002 stopped on Jan 10, 2022 due to an incorrect amount.

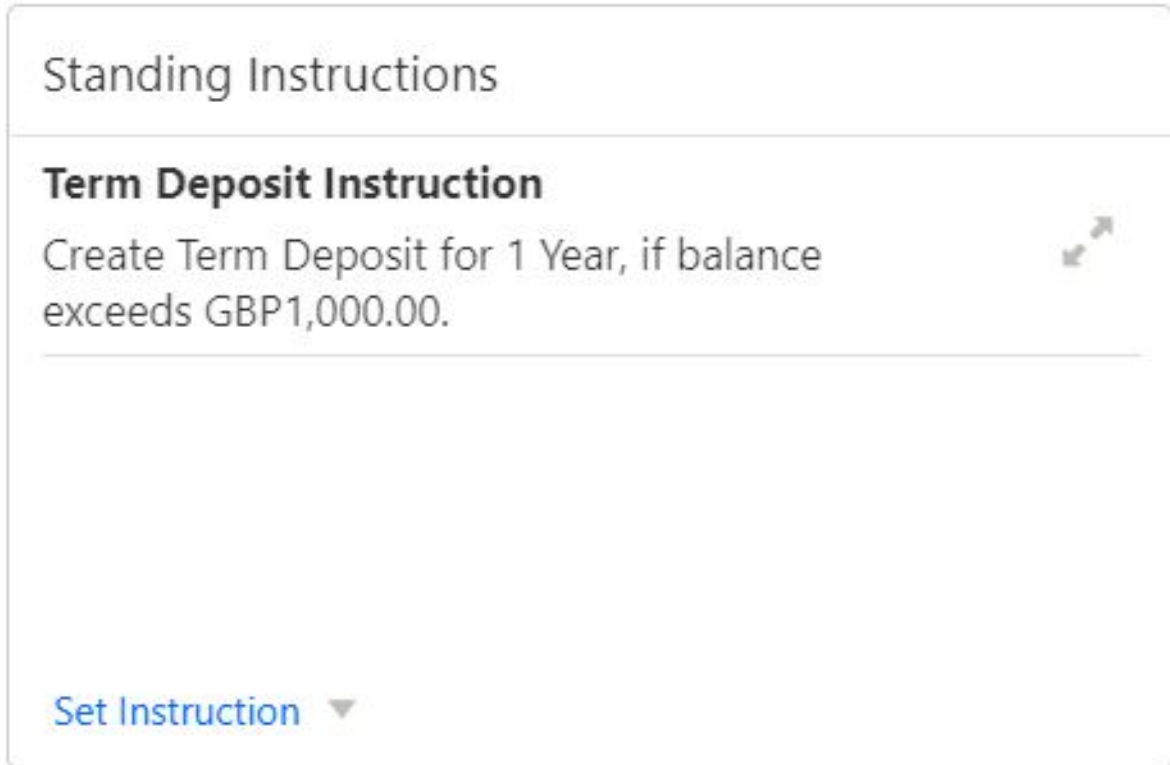
Alerts	Description
Debit Card Blocked	Displayed if any debit card is blocked. The alert message displays the card number and block reason. For example, Card XXXXXXXXXXXXX1230 is blocked due to a lost card.
Cheque Rejected	Displayed if any cheque clearing is rejected on the account. The alert message displays the Cheque Number, Rejected date, and Reject reason. For example, Cheque CHQ00000003023063 Rejected on Jan 15, 2022, due to Insufficient Balance.
Amount Block	Displayed if any active amount is blocked on the account. The alert message displays the Blocked amount, Date, and Block reason details. For example, GBP 10,000.00 blocked on Dec 10, 2021, due to legal notice.
Memo	Displayed if any active memo is maintained for the account. The memo message is displayed in the alert.
Debit Restricted	Displayed if any debit restriction is there for the account.
Credit Restricted	Displayed if any credit restriction is there on the account.
Debit Override	Displayed if any debit override is there on the account.
Credit Override	Displayed if any credit override is there on the account.

43.9 Standing Instructions

This topic describes the systematic instruction about the Standing Instructions in Account 360 screen. The Standing Instructions widget helps the user to view or modify the existing standing instruction details.

1. On the **Account 360** screen, the system displays the Standing Instructions linked to the account.
STEP RESULT: Standing Instructions details for the account are displayed.

Figure 43.3: Standing Instructions




2. On the **Standing Instructions** widget, click  icon, to view or modify the instruction details.
3. The standing instructions widget displays two standing instructions at a time. If more than 2 standing instructions are present for the account, the **View All** button is enabled to the user.
If no standing instructions are displayed, the system displays the message as **No Standing Instructions**.
4. To view all standing instructions, click on **View All** button.
STEP RESULT: **View All - Standing Instructions** pop-up window is displayed.
5. On the **Standing Instructions** widget, click on **Set Instructions** drop-down to capture new instructions.
 - a. Scheduled Transfer
 - b. Sweep Out from Account
 - c. Term Deposit
 - d. Online Sweep
 - e. Sweep In to Account
6. On the **Standing Instructions** widget the following instruction types are displayed.

Table 43.4: Standing Instructions - Types

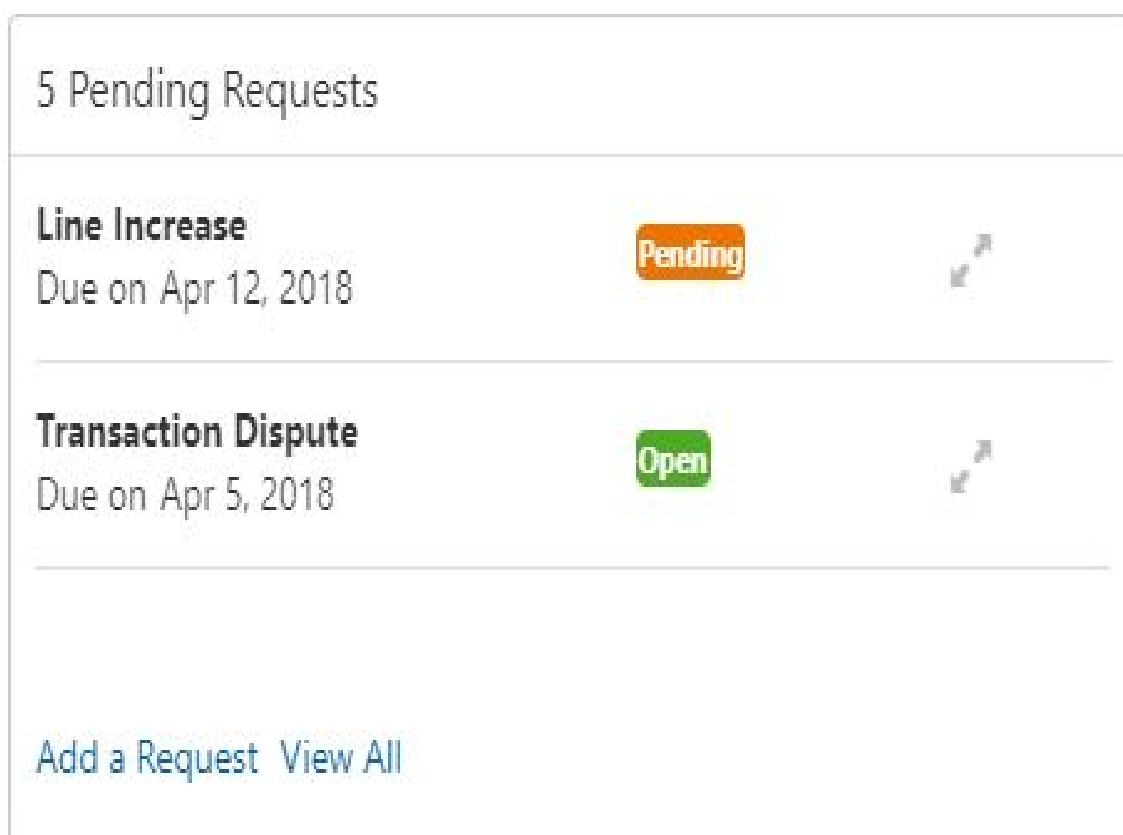
Instruction Type	Description
Scheduled Transfer	<p>Displayed, if any active scheduled transfer is available for the account. The message displays the following details:</p> <ul style="list-style-type: none"> • Instruction Type • Instruction Amount • Currency • Beneficiary Account Name • Frequency Details • Next Liquidation Date
Sweep In	<p>Displayed, if any active sweep in instruction is available for the account. The message displays the following details:</p> <ul style="list-style-type: none"> • Instruction Type • Threshold Amount • Currency • Provider Account Name
Sweep Out	<p>Displayed, if any active sweep out instruction is available for the account. The message displays the following details:</p> <ul style="list-style-type: none"> • Instruction Type • Threshold Amount • Currency • Beneficiary Account Name
Term Deposit	<p>Displayed, if any active term deposit instruction is available for the account. The message displays the following details:</p> <ul style="list-style-type: none"> • Instruction Type • Threshold Amount • Currency • Deposit Account Tenor Details
Online Sweep	<p>Displayed, if any active online sweep instruction is available for the account. The message displays the following details:</p> <ul style="list-style-type: none"> • Instruction Type • Sweep Eligible Balance • Currency

43.10 Pending Requests

This topic describes the systematic instruction about the Pending Requests in the Account 360 screen. Specific requests raised by the customer with the bank sometimes take time to process or investigate. Such requests are captured as Service Requests. Service Requests help the users track customer requests, maintain a target completion date, priority for a request, change severity for an ageing request, and update brief details of information exchanged with the customer. The Pending Requests widget helps the user Add, Modify, Edit, or View the service requests raised by the Customer.

1. On the **Account 360** screen, the system displays the Pending Requests for the account.
STEP RESULT: Pending Request details for the account are displayed.

Figure 43.4: Pending Requests




2. On the **Pending Request** widget, the system displays the total number of requests available for the account. If no pending requests are displayed, the system displays the message as **No record to display**.
3. On the **Pending Request** widget, the system displays the following fields.
For more information on fields, refer to the field description table.

Table 43.5: Pending Request - Field Description

Field	Description
Service Request Type	Displays the Service Request type. For example, Statement Copy, Transaction Dispute etc.
Due Date	Displays the target completion date.
Status	Displays the service request status. The status types are: <ul style="list-style-type: none">• Escalated• Pending• Open

4. To add a new request, click on **Add a Request** button.
STEP RESULT: **New Service Request** pop-up window is displayed.

Figure 43.5: New Service Request

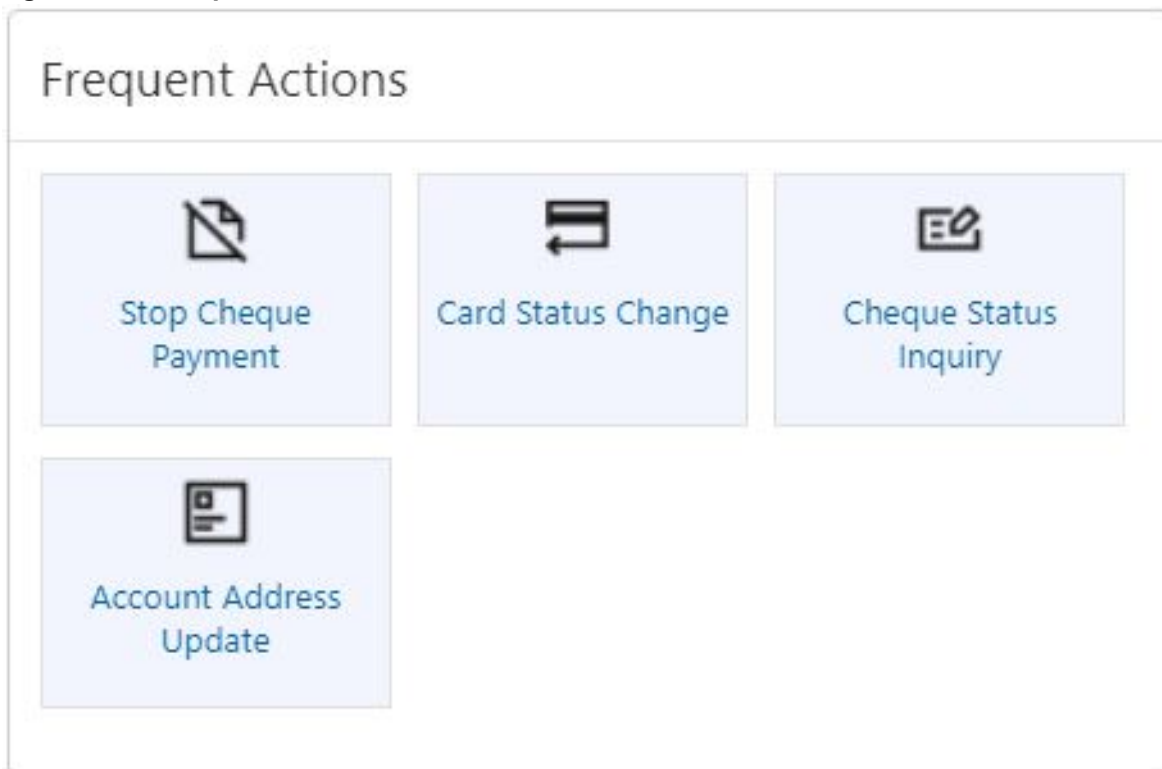
5. On the **New Service Request** pop-up window, specify the fields.
For more information on fields, refer to [Table 2.5: Service Request-New Service Request](#)
6. Click the **Save** button.
STEP RESULT: **Request saved successfully** message is displayed.
7. Click **OK**.
STEP RESULT: A new record is displayed in the Pending Request widget.
8. On the **Pending Requests** widget, click  icon to view or modify the service requests.
STEP RESULT: Service Request Details screen is displayed.
9. The Pending Requests widget displays two service request details at a time. If more than two service request details are present for the account, the **View All** button is enabled to the user.
10. To view all Pending Requests, click on **View All** button.
STEP RESULT: **View All - Pending Requests** pop-up window is displayed.

43.11 Frequent Actions

This topic describes the about the Frequent Actions in the Account 360 screen. The Frequent Actions helps the user to perform account servicing related transactions from the account 360 view screen without navigating to the main menu.

The Frequent Actions widget displays the frequently used account servicing transactions.

Figure 43.6: Frequent Actions



NOTE: A maximum of 6 transactions are allowed for frequent actions.

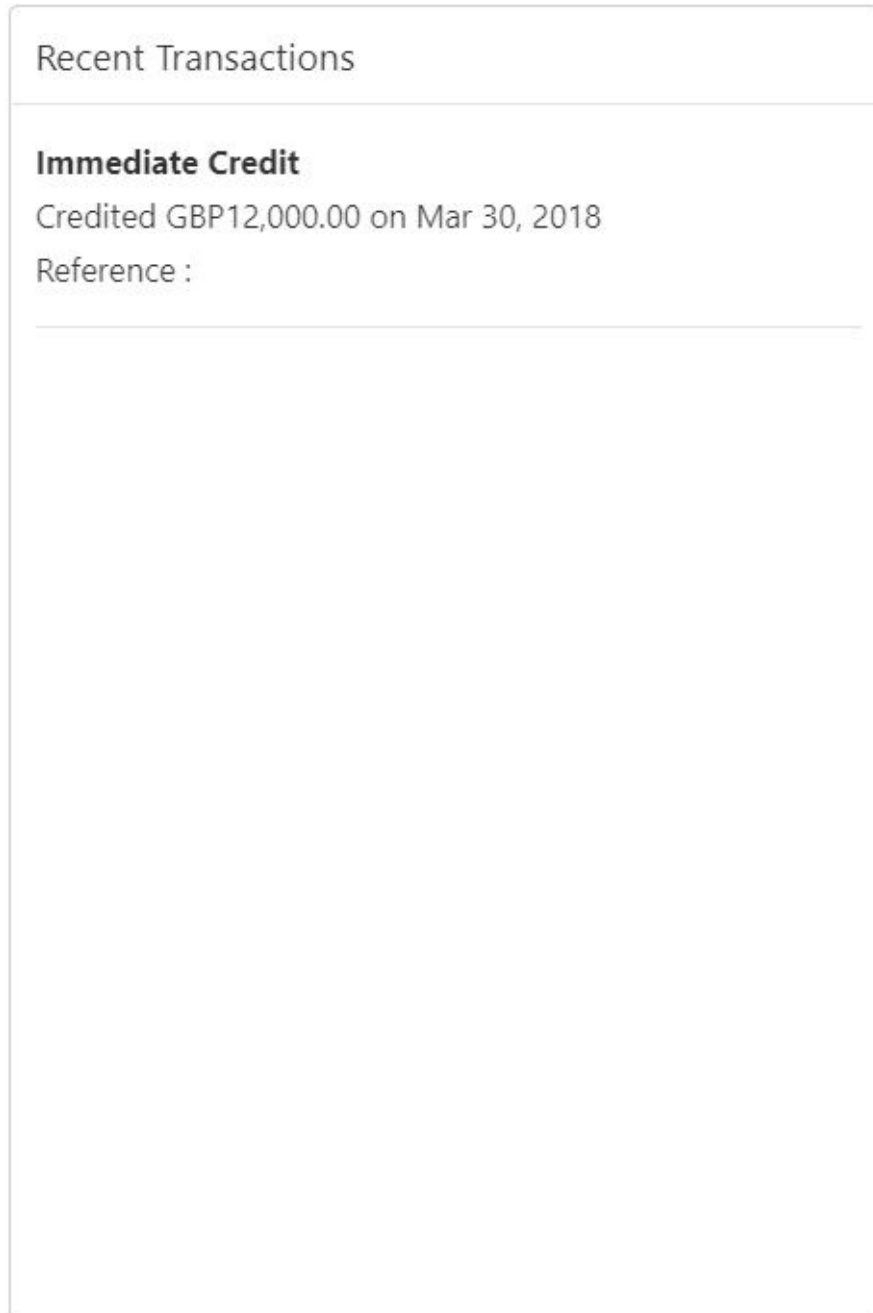
Users can configure the frequently used account servicing transactions screens.

When users click on the configured account servicing transactions, the system launches the related transaction screen by defaulting the account number.

43.12 Recent Transactions

This topic describes the systematic instruction to view the Recent Transactions in the Account 360 screen.

1. On the **Account 360** screen, the system displays the Recent Transactions performed for the account.
STEP RESULT: Recent Transactions details for the account are displayed.

Figure 43.7: Recent Transactions

2. The Recent Transactions widget displays latest 5 transaction details at a time. If more than 5 transaction details are present for the account, the **View more** button is enabled to the user.
3. To view more Recent Transactions, click on **View more** button.

STEP RESULT: **Account Transaction** screen is displayed.

NOTE: In this view, 15 records are shown at a time and can be configured in Account 360 parameter.

43.13 Interest Details

This topic describes about Interest Details in the Account 360 screen.

The below Interest Details widget displays the following details.

- Accrued Credit Interest
- Accrued Debit Interest
- Receivable Due
- Receivable Available

Figure 43.8: Interest Details

Interest Details	
No Accrued Interest	
Track Receivables	
Receivables Due	0.00
Receivables Available	0.00

The system displays the **No Accrued Interest** message if accrued debit and credit interest are unavailable.

44. Account Balance Inquiry

This topic describes the systematic instructions about Account Balance Inquiry. The Account Balance Inquiry screen helps the users to inquire the account balance, accrued interest and charge due, turnover and receivable tracking details.

1. On the **Homepage**, from **Account Services**, under **Inquiry**, click **Account Balance Inquiry**, or specify **Account Balance Inquiry** in the Search icon bar.

STEP RESULT: **Account Balance Inquiry** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 44.1: Account Balance Inquiry

Account Balance Inquiry ✖

Account Number *

All amounts in GBP

Total Available Balance	Current Balance	Uncollected Balance	Sweep Eligible	Minimum Required Balance
Show Calculation	Available Balance	Withdrawable Uncollected	Unutilized Limits	Amount Block

Interest and Charge Details	Turnover Details	Receivable Tracking
Accrued Credit Interest	Credit Debit	Amount Due
Accrued Debit Interest	Daily Turnover	Amount Available
Interest Due	Month to Date Turnover	
Charge Due	Last Transaction Date	

2. On **Account Balance Inquiry** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 44.1: Account Balance Inquiry - Field Description

Field	Description
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID, Account Number, or Account Name and clicking on the Fetch button. NOTE: Account Name is displayed by default based on the account number selected.

3. After the account number is input, the system displays the following details.
 - a. Account Currency
 - b. Account Balance
 - c. Interest and Charge Details
 - d. Turnover Details
 - e. Receivable Tracking
4. To view the total available balance calculation, click on **Show Calculation**.
STEP RESULT: **Show Calculation** screen is displayed.

Figure 44.2: Show Calculation

Account Balance Inquiry ✖

Account Number *

All amounts in GBP

Total Available Balance	Current Balance	Uncollected Balance	Sweep Eligible	Minimum Required Balance
Hide Calculation	Available Balance	Withdrawable Uncollected	Unutilized Limits	Amount Block

Current Balance	Turnover Details	Receivable Tracking
Uncollected Balance	Credit Debit	Amount Due
Amount Block	Daily Turnover	Amount Available
Unauthorized Credit	Month to Date Turnover	
Receivable	Last Transaction Date	
Available Balance		
Withdrawable Uncollected		
Sweep Eligible		
Auto Term Deposit		
Savings and Current Account		
Term Deposit Account		
Unutilized Limits		
Total Available Balance		

5. On the **Account Balance**, the system displays the following details:
 - a. Total Available Balance
 - b. Current Balance
 - c. Available Balance
 - d. Uncollected Balance
 - e. Withdrawable Uncollected
 - f. Sweep Eligible
 - g. Unutilized Limits
 - h. Minimum Required Balance
 - i. Amount Block
6. On the **Interest and Charge Details**, the system displays the following details:
 - a. Accrued Debit Interest
 - b. Accrued Credit Interest
 - c. Interest Due
 - d. Charge Due
7. On the **Turnover Details**, the system displays the following details.

Table 44.2: Turnover Details - Field Description

Field	Description
Daily Turnover	Displays the sum of Daily Credit and Debit Turnover.
Month to Date Turnover	Displays the sum of current month to business date debit and credit turnover.
Last transaction Date	Displays the last debit and credit transactions date.

8. On the **Receivable Tracking**, the system displays the following details:
- a. Amount Due
 - b. Amount Available

45. Account Transaction Inquiry

This topic provides the systematic instructions for the users to view, and download all the transactions posted to the current account and saving accounts for a particular date range or last n transactions.

1. On **Homepage**, from **Account Services**, under **Inquiry**, click **Account Transactions**, or specify the **Account Transactions** in the Search icon bar.

STEP RESULT: **Account Transactions** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 45.1: Account Transactions Screen

2. On **Account Transactions** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 45.1: Account Transaction Inquiry

Field	Description
Account Number	Enter the account number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and click Fetch . NOTE: The Account Name is displayed adjacent to this field as the account number is selected.
Transaction Type	User can view all the transactions posted to the current account and saving account with the below transaction type: <ul style="list-style-type: none"> • Debits & Credits • Debits • Credits

Field	Description
Search Type	<p>The Users can select the search type. The below list of values is available:</p> <ul style="list-style-type: none"> • Data Range • Last 2 months • Last 3 months • Last number of transactions
Date Range	<p>This option will be available, if the user selects the search type as 'Date Range'. Click on the Calender and specify the From date and To date for the account transactions.</p> <p>NOTE: To Date cannot less than From Date. Click Search. Post the inputs, the Account Transaction can be viewed</p>
Last Number of Transactions	<p>This option will be displayed if the user selects search type as 'Last number of Transactions'. Users can search the account transactions for the last 'n' transactions. Click Search. Post the inputs, the Account Transaction can be viewed</p>
Transactional Details	<p>This field displays the transaction details for the account selected. The following transaction details can be searched and sorted:</p> <ul style="list-style-type: none"> • Transaction Date • Reference Number • Transaction Description • Cheque Number • Value Date • Debit Amount • Credit Amount • Running Balance
<Filter>	Specify a value to filter the details as required.

46. Tax Deducted at Source Inquiry

This topic describes the systematic instructions about Tax Deducted at Source Inquiry. This screen helps to inquire the Tax deducted by the bank on the credit interest (Tax deducted at Source) paid on customer's accounts.

1. On the **Homepage**, from **Account Services**, under **Inquiry**, click **Tax Deducted at Source Inquiry**, or specify the **Tax Deducted at Source Inquiry** in the search icon bar.

STEP RESULT: **Tax Deducted at Source Inquiry** screen is displayed.

Figure 46.1: Tax Deducted at Source Inquiry

2. On the **Tax Deducted at Source Inquiry** screen, specify the fields. For more information on fields, refer to the field description table.

Table 46.1: Tax Deducted at Source Inquiry - Field Description

Field	Description
Customer ID	Enter the Customer ID or click the search icon to view the Customer ID pop-up window. By default, this window lists all the Customer ID's present in the system. You can search for a specific Customer ID by providing Customer Number or Customer Name and click on the Fetch button.
Customer Name	Customer Name is displayed based on the Customer ID selected.
Account Number	You can enter a specific account number of the customer and search Tax Deducted at Source details or click the drop-down list to select the available account numbers listed for the customer id to search the Tax Deducted at Source details. This is an optional field.
Financial Year	By default, the current financial year is displayed in this field. You can select the previous financial years from the drop-down. The system displays the Tax Deducted at Source details financial year-wise.
Branch	The system displays the Branch Code based on the account number.
Account Number	The system displays the Account Number.

Field	Description
Account Name	The system displays the Account Name.
Interest Amount	The system displays the Credit interest on the account.
Taxation Date	The system displays the date of the tax application on the account.
Tax Amount	The system displays the Tax amount calculated on the credit interest.

47. Memo Maintenance

This topic describes the systematic instruction to maintain the Memo instructions against the Current and Savings Account or Deposit Account. The memo maintenance screen helps you to maintain the information or important actions that take place when the account holder visits the branch or user performs any transactions on the account. This memo details are displayed to the bank user or the account holder performs any channel transactions.

1. On the **Homepage**, from **Interaction Services**, under **Maintenance**, click **Memo Maintenance**, or specify the **Memo Maintenance** in the Search icon bar.

STEP RESULT: **Memo Maintenance** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 47.1: Memo Maintenance

2. On **Memo Maintenance** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 47.1: Memo Maintenance - Field Description

Field	Description
Category	<p>The user can select the following categories from the drop-down list. The drop-down lists the below values:</p> <ul style="list-style-type: none"> • Current and Savings Account • Deposit Account <p>When the user selects the Current and Savings Account category, the system displays the fields Account Number, Account Name, and Branch.</p> <p>When the user selects the Deposit Account category, the system displays the fields Deposit Account Number, Account Name, and Branch.</p>
Account Number	Enter the Account Number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID , Account Number , or Account Name and clicking on the Fetch button.
Deposit Account Number	Enter the Deposit Account Number or click the search icon to view the Deposit Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Deposit Account Number by providing Customer ID , Deposit Account Number , or Account Name and clicking on the Fetch button.
Account Name	Account Name is displayed based on the account number selected.
Branch	Displays the branch code for the selected Current and Savings Account Number or Deposit Account Number .

- When users input the **Current and Savings Account Number** or **Deposit Account Number**, the system displays the existing memo instructions if any or the system displays a message as **Active Memo instruction details are not available**.

STEP RESULT: **Memo Details** screen is displayed.

Figure 47.2: Memo Details

Memo Maintenance Remarks Documents

Category: Current and Savings Account Account Number * Account Name Branch

Memo Details

+ Override

Banker Message:

Customer Message:

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

Audit Save & Close Submit Cancel

Figure 47.3: No Active memo instructions

Memo Maintenance Remarks Documents

Category: Current and Savings Account Account Number * Account Name Branch

Memo Details

+

! Active Memo instruction details are not available

Audit Save & Close Submit Cancel

4. To create a new memo instructions, click + icon.
- STEP RESULT: **Add Memo** pop up screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 47.4: Add Memo

The screenshot shows a modal window titled "Add Memo" with a close button in the top right corner. The form is organized into two columns. The left column contains: a "Type *" dropdown menu; a "Start Date *" field with a calendar icon; a "Show to Customer" toggle switch that is currently turned on; and a "Channel" dropdown menu. The right column contains: a "Banker Message *" text area; an "End Date" field with a calendar icon; and a "Customer Message *" text area. Below the modal, there are three buttons: "Add", "Add Another", and "Cancel".

5. On **Add Memo** pop up screen, specify the fields.
For more information on fields, refer to the field description table.

Table 47.2: Add Memo - Field Description

Field	Description
Type	Select the Type from the drop-down list. The drop-down lists the below values: <ul style="list-style-type: none"> • Information • Override
Banker Message	Specify the memo instruction message which displays to the bank user.
Start Date	The system defaults the start date as the current branch date, and the user can modify the start date to any future date using the adjoining calendar button. NOTE: The Start Date cannot be backdated.
End Date	Click on the adjoining calendar icon to specify the end date of the memo instruction.
Show to Customer	Users can click on the Show to Customer toggle button to capture memo instruction, which displays to the account holder. NOTE: The Customer Message and Channel fields are available if the user enables the Show to Customer toggle button.
Customer Message	Specify the memo instruction message, which displays to the Account holder.
Channel	Select the channel to display the memo to the account holder from the drop-down list. The drop-down lists the below values: <ul style="list-style-type: none"> • Dashboard • E-Mail • SMS


- On click of **Add Another** button, the **Add Memo** screen refreshes to capture another instruction detail and a new memo tile displays under the Memo Details.
- Click the **Add** button to add new memo details. After the click on **Add** button, the **Add Memo** pop-up window is closed.
- On **Memo Maintenance** screen, under **Memo Details**, click  on the tile to view the memo instruction.
STEP RESULT: **View Memo** pop up screen is displayed.

Figure 47.5: View Memo

View Memo

Type: Banker Message

Start Date

Show to Customer

Close

9. On the **View Memo** screen, users can view the following details:

- a. Type
- b. Banker Message
- c. Start Date
- d. End Date
- e. Show to Customer
- f. Customer Message
- g. Channel


10. On **Memo Maintenance** screen, under **Memo Details**, click  on the tile to modify the memo instructions.
STEP RESULT: **Modify Memo** pop up screen is displayed.

Figure 47.6: Modify Memo

Modify Memo

Type *

Start Date *

Show to Customer

Channel

Banker Message *

End Date

Customer Message *

Save Cancel


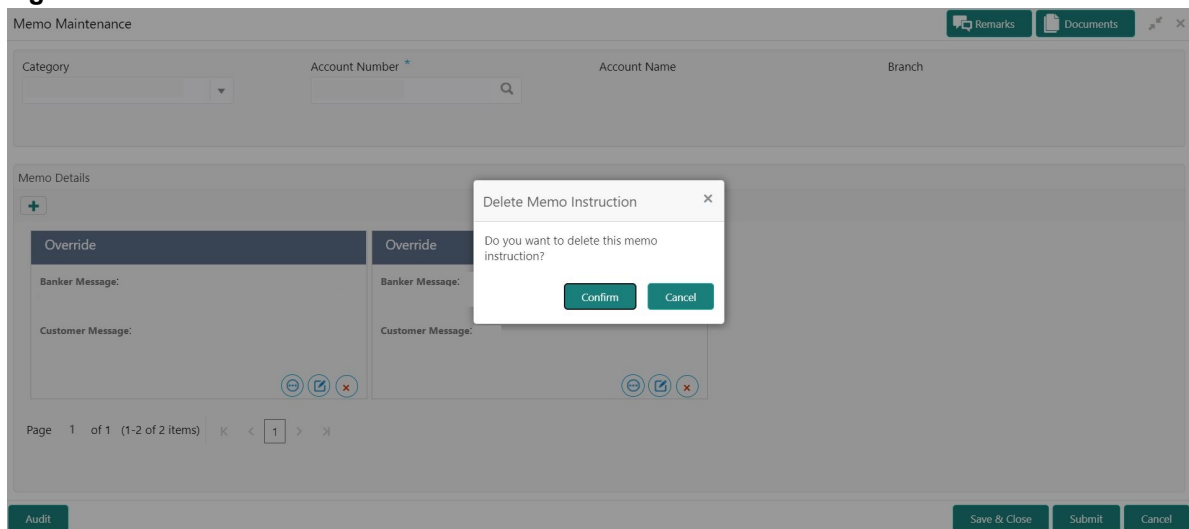
11. On the **Modify Memo** screen, users can modify the following fields:
 - a. Type
 - b. Banker Message
 - c. Start Date
 - d. End Date
 - e. Show to Customer
 - f. Customer Message
 - g. Channel
12. Click the **Save** button to update the memo details and the updated instruction details displayed in the tile.
13. On **Memo Maintenance** screen, under **Memo Details**, click  icon on the tile to delete the memo instruction.
STEP RESULT: **Delete Memo Instruction** pop up window is displayed.

Figure 47.7: Delete Memo Instruction



14. Click the **Cancel** button to cancel the Delete Memo Instruction operation.
15. Delete the Memo instruction by clicking on the **Confirm** button.

48. Bulletin Board Maintenance

The Bulletin Board Maintenance screen helps you to create, view, modify or delete the bulletin messages.

The bulletin message has two sub-sections:

- [48.1 Create Bulletin](#)
- [48.2 View Bulletin](#)

48.1 Create Bulletin

This topic describes the systematic instructions to Create a Bulletin Message. The created bulletin message is displayed on the Bulletin Board widget.

1. On the **Homepage**, from **Interaction Services**, under **Maintenance**, **Bulletin**, click **Create Bulletin**, or specify the **Create Bulletin** in the Search icon bar.

STEP RESULT: **Create Bulletin** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 48.1: Create Bulletin

Figure 48.1 shows the 'Create Bulletin' form. The form includes the following fields and sections:



- Message Type ***: A dropdown menu with 'Select' as the current value.
- Start Date ***: A date picker field.
- Expiry Date**: A date picker field.
- Subject ***: A text input field.
- Message**: A large text area for the bulletin content.
- Attachments**: A dashed box with the text 'Drop files here or click to select' and a trash icon below it.
- User Role Mapping**: A section containing a table with the following structure:

User / Role	ID	Name	Action
[Dropdown]			[Trash Icon]

The form also includes a 'Page 1 of 1 (1 of 1 items)' indicator and 'Save' and 'Cancel' buttons at the bottom right.

2. On the **Create Bulletin** screen, specify the fields.
For more information on fields, refer to the field description table.

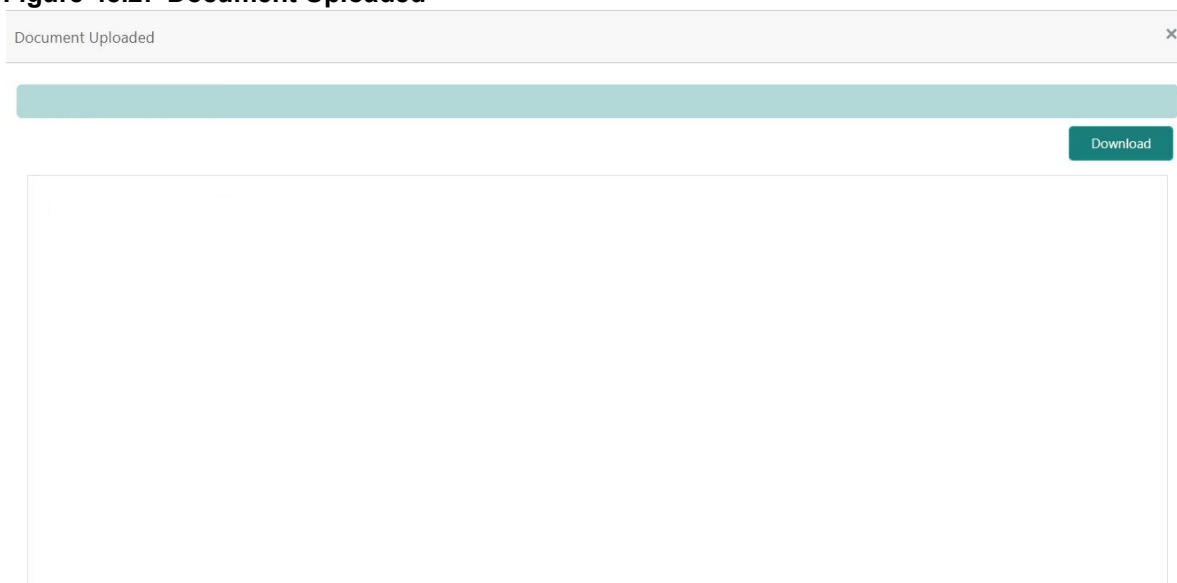
Table 48.1: Create Bulletin - Field Description

Field	Description
Message Type	<p>Select the message type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> • Alert - Select this option if the message requires immediate attention from the users. When this option is selected, the Bulletin message is represented with  icon on the widget. • Information - Select this option if the bulletin is for information purposes only. When this option is selected, the Bulletin message is represented with  icon on the widget.
Start Date	<p>Select the date from which the bulletin message displays on the widget.</p> <p>NOTE: This date cannot be lesser than the current business date.</p>
End Date	<p>Users can specify the expiry date of the bulletin message. Once the bulletin message reaches the expiry date, the message gets removed from the bulletin board widget.</p>
Subject	<p>Enter a brief description of the bulletin message.</p>
Message	<p>Enter a detailed description of the message.</p>
Attachments	<p>You can attach relevant documents using this option. You can either drag and drop files into the space provided or select documents from your local drive.</p> <p>You can preview or delete an attachment before submitting the transaction for authorization.</p>

- To preview an attached document, click on the document hyperlink.

STEP RESULT: **Document Uploaded** pop up window is displayed.

NOTE: The document preview is available only to those document types that support the preview feature by default. Where the preview feature is not supported, click on **Download** button to download the attached document before viewing.

Figure 48.2: Document Uploaded





4. Click on  to close the **Document Uploaded** pop up window.
5. You can target bulletin messages towards user groups or specific users. Using the **User Role Mapping** table, you can configure User Roles or Users to a particular bulletin.
6. Click  icon to specify User Role or User mapping to the bulletin message.
For more information on fields, refer to the field description table.

Table 48.2: User Role Mapping - Field Description

Field	Description
User/Role	Select User/Role from the drop-down list.
ID	When User is selected, click the search icon to view the User Mapping pop-up window. By default, this window lists all the Users present in the system. You can search for a specific User by providing User, or Username and click Fetch . When Role is selected, click the search icon to view the Role Mapping pop-up window. By default, this window lists all the Roles present in the system. You can search for a specific Role by providing Role, or Role Name and click Fetch .
Name	User or Role name is displayed based on the user id or role id selected.
Actions	Displays the  icon. Click the  icon to remove the respective user or role.

After the message is created, the status of the message is updated as **Active** or **Awaited**.

7. After the message is created, the status of the message is updated as **Active** or **Awaited**.
System updates the status of the Bulletin message as **Active** if the start date is equal to the current business date.

NOTE: If the Start Date is future dated, then the status of Bulletin message is updated as **Awaited** until the date is reached. The system automatically updates the status to **Active** once the start date is reached.

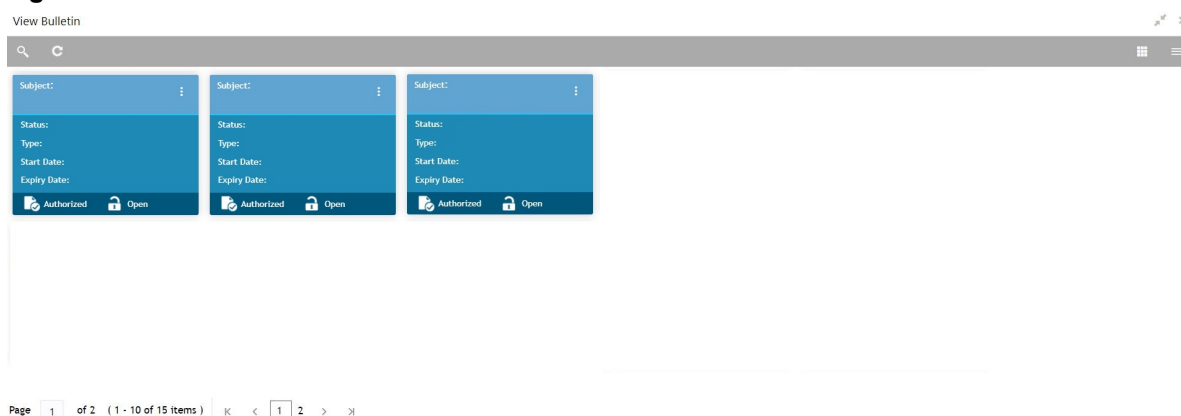
48.2 View Bulletin


This topic describes the systematic instructions to View or Modify the Bulletin Message.


1. On the **Homepage**, from **Interaction Services**, under **Maintenance, Bulletin**, click **View Bulletin**, or specify the **View Bulletin** in the Search icon bar.

STEP RESULT: **View Bulletin** screen is displayed.

Figure 48.3: View Bulletin



2. On the **View Bulletin** screen, the system displays all the bulletin messages with status:
 - a. Awaited
 - b. Active
 - c. Paused
 - d. Expired
3. On the **View Bulletin** screen, you can search for specific bulletin using the  icon. You can use any of the following options to search.
 - a. Message Type
 - b. Message Status
 - c. Message Reference Number
 - d. Subject
 - e. Start Date
 - f. Expiry Date
 - g. Authorization Status
 - h. Record Status
4. After the input of any options mentioned above, click the **Search** button.

5. Click  icon to display the following options:
 - a. Unlock
 - b. Authorize
 - c. Delete
 - d. Close
 - e. Copy
 - f. View


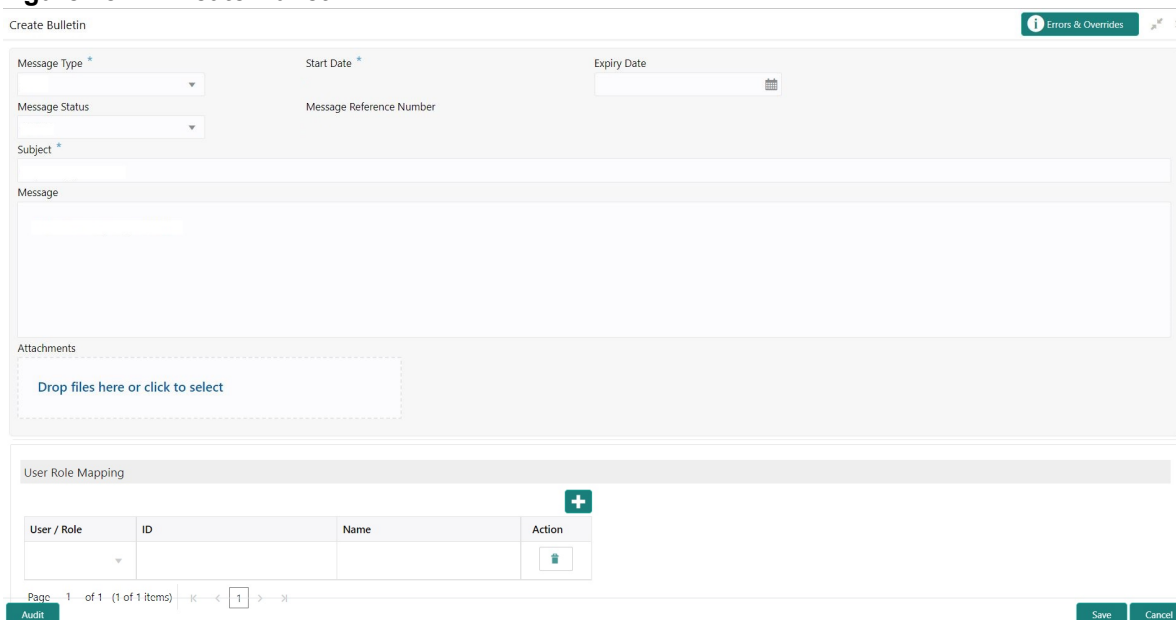
6. To modify an existing bulletin message, click the **Unlock** option from  icon.
 STEP RESULT: **Create Bulletin** screen is displayed.

Figure 48.4: Create Bulletin



Create Bulletin Errors & Overrides

Message Type * Start Date * Expiry Date

Message Status Message Reference Number


Subject *

Message

Attachments

Drop files here or click to select

User Role Mapping

User / Role	ID	Name	Action
			

Page: 1 of 1 (1 of 1 items)

Audit Save Cancel


7. To view the bulletin message, click the **View** option from  icon.
 STEP RESULT: **Create Bulletin** screen is displayed.
 NOTE: On the create bulletin screen, all the fields are non-editable.

Figure 48.5: Create Bulletin

Create Bulletin Errors & Overrides

Message Type * Start Date * Expiry Date

Message Status Message Reference Number

Subject *



Message

Attachments

User Role Mapping

User / Role	ID	Name	Action
			+
			+

Page 1 of 1 (1 of 1 items) Audit Cancel

8. To replicate an existing bulletin, click the **Copy** option from  icon.
9. To permanently delete the existing bulletin, click the **Delete** option from  icon.

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