Management Information System User Guide

Oracle FLEXCUBE Universal Banking

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Management Information System User Guide
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1. Preface

1.1 Introduction

This manual is designed to give you an understanding of the Management Information System module of Oracle FLEXCUBE. Apart from assisting you in generating reports, this manual guides you in the definition and maintenance of MIS classes and cost codes, MIS groups, MIS heads, MIS pools and refinancing rates. You are also taught how to define MIS details for a customer, an account class, a product and a contract.

This user manual is a supplement to the Common Core - Core Entities and Services user manual and contains only specific functionalities and information related to Oracle FCUBS Management Information System. Hence, this document should be read in conjunction with the Common Core - Core Entities and Services user manual from the perspective of completeness in flow and understanding.

1.2 Audience

This manual is intended for the Customer Service Representatives (CSRs) and the bank 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 Critical Patches

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

1.5 Organization

This manual is organized as follows:

Chapter	Description
Chapter 1	*About this Manual* gives information on the intended audience. It also lists the various chapters covered in this User Manual.
Chapter 2	*Defining MIS Class Code* describes how to define MIS classes and link them to several entities.
Chapter 3	*MIS Cascading* explains the details on MIS cascading.
Chapter 4	*Defining MIS Heads* describes the procedure for defining MIS heads. This includes the linking of an MIS head to an accounting entry, indicating whether the MIS head should be considered for refinancing and the operations that can be performed on an existing MIS head record.

Chapter 5	*Making MIS Adjustments for a Pool* specifies the manner in which you can allocate the amounts to be reported from one MIS code to another.
Chapter 6	*Defining MIS details for a Customer, Account Class, Account, Product, and Contract* enumerates the steps that you should follow while defining MIS details for a customer, an account class, a product or a contract.
Chapter 7	*Function ID Glossary* has alphabetical listing of Function/Screen ID's used in the module with page references for quick navigation.

1.6 Glossary of Icons

This User Manual may refer to all or some of the following icons.

Icons	Function
	Exit
	Add row
	Delete row
	Option List

1.7 Related Documents

- Procedures User Guide
- Common Core - Core Entities and Services User Manual

2. Defining MIS Class Codes

In simple terms, an MIS Class represents a type of entity based on which you want your reporting to be done. An MIS Class will be the most general definition for MIS reporting, under which you can have several entities.

For example, if you want reports on the profitability of accounts officers, you would define Accounts Officer as an MIS Class. Accounts Officers in your bank would report to this MIS Class. Similarly, you define Cost Center as an MIS Class if you want reports based on the cost centers in your bank. You can have the various cost centers in your bank linked to the MIS Class of Cost Center. Business Segment, Industry Segments are other examples of an MIS Class.

The definition of MIS Class renders the entire MIS reporting absolutely flexible. By defining a class of your choice, and linking several entities to it, you can generate management information as per your requirement.

In a centralized database architecture, an MIS Class is defined in the Head Office branch of your bank, and is used by all the branches on the database.

This chapter contains the following section:

- Section 2.1, "MIS Code Restriction Maintenance"

2.1 MIS Code Restriction Maintenance

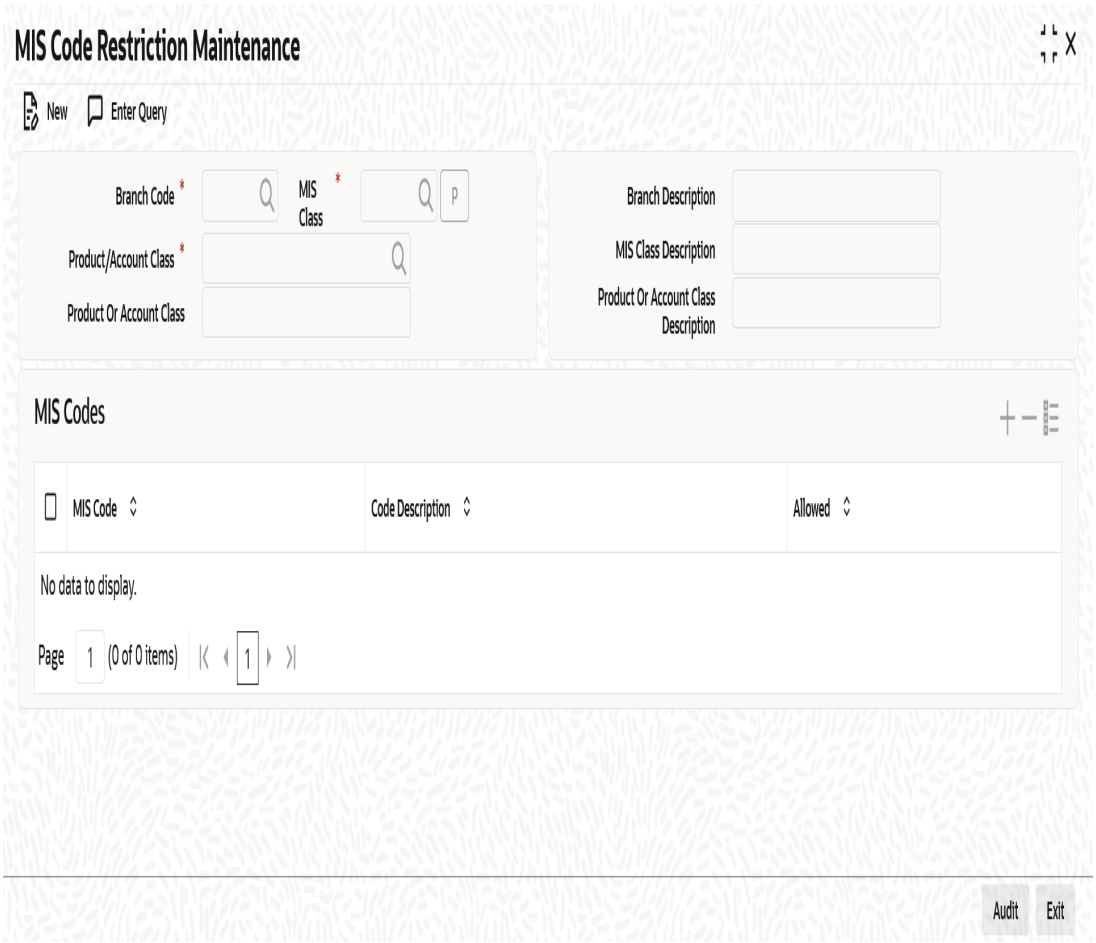
You can maintain MIS Code restriction maintenance for MIS Class, Product or Account Class, and Branch.

This section contains the following topic:

- Section 2.1.1, "Maintaining Allowed List of MIS Codes"

2.1.1 Maintaining Allowed List of MIS Codes

You can maintain a list of allowed MIS codes for a given MIS class, product or account class combination for a branch in the ‘MIS Code Allowed For MIS Class and Product/Account Class’ screen.The MIS call forms would pick only the MIS codes that are allowed for the product or account class and MIS class combination. You can invoke the 'MIS Code Restriction Maintenance' screen by typing ‘MIDPRDMN’ in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can specify the following details:

Branch Code

Specify the branch code. Alternatively, you can select the branch code from the option list. The list displays all the branch code for which the MIS code restrictions are maintained.

Branch Name

The system displays the name of the branch maintained in the system.

MIS Class

Specify the MIS class for which the allowed list of MIS codes are maintained. Alternatively, you can select the class code from the option list. The list displays all the MIS classes maintained in the system. The customer MIS classes are not part of the list.

MIS Class Description

The system displays the MIS class description maintained in the system.

Product / Account Class Code

Specify the product code or account class code for which the allowed lists are maintained. Alternatively, you can select the code from the option list. The list displays all the products or account class code maintained in the system.

Product Or Account Class Description

The system displays the product or account class description respectively maintained in the system.

MIS Codes

MIS Code

Specify the MIS code maintained. Alternatively, you can select the MIS code from the option list. The list displays all the MIS codes maintained in the system.

MIS Code Description

The system displays the MIS code description maintained in the system.

Allowed

Check this box to allow the MIS code for a given MIS class, product or account class combination for a branch.

Note

The MIS call forms attached to a transaction input or an account creation screen populates the MIS codes that are allowed for a given MIS class, product or account class combination for a branch. If you do not perform maintenance for a given branch, account class/ product code and MIS class combination, then all MIS Classes linked to the account class/ product code will be available.

2.1.2 Viewing MIS Code Restriction Summary

You can view the MIS code restriction summary in the 'MIS Code Restriction Summary' screen. It displays the status of the records maintained, whether it is authorized, unauthorized or rejected.

You can invoke this screen by typing 'MISPRDMN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



In the above screen, you can base your queries on any or all of the following parameters and fetch records:

- Authorization Status
- Branch Code
- MIS Class
- Record Status
- Product/Account Class

Click ‘Search’ button. The system identifies all records satisfying the specified criteria and displays the following details for each one of them:

- Authorization Status
- Record Status
- Branch Code
- Product/Account Class
- MIS Class

3. MIS Cascading

This chapter contains the following sections:

- Section 3.1, "MIS Cascading "
- Section 3.2, "Feature ID Maintenance "

3.1 MIS Cascading

You can have a particular MIS group defaulted in the MIS Subsystem of the following screens at the time of creation of records:

- Customer Maintenance Screen
- Account Class Maintenance Screen
- Customer Account Maintenance Screen
- All the Products Screens
- All the Contract Screens

Once these records are authorized, you can change the MIS Group values (i.e. MIS Codes linked to the MIS Class) in the MIS Group Maintenance screen. During EOD, the batch program ‘MIGCASCD’ maintained at the Post EOTI level will cascade the modified MIS Codes in the above screens. As a result, the system replaces the MIS Codes that are provided at the time of creation of the above records by the MIS Codes maintained in MIS Group.

3.2 Feature ID Maintenance

If you maintain feature ID for all branches, the system displays the MIS class values and MIS codes in the MIS subsystem of the following screens.

- Customer Maintenance Screen
- Account Class Maintenance Screen
- Customer Account Maintenance Screen
- All the Products Screens
- All the Contract Screens

4. Defining MIS Heads

Each accounting entry that is generated can be linked to an MIS Head. An MIS Head indicates the manner in which the type of entry should be considered for profitability reporting purposes.

This chapter contains the following section:

- Section 4.1, "MIS Head Maintenance"

4.1 MIS Head Maintenance

This section contains the following topics:

- Section 4.1.1, "Invoking the MIS Heads Screen"
- Section 4.1.2, "Linking an MIS Head to an Accounting Entry"
- Section 4.1.3, "Operations on the MIS Head Record"

4.1.1 Invoking the MIS Heads Screen

You can invoke the 'MIS Head Maintenance' screen by typing 'MIDHEAD' in the field at the top right corner of the Application toolbar and clicking the adjoining arrow button.



If you are creating a new MIS Head, select 'New' from the Actions Menu in the Application toolbar or click new icon. The 'MIS Head' screen is displayed without any details.

If you are calling an MIS Head that has already been defined, double-click an MIS Head from the summary screen.

Category

The MIS Head Category classification indicates the method in which the accounting entry will be reported in the profitability report. It could be one of the following:

Balance

Indicates that the accounting entry should be considered for calculating the Cumulative Average Balance. Typically, an asset entry would be classified under the balance type MIS Head. The GL entry leg of a loan disbursement transaction, would typically be classified under a Balance type of MIS Head.

Income

Indicates that the accounting entry should be considered as an income for the purpose of profitability reporting. Clearly, any interest or charge income would be classified under an Income type of MIS Head.

Expense

Indicates that the accounting entry should be considered as an expense for the purpose of profitability reporting. Any interest, postage, or tax expense would be classified under an expense type of MIS Head.

Contingent

Indicates that the accounting entry should be considered as a contingent entry for the purpose of profitability reporting. A forward FX deal, the issue of an import Letter of Credit, etc., are examples of contingent type of entries. You can generate a report that gives the balances due to such contingent type of entries.

Under each type of MIS Head, you may define additional MIS Heads, as per your reporting requirement. For example, you can have an MIS Head for each loan product, so that you can have the cumulative average balance due to all the loans disbursed under the product.

Refinance

The 'Refinance' option is provided for marking MIS Heads for refinancing. For MIS Heads that are marked for refinancing, the refinancing income or expense would be calculated, on the cumulative average balance, for the reporting period. You would typically mark a balance type of MIS Head for refinancing.

This option is provided because not all the balance type of entries would come under the umbrella of refinancing. To enable this option select the check box beside 'Refinance'.

4.1.2 Linking an MIS Head to an Accounting Entry

Each accounting entry generated in Oracle FLEXCUBE will have a transaction code that describes the nature of the entry. These transaction codes are defined by you, depending on your requirements.

An MIS Head can be attached to a transaction code. A transaction code is attached to an accounting entry when an event is defined for a product, through the 'Product Event Accounting Entries Maintenance' screen. Thus, whenever a transaction with an MIS Head attached is entered for an entry, the MIS Head will automatically be linked to it. You can change this while defining the product.

Alternatively, you can link an MIS Head to an accounting entry directly while defining the product.

You should link the appropriate leg of the accounting entry to the MIS Head to which it belongs. Ensure that you link only one leg of the entry to an MIS Head.

To add a record to the list of 'Accounting Entries' click add icon. Choose values for each field of a record using the adjoining option list.

4.1.3 Operations on the MIS Head Record

On an existing MIS Head record, you can perform the following operations (if any function under the Actions Menu is disabled, it means that the function is not allowed for the record):

- Amend the details of an MIS Head
- Authorize an MIS Head
- Copy the details an MIS Head on to a new one
- Print the details of an MIS Head
- Delete an MIS Head

Please refer to the manual on common procedures for details of these operations.

5. Making MIS adjustments for a Pool

Within a pool, you may sometimes want to allocate the amounts to be reported from one MIS Code to another.

For instance, the Financial Control (FINCON) department in your bank is the one that disburses the salaries for your staff. This department is defined as an MIS Code under the MIS Class Cost Center.

Now, there are other cost centers, such as: loans department, time deposits department, trade financing department and retail banking department.

When the salary is disbursed by the FINCON department every month, a debit entry shown for the MIS Code FINCON. The burden of this debit entry should be shared appropriately by the various departments to which the staff of your bank belong.

This distribution of the salary amount is done through the MIS adjustments screen.

Thus, MIS adjustments can be done between two MIS Codes, which belong to the same pool, and MIS Class.

This chapter contains the following section:

- Section 5.1, "MIS Adjustment Maintenance"

5.1 MIS Adjustment Maintenance

This section contains the following topics:

- Section 5.1.1, "Invoking the MIS Adjustments Screen"
- Section 5.1.2, "Operations on the MIS Adjustments Screen"

5.1.1 Invoking the MIS Adjustments Screen

You can invoke the 'MIS Adjustment Maintenance' screen by typing 'MIDADJ' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Select 'New' from the Actions Menu in the Application toolbar or click new icon to input the details of an adjustment. The 'MIS Adjustments' screen is displayed without any details. You can input the following details of the adjustment.

- Reference Number
- Pool Code
- MIS Class
- MIS Head
- Currency

Adjustment Details and Time Details

You have to specify the following details while doing an adjustment:

- The pool code, MIS Class and MIS Head under which you want to make the adjustment.
- The currency in which the adjustment amount is represented.
- The MIS Code from which the amount should be moved (the debit MIS Code).
- The MIS Code to which the amount should be moved (the credit MIS Code).
- The amount that has to be moved or adjusted.
- The period for which the adjustment should be considered (represented through the month and the year under the 'Time Details').

Depending on the type of MIS Head - balance, income, expense, or contingent, the adjusted amount will be reported accordingly, for the appropriate period.

5.1.2 Operations on the MIS Adjustments Screen

Once you input the details of an adjustment, it should be authorized by a user bearing a different Login ID from yours.

Please refer to the manual on common procedures for details of these operations.

6. Defining MIS Details for a Customer, Account Class, Account, Product, and Contract

This chapter contains the following sections:

- Section 6.1, "MIS Details for a Customer, Account Class and Product"
- Section 6.2, "MIS Details for a Contract and Account"
- Section 6.3, "GL MIS Balance Transfers due to Reclassification"

6.1 MIS Details for a Customer, Account Class and Product

This section contains the following topics:

- Section 6.1.1, "Defining MIS Details for a Customer"
- Section 6.1.2, "Change Log Button"
- Section 6.1.3, "Defining MIS Details Screen for an Account Class"
- Section 6.1.4, "Defining MIS Details Screen for a Product"
- Section 6.1.5, "Specifying the MIS Details for an Account Class and a Product"

6.1.1 Defining MIS Details for a Customer

The MIS details for a customer can be defined through the 'MIS' screen. This screen can be invoked by clicking on the 'MIS' button while defining the customer code. The 'MIS' details screen for a customer is shown below.



While defining a customer, you can define the following MIS details:

MIS Group

The MIS Group to which the customer should be linked is defined in the 'MIS Group' field (if it is applicable, if not, you can define the individual entities under which the customer should be reviewed). If a group is linked, the entities defined for the group will be displayed, and these entities can be changed. Only the Customer and Composite type of MIS Classes will be

applicable for customers. The specific MIS entity (in the form of an MIS Code) will be picked up by default only if you have defined them for the group. If not, you have to indicate the appropriate MIS code for each applicable MIS class.

Link to Group

If an MIS Group is linked, you can indicate whether the linkage with the group should always be maintained. If yes, any change to the MIS Group will automatically apply to the customer to whom the MIS Group is linked. If not, the entities defaulted for the customer will continue, even if they are changed subsequently for the group.

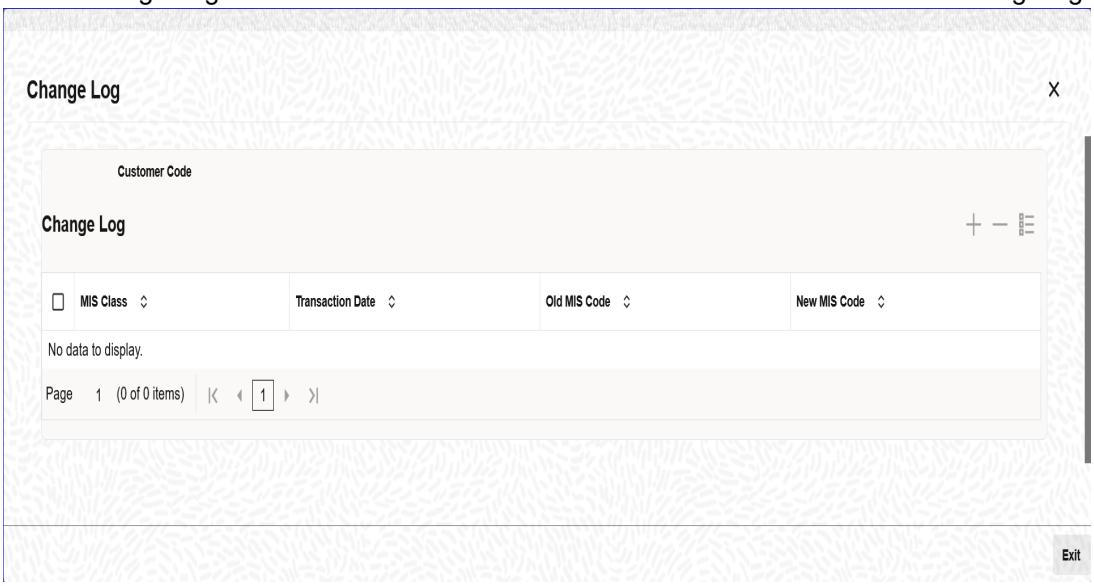
Customer MIS Code and Composite MIS Code

The details defined for a customer will be defaulted, whenever a contract (a loan, deposit, letter of credit, bill, etc.) is processed for the customer. The details of the customer and composite class of entities will be picked up by default. These entities are defaulted even when you are opening an account for the customer.

6.1.2 Change Log Button

If MIS reclassification occurs, through changing the MIS codes for the 'Customer Type' of MIS classes, the system stores the changes made, in a Customer MIS 'Change Log' screen.

Click 'Change Log' button in the Customer MIS screen to view the Customer MIS Change log.



The following details are stored in the Customer MIS Change Log for the customer in respect of which the MIS reclassification occurred:

- Customer Number
- MIS Class that was changed
- Date on which the change was made
- The old code for the changed MIS Class (this information is stored only for the first amendment during a day)
- The new MIS code for the changed MIS class

6.1.3 Defining MIS Details Screen for an Account Class

The MIS details for an account class and a product are defined in a similar manner. The procedures involved in defining the MIS details for an account class and a product are described below.

The MIS details screen for an account class can be invoked by clicking on the MIS button while defining the account class.

6.1.4 Defining MIS Details Screen for a Product

The 'MIS Details' screen for a product can be invoked by clicking on the 'MIS' button while defining the product.

6.1.5 Specifying the MIS Details for an Account Class and a Product

The MIS details you would define for an account class and a product are similar. You should specify the following:

MIS Group

The MIS Group to which the account class or product should be linked is specified in the 'MIS Group' field (if it is applicable; if not, you can define the individual entities under which the product or account class should be reviewed). If a group is linked, the entities defined for the group will be displayed and these entities can be changed. Only the transaction type of MIS Class will be applicable for an account class or product. The specific MIS entity (in the form of an MIS Code) will be picked up by default only if you have defined them for the group. If not, you have to indicate the appropriate MIS code for each applicable MIS classes.

Link to Group

If an MIS Group is linked, you can indicate whether the linkage with the group should always be maintained. If yes, any change done to the MIS Group will automatically be applied to the account class or product to which the MIS Group is linked. If not, the entities defaulted for the account class or product will be continued even if they are changed subsequently for the group.

Default from MIS Group

The details defined for an account class will default to account opened under the class. The details defined for the product will be picked up for the contracts processed under it.

Pool Code

The Pool Code to which the account class or product belongs should be defined.

6.2 MIS Details for a Contract and Account

The MIS details you would define for an account class and a product are similar. The entities defined for the customer will be picked up by default and these entities can be changed.

This section contains the following topics:

- Section 6.2.1, "Defining the MIS Details Screen for a Contract"
- Section 6.2.2, "Change Log Button"
- Section 6.2.3, "Defining the MIS Details Screen for an Account"
- Section 6.2.4, "Change Log Button"

6.2.1 Defining the MIS Details Screen for a Contract

To invoke the MIS details screen for a contract, click on the 'MIS' button while processing the contract.

For a contract, the transaction type of MIS class, the cost code and pool code will be picked up from the product under which the contract is processed. The composite MIS code will be

picked up from the definition made for the customer, on behalf of whom the contract is being processed.

The interest calculation method for the refinancing rates of the pool will also be picked up, by default, from Pool Codes maintenance and these can be changed. For an account, the transaction type of MIS class will be picked up from the account class, along with the cost codes and pool codes. The composite type of MIS class will be defaulted from those defined for the customer. These too can be changed.

6.2.2 Change Log Button

If MIS reclassification occurs, through changing the MIS codes for transaction or composite classes, the System stores the changes made, in a Contract MIS Change Log. The following details are stored in the Contract MIS Change Log for the contract in respect of which the MIS reclassification occurred:

- Contract Reference Number
- MIS Class that was changed
- Date on which the change was made.
- The old code for the changed MIS Class (this information is stored only for the first amendment during a day)
- The new MIS code for the changed MIS class.

Click ‘Change Log’ button in the ‘Transaction MIS Maintenance’ screen to view the Contract MIS Change Log.

6.2.3 Defining the MIS Details Screen for an Account

To invoke the ‘Management Information System’ screen for an account, click on the ‘MIS’ button while opening or modifying the account.

6.2.4 Change Log Button

If MIS reclassification occurs, through changing the MIS codes for the transaction or composite type of MIS classes for the customer account, the system stores the changes made, in an Account MIS Change Log. The following details are stored in the Account MIS Change Log for the customer account in respect of which the MIS reclassification occurred:

- Account Number
- Account Branch
- MIS Class that was changed
- Date on which the change was made.
- The old code for the changed MIS Class (this information is stored only for the first amendment during a day)
- The new MIS code for the changed MIS class.

Click ‘Change Log’ button in the ‘Account MIS’ screen to view the Account MIS Change log.

6.3 GL MIS Balance Transfers due to Reclassification

This section contains the following topic:

- Section 6.3.1, "Viewing Balance Transfer Log"

6.3.1 Viewing Balance Transfer Log

When an MIS reclassification occurs in respect of a customer, account or contract, the balances in a GL associated with the old MIS code in each case are transferred to the GL for the new MIS code, if the option of transferring MIS balances upon reclassification has been set in the Chart of Accounts for the GL.

A batch process executes a GL MIS balance transfer upon MIS reclassification, for those GLs for which the balance transfer option has been set. The transfer is performed taking into account the details stored in the change logs (Customer MIS Change Log, Account MIS Change Log or Contract MIS Change Log). When the transfer is performed, the transfer details are stored in the MIS Balance Transfer Log. The following details relating to the transfer are stored:

- Branch
- GL
- Period Code
- Financial Cycle
- Currency
- Reference Type
- Reference Number (Account, Contract, Customer Number)
- MIS Class
- Old MIS Code
- New MIS Code
- Transfer Indicator (Dr or Cr into New MIS Code).
- Amount
- Transaction Date

You can view the MIS 'Balance Transfer Log' for a customer, customer account or contract by clicking on 'Transfer Log' button in the Customer MIS, Customer Account MIS, or Transaction MIS Maintenance screens.

The GL MIS Balance Transfer Process

The following example explains how the batch process executes the transfer of GL MIS balances.

7. Function ID Glossary

M

MIDADJ 5-2
MIDHEAD 4-1
MIDPRDMN 2-1
MISPRDMN 2-3