Oracle® Banking Retail Deposits Cloud Service

Account Configurations User Guide





Oracle Banking Retail Deposits Cloud Service Account Configurations User Guide, Release 14.8.0.0.0

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Purpose

This guide is designed to help user quickly get acquainted with the account configurations of **Oracle Banking Retail Deposits Cloud Service**. It provides an overview to the product and the steps involved in the creation and the maintenance of Retail Deposits.

Audience

This user guide is intended for the following end Users / User Roles in the Bank.

Table User Roles

User Role	Function
Back office clerk	Input functions for contracts
Back office managers/officers	Authorization functions
Product Managers	Product definition and authorization
End of Day operators	Processing during End of Day / Beginning of Day
Financial Controller/Product Managers	Generation of reports

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.

Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and



the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

Conventions

The following text conventions are used in this document:

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

Related Documents

The related documents are as follows:

- Getting Started User Guide
- Oracle Banking Common Core User Guide
- Security Management System User Guide

Acronyms and Abbreviations

The list of the acronyms and abbreviations that are used in this guide are as follows.

Table Abbreviations

Abbreviation	Definition
BBAN	Basic Bank Account Number
DDA	Demand Deposit Accounts
ECA	External Credit Approval
FDIC	Federal Deposit Insurance Corporation
IBAN	International Bank Account Number

Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

Basic Actions

This topic describes about basic actions that can be performed on a screen.



Table Basic Actions

Action	Description
Approve	Used to approve the initiated report.
	This option is displayed when the user clicks Authorize .
Audit	Used to view the maker details, checker details and report status.
Authorize	Used to authorize the report created.
	A maker of the screen is not allowed to authorize the report. Only a checker can authorize a report, created by a maker.
Reject	Used to reject the report created.
	A maker of the screen is not allowed to authorize the report. Only a checker can reject a report, created by a maker.
Close	Used to close a record.
	This action is available only when a record is created.
Confirm	Used to confirm the performed action.
Cancel	Used to cancel the performed action.
Compare	Used to view the comparison through the field values of old record and the current record.
	This option is displayed in the widget when the user clicks Authorize .
Collapse All	Used to hide the details in the sections.
	This option is displayed when the user clicks Compare .
Expand All	Used to expand and view all the details in the sections. This option is displayed when the user clicks Compare .
Menu Item Search	Used to search and navigate to the required screens. The user can click Menu Item Search to manually search the maintenance and select the required screen.
New	Used to add a new record. When the user clicks New , the system displays a new record enabling to specify the required data.
ок	Used to confirm the details in the screen.
Save	Used to save the details entered or selected in the screen.
View	Used to view the report details in a particular modification stage.
	This option is displayed in the widget when the user clicks Authorize . This option is also displayed in the Tile menu.
View Difference only	Used to view a comparison through the field element values of old record and the current record, which has undergone changes.
	This option is displayed when the user clicks Compare .
Unlock	Used to update the details of an existing record.
	System displays an existing record in editable mode.

Note:

The user must specify values for all the mandatory fields and they are marked as ${\bf Required}$ in the UI.



Symbols and Icons

This guide has the following list of symbols and icons.

Table Symbols and Icons - Common

Symbol/Icon	Function
J L	Minimize
7 F	
r 1	Maximize
LJ	
×	Close
Q	Perform Search
~	Open a list
\leftrightarrow	Date Range
=	Add a new record
K	Navigate to the first record
X	Navigate to the last record
1	Navigate to the previous record
•	Navigate to the next record
88	Grid view
=	List view
G	Refresh
+	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar



Table (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
Û	Alerts
6	Unlock Option
Ð	View Option
₩	Reopen Option

Table Symbols and Icons – Audit Details

Symbol/Icon	Function
0	A user
Ė	Date and time
\triangle	Unauthorized or Closed status
✓	Authorized or Open status
0	Rejected status

Table Symbols and Icons - Widget

Symbol/Icon	Function
&	Open status
D)	Unauthorized status
Ľ x	Rejected status



Table (Cont.) Symbols and Icons - Widget

Symbol/Icon	Function
&	Closed status
D	Authorized status
	Modification Number



1

Bank Parameters

Users can **Configure** and **View** the **Bank Parameters** using this **Menu** item. The details maintained at Bank Parameters level are applicable to all branches of the bank.

For example, the account number structure that is defined in this screen is a common format for customer accounts across all branches of the bank. However, if any specific handling of a parameter is to be performed for a branch, it can be achieved by maintaining the parameter at the branch level.

This topic contains the following subtopics:

- Configure Bank Parameters
 - Configuring bank parameters is the process by which administrators associate cheque book and dormancy preferences of the bank accounts. This topic describes the systematic instructions to configure Bank Parameters.
- View Bank Parameters
 This topic describes the systematic instructions to view the list of configured bank parameters.

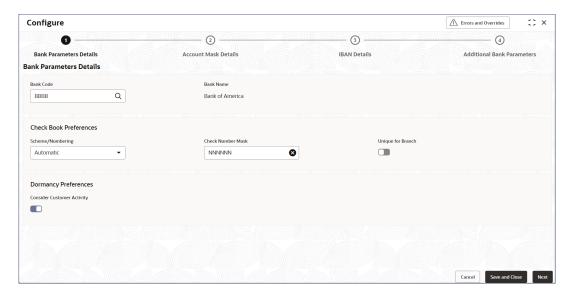
1.1 Configure Bank Parameters

Configuring bank parameters is the process by which administrators associate cheque book and dormancy preferences of the bank accounts. This topic describes the systematic instructions to configure Bank Parameters.

- Click Account Configurations, and under Account Configurations, click Bank Parameters.
- Under Bank Parameters, click Configure.

The **Configure** page displays.

Figure 1-1 Configure Bank Parameters Details





3. Specify the details on the **Bank Parameters Details** screen. They are described in the table below.

Table 1-1 Bank Parameters Details - Field Description

Field	Description
Bank Code	Specify the bank code which uniquely identifies your bank from the list of bank codes. This field is mandatory. For more details on the Bank Code, see Create External Bank Parameters in the <i>Oracle Banking Common Code User Guide</i> .
Bank Name	The detailed name of the bank is displayed and this field is autopopulated on selection of the bank code.
Scheme/Numbering	Select the check book numbering or scheme from the drop-down list. This field is mandatory. These values are factory shipped. Currently, only the Automatic numbering of cheque books is available.
Check Number Mask	Specify the check number mask to be used by the bank. This field is mandatory. You can define numeric check mask as a series of N or an alphanumeric mask containing alphabets A and numbers N . For example, a mask of NNNNNN can represent a cheque number 000324.
	Note: Alphanumeric Check Mask is issued to the account only when the check generation is manual.
	Click to open the Add Mask window. Select Check Mask Fields from the given list and click Add to add the Check Number Mask.
Unique for Branch	Enable this option to ensure that check numbers are unique across the branches of your bank. This will ensure that more than one account cannot be issued the same check number. If not enabled, multiple accounts can have checks with the same numbers. By default, this option is disabled
Consider Customer Activity	Enable this option to consider the last contact date to determine the dormancy status of accounts. Activity in one account owned by the customer updates that last contact date in all accounts owned by the customer. By default, this option is disabled. The latest financial and non-financial activity date of an account determines the dormancy status of the account. If not enabled, the default logic to determine the dormancy status of an account is used.

Add the Check Number Mask.

a. Click Check Number Mask.

The **Add Mask** dialog displays.

b. Select Check Mask Fields from the given list.

The following elements are supported as part of the check mask.



Table 1-2 Check Mask

Field	Mask Character	Mask Length
Alphabet	Α	2
Number	N	User defined

Validation:

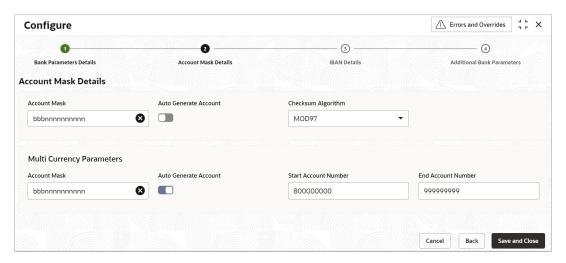
- While defining an alpha numeric check mask, the alphanumeric character should always precede the numeric characters. For example: AANNNN, where A is alpha numeric character and N is numeric character.
- When you enter the check mask field, the screen is refreshed with valid characters and options for the check.
- c. Click Add.

The Check Number Mask is added.

Click Next.

The Account Mask Details screen displays.

Figure 1-2 Account Mask Details



5. Specify the fields on the **Account Mask Details** screen.

Table 1-3 Account Mask Details - Field Description

Field	Bassintian
Field	Description
Account Mask	Specify the structure and length of the account number. The drop-down list displays the account mask values. This field is mandatory. The mask values and their description are listed below: L - Account class T - Account code a - Alphabet B - Branch code D - Check digit \$ - Currency code C - Customer number n - Numeric value For example, an account mask can be bbTTTTnnnnnn.
Auto Generate Account	Enable this option to generate the account number automatically. If an account number is automatically generated, it can contain either numbers or a combination of branch code and numbers.
Checksum Algorithm	Specify the checksum algorithm to be used for the account. These are factory shipped values. You can select from the following: Modulo 10 Modulo 11 Modulo 97
	Note: Modulo 97 supports only Numeric mask.
Start Account Number	Specify the starting account number. The starting number should contain only numbers or a combination of branch code and numbers. This field appears if the Auto Generate Account option is enabled.
End Account Number	Specify the ending account number. The ending number should have the same format as the Starting Account Number. This field appears if the Auto Generate Account option is enabled.



These fields are repeated for Multi-currency Parameters.

Account Mask

When you open the **Account Mask** field, the left pane displays the list of elements that are part of the account mask. Click and select from the left pane to view the fields. Where 'n' characters or numbers are allowed, a text box appears where users can enter the number of times that value must repeat. Click **Add** to populate the values in the account mask screen.

The following characters are supported in **Account Mask**.

Table 1-4 Account Mask

Field	Mask Character	Mask Length
Account Class	L	6
Account Code	Т	4
Alphabet (User Input)	a	User defined
Branch Code	В	3
Check Digit	D	2
Currency Code	\$	3
Customer Number	С	9
Numeric Value (User Input)	n	User defined

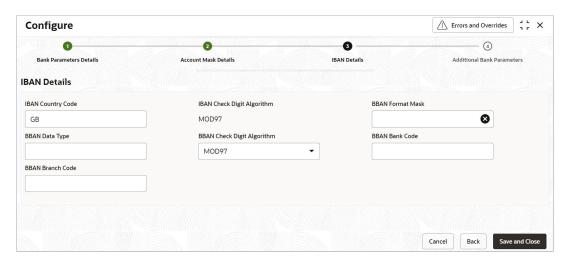


There is no restriction on the number of characters unless *maximum length* is provided. However, the overall length cannot exceed a maximum of **20** characters including the check digit.

Click Next.

The **IBAN Details** screen displays.

Figure 1-3 IBAN Details



7. Specify the fields on the **IBAN Details** screen.

International Bank Account Number (IBAN) allows the user to identify bank accounts across national borders. **IBAN** comprises of the country code, check digits followed by a country specific **Basic Bank Account Number (BBAN)**.

Table 1-5 IBAN Details - Field Description

Field	Description
IBAN Country Code	The system defaults the country code of the branch. The maximum allowed characters for IBAN country code are 2 . IBAN Country Code is mandatory.

Table 1-5 (Cont.) IBAN Details - Field Description

Field	Description
IBAN Check Digit Algorithm	The system defaults MOD97 as IBAN check digit algorithm.
BBAN Format Mask	Specify the mask for BBAN. Refer to the table below.
BBAN Data Type	Specify the data type of the BBAN mask characters. It can have only a (alphabet), n (number) and c (alphanumeric) as values.
BBAN Check Digit Algorithm	Select the BBAN check digit algorithm from the drop-down list. The elements are as listed below – • MOD10 • MOD11 • MOD97
BBAN Bank Code	Specify the BBAN bank code which will be replaced for bank code in the BBAN account mask.
BBAN Branch Code	Specify the BBAN branch code which will be replaced for branch code in the BBAN account mask.

BBAN Format Mask

Table 1-6 BBAN Format Mask - Field Description

Field	Character	Mask Length
Account Number	z	User defined
Account Type	Т	User defined
BBAN Bank Code	b	User defined
BBAN Branch Code	s	User defined
Check Digit	d	User defined
National Identifier	i	User defined
Number of Account Holders	h	The value is defaulted to 1



The maximum characters allowed for BBAN account mask is 30.

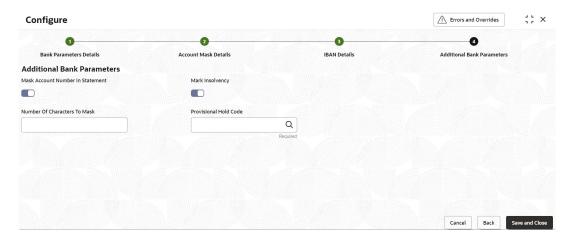
8. Click Next.

The Additional Bank Parameters screen displays.



This section is applicable only for US geography.

Figure 1-4 Additional Bank Parameters



9. Specify the fields on the Additional Bank Parameters screen.

Table 1-7 Additional Bank Parameters - Field Description

Field	Description
Mask Account Number in Statement	Enable this option signifies if the account number is to be masked (obscure a portion of the account number) when displayed on periodic statements generated for the customer account.
Number Of Characters to Mask	This field defines the number of characters to mask in the account number when displayed on the statement. For Example:
	If the account number format has 10 characters and the user has configured the value for 'Number of characters to mask' as '6' then the account number will be displayed as "xxxxxx8873" in the generated statement.
Mark Insolvency	Switch this toggle ON, for indicating the bank failure.
Provisional Hold Code	Click Search icon, and select the hold codes for FDIC maintained in the system to apply provisional holds.

Click Save and Close to complete the steps or click Cancel to exit without saving.
 The Bank Parameters are created.



At this point, the status of the Bank Parameters are *Unauthorized*. A user with a supervisor role has to approve the Bank Parameters. After approval, the status changes to *Authorized*, and the Bank Parameters are available for use by another process.

11. Approve the Bank Parameters.

To approve or reject Bank Parameters, see View Bank Parameters.



As a maker of this configuration, you cannot approve it. It has to be approved by another user with a Supervisor role.

1.2 View Bank Parameters

This topic describes the systematic instructions to view the list of configured bank parameters.

- Click Account Configurations, and under Account Configurations, click Bank Parameters.
- 2. Under Bank Parameters, click View.

The View page displays the Bank Parameter records in the Tiles view.

Figure 1-5 View Bank Parameters





Tip:

Click

or

to switch between the **Tile** view and the **List** view.

Table 1-8 Bank Parameters Tile - Field Description

Field	Description
Bank Code	Displays the bank code.
Description	Displays the name for the bank.
Authorization	Displays the authorization status of the record. • Authorized • Rejected • Unauthorized
Status	Displays the status of the record. Open Closed



The following table describes the action items in the More Options (i) menu and the action items on the page.

Table 1-9 Action Items Description

Action Item	Description
Unlock	Unlock a record and make amendments.
Close	Close a record to prevent it from being unlocked and amended.
View	View the details of a record.
Delete	Delete a record. Note: Once deleted, the component can no longer be used to define an entity. But entities already defined using the component can continue to use it.
D	
Reopen	Reopen a closed record.
Authorize	Authorize a record to make it active and available to define entities.
	Note: Creator of a record cannot authorize the component. Another user with authorize permissions can.
Audit	Select to view the Maker , Checker , Status , and Modification Number of a record.
Errors and Overrides	Select to view all existing errors or warnings on the page.

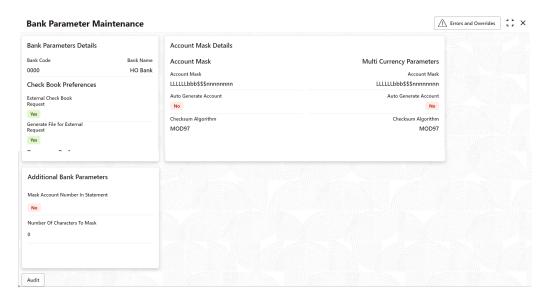


The actions you can perform depend on your role and the record status.

- 3. View the details of a Bank Parameter.
 - a. Click and select View.

The **Bank Parameter Maintenance** page displays the Branch Parameter details in different tiles.

Figure 1-6 View Bank Parameters





To know more about the fields, see Configure Bank Parameters.

b. Hover over an Account Mask in the Account Mask Details tile to see its composition.

A pop-up dialog displays the composition of the Account Mask. For example, hovering over the account mask in Account Mask Details tile in the image above displays the composition of the Account Mask.



The first six characters represent the Account Class, next four characters represent the Account Code, next single character is an alphabet, next three character represent the branch code, and the last two characters represent the Check Digit.

- 4. Unlock and update Bank Parameter details.
 - a. Click and select Unlock.

The **Bank Parameter Maintenance** page displays.

b. Update the Bank Parameter details as necessary.



To know more about updating Bank Parameter details, see Configure Bank Parameters.

- 5. Approve or Reject unauthorized Bank Parameters.
 - a. From the Search Filter, search for the required record that is in an Unauthorized and Open state.
 - b. Click and select Authorize.

The View page displays.

Figure 1-7 Approve the Record



Table 1-10 Authorize View

Field Name	Description
Mod Number <n></n>	Indicates the number of times the record was modified. Where N represents the number of modifications. Note: For a newly created record the modification number is 1.
Done By	Name of the user who performed the latest modification.
Done On	Date on which the record was modified.
Record Status	The status of the record. Note: To authorize a record, its status should be Open .
Once Auth	Specifies if the record was authorized at least once. Note: For a newly created record, the value is No.
Compare (Button)	Click to compare the modified record with the previous version of the record.
View (Button)	Click to display the record details.

- c. Click the check box besides **Mod Number<N>** to select the modified record.
- d. Click Approve or Reject.

The **Confirm** dialog displays.

e. Enter any remarks and click Confirm.

A toast message confirms the successful approval or rejection of the record.



Branch Parameters

The user can define special configurations at the **Branch** level that supersedes the configuration at **Bank** level. For example, a cheque number mask that is defined at the branch level supersedes a cheque number mask defined at the bank level.

This topic contains the following subtopics:

Configure Branch Parameters

Configuring branch parameters is the process by which administrators configure uncollected funds basis, Cheque number mask and back value cheque details for a branch. This topic describes the systematic instructions to configure branch parameters.

View Branch Parameters
 This topic describes the systematic instructions to view the list of configured branch parameters.

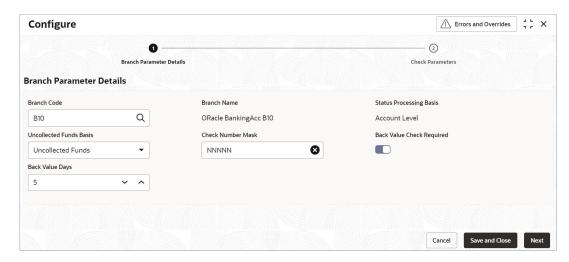
2.1 Configure Branch Parameters

Configuring branch parameters is the process by which administrators configure uncollected funds basis, Cheque number mask and back value cheque details for a branch. This topic describes the systematic instructions to configure branch parameters.

- Click Account Configurations, and under Account Configurations, click Branch Parameters.
- 2. Under Branch Parameters, click Configure.

The **Configure** page displays the **Branch Parameter Details** screen.

Figure 2-1 Configure Branch Parameter Details



3. On Branch Parameter Details screen, specify the fields.

Table 2-1 Branch Parameter Details - Field Description

Field	Description
Branch Code	Specify the branch code from the list of branch code values. For more details on how to configure the Branch Code, see External Branch Parameters in the <i>Oracle Banking Common Code User Guide</i> .
Branch Name	Displays a description of the selected Branch Code. This field is auto-populated.
Status Processing Basis	Status Processing is done at the Account level → 'A'. This is the default value and cannot be changed. Each account status is assigned according to the status processing parameters operative on the account.
Uncollected Funds Basis	Specify how the system enforces the allowable amount to withdraw from the uncollected funds of an account in a business day. For each customer account, designate a withdrawal limit (uncollected funds limit) on the amount of uncollected funds. You can also indicate whether the system should consider the total uncollected funds available in the account on a given business day, subject to the uncollected funds limit.
	The following details are displayed in the drop-down list: • Uncollected Funds → 'U' (Default) - If selected, an amount equal to or lesser than the uncollected funds limit defined for the account can be withdrawn on any business day. Currently, this is the only option available and is selected by default. • Uncollected Fund Available Same Day - If selected, user is eligible to withdraw the amount credited to their account on the
	same day, regardless of any excess funds in the uncollected balance.
Check Number Mask	Specify the mask of the check number. Multiple values can be selected from a list, and the parameter for mask values can be altered accordingly. This field is mandatory.
	Note: If the check mask is not maintained at the Branch level, the system checks for the mask at the Bank level.
Back Value Check Required	Enable this option to perform a check for back-valued transactions. This option is disabled by default.
Back Value Days	Specify the number of days up to which back-valued transactions are allowed. The value must be from 1 to 999. This field displays when Back Value Check Required option is enabled.

4. Click Next.

The **Check Parameters** screen displays.



This section is applicable only for US geography.



Figure 2-2 Check Parameters



5. Specify the fields on the **Check Parameters** screen.

Table 2-2 Check Parameters - Field Description

Field	Description
Oral Stop Check Request Validity (in days)	This field defines the period (in days) post which the stop payment instruction on a check (or range of checks) will be automatically revoked and the check can be presented again. The value in this field is considered when the customer calls the bank and gives an oral confirmation of the stop check request by providing the check(s) and payee details.
Written Stop Check Request Validity (in days)	This field defines the period (in days) post which the stop payment instruction on a check (or range of checks) will be automatically revoked and the check can be presented again. The value in this field is considered when the customer provides a written request through the branch channel/Email or online channel for stopping a check/range of checks.

6. Click **Back** to navigate to previous tabs or click **Save and Close** to complete the steps. Click **Cancel** to exit without saving.

The Branch Parameters are created.



At this point, the status of the Branch Parameters are *Unauthorized*. A user with a supervisor role has to approve the Branch Parameters. After approval, the status changes to *Authorized*, and the Branch Parameters are available for use by another process.

7. Approve the Branch Parameters.

To approve or reject Branch Parameters, see View Branch Parameters.



As a maker of this configuration, you cannot approve it. It has to be approved by another user with a Supervisor role.

2.2 View Branch Parameters

This topic describes the systematic instructions to view the list of configured branch parameters.

- 1. Click Account Configurations, and under Account Configurations, click Branch Parameters.
- 2. Under Branch Parameters, click View.

The View screen displays.

Figure 2-3 View Branch Parameters



0

Tip:

Click

or

to switch between the **Tile** view and the **List** view.

Table 2-3 Branch Parameters Tile - Field Description

Field	Description
Branch Code	Displays the branch code.
Name	Displays the name of the branch.
Authorization	Displays the authorization status of the record. • Authorized • Rejected • Unauthorized
Status	Displays the status of the record. Open Closed

The following table describes the action items in the More Options (a) menu and the action items on the page.

Table 2-4 Action Items Description

Action Item	Description
Unlock	Unlock a record and make amendments.
Close	Close a record to prevent it from being unlocked and amended.



Table 2-4 (Cont.) Action Items Description

Action Item	Description	
View	View the details of a record.	
Delete	Delete a record. Note: Once deleted, the component can no longer be used to define an entity. But entities already defined using the component can continue to use it.	
Reopen	Reopen a closed record.	
Authorize	Authorize a record to make it active and available to define entities. Note: Creator of a record cannot authorize the component. Another user with authorize permissions can.	
Audit	Select to view the Maker , Checker , Status , and Modification Number of a record.	
Errors and Overrides	Select to view all existing errors or warnings on the page.	

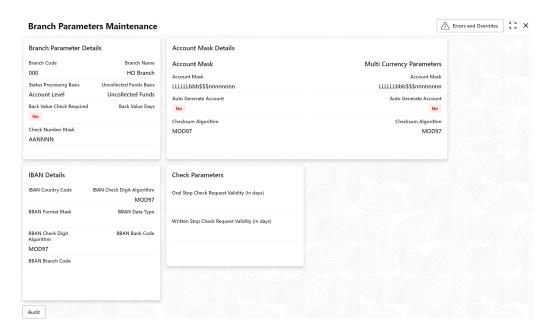


The actions you can perform depend on your role and the record status.

- 3. View the details of a Branch Parameters tile.
 - a. Click and select View.

The **Branch Parameters Maintenance** page displays the Branch Parameters in different tiles.

Figure 2-4 Branch Parameters Maintenance view



Note:

To know more about the fields, see Configure Branch Parameters.

b. Hover over an Account Mask in the Account Mask Details tile.

The composition of the account mask displays.

Figure 2-5 Account Mask Details



The pop-up shows that the Account Mask is composed of 6 characters from the Account Class.

- 4. Unlock and update Branch Parameters.
 - a. Click and select Unlock.

The Branch Parameter Maintenance page displays.

b. Update the Branch Parameter details as necessary.





To know more about updating Branch Parameter details, see Configure Branch Parameters.

- 5. Approve or Reject unauthorized Branch Parameters.
 - **a.** From the Search Filter, search for the required record that is in an **Unauthorized** and **Open** state.
 - b. Click and select Authorize.

The View page displays.

Figure 2-6 Approve the Record



Table 2-5 Authorize View

Field Name	Description
Mod Number <n></n>	Indicates the number of times the record was modified. Where N represents the number of modifications.
	Note: For a newly created record the modification number is 1.
Done By	Name of the user who performed the latest modification.
Done On	Date on which the record was modified.



Table 2-5 (Cont.) Authorize View

Field Name	Description
Record Status	The status of the record.
	Note: To authorize a record, its status should be Open .
Once Auth	Specifies if the record was authorized at least once.
	Note: For a newly created record, the value is No .
Compare (Button)	Click to compare the modified record with the
	previous version of the record.
View (Button)	Click to display the record details.

- c. Click the check box besides **Mod Number<N>** to select the modified record.
- d. Click Approve or Reject.

The Confirm dialog displays.

e. Enter any remarks and click Confirm.

A toast message confirms the successful approval or rejection of the record.

Customer GL

Customer GLs reflect the balances in the customer account.

This topic contains the following subtopics:

- Create Customer GL
 This topic describes the systematic instructions to create customer GLs.
- View Customer GL
 This topic describes the systematic instructions to view the list of configured customer GLs.

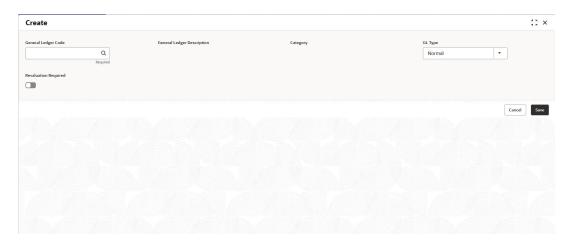
3.1 Create Customer GL

This topic describes the systematic instructions to create customer GLs.

- 1. Click Account Configurations, and under Account Configurations, click Customer GL.
- 2. Under Customer GL, click Create.

The Create page displays.

Figure 3-1 Create Customer GL



3. On the **Create** page, specify the fields.

Table 3-1 Create Customer GL - Field Description

Field	Description
General Ledger Code	Specify the general ledger code.
General Ledger Description	This field is auto-populated based on the general ledger code you select.
Category	This field is auto-populated based on the general ledger code you select.



Table 3-1 (Cont.) Create Customer GL - Field Description

Field	Description
GL Type	Specify the GL Type from the drop-down list. Nostro - 1 Normal - 6 (Default)
Revaluation Required	Specify whether revaluation is required for customer GLs or not. The default value is <i>No</i> .

Specify all the details and click Save to complete the steps or click Cancel to exit without saving.

The Customer GL is created.



At this point, the status of the Customer GL is *Unauthorized*. A user with a supervisor role has to approve the Customer GL. After approval, the status changes to *Authorized*, and the Customer GL is available for use by another process.

5. Approve the Customer GL.

To approve or reject Customer GL, see View Customer GL.



As a maker of this configuration, you cannot approve it. It has to be approved by another user with a Supervisor role.

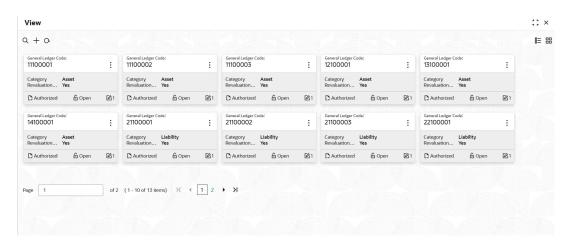
3.2 View Customer GL

This topic describes the systematic instructions to view the list of configured customer GLs.

- 1. Click Account Configurations, and under Account Configurations, click Customer GL.
- 2. Under Customer GL, click View.

The View page displays.

Figure 3-2 View Customer GLs





Tip:

Click ⊞ or ≣ to switch between the **Tile** view and the **List** view.

Table 3-2 Customer GL Tile - Field Description

Field	Description
General Ledger Code	Displays the GL Code.
Category	Displays the Category of GL Code.
Revaluation Required	Displays Yes for the Revaluation Required.
Authorization	Displays the authorization status of the record. • Authorized • Rejected • Unauthorized
Status	Displays the status of the record. Open Closed

The following table describes the action items in the More Options (a) menu and the action items on the page.

Table 3-3 Action Items Description

Action Item	Description
Unlock	Unlock a record and make amendments.
Close	Close a record to prevent it from being unlocked and amended.
View	View the details of a record.



Table 3-3 (Cont.) Action Items Description

Action Item	Description	
Delete	Delete a record.	
	Note: Once deleted, the component can no longer be used to define an entity. But entities already defined using the component can continue to use it.	
Reopen	Reopen a closed record.	
Authorize	Authorize a record to make it active and available to define entities.	
	Note: Creator of a record cannot authorize the component. Another user with authorize permissions can.	
Audit	Select to view the Maker , Checker , Status , and Modification Number of a record.	
Errors and Overrides	Select to view all existing errors or warnings on the page.	



The actions you can perform depend on your role and the record status.

- 3. View the details of a Customer GL tile.
 - Click and select View.

The **Customer GL Maintenance** page displays the customer general ledger details.

Figure 3-3 Customer GL Maintenance





- 4. Unlock and update a Customer GL.
 - a. Click and select **Unlock**.

The **Customer GL Maintenance** page displays the customer general ledger details.

Figure 3-4 Unlock Customer GL



b. Update the Customer GL fields.

Note:

To know more about editing Customer GL details, see Create Customer GL.

- 5. Approve or Reject the Customer GL.
 - From the Search Filter, search for the required record that is in an Unauthorized and Open state.
 - b. Click and select Authorize.

The **View** page displays.

Figure 3-5 Approve the Record





Table 3-4 Authorize View

Field Name	Description
Mod Number <n></n>	Indicates the number of times the record was modified. Where N represents the number of modifications.
	Note: For a newly created record the modification number is 1.
Done By	Name of the user who performed the latest modification.
Done On	Date on which the record was modified.
Record Status	The status of the record. Note: To authorize a record, its status should be Open.
Once Auth	Specifies if the record was authorized at least once. Note: For a newly created record, the value is No.
Compare (Button)	Click to compare the modified record with the previous version of the record.
View (Button)	Click to display the record details.

- c. Click the check box besides **Mod Number<N>** to select the modified record.
- d. Click **Approve** or **Reject**.

The **Confirm** dialog displays.

e. Enter any remarks and click Confirm.

A toast message confirms the successful approval or rejection of the record.



4

Source Code

A **Source Code** uniquely defines the system from where the transactions or requests originate. The originating systems can be internal or external systems integrated with Oracle Banking Corporate Accounts. This configuration defines specific default values and additional parameters for the Source Codes. These parameters are necessary to process transactions or requests from the respective source systems.

This topic contains the following subtopics:

- Configure Source Code
 This topic describes the systematic instructions to configure source code.
- View Source Code
 This topic describes the systematic instructions to view the list of configured Source codes.

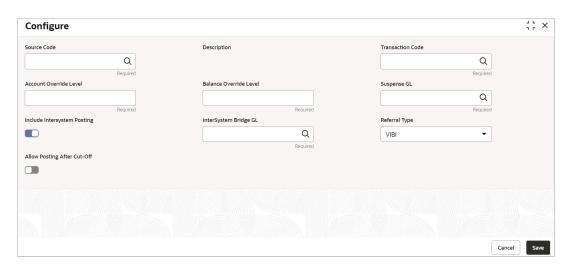
4.1 Configure Source Code

This topic describes the systematic instructions to configure source code.

- 1. Click Account Configurations, and under Account Configurations, click Source Code.
- 2. Under Source Code, click Configure.

The **Configure** page displays.

Figure 4-1 Configure Source Code



Specify the fields on the Configure page.



All the fields are mandatory unless explicitly specified otherwise.

Table 4-1 Configure Source Code - Field Description

Field	Description
Source Code	Select the source code of the system from which the transaction originates from the list of source code values. For example, OBIC can indicate the transaction originates from the Oracle Banking Interests and Charges system.
Description	Displays a description of the selected Source Code. This field is auto-populated.
Transaction Code	Select the transaction code that applies to the source code being created. Transaction codes are defined in the common core. For more information, see Transaction codes in the <i>Oracle Banking Common Core User Guide</i> .
Account Override Level	Specify the override levels required to validate and approve account validation. You can specify a value from one to ten.
Balance Override Level	Specify the override levels required to validate and approve balance related validations. You can specify a value from 1 to 10.
Suspense GL	Specify the GL to which uncertain transactions are posted before they are resolved. Select the required GL from the list of GLs.
Include InterSystem Posting	Disable the Include InterSystem Posting option to prevent posting of transaction to the system specified in the Source Code . By default this option is enabled.
InterSystem Bridge GL	Select an internal GL to act as an Inter-system Bridge GL to temporarily hold the transaction before posting it to the system specified in the Source Code . This field displays only when Include InterSystem Posting option is enabled.
Referral Type	Select the referral type for a source code transaction from the drop-down list. This field is not mandatory. The values are: VIBI VEBE VIBE No Referral
Allow Posting After Cut-off	Enable this option to post transactions after the cut-off time for an accounting period. This option is disabled by default.

Note:

When transaction code and override level are *not* sent as part of the Exception Authorization (EA) or Exception Confirmation Authorization (ECA) request, the system applies default transaction codes and override levels for the sources maintained in this screen. Therefore, it is mandatory to configure the DDA source preferences.

Specify all the details and click Save to complete the steps or click Cancel to exit without saving.

The Source Code is created,





At this point, the status of the Source Code is *Unauthorized*. A user with a supervisor role has to approve the Source Code. After approval, the status changes to *Authorized*, and the Source Code is available for use by another process.

5. Approve the Source Code.

To know more about approving the Source Code, see View Source Code.



As a maker of this configuration, you cannot approve it. It has to be approved by another user with a Supervisor role.

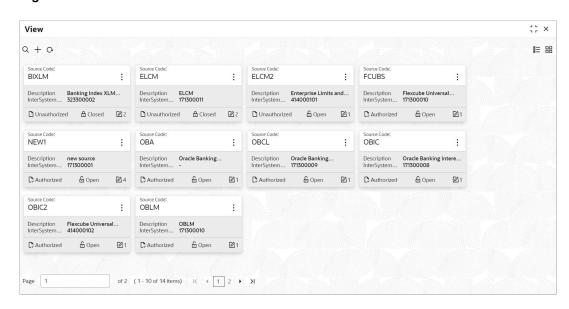
4.2 View Source Code

This topic describes the systematic instructions to view the list of configured Source codes.

- 1. Click Account Configurations, and under Account Configurations, click Source Code.
- 2. Under Source Code, click View.

The View page displays.

Figure 4-2 View Source Code





Tip:

Click

or

to switch between the **Tile** view and the **List** view.



Table 4-2 Source Code Tile - Field Description

Field	Description
Source Code	Displays the Source Code.
Description	Displays the description of the source code.
InterSystem Bridge GL	Displays the Internal GL as an inter-system bridge GL for the source code.
Authorization	Displays the authorization status of the record. • Authorized • Rejected • Unauthorized
Status	Displays the status of the record. Open Closed

The following table describes the action items in the More Options (i) menu and the action items on the page.

Table 4-3 Action Items Description

Action Item	Description
Unlock	Unlock a record and make amendments.
Close	Close a record to prevent it from being unlocked and amended.
View	View the details of a record.
Delete	Note: Once deleted, the component can no longer be used to define an entity. But entities already defined using the component can continue to use it.
Reopen	Reopen a closed record.
Authorize	Authorize a record to make it active and available to define entities.
	Note: Creator of a record cannot authorize the component. Another user with authorize permissions can.
Audit	Select to view the Maker , Checker , Status , and Modification Number of a record.
Errors and Overrides	Select to view all existing errors or warnings on the page.





The actions you can perform depend on your role and the record status.

- 3. View the details of a Source Code tile.
 - a. Click and select View.

The **Source Code** page displays.

Figure 4-3 Source Code Details View



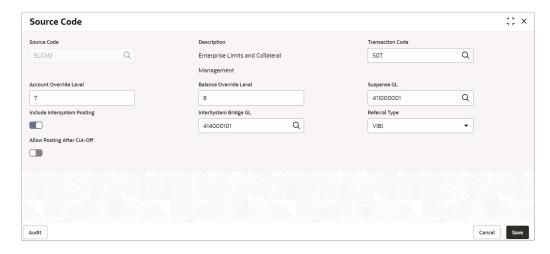
b. Click Audit.

A dialog displays the Maker, Checker, Status, and Modification Number.

- 4. Unlock and update a Source Code.
 - a. Click and select **Unlock**.

The ${\bf Source\ Code}$ page displays.

Figure 4-4 Source Code - Unlock







The fields that are grayed out cannot be updated.

b. Edit the required fields.



For more information on editing the Source Code, see Configure Source Code.

- c. Click Save.
- **5.** Approve or Reject an unauthorized Source Code.
 - a. From the Search Filter, search for the required record that is in an **Unauthorized** and **Open** state.
 - b. Click and select Authorize.

Figure 4-5 Approve the Record



Table 4-4 Authorize View

Field Name	Description
Mod Number <n></n>	Indicates the number of times the record was modified. Where N represents the number of modifications.
	Note: For a newly created record the modification number is 1.
Done By	Name of the user who performed the latest modification.

Table 4-4 (Cont.) Authorize View

Field Name	Description
Done On	Date on which the record was modified.
Record Status	The status of the record.
	Note: To authorize a record, its status should be Open .
Once Auth	Specifies if the record was authorized at least once.
	Note: For a newly created record, the value is No .
Commerce (Button)	
Compare (Button)	Click to compare the modified record with the previous version of the record.
View (Button)	Click to display the record details.

- c. Click the check box besides **Mod Number<N>** to select the modified record.
- d. Click Approve or Reject.

The **Confirm** dialog displays.

e. Enter any remarks and click Confirm.

A toast message confirms the successful approval or rejection of the record.



Insolvency Block Details Maintenance

Provision to maintain the balance threshold and hold percentage at the account class level for Current and Savings Accounts, and Deposits account classes for the purpose of FDIC provisional holds.

This topic contains the following subtopics:

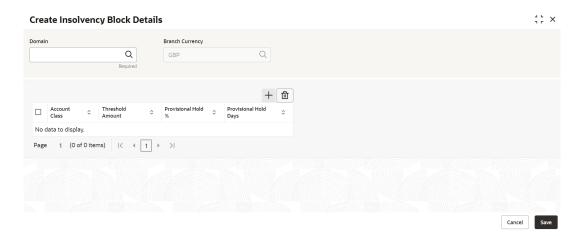
- Create Insolvency Block Details
 This topic describes the systematic instructions to create create insolvency block details.
- View Insolvency Block Details
 This topic describes the systematic instructions to view the list of insolvency block details created.

5.1 Create Insolvency Block Details

This topic describes the systematic instructions to create create insolvency block details.

- Click Account Configurations, and under Account Configurations, click Insolvency Block Details Maintenance.
- Under Insolvency Block Details Maintenance, click Create Insolvency Block Details.
 The Create Insolvency Block Details page displays.

Figure 5-1 Create Insolvency Block Details



3. On Create Insolvency Block Details page, specify the fields.

Table 5-1 Create Insolvency Block Details - Field Description

Field	Description
Domain	The domain for which the maintenance is to be done that is Retail Accounts or Retail Deposits. Based on the value entered here, the account class list in the grid will be filtered or Click Search icon and select the value from the list displayed.
Branch Currency	Click Search icon and select the value from the list displayed or specify the local Currency for which the hold parameters are to be maintained.
Account Class	Click Search icon and the list of value displays all the account classes belonging to the specified domain.
Threshold Amount	Enter the balance threshold amount up to which no hold will be placed on an account.
Provisional Hold %	Enter the percentage of account balance exceeding the threshold for blocking. This field has minimum value as 1 and maximum as 100. Maximum decimals allowed is 3.
Provisional Hold Days	Enter the number of days, which will determine the End Date for the Federal Deposit Insurance Corporation (FDIC) hold.

Specify all the details and click Save to complete the steps or click Cancel to exit without saving.

The Insolvency Block Details are created.



At this point, the status of the Insolvency Block Details are *Unauthorized*. A user with a supervisor role has to approve the Insolvency Block Details. After approval, the status changes to *Authorized*, and the Insolvency Block Details is available for use by another process.

5. Approve the Insolvency Block Details.

To approve or reject State Code Mapping, see View Insolvency Block Details.



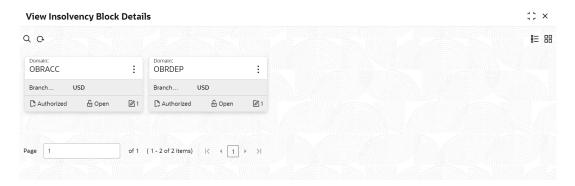
As a maker of this configuration, you cannot approve it. It has to be approved by another user with a Supervisor role.

5.2 View Insolvency Block Details

This topic describes the systematic instructions to view the list of insolvency block details created.

- Click Account Configurations, and under Account Configurations, click Insolvency Block Details Maintenance.
- Under Insolvency Block Details Maintenance, click View Insolvency Block Details.
 The View Insolvency Block Details page displays.

Figure 5-2 View Insolvency Block Details





Tip:

Click

or

to switch between the **Tile** view and the **List** view.

Table 5-2 Insolvency Block Details Tile - Field Description

Field	Description
Domain	Displays the domain name
Branch Currency	Displays the branch currency.
Authorization	Displays the authorization status of the record. • Authorized • Rejected • Unauthorized
Status	Displays the status of the record. Open Closed

The following table describes the action items in the More Options (i) menu and the action items on the page.

Table 5-3 Action Items Description

Action Item	Description
Unlock	Unlock a record and make amendments.
Close	Close a record to prevent it from being unlocked and amended.
View	View the details of a record.
Delete	Note: Once deleted, the component can no longer be used to define an entity. But entities already defined using the component can continue to use it.



Table 5-3 (Cont.) Action Items Description

Action Item	Description
Action item	Description
Reopen	Reopen a closed record.
Authorize	Authorize a record to make it active and available to define entities.
	Note: Creator of a record cannot authorize the component. Another user with authorize permissions can.
Audit	Select to view the Maker , Checker , Status , and Modification Number of a record.
Errors and Overrides	Select to view all existing errors or warnings on the page.



The actions you can perform depend on your role and the record status.



Status Code

A status code is a predefined alphanumeric label that indicates the state of an account.

Accounts move from one state to another based on the number of days they remained in the previous state. The system maintains various statues that apply to accounts for which account classes are defined. This is used to track Non-performing Assets (NPAs) for current and savings accounts.

This topic contains the following subtopics:

Create Status Code

Creating a status code is a process in which administrators assign status codes and their sequence numbers to the different states in an account's lifecycle. This topic describes the systematic instructions to create status code.

View Status Code
 This topic describes the systematic instructions to view the list of configured status codes.

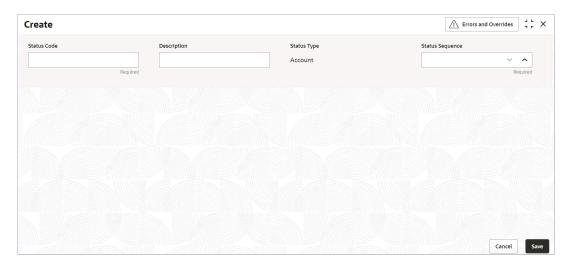
6.1 Create Status Code

Creating a status code is a process in which administrators assign status codes and their sequence numbers to the different states in an account's lifecycle. This topic describes the systematic instructions to create status code.

- 1. Click Account Configurations, and under Account Configurations, click Status Code.
- 2. Under Status Code, click Create.

The **Create** page displays.

Figure 6-1 Create Status Code



On Create page, specify the fields.

Table 6-1 Create Status Code - Field Description

Field	Description
Status Code	Specify the status code of alphanumeric characters. The maximum length of code is four. For example, SUSP to indicate the account is suspended and NORM to indicate a normal account. This field is mandatory.
Description	Provide additional information about the Status Code.
Status Type	This is a read-only field and is auto-populated with the value Account . The status codes are currently supported only for accounts.
Status Sequence	Specify the sequence of the status code which is unique. A sequence number of a status code determines its position in the predefined order in the lifecycle of an Account. You can assign a value between 1 and 9999. This field is mandatory. For example, consider the following states of an account activation lifecycle: 12. INA (INACTIVE), 13. ACT (Active) 14. VRF(Verified). Here we have given the sequence numbers 12, 13, and 14 to the states of the account in the account activation phase.

Specify all the details and click Save to complete the steps or click Cancel to exit without saving.

The Status Code is created.



At this point, the status of the Status Code is *Unauthorized*. A user with a supervisor role has to approve the Status Code. After approval, the status changes to *Authorized*, and the Status Code is available for use by another process.

5. Approve the Status Code.

To approve or reject Status Code, see View Status Code.



As a maker of this configuration, you cannot approve it. It has to be approved by another user with a Supervisor role.

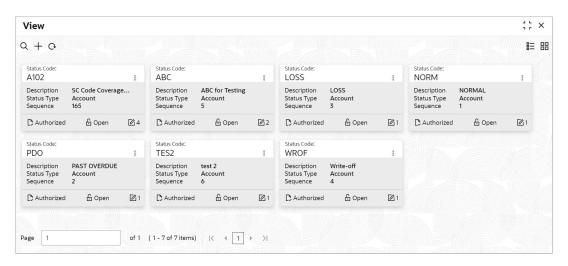
6.2 View Status Code

This topic describes the systematic instructions to view the list of configured status codes.

- 1. Click Account Configurations, and under Account Configurations, click Status Code.
- 2. Under Status Code, click View.



Figure 6-2 View Status Code





Tip:

Click

or

to switch between the **Tile** view and the **List** view.

Table 6-2 Status Code Tile - Field Description

Field	Description
Status Code	Displays the Status Code.
Description	Displays the description of the Status Code.
Status Type	Displays the Status Type A.
Sequence	Display the sequence of the status code. The value is between 1 and 9999.
Authorization	Displays the authorization status of the record. • Authorized • Rejected • Unauthorized
Status	Displays the status of the record. Open Closed

The following table describes the action items in the More Options (a) menu and the action items on the page.

Table 6-3 Action Items Description

Action Item	Description
Unlock	Unlock a record and make amendments.
Close	Close a record to prevent it from being unlocked and amended.
View	View the details of a record.



Table 6-3 (Cont.) Action Items Description

Action Item	Description	
Delete	Delete a record. Note: Once deleted, the component can no longer be used to define an entity. But entities already defined using the component can continue to use it.	
Bassas	Decree a decoderand	
Reopen	Reopen a closed record.	
Authorize	Authorize a record to make it active and available to define entities.	
	Note: Creator of a record cannot authorize the component. Another user with authorize permissions can.	
Audit	Select to view the Maker , Checker , Status , and Modification Number of a record.	
Errors and Overrides	Select to view all existing errors or warnings on the page.	

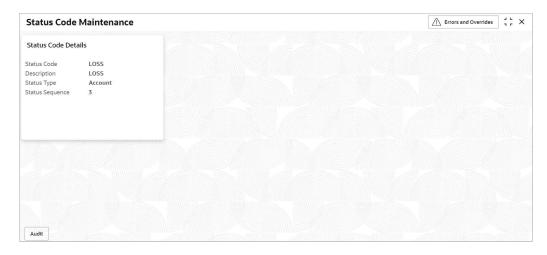


The actions you can perform depend on your role and the record status.

- 3. View the details of a Status Code tile.
 - a. Click : and select View.

The Status Code Maintenance page displays.

Figure 6-3 View Status Code Details





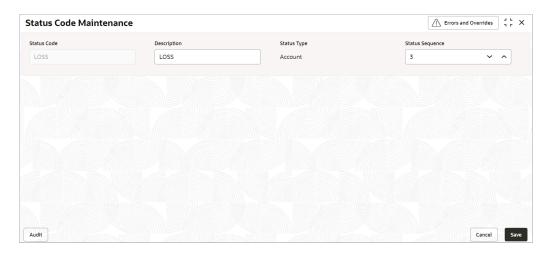
b. Click Audit.

A dialog displays the Maker, Checker, Status, and Modification Number.

- 4. Unlock and update a Status Code.
 - a. Click and select Unlock.

The **Status Code Maintenance** page displays.

Figure 6-4 Unlock Status Code



Note:

The fields that are grayed cannot be updated.

b. Edit the required fields.

Note:

For more information on editing the Status Code, see Create Status Code.

- c. Click Save.
- 5. Approve or Reject the Status Code.
 - From the Search Filter, search for the required record that is in an Unauthorized and Open state.
 - b. Click and select Authorize.



Figure 6-5 Approve the Record



Table 6-4 Authorize View

Field Name	Description
Mod Number <n></n>	Indicates the number of times the record was modified. Where N represents the number of modifications. Note: For a newly created record the modification number is 1.
Done By	Name of the user who performed the latest modification.
Done On	Date on which the record was modified.
Record Status	The status of the record. Note: To authorize a record, its status should be Open.
Once Auth	Specifies if the record was authorized at least once. Note: For a newly created record, the value is No.
Compare (Button)	Click to compare the modified record with the previous version of the record.
View (Button)	Click to display the record details.



- c. Click the check box besides **Mod Number<N>** to select the modified record.
- d. Click Approve or Reject.

The **Confirm** dialog displays.

e. Enter any remarks and click Confirm.

A toast message confirms the successful approval or rejection of the record.



Transaction Code Parameters

Transaction Code Parameters are associated with accounting entries for transactions and provide additional details to handle a transaction identified by a transaction code. A transaction code is a unique alphanumeric code assigned to individual financial transactions within a banking system. Transaction codes are defined in the common core.

This topic contains the following subtopics:

- Configure Transaction Code Parameters
 Configuring a transaction code's parameters is a process in which administrators provide additional details to handle the transactions identified by a specific transaction code. This topic describes the systematic instructions to configure transaction code parameters.
- View Transaction Code Parameters
 This topic describes the systematic instructions to view the list of configured Transaction code parameters.

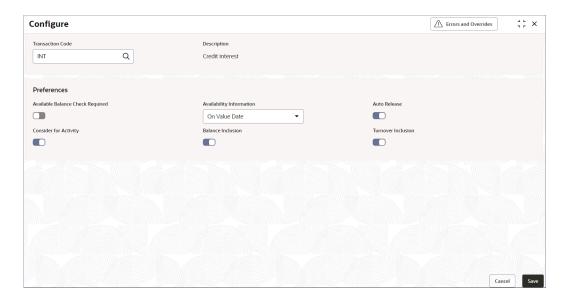
7.1 Configure Transaction Code Parameters

Configuring a transaction code's parameters is a process in which administrators provide additional details to handle the transactions identified by a specific transaction code. This topic describes the systematic instructions to configure transaction code parameters.

- Click Account Configurations, and under Account Configurations, click Transaction Code Parameters.
- 2. Under Transaction Code Parameters, click Configure.

The Configure page displays.

Figure 7-1 Configure Transaction Code Parameters



3. Specify the fields on the **Configure** page.

Table 7-1 Configure Transaction Code - Field Description

Field	Description
Transaction Code	Specify the transaction code for which maintenance needs to be done from the list of transaction codes. Transaction codes are defined in the common core. This field is mandatory. For more information, see Transaction Codes in the <i>Oracle Banking Common Core User Guide</i> .
Description	Displays a description of the selected Transaction Code. This field is auto-populated.
Available Balance Check Required	Enable this option to verify account balance before performing a transaction. This option is disabled by default.
Availability Information	Specify the availability of the transaction from the drop-down list. The values are: Immediate (Default) - This indicates the future value dated credit transaction will be available immediately for usage. On Value Date - This indicates the future value dated credit transaction will be available on the value date for usage. After 'N' Days - This indicates the future value dated credit transactions will be available after 'N' days from the value date.
Consider For Activity	Enable this option to consider the financial activity of the transaction to determine the inactive and dormancy days of internal accounts associated with the transaction.
Days	Specify the number of working days from the value date when the transaction is available. Note: This field is enabled only if the Availability Information is selected as After 'N' Days.
Auto Release	Enable this option to automatically release the uncollected amount for a transaction posted using this transaction code. If this option is disabled, the uncollected amount has to be manually released to complete the transaction. Note: This field displays only when the Availability Information is set to On Value Date or After 'N' Days.
Balance Inclusion	Enable this option to consider the transaction in interest
Turnover Inclusion	computations (IC). This option is disabled by default. Enable this option to consider the transaction during a turnover for interest computation. This option is disabled by default.

Specify all the details and click Save to complete the steps or click Cancel to exit without saving.

The Transaction Code Parameters are created.

Note:

At this point, the status of the Transaction Code Parameters are *Unauthorized*. A user with a supervisor role has to approve the Transaction Code Parameters. After approval, the status changes to *Authorized*, and the Transaction Code Parameters are available for use by another process.

5. Approve the Transaction Code Parameters.

To approve or reject Transaction Code Parameters, see View Transaction Code Parameters.

Note:

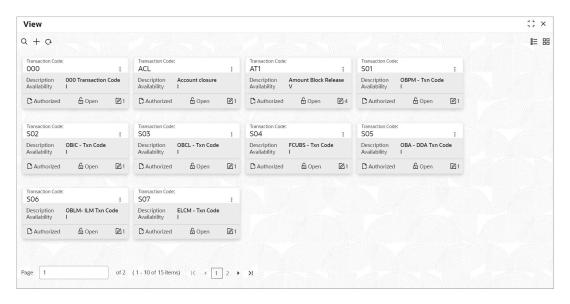
As a maker of this configuration, you cannot approve it. It has to be approved by another user with a Supervisor role.

7.2 View Transaction Code Parameters

This topic describes the systematic instructions to view the list of configured Transaction code parameters.

- Click Account Configurations, and under Account Configurations, click Transaction Code Parameters.
- 2. Under Transaction Code Parameters, click View.

Figure 7-2 View Transaction Code Parameters







Tip:

Click \boxplus or \boxplus to switch between the **Tile** view and the **List** view.

Table 7-2 Transaction Code Parameters Tile - Field Description

Field	Description
Transaction Code	Displays the Transaction Code.
Description	Displays the description of the transaction code.
Availability	Displays the value A , V or I . Where A represents After 'N' day, V represents Value date, and I represents Immediate.
Authorization	Displays the authorization status of the record. • Authorized • Rejected • Unauthorized
Status	Displays the status of the record. Open Closed

The following table describes the action items in the More Options (i) menu and the action items on the page.

Table 7-3 Action Items Description

Action Item	Description	
Unlock	Unlock a record and make amendments.	
Close	Close a record to prevent it from being unlocked and amended.	
View	View the details of a record.	
Delete	Delete a record.	
	Note: Once deleted, the component can no longer be used to define an entity. But entities already defined using the component can continue to use it.	
Reopen	Reopen a closed record.	
Authorize	Authorize a record to make it active and available to define entities.	
	Note: Creator of a record cannot authorize the component. Another user with authorize permissions can.	
Audit	Select to view the Maker , Checker , Status , and Modification Number of a record.	

Table 7-3 (Cont.) Action Items Description

Action Item		Description
Errors and Overrid	es	Select to view all existing errors or warnings on the page.

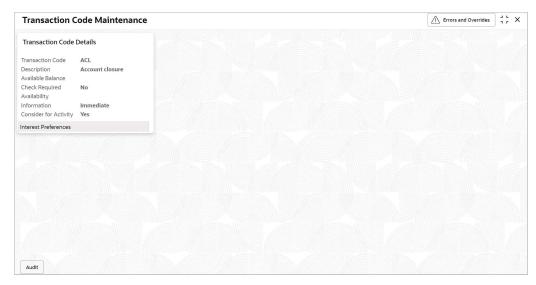


The actions you can perform depend on your role and the record status.

- 3. View the details of a Transaction Code Parameters tile.
 - a. Click and select View.

The **Transaction Code Maintenance** page displays.

Figure 7-3 Transaction Code Maintenance Page



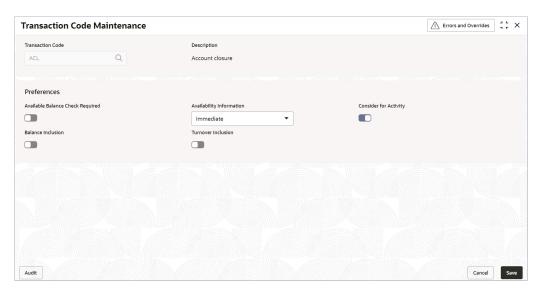
b. Click Audit.

A dialog displays the Maker, Checker, Status, and Modification Number.

- 4. Unlock and update Transaction Code Parameters.
 - a. Click and select Unlock.

The **Transaction Code Parameters** page displays.

Figure 7-4 Transaction Code Parameters - Unlock



Note:

The fields that are grayed cannot be updated.

b. Edit the required fields.

Note:

To know more about editing the Transaction Code Parameters, see Configure Transaction Code Parameters.

- c. Click Save.
- Authorize or Reject the Transaction Code Parameters.
 - a. From the Search Filter, search for the required record that is in an **Unauthorized** and **Open** state.
 - b. Click and select Authorize.

Figure 7-5 Approve the Record



Table 7-4 Authorize View

Field Name	Description
Mod Number <n></n>	Indicates the number of times the record was modified. Where N represents the number of modifications. Note: For a newly created record the modification number is 1.
Done By	Name of the user who performed the latest modification.
Done On	Date on which the record was modified.
Record Status	The status of the record. Note: To authorize a record, its status should be Open .
Once Auth	Specifies if the record was authorized at least once. Note: For a newly created record, the value is No.
Compare (Button)	Click to compare the modified record with the previous version of the record.
View (Button)	Click to display the record details.

- c. Click the check box besides **Mod Number<N>** to select the modified record.
- d. Click Approve or Reject.

The **Confirm** dialog displays.

e. Enter any remarks and click Confirm.

A toast message confirms the successful approval or rejection of the record.



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