Oracle® Banking Accounts Cloud Service

Account Transactions User Guide

Release 14.8.2.0.0
G55484-01
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Oracle Banking Accounts Cloud Service Account Transactions User Guide, Release 14.8.2.0.0

G55484-01

Contents

Preface

Purpose

The **Account Transactions User Guide** helps to understand the functionality of **Oracle Banking Account Transactions User Guide**. It provides an overview of the product and instructions for creating and maintaining a transactions account.

Acronyms and Abbreviations

The following acronyms and abbreviations are used in this guide:

Table 1 Acronyms and Abbreviations

Acronym/ Abbreviation	Description
ARC	Account, Rate, and Charge
BC	Bankers Cheque
CASA	Current Account and Saving Account
CCY	Currency
CIF	Customer Information File
DD	Demand Draft
EJ	Electronic Journal
FCY	Foreign Currency
FX	Foreign Exchange
GL	General Ledger

Table 1 (Cont.) Acronyms and Abbreviations

Acronym/ Abbreviation	Description
HO	Head Office
LCY	Local Currency
LOV	List of Values
MIS	Management Information System
ML	Machine Learning
RD	Recurring Deposit
SD	Safe Deposits
System	Unless specified, it shall always refer to .
TC	Travellers Cheque
TD	Term Deposit
UDF	User Defined Fields
VAT	Value Added Tax

Audience

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

Table 2 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

Basic Actions

Most of the screens contain icons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

Table 3 Common Icons and its Definitions

Icon	Description
Submit	Click **Submit** to complete the transaction after you specify all the input parameters for a particular transaction.
Cancel	Click **Cancel** to cancel the transaction input midway without saving any data.

Table 3 (Cont.) Common Icons and its Definitions

Icon	Description
Clear	Click **Clear** to clear the transaction input data. The system displays a pop-up screen with confirmation to clear data. You can click **OK** to confirm or click ✕ icon to retain the data.
Query	On completion of input of necessary parameters, click **Query** to fetch and display the details.
Save	Click **Save** to save the details specified on the screen.
Exit	Click **Exit** to close the screen and go to the Homepage.
OK	Click **OK** to confirm the details on the pop-up screen.

Conventions

The following text conventions are used in this document:

Table 4 Conventions

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.

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.

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Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

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.

Related Documents

The related documents are as follows:

- Oracle Banking Getting Started User Guide
- Oracle Banking Common Core User Guide
- Oracle Banking Security Management System User Guide
- Account Configurations User Guide
- EOD Configuration User Guide

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

Symbols and Icons

The following are the symbols you are likely to find in this guide:

Table 5 Symbols

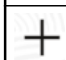
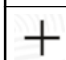
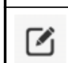
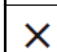
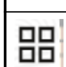
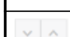
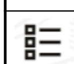
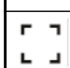
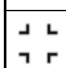
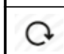
Symbol	Function
	Add icon
	Add a row
	Edit icon
	Delete icon
	Calendar icon
	Close icon
	Delete a row
	Grid view
	Increase/Decrease value
	List view
	Maximize
	Minimize

Table 5 (Cont.) Symbols

Symbol	Function
	Navigate to the first page
	Navigate to the last page
	Navigate to the next page
	Navigate to the previous page
	Open a list
	Perform search
	Refresh

The following shortcut keys can be used only for the screens which have the icons specified in the Function column:

Table 6 Shortcut Keys

Shortcut Key	Function
Tab	Used to shift focus from one input field to the other. **Note** The last field of the last accordion will shift focus to **Submit**/**Cancel** button.
Alt + S	Used to select **Submit** button.
Alt + C	Used to select **Clear** button.
Alt + X	Used to select **Cancel** button.
Alt + A	Used to select **Charge Details** data segment.
Alt + Y	Used to select **Denominations** data segment.

1
Account Transactions

This topic contains the following **Transactions** as subtopics:

- Batch Monitoring Dashboard
  This topic provides information about Batch Monitoring Dashboard
- Journal Transactions
  A journal transaction refers to the recording of a financial transaction in a bank journal.
- Manual ECA Input
  This topic provides step-by-step instructions to create and process ECA transactions using the Manual ECA Screen.
- Uncollected Funds Manual Release
  The **Uncollected Funds Manual Release** option allows the user to manually release all the uncollected funds.
- Manual Track
  This topic provides information on Manual Track.

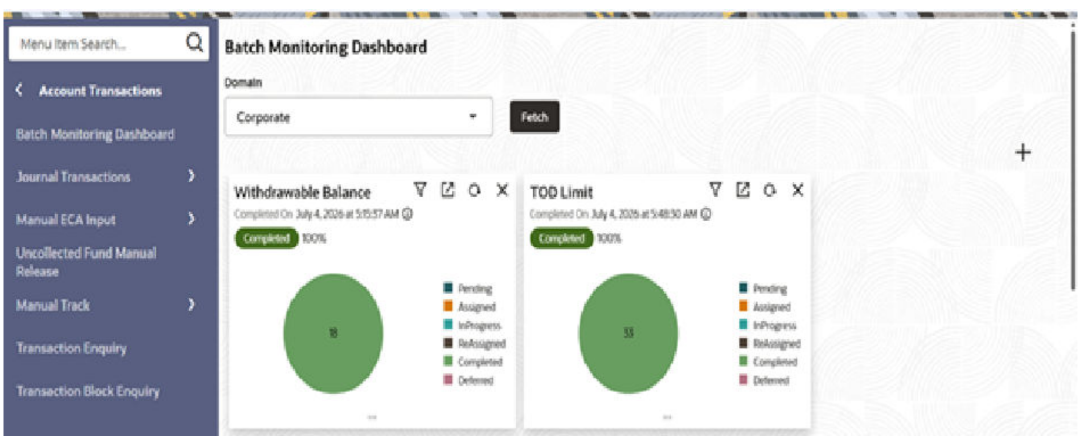
1.1 Batch Monitoring Dashboard

This topic provides information about Batch Monitoring Dashboard

1. Click **Account Transactions**, and under **Account Transactions**, click **Batch Monitoring Dashboard**.

   The **Batch Monitoring Dashboard** screen displays.

   Figure 1-1 Batch Monitoring Dashboard



   User will be able to see all the batches for the domain which are running during EOD process in an individual widget. Those are shown in a pie chart. User is also provided with an option to check the status based on record-wise, stream-wise and instance-wise along with the batch configuration and execution details.

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

Table 1-1 Withdrawable Balance Batch Widget - Field Description

Field	Description
Domain	Select the required domain from the drop down. The available options are: • **Corporate** • **Retail** • **Nostro**

2. Click on **Withdrawable Balance**.

Figure 1-2 Withdrawable Balance - Field Descriptions

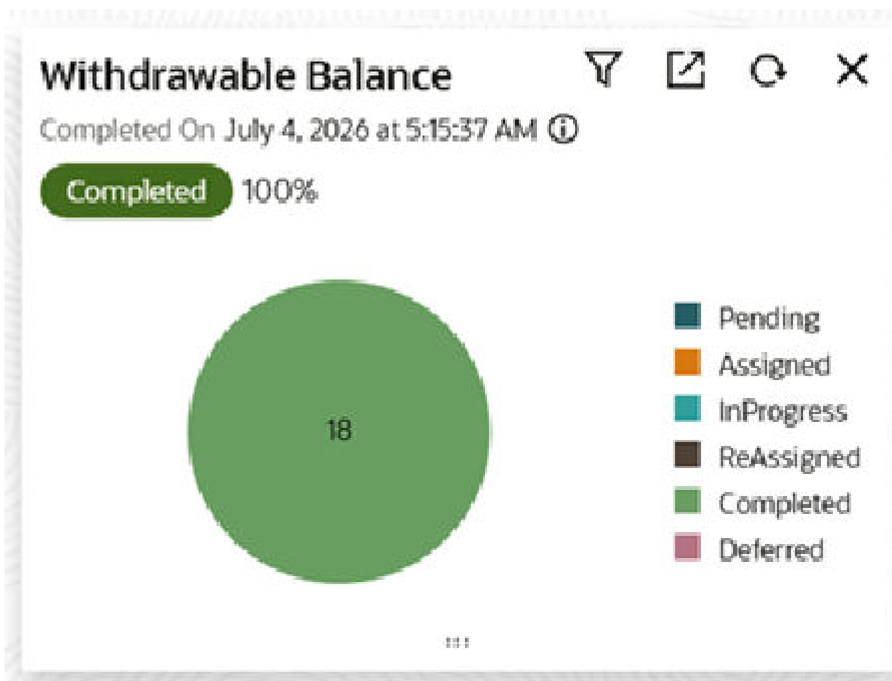


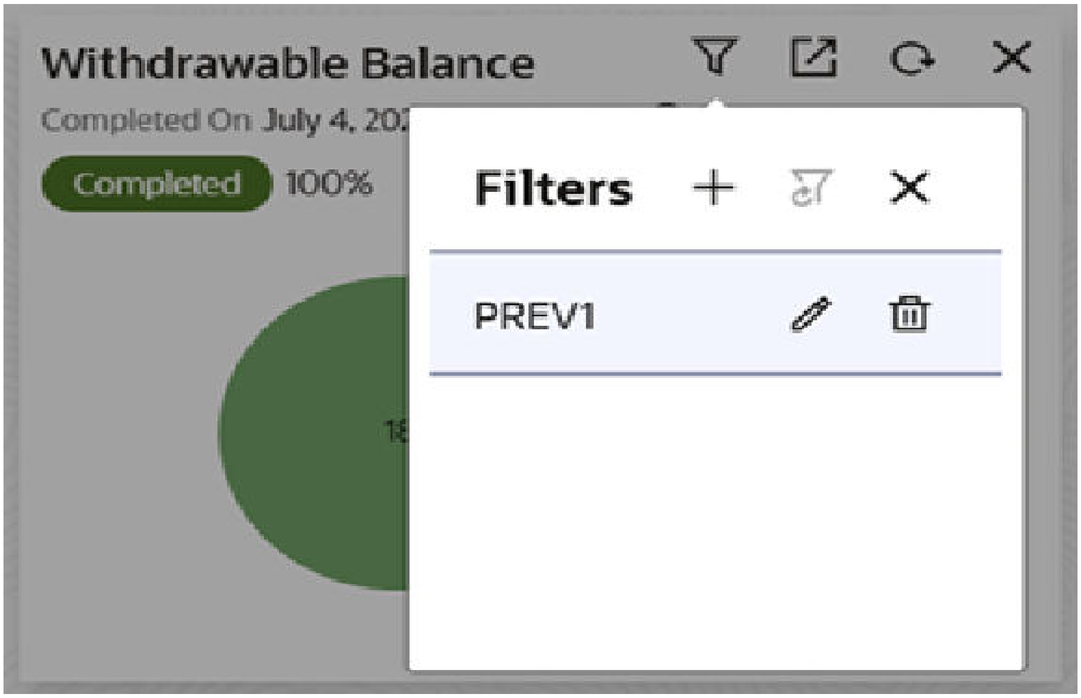
Table 1-2 Withdrawable Balance - Field Description

Field	Description
Batch Name	Name of the batch is shown on the top left corner of the widget (Eg: Withdrawable Balance)
Completed On	Shows the date and time of the batch execution based on its current running status.
Batch Status	**Running**: The specific batch is currently running **Completed**: The specific batch execution is completed. **Aborted**: The specific batch execution is aborted while running. **Error**: The specific batch execution has an error while running **Re-Run**: The specific batch is executed after resolving the error.

3. Click  icon on a widget.

   The popup screen displays.

Figure 1-3 Filters



User can create, update, or apply an existing filter, which allows them to retrieve details as per the applied filter.

4. Click + .

   User will be able to create a new user-defined filter.
   Another popup screen is launched as below.

Figure 1-4 Add Filter

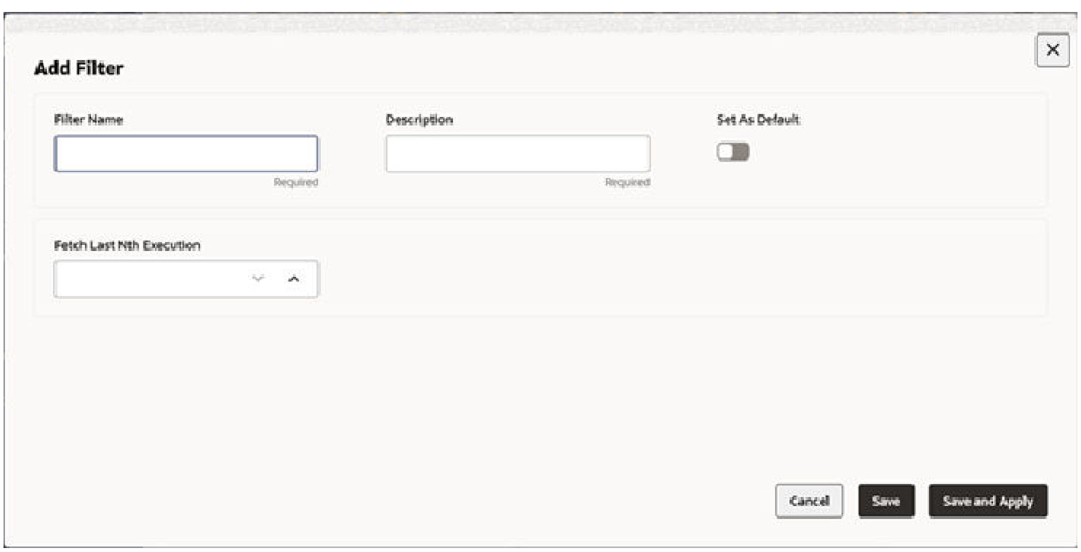
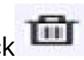


Table 1-3 Add Filter - Field Description

Field	Description
Filter Name	Unique user defined names.
Description	User can provide details about the filter.
Set as Default	**Toggle Button**: If it is set as default, this will be applied as default filter to the widget.
Fetch Last Nth Execution	User will be able to fetch the previous batch execution details.

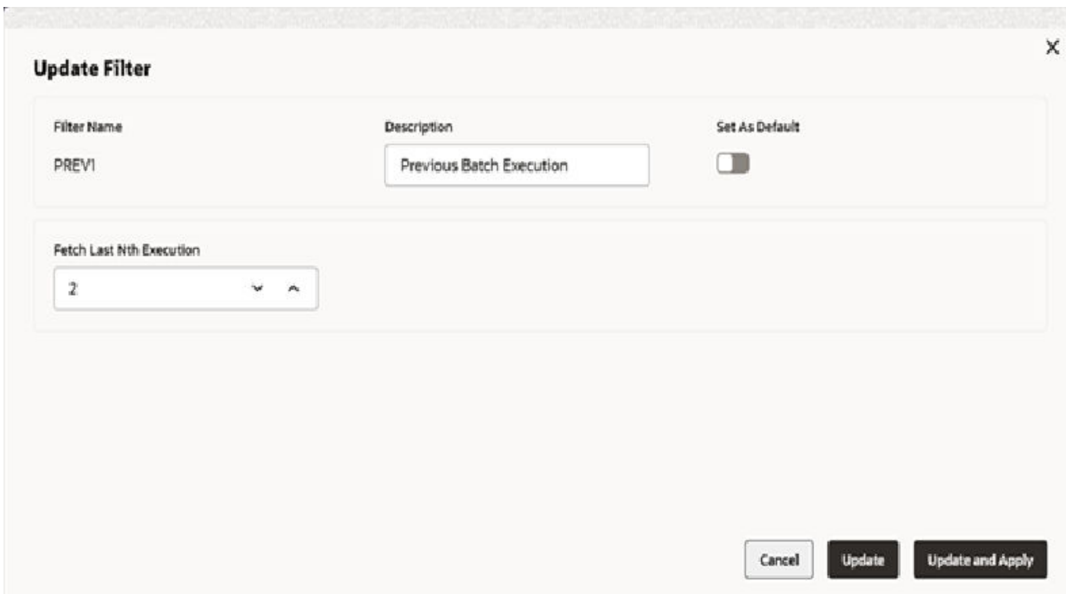
5. Click  icon on existing filter.

   User is allowed to delete the existing filters.

6. Click  icon on the existing filter a popup screen is launched as given below and user is allowed to modify the filter details from that screen.

   The Existing filter a popup screen displays.
   User is allowed to modify the filter details from that screen.

   Figure 1-5 Update Filter

7. Click  to expand.

   User is allowed to view the specific batch execution details at Instances level, Streams level and Driver Records level along with the Batch Configuration Details and Batch Execution Details.
   Batch Execution Details based on Instances:

   User is able to view the progress of the batch execution based on number of Instances that are configured for a specific batch. For example, from the below screen user knows that the batch is running in single instance along with the number of completed streams (18) processed in that instance. The instance can also show the streams based on its respective statuses.

Figure 1-6 Withdrawable Balance - Field Descriptions

Table 1-4 Batch Execution Details - Field Description

Field	Description
Process code	Select process code from the drop down. Batch running with multiple sub processes can be filtered using the process code filter. Distinct process codes available for the specific batch
Instance Id	The Batch Instance ID is shown below each bar in the chart. Refer to the ID below the bar to identify the specific batch instance associated with that data point.
Streams Count	Streams count is shown as y-axis in bar chart, to show the total number of streams for the batch execution.

Batch execution details based on Streams:

The user is able to view the progress of the batch execution based on the number of streams.

Figure 1-7 Withdrawable Balance - Field Descriptions

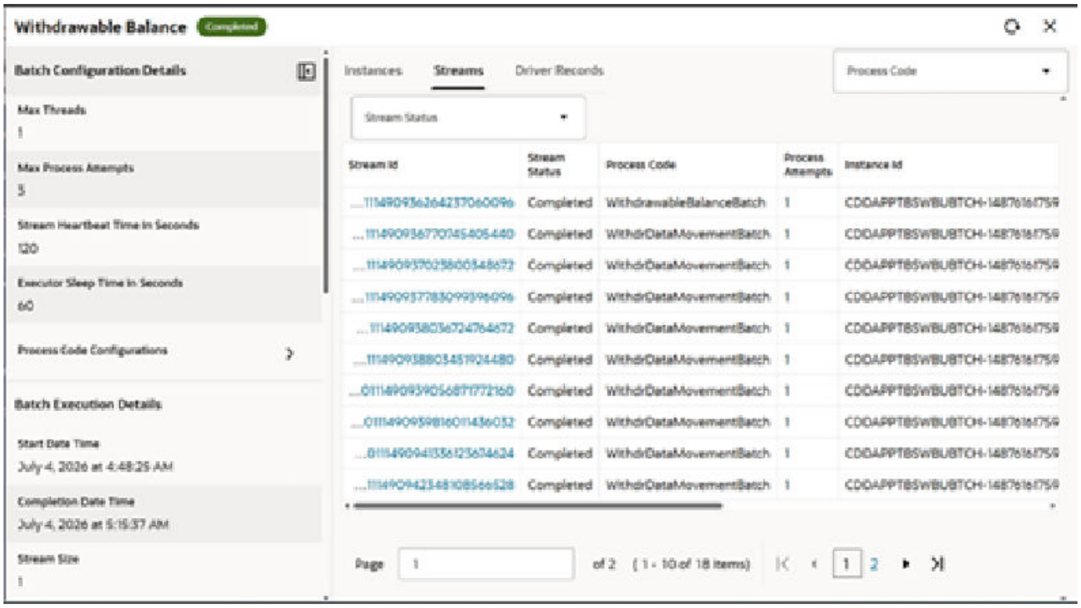


Figure 1-8 Withdrawable Balance - Field Descriptions

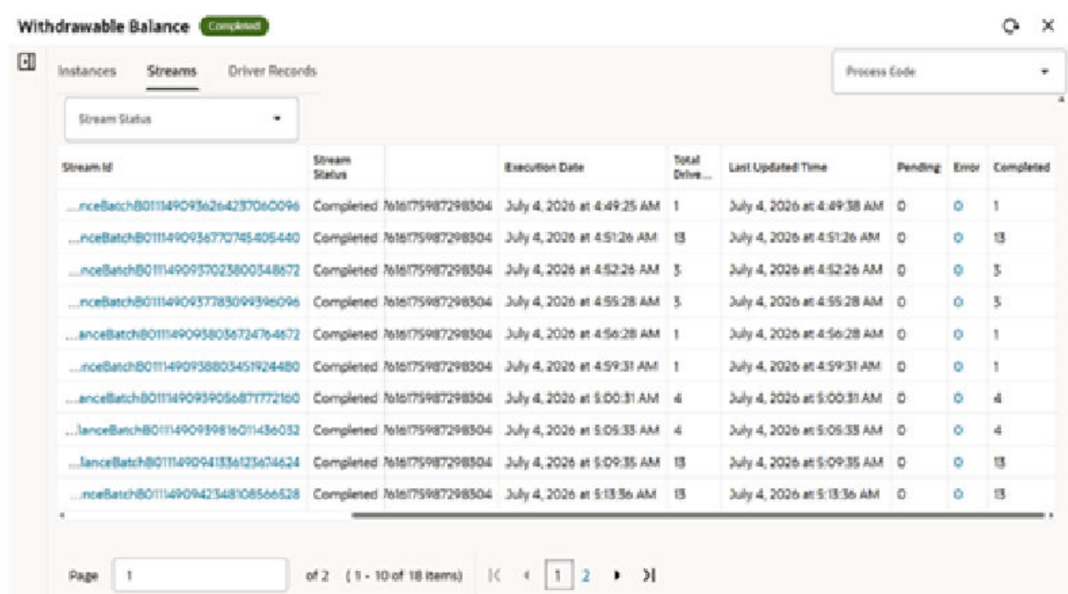


Table 1-5 Batch Execution Details - Field Description

Field	Description
Process code	Dropdown: Batch running with multiple sub processes can be filtered using the process code filter. The dropdown will show the distinct process codes available for the specific batch.
Stream Status	Dropdown: To filter the streams based on their status.
Stream ID	This is a unique stream id specific to a batch. User is allowed to click on a stream to view the driver records of the stream.

Table 1-5 (Cont.) Batch Execution Details - Field Description

Field	Description
Stream Status	Pending, Assigned, In progress, Reassigned, Completed, Deferred
Process Code	Process code of a specific stream is shown.
Process Attempts	Number of attempts taken by a stream to execute the records.
Instance Id	The Instance which is processing the stream.
Execution Date	Date and time of the stream that was created.
Total Driver Records	Total Number of driver / batch records in a stream.
Last updated Time	Date and time of the stream that was last processed.
Pending	Total number of pending driver / batch records in a stream.
Error	Total number of error records in a stream. The user is allowed to view the error statistics when the count is other than zero.
Completed	Total number of completed driver / batch records in a stream.

Batch execution details based on Driver Records:

User is able to view the progress of the batch execution based on a driver record.

Figure 1-9 Withdrawable Balance - Field Descriptions

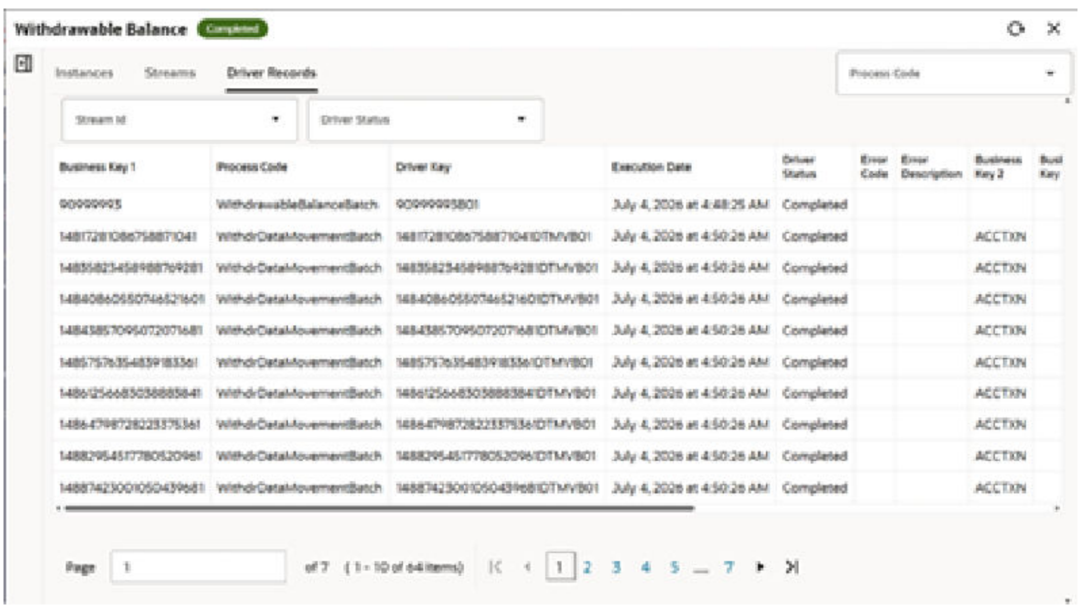


Figure 1-10 Withdrawable Balance - Field Descriptions

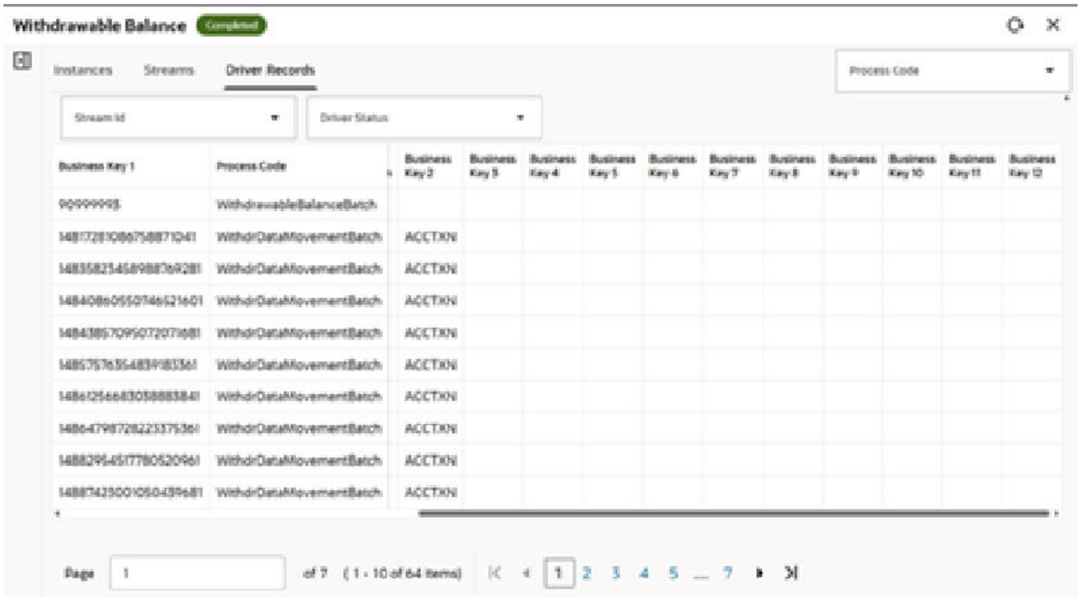


Table 1-6 Batch Execution Details - Field Description

Field	Description
Process code	Select the required process code from the drop down. Batch running with multiple sub processes can be filtered using the process code filter. The dropdown will show the distinct process codes available for the specific batch.
Stream ID	Select the required stream ID from the drop down. This is a unique stream id specific to a batch. User is allowed to click on a stream to view the driver records of the stream.
Driver Status	Select the required driver status from the drop down. The available options are: • **Pending** • **Completed** • **Error**
Business key1	The batch specific business key for a driver record.
Process Code	Process code of a specific stream is shown.
Driver Key	Unique reference to identify a driver record.
Execution Date	Date and time of the driver record that was created.
Driver Status	Completed, Error, Pending.
Error Code	Shows the Error code for the error driver record.
Error Description	Shows the Error description for the error driver record.
Business key 2 to Business key 12	The batch specific other business keys for a driver record.

Batch Configuration Details:

Figure 1-11 Withdrawable Balance

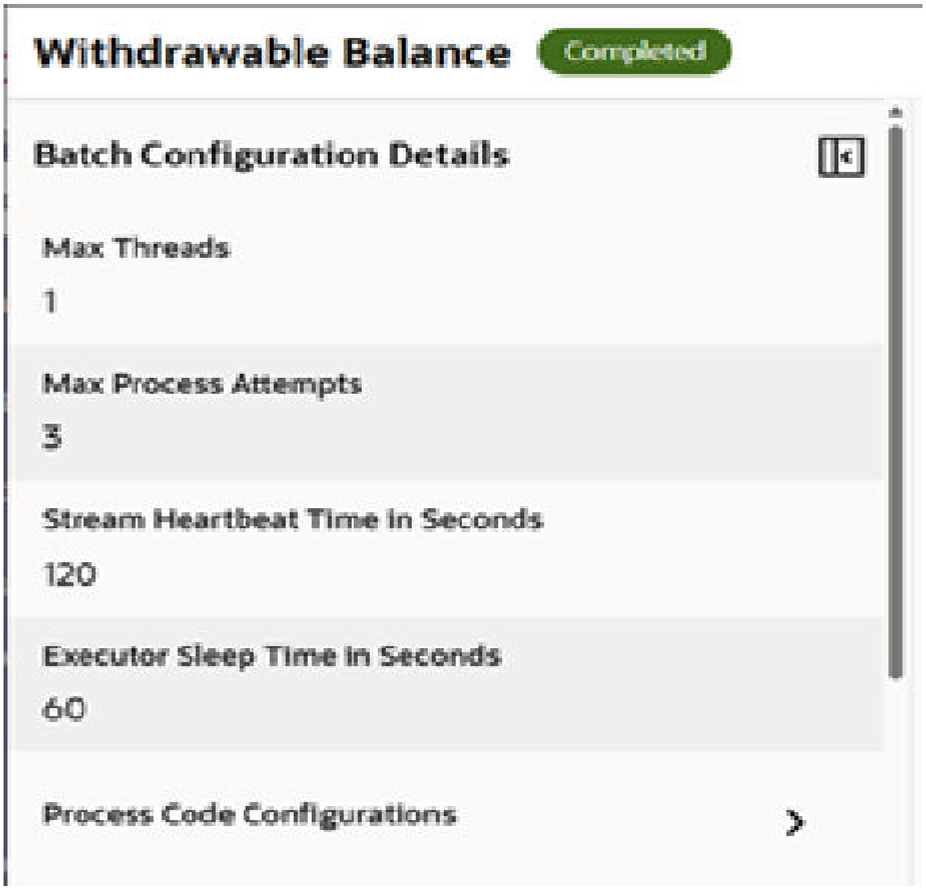


Table 1-7 Batch Execution Details - Field Description

Field	Description
Max Threads	Maximum number of threads configured in an instance to execute the streams in parallel.
Max Process Attempts	Maximum number of attempts allowed for a reassigned stream before it is deferred.
Stream Heartbeat Time in seconds	Stream time-out duration to recognize stream's batch instance is down and to re-assign the stream to an existing available batch instance.
Execution sleep time in seconds	Execution sleep time to wait for checking streams processing status in the executor process.

Process Code Configuration:A batch can have multiple process codes configured. User is allowed to view configuration for multiple process codes applicable for a batch.

Figure 1-12 Withdrawable Balance

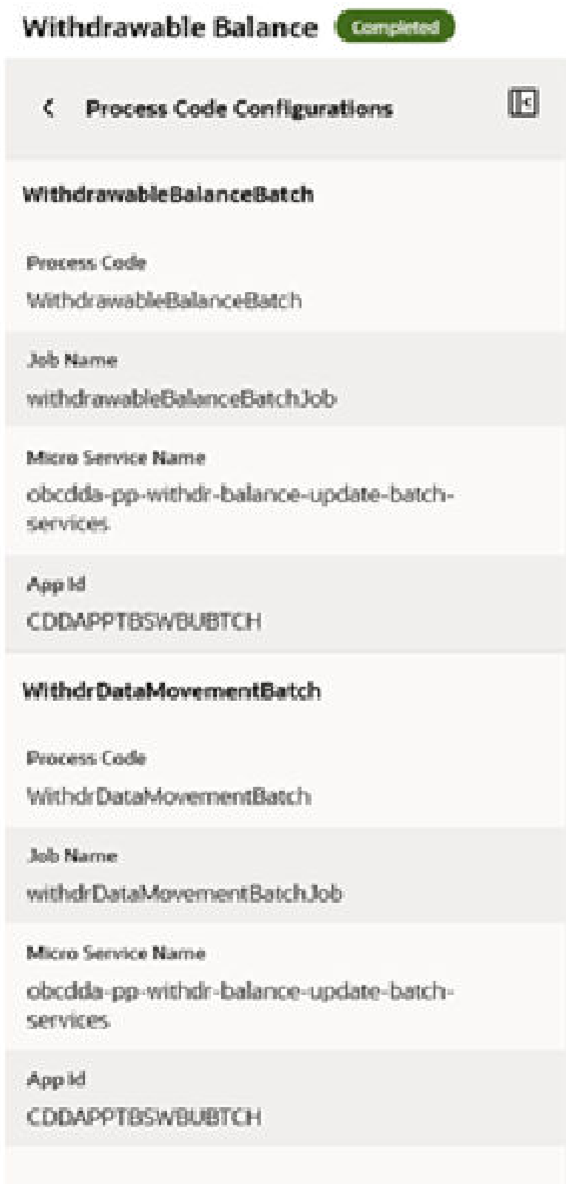


Table 1-8 Batch Execution Details - Field Description

Field	Description
Process code	Name of the process code for a batch.
Job Name	Name of the batch configuration to process a specific process code stream.
Micro Service Name	Name of the batch micro service name to assign the stream for processing.
App Id	Application Id of the batch micro service to assign the stream for processing.

Batch Execution Details:

Figure 1-13 Batch Execution Details

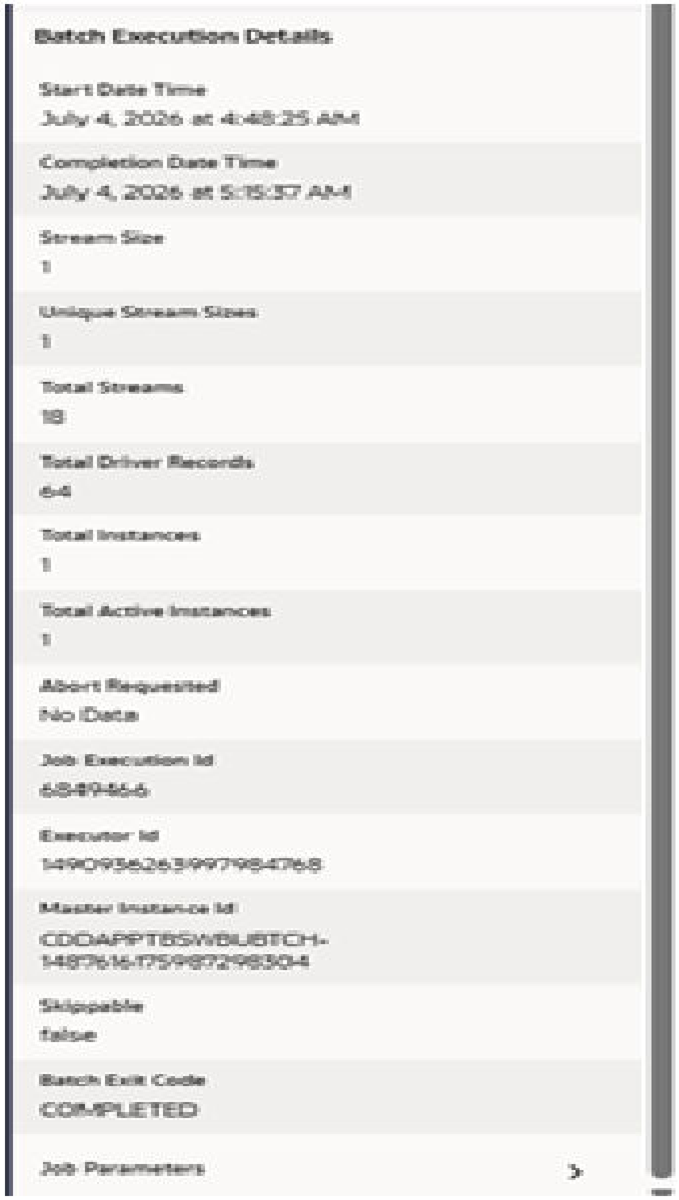


Table 1-9 Batch Execution Details - Field Description

Field	Description
Start date time	Date and time of commencement of the batch execution.
Completion date time	Date and time of the completion of the batch execution.
Stream size	Number of driver records in a stream.
Unique stream sizes	Number of unique stream sizes available for batch execution.
Total Streams	Total number of streams available for batch execution.
Total Driver Records	Total number of driver records available for batch execution.
Total Instances	Total number of batch instances available to process streams for batch execution.

Table 1-9 (Cont.) Batch Execution Details - Field Description

Field	Description
Total Active Instances	Total number of active instances available for batch execution at a specific time.
Abort Requested	The indicator to know whether the running batch execution is requested for an abort.
Job Execution ID	PLATO batch generated unique ID for processing batch job.
Executor ID	Unique batch execution ID.
Master Instance Id	Master batch instance ID acting as a poller to assign the pending streams for batch execution and also to check the stream progress for batch completion.
Skippable	A batch with error driver records can be skipped.
Batch Exit code	COMPLETED – processed all driver records. FAILED-WTH-POP – Failed with Population (for continuous population enabled batches). FAILED-WTH-DEFST – Failed with Deferred streams. FAILED-WTH-POP-DEFST – Failed with both Population (for continuous population enabled batches) and Deferred streams.
Job Parameters	List of job parameters passed for the batch execution, which is unique.

1.2 Journal Transactions

A journal transaction refers to the recording of a financial transaction in a bank journal.

Some Common Use Cases -

1. Post adjustment entries to clear suspense and post to the actual account.
2. Perform operational adjustments such as interest adjustment entries for an account.
3. Use as a fallback for accounting services. For example, invoke a transaction posting service.

- Create Journal Transactions
  This topic describes the systematic instructions to create journal transactions.

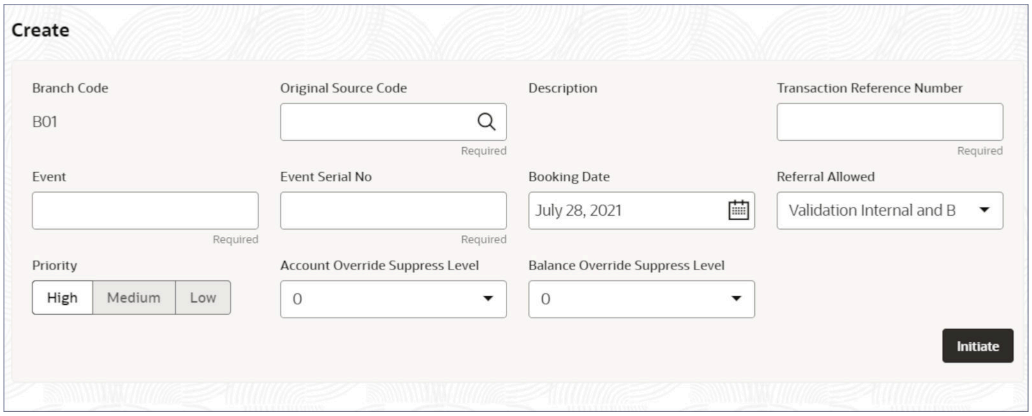
1.2.1 Create Journal Transactions

This topic describes the systematic instructions to create journal transactions.

1. Click **Corporate Account Transactions**, under **Corporate Account Transactions**, click **Journal Transactions**, then click **Create**.

   The **Create** screen displays.

Figure 1-14 Create Journal Transactions



2. Specify the transaction details on the **Create** screen.

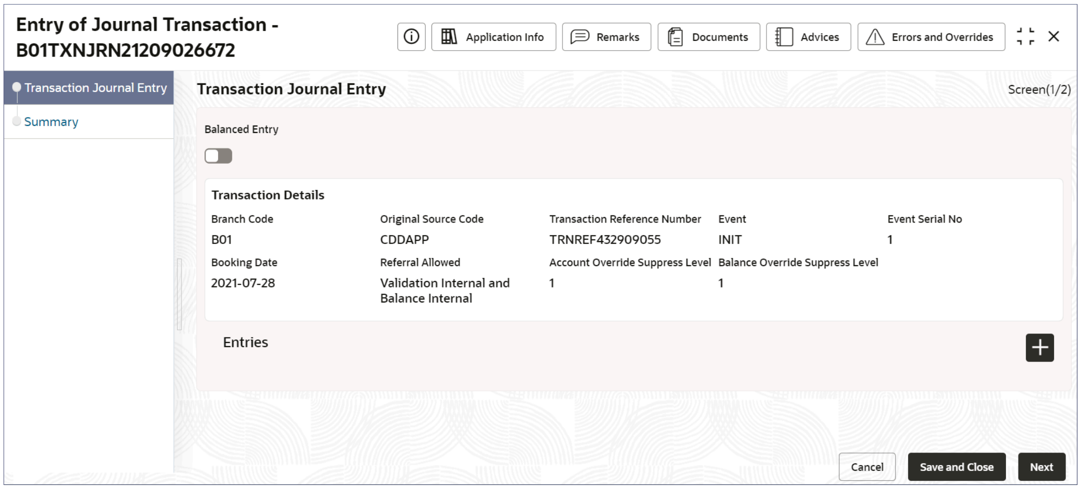
Table 1-10 Create - Field Description

Field	Description
Branch Code	Displays the branch code of the current active branch.
Original Source Code	Specify the DDA source-system's code for unauthorized credit or debit transactions.
Description	Displays the DDA source code description.
Transaction Reference Number	Specify a unique reference number to identify the transaction.
Event	Specify a name for the transaction event.
Event Serial Number	Specify a serial number for the event.
Booking Date	Specify the booking date for the journal entry. This field displays the Branch date by default.
Referral Allowed	Select the referral validation process from the following: • **Validation Internal and Balance Internal** (Default) - All referral validations are performed by the internal system and the balance is verified in the internal customer account. • **Validation External and Balance External** - All referral validations are performed by the external system and the balance is verified in the external customer account. • **Validation Internal and Balance External** - All referral validations are performed by the internal system and the balance is verified in the external customer account. • **No Referral** - The transaction is not sent for referral validation. **Note:** The transaction fails if sufficient funds are unavailable in the account. And the transaction is rejected.
Priority	Specify the priority of the transaction from the following options – • High (Default) • Medium • Low
Account Override Suppress Level	Specify the level of suppression to override transaction accounting errors. The system ignores accounting errors allowed within the suppress tier.
Balance Override Suppress Level	Specify the level of suppression to override balance limit errors. The system ignores balance limit errors allowed within the suppress tier.

3. Click **Initiate**.

The **Entry of Journal Transaction <Application Number>** screen displays the transaction details specified on the **Create** page.

Figure 1-15 Journal Transactions Entry

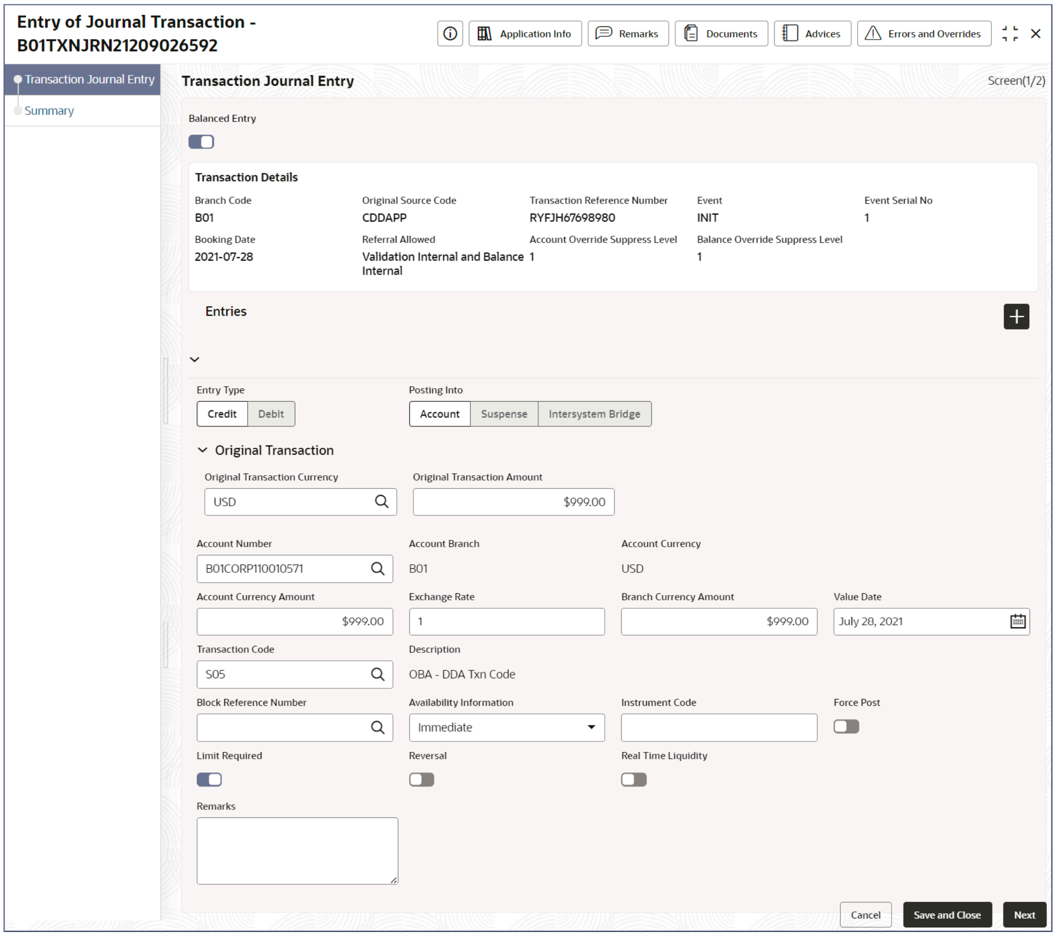


> **Tip**
>
> Note the **Application Number**. It is needed to identify the tasks on the **Free Tasks** page.

4. Turn on the **Balanced Entry** option to record the transaction entry as a balanced accounting.
5. Click **+** in the **Entries** section.

   The **Entries** screen displays the Journal Entry fields.

Figure 1-16 Journal Entry Details



6. Specify the fields in the **Entries** section.
   a. Turn on the **Balanced Entry** option to record the transaction entry as a balanced accounting.
   b. Specify the fields listed under the **Entries** section described in the table below.

Table 1-11 Transaction Journal Entry- Field Description

Field	Description
Entry Type	Specify whether the journal transaction entry is a Credit or a Debit entry.
Posting Into	Select the account type to post. The available options are **Account**, **Suspense**, and **Intersystem Bridge**.
Original Transaction Currency	Specify the currency of the transaction.
Original Transaction Amount	Specify the transaction amount in the transaction currency.
Account Number	Specify the account number to post the transaction entry.
Account Branch	Displays the code of the branch holding the account receiving the transaction entry. This field is auto-populated.
Account Currency	Displays the primary currency of the account. This field is auto-populated.

Table 1-11 (Cont.) Transaction Journal Entry- Field Description

Field	Description
Account Currency Amount	Specify the transaction amount in the primary currency of the account.
Exchange Rate	Specify the exchange rate when the transaction currency differs from the branch's local currency.
Branch Currency Amount	Specify the transaction amount in the branch currency.
Value Date	Specify the value date of the transaction.
Transaction Code	Specify the transaction code required to post the transaction.
Description	Description of the transaction code. This field is auto-populated.
Block Reference Number	Specify the unique identifier assigned to an account block.
Availability Information	Specify the availability. The available values are - • **Value Date** • **Immediate** • **Available in 'n' days**
Instrument Code	Specify the instrument number used for the transaction. It could be a check number or any other identifier associated with the payment. **Note:** The instrument code is valid for transactions that are unauthorized and related to debit transactions.
Auto Release	Turn on this option to release funds automatically on the availability date. **Note:** Auto-release is valid for transactions that are unauthorized and related to debit transactions.
Force Post	Turn on this option to process and approve the transaction even if it fails to meet requirements or encounters errors during the usual processing flow. **Note:** It is valid only for unauthorized debit transactions.
Limit Required	Turn on this option to ensure the transaction does not exceed a predetermined limit. **Note:** It is valid only for unauthorized debit transactions.
Reversal	Turn on this option to indicate that this transaction reverses or cancels a previous transaction entry.
Reversal Accounting Reference	Specify the accounting reference number of a previous transaction you want to reverse.
Real Time Liquidity	Turn on this option to ensure instant fund availability for the transaction. **Note:** RTL is valid only for unauthorized debit transactions.
Remarks	Provide details on the remarks that should be included when posting the transaction.

7. Click **Next** to continue.

   The **Summary** screen displays the **Transaction Journal Entry** tile.
8. Click the **Transaction Journal Entry** tile.

   The **Transaction Journal Entry** summary dialog displays.
9. Review and Close the **Transaction Journal Entry** dialog.
10. Click **Submit**.

    The **Stage Movement Submission** dialog displays the overrides on the Entry stage.
11. To complete the **Stage Movement Submission** process, follow the steps below:

a. Accept any Overrides generated and click **Proceed Next**.

   The Checklist stage fetches and displays checklists mapped to this stage.

b. Confirm the checklist items and then click **Proceed Next**.

   The **Outcome** stage displays.

c. Select **PROCEED** from the drop-down list.

d. Click **Submit**.

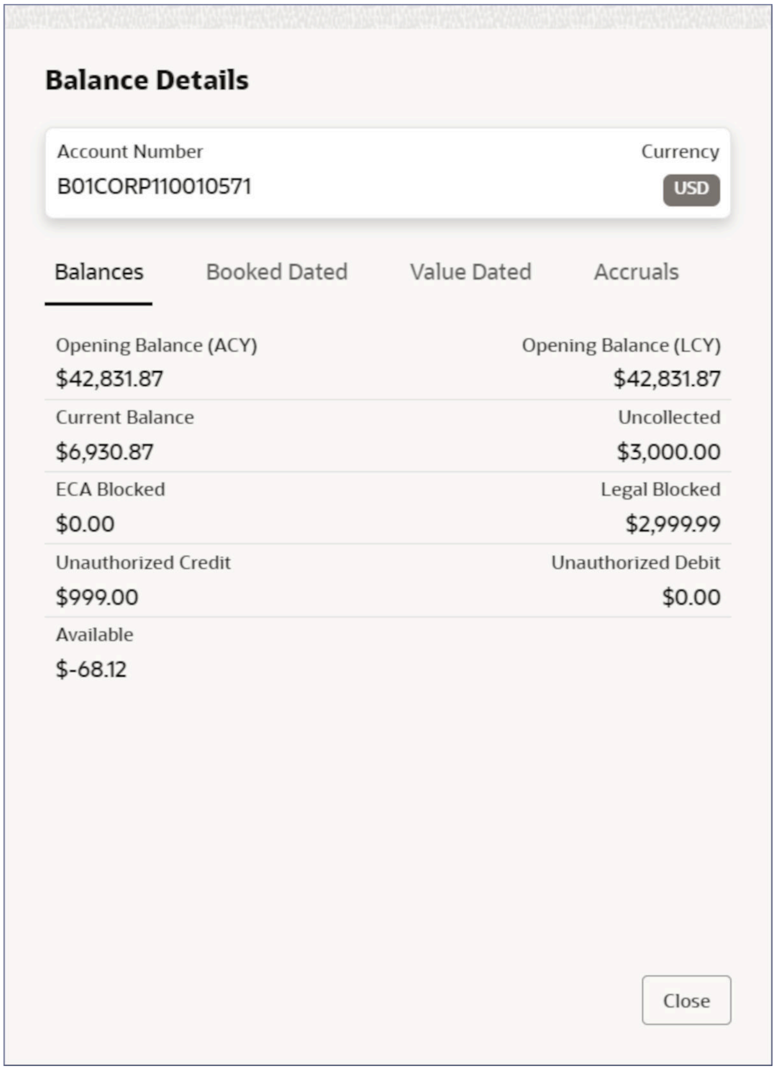
   The **Stage Movement Submission** process creates the **Approval of Journal Transaction Entry** task.

12. (Optional) View the account balance and verify that the unauthorized transaction amount reflects in the account balance.

> **Note**
>
> To view balance details of an account, see Account Search - Balance Details.

The Account Balance details dialog shows the unauthorized credit amount of $999.00 created by the unauthorized credit transaction entry for the account in **Step 5**.

Figure 1-17 Balance Details - Balances tab



13. Acquire and edit the **Approval of Journal Transaction Entry** task.

> **Note**
>
> This and the remaining steps are performed by the back office accounting department personnel with the appropriate authority to approve the transaction.

a. Click **Tasks**, under **Tasks**, click **Free Tasks**.

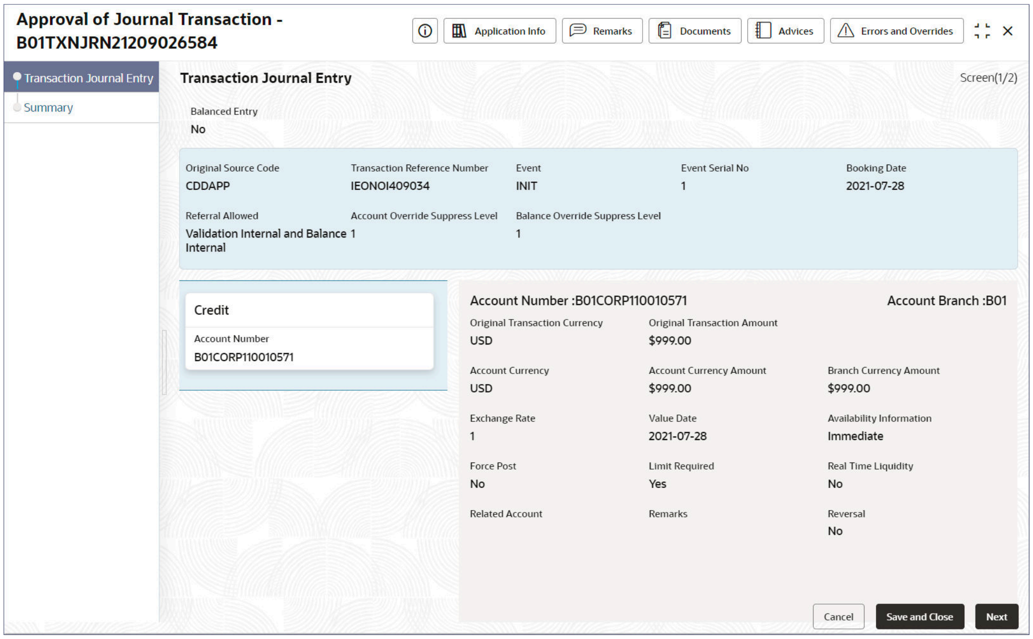
   The **Free Tasks** page displays.

b. Search the listed tasks with these column values. Process Name column contains **Transaction Journal Creation**, the Stage column contains **Approval of Journal Transaction**, and the Application Number column has the number noted in **Step 3**.

c. Click **Acquire and Edit**.

   The **Approval of Journal Transaction - <Application Number>** page displays.

Figure 1-18 Approval of Journal Transaction



14. Scrutinize and ensure that the transaction journal entry is correct.
15. Click **Submit** from the **Summary** screen. The **Stage Movement Submission** dialog displays.
16. To complete the **Stage Movement Submission** process, follow the steps below:
    a. Accept any Overrides generated and click **Proceed Next**.

       The Checklist stage fetches and displays checklists mapped to this stage.
    b. Confirm the checklist items and then click **Proceed Next**.

       The **Outcome** stage displays.
    c. Select **PROCEED** from the drop-down list.
    d. Click **Submit**.

       The transaction journal entry is approved, and the transaction executed.
17. To confirm that the unauthorized transaction entry is approved, follow the steps below:
    a. Click **Tasks**, and under **Tasks**, click **Completed Tasks**.

       The **Completed Tasks** page should display the two stages of the Journal Transaction entry: **Entry** and **Approval**.
    b. View the account balance details in the 360 view.

       Confirm that the current balance includes the unauthorized transaction amount. For more information on viewing Balance details, see Account Search - Balance Details.
18. View the account balance details.

    Check that the current balance includes the unauthorized transaction amount.

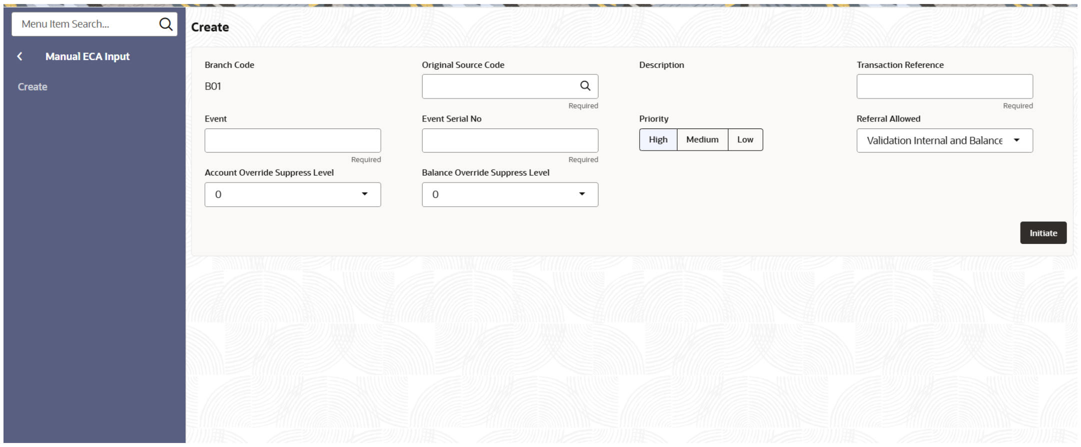
1.3 Manual ECA Input

This topic provides step-by-step instructions to create and process ECA transactions using the Manual ECA Screen.

1. Click **Account Transactions**, and under **Account Transactions**, click **Manual ECA Input**.
2. Under **Manual ECA Input**, click **Create**.

   The **Create** screen displays.

Figure 1-19 Manual ECA Input



3. Specify the details described in the following table.

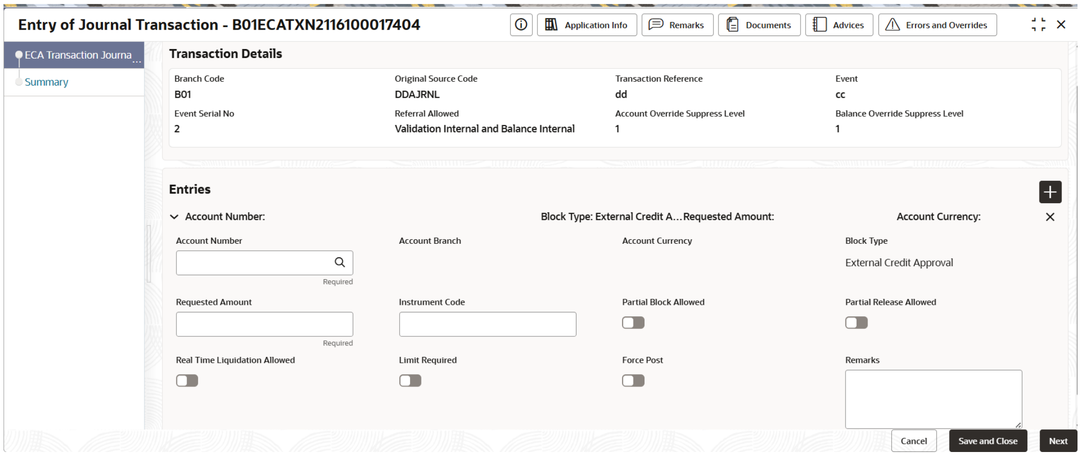
Table 1-12 Manual ECA Input - Create

Field	Description
Branch Code	Displays the branch code.
Original Source Code	Click **Search** icon and select the source code from the list.
Description	Displays the description of the source code selected.
Transaction Reference	Specify the transaction number.
Event	Specify the event.
Event Serial No	Specify the serial number for the event.
Priority	Select the priority. The options are: • **High** • **Medium** • **Low**
Referral Allowed	Select the reference allowed from the drop-down list. The options are: • **Validation Internal and Balance Internal** • **Validation External and Balance External** • **Validation Internal and Balance External** • **Validation External and Balance Internal** • **No Referral**
Account Override Suppress Level	This field is used to define the level at which account overrides are suppressed within the system.
Balance Override Suppress Level	This field defines the threshold level for suppressing balance overrides in the system.

4. Click **Initiate** button.

   The **ECA Transaction Journal Entry** screen displays.

Figure 1-20 ECA Transaction Journal Entry



5. Specify the fields on **ECA Transaction Journal Entry** screen.

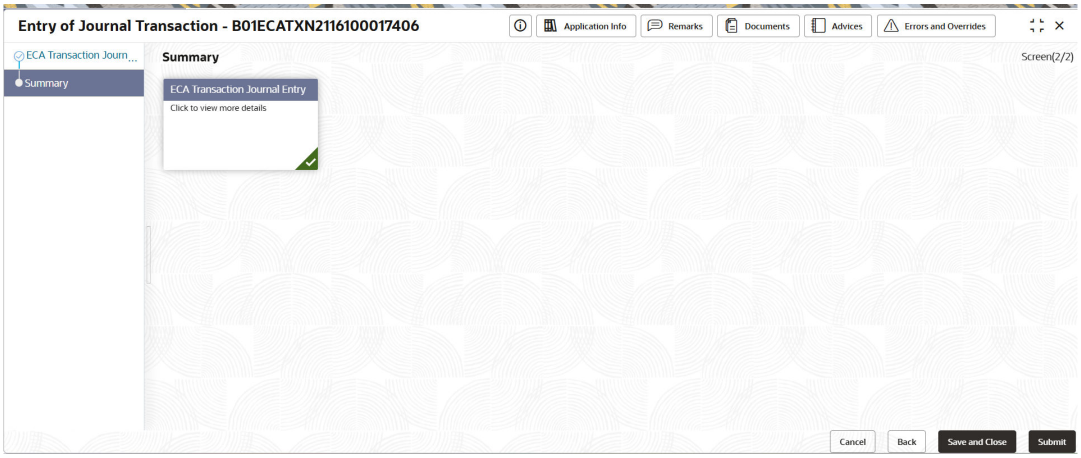
Table 1-13 ECA Transaction Journal Entry

Field	Description
Account Number	Click **Search** icon and select the account number from the list.
Requested Amount	Specify the transaction amount requested for processing. This field is mandatory.
Real Time Liquidation Allowed	Click the toggle switch that enables or disables real-time liquidation for the selected account.
Account Branch	Displays the branch associated with the selected account.
Account Currency	Displays the currency of the account selected for the transaction.
Instrument Code	Specify the field for entering the instrument code related to the transaction, if applicable.
Limit Required	Click the toggle switch to specify whether limit verification is required for the transaction.
Block Type	Displays the type of block applied to the transaction.
Partial Block Allowed	Click the toggle switch to specify whether partial blocking of the account is permitted.
Partial Release Allowed	Click the toggle switch to specify whether partial release of the blocked amount is permitted.
Force Post	Click the toggle switch to allow force posting of the transaction, bypassing certain validation checks.
Remarks	Free-text field for entering remarks or additional details about the journal entry.

6. Click **Add** to add additional accounts.
7. Click **Next**.

   The Summary screen displays the edited or new tiles with a checkmark in green on the bottom right of the tile.

Figure 1-21 Summary



8. Click **Submit**.

   The **Stage Movement Submission** dialog displays the **Overrides** stage.

9. To complete the **Stage Movement Submission** process, follow the steps below:
   a. Accept any Overrides generated and click **Proceed Next**.

      The **Checklist** stage fetches and displays checklists mapped to this stage.

   b. Confirm the checklist items and then click **Proceed Next**.

      The **Outcome** stage displays.

   c. Select **PROCEED** from the drop-down list and click **Submit**.

      The **Stage Movement Submission** process creates the Approve **Manual ECA Input** task.

10. To complete the Approve **Manual ECA Input** task, follow the steps below.
    a. Click **Tasks** under **Tasks**, click **Free Tasks**.

       The **Free Tasks** page displays.

    b. Search the listed tasks with these column values. The Process Name column contains **Manual ECA Input**, the Stage column contains **Approve Manual ECA Input**.
    c. Click **Acquire and Edit**.

       The **Approve Manual ECA Input - <Application Number>** page displays

11. Review the updated **Manual ECA Input** Details and click **Submit** from the **Summary** page.

    The **Manual ECA Input** is approved

12. To complete the **Stage Movement Submission** process, follow the steps below:
    a. Accept any **Overrides** generated and click **Proceed Next**. The Checklist stage fetches and displays checklists mapped to the **Approve** stage.
    b. Confirm the checklist items and then click **Proceed Next**. The Outcome stage displays.
    c. Select **PROCEED** from the drop-down list.
    d. Click **Submit**.

13. To confirm that all stages of the **Manual ECA Input** process are complete, follow the steps below:

a. Click **Tasks**.
b. Under **Tasks**, click **Completed Tasks**.

The **Completed Tasks** page should display **Entry** and **Approval** stages.

1.4 Uncollected Funds Manual Release

The **Uncollected Funds Manual Release** option allows the user to manually release all the uncollected funds.

Uncollected funds are funds that become available to the customer for withdrawal after a specified time interval.

The availability information is maintained by the bank for every type of transaction and that is represented by a transaction code. At the customer's request, the Bank may release uncollected funds before the value date is reached. This screen provides an overview of all uncollected funds, available dates, and the cumulative amounts held in the customer's account.

- Uncollected Funds Manual Release
  This topic describes the systematic instructions to manually release uncollected funds.

1.4.1 Uncollected Funds Manual Release

This topic describes the systematic instructions to manually release uncollected funds.

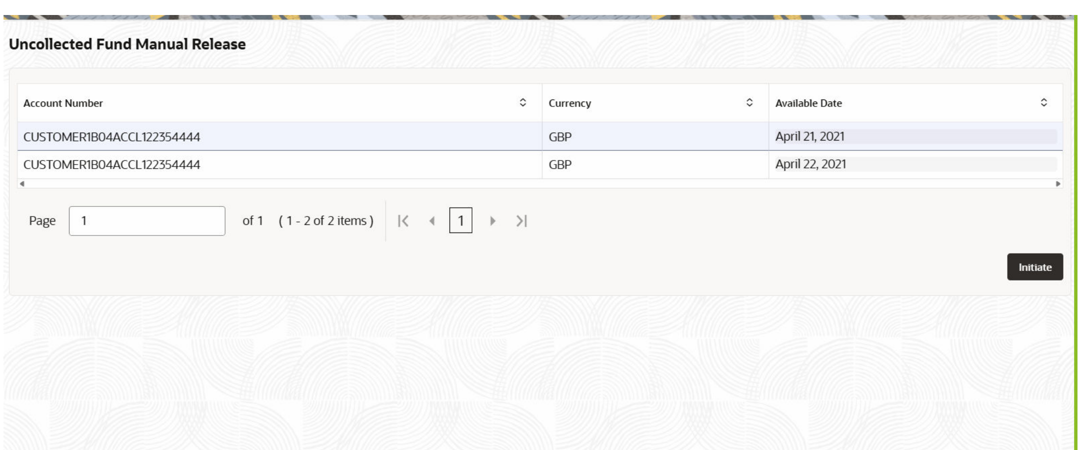
Uncollected funds in a credit transaction refer to the portion of the payment that has not yet been cleared or collected. Similarly, the funds may be held until a float period or until they require manual release. Releasing uncollected funds in such cases can help ensure that the payment is completed smoothly and without any issues.

The **Uncollected Fund Manual Release** screen allows you to choose whether to release the uncollected funds for credit transactions requiring manual release, or for credit transactions with a float period. Funds can be released before the available date is reached.

1. Click **Uncollected Fund Manual Release** under **Account Transactions**.

   The **Uncollected Fund Manual Release** page displays.

Figure 1-22 Uncollected Fund Manual Release



2. Specify the fields on the screen.

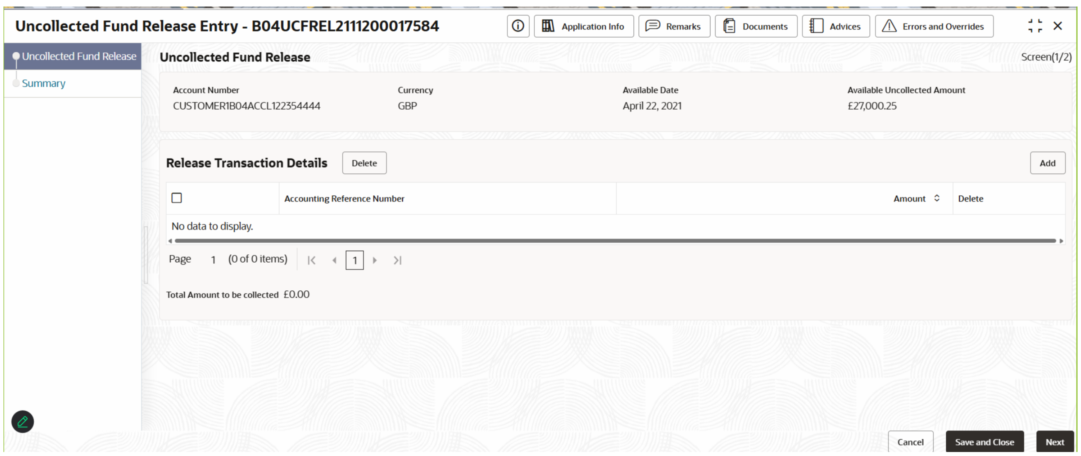
Table 1-14 Uncollected Fund Manual Release - Field Description

Field	Description
Account Number	Auto-populates the **Account Number** containing uncollected funds.
Currency	Auto-populates the operating currency of the account.
Available Date	Auto-populates the **Available Date** of the uncollected funds.

3. User has to select the required account number to initiate. Click **Initiate**.

   The **Uncollected Fund Release Entry** screen displays.

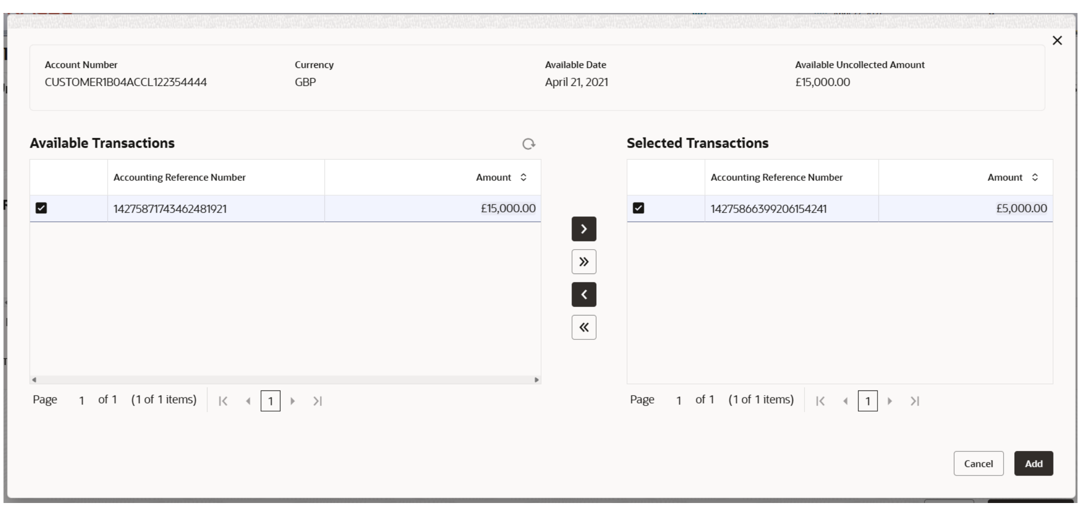
Figure 1-23 Uncollected Fund Release Entry



4. Click **Add** button to select **Available Transactions**.

   The screen displays **Available Transactions**.

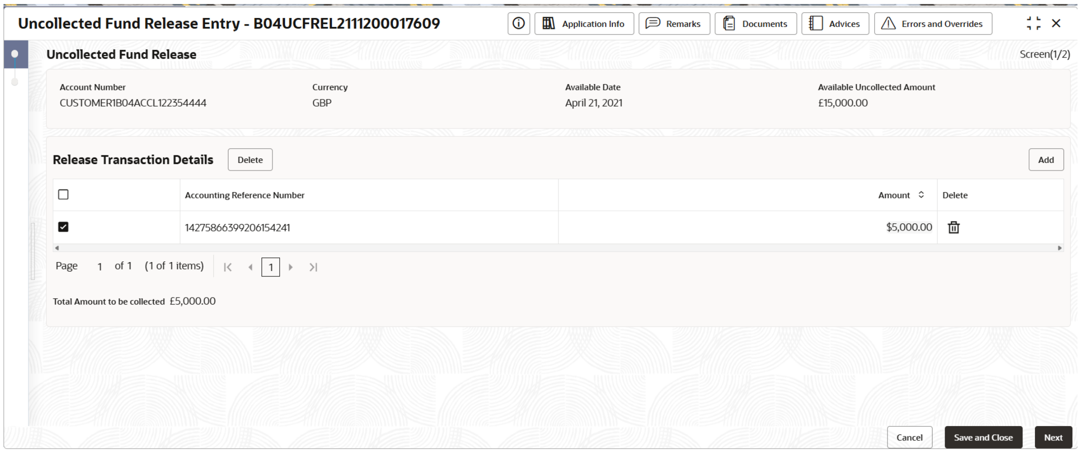
Figure 1-24 Available Transactions



5. Select **Accounting Reference Number** check box and click  then Click **Add**.

   The **Uncollected Fund Release Entry** screen displays.

Figure 1-25 Uncollected Fund Release Entry



6. Specify the fields on the screen.

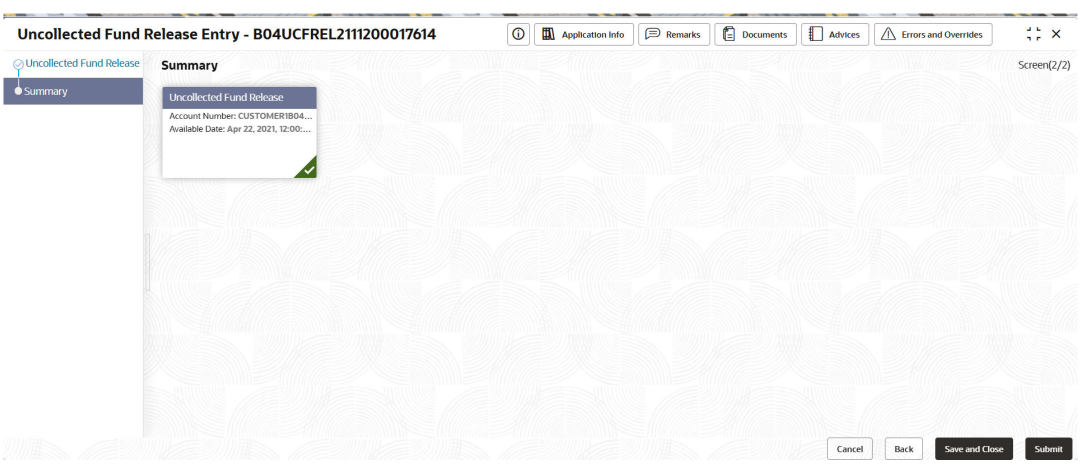
Table 1-15 Uncollected Fund Release Entry - Field Description

Field	Description
Account Number	Displays the **Account Number**.
Currency	Auto-populates the operating currency of the account.
Available Date	Displays the **Available Date**.
Available Uncollected Amount	Displays the **Available Uncollected Amount**.
Account Reference Number	Displays the **Account Reference Number**.
Amount	Displays the **Amount**.
Delete	Click delete icon to **Delete** Account details from the row.

7. Click **Next**.

The **Summary** screen displays the edited or new tiles with a checkmark in green on the bottom right of the tile.

Figure 1-26 Summary Screen



8. Click **Submit** from the **Summary** screen.

The **Stage Movement Submission** dialog displays the Overrides stage.

9. To complete the **Stage Movement Submission** process, follow the steps below:
   a. Accept any Overrides generated and click **Proceed Next**.

      The Checklist stage fetches and displays checklists mapped to this stage.
   b. Confirm the checklist items and then click **Proceed Next**.

      The **Outcome** stage displays.
   c. Select **Proceed** from the drop-down list and click **Submit**.

      The **Stage Movement Submission** process creates the Approve **Uncollected Fund Manual Release** task.
10. To complete the Approve **Uncollected Fund Manual Release** task, follow the steps below:
    a. Click **Tasks**, and under **Tasks**, click **Free Tasks**.

       The **Free Tasks** page displays.
    b. Search the listed tasks with these column values. The Process Name column contains **Uncollected Fund Manual Release**, the Stage column contains **Approve Uncollected Fund Manual Release**.
    c. Click **Acquire and Edit**.

       The **Approve Uncollected Fund Manual Release** - <**Application Number**> page displays
11. Review the updated **Uncollected Fund** Details and click **Submit** from the **Summary** page.

    The **Uncollected Fund Manual Release** is approved
12. To complete the **Stage Movement Submission** process, follow the steps bellow:
    a. Accept any **Overrides** generated and click **Proceed Next**. The Checklist stage fetches and displays checklists mapped to the **Approve** stage.
    b. Confirm the checklist items and then click **Proceed Next**. The Outcome stage displays.
    c. Select **PROCEED** from the drop-down list.
    d. Click **Submit**.
13. To confirm that all stages of the uncollected fund manual release process are complete, follow the steps below:
    a. Click **Tasks**.
    b. Under **Tasks**, click **Completed Tasks**.

       The **Completed Tasks** page should display **Entry** and **Approval** stages.

1.5 Manual Track

This topic provides information on Manual Track.

The Track Receivable feature is designed to handle scenarios where bank-initiated any receivable are applied to a customer's Current Account (CASA) that lacks sufficient funds to cover these receivables.

Instead of rejecting the transaction, the system will "track" the amount as a receivable amount due from the customer.

This allows the transaction to proceed while ensuring the bank can recover these receivable later when the account is funded. In essence, any outstanding on an insufficient balance are recorded as a receivable and will be recovered once funds become available.

- Process to Create Manual Track
  This topic describes the systematic instructions to Create Manual Track.
- Process to Amend Manual Track
  This topic describes the systematic instructions to Amend Manual Track.
- Process to Cancel Manual Track
  This topic describes the systematic instructions to Cancel Manual Track.

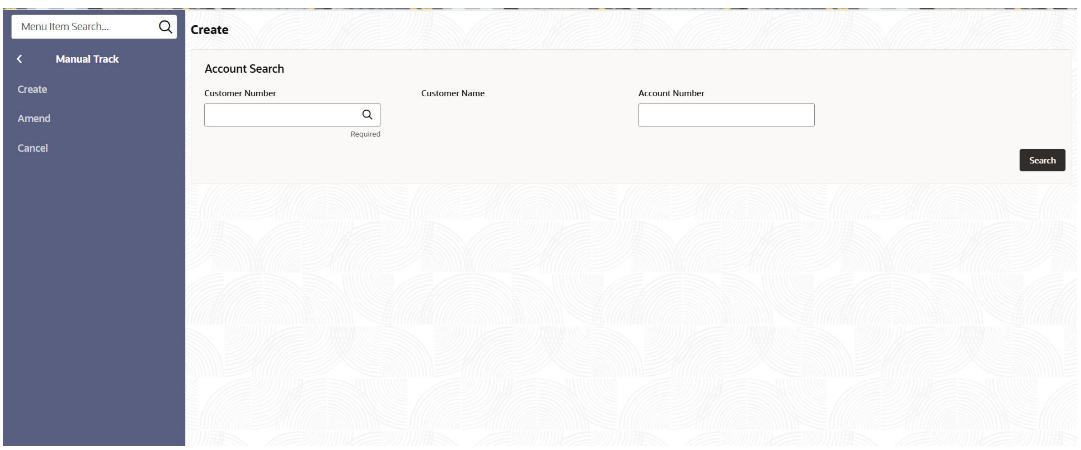
1.5.1 Process to Create Manual Track

This topic describes the systematic instructions to Create Manual Track.

1. Click **Account Transactions** under Account Transactions, Click **Manual Track** and Click **Create**.

   The **Manual Track** page displays.

   Figure 1-27 Manual Tracker

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

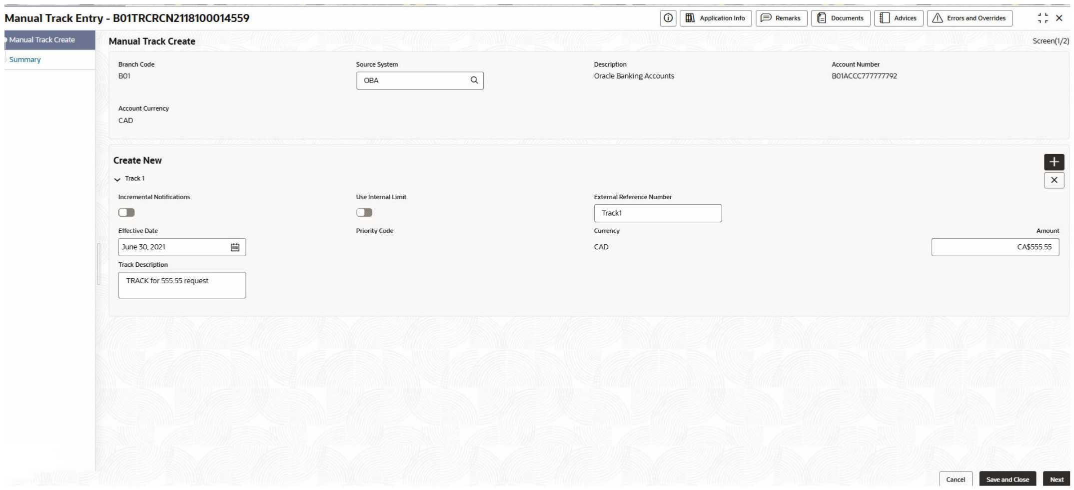
   Table 1-16 Manual Tracker - Field Description

Field	Description
Customer Number	Click **Search** icon to select the customer number.
Customer Name	Displays the customer name.
Account Category	Displays the **Account Category**.
Currency	Displays the **Currency**.
Currency Description	Displays the **Currency Description**.
Account Number	Displays the **Account Number**.

2. User has to select the required account number to initiate. Click **Initiate**.

   The **Manual Track Entry** screen displays.

Figure 1-28 Manual Track Entry



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

Table 1-17 Manual Track Entry - Field Description

Field	Description
Branch Code	Displays the branch code.
Source System	Click **Search** icon to select source system.
Description	Specify the description.
Account Number	Specify the account number.
Account Currency	Displays the account currency.

3. Click **Add** icon to add **Manual Track**.

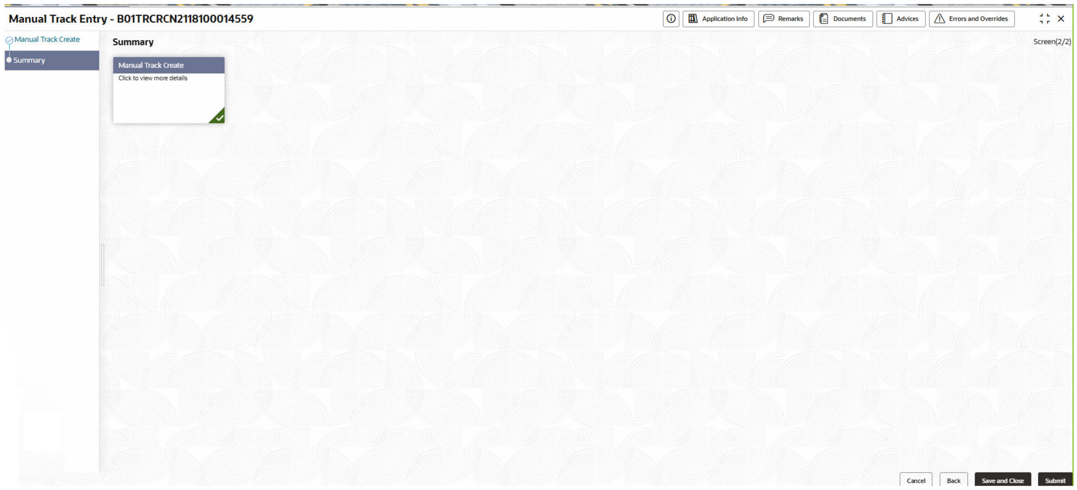
Table 1-18 Manual Track Create - Field Description

Field	Description
Incremental Notifications	Enable **Incremental Notifications** option, if required.
Use Internal Limit	Enable the **Use Internal Limit** option, if required.
External Reference Number	Specify the **External Reference Number**.
Effective Date	Specify the **Effective Date**.
Priority Code	Select the **Priority Code** from the drop-down list.
Currency	Displays the currency.
Amount	Specify the amount.
Track Description	Specify the track description.

4. Click **Next**.

   The **Summary** screen displays the edited or new tiles with a checkmark in green on the bottom right of the tile.

Figure 1-29 Summary



5. Click **Submit** from the **Summary** screen.

   The **Stage Movement Submission** dialog displays the Overrides stage.

6. To complete the **Stage Movement Submission** process, follow the steps below:
   a. Accept any Overrides generated and click **Proceed Next**.

      The **Checklist** stage fetches and displays checklists mapped to this stage.

   b. Confirm the checklist items and then click **Proceed Next**.

      The **Outcome** stage displays.

   c. Select **Proceed** from the drop-down list and click **Submit**.

      The **Stage Movement Submission** process creates the **Approve Manual Track** task.

7. To complete the approve **Approve Manual Track** task follow the steps below:
   a. Click **Tasks**, and under **Tasks**, click **Free Tasks**.

      The **Free Tasks** page displays.

   b. Search the listed tasks with these column values. The Process Name column contains **Manual Track Receivable** , the Stage column contains **Manual Track Approve**.

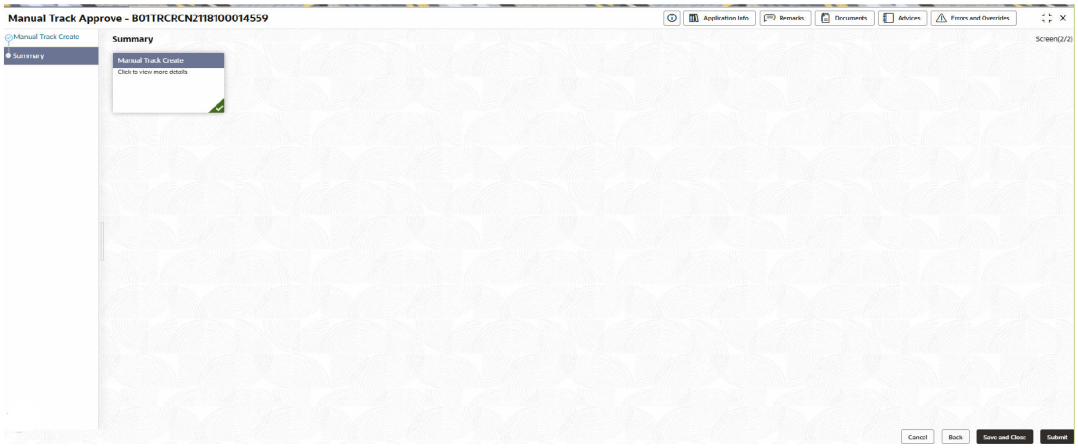
8. Click **Acquire and Edit**.

   The **Manual Track Approve** page displays.

9. Click **Next**.

   The **Summary** page displays.

Figure 1-30 Manual Track Approve

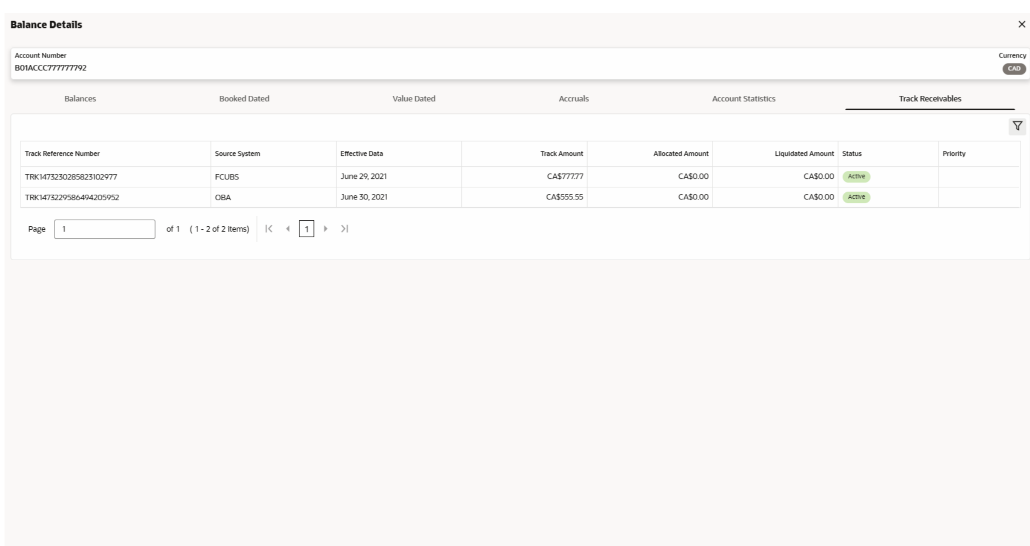


10. Review the updated **Manual Track** Details and click **Submit** from the **Summary** page to approve.
11. To complete the **Stage Movement Submission** process, follow the steps below:
    a. Accept any **Overrides** generated and click **Proceed Next.** The **Checklist** stage fetches and displays checklists mapped to the **Approve** stage.
    b. Confirm the checklist items and then click **Proceed Next.** The Outcome stage displays.
    c. Select **PROCEED** from the drop-down list.
    d. Click **Submit**.
12. Confirm that the account has the **Track Receivable**.
    a. Click **Tasks**, and under **Tasks**, click **Completed Tasks**.

       The **Completed Tasks** page should display **Entry** and **Approval** stages.
    b. View the account balance details in the 360 view and click on **Track Receivable** tab.

       The **Balance Details** Page displays.

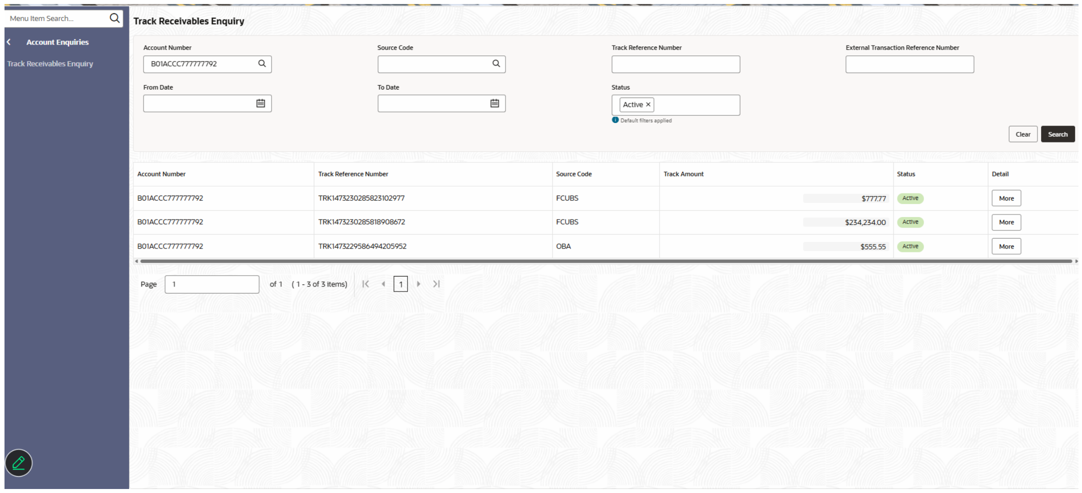
Figure 1-31 Balance Details



13. Click **Track Receivables Enquiry** under **Account Enquiry**.

    The **Track Receivables Enquiry** Page displays.

Figure 1-32 Track Receivables Enquiry



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

Table 1-19 Track Receivables Enquiry - Field Description

Field	Description
Account Number	Click **Search** icon to select the account number.
Source Code	Click **Search** icon to select the source code.
Track Reference Number	Specify the track reference number.
External Transaction Reference Number	Specify the external transaction reference number.
From Date	Click **Calendar** icon to select the from date.
To Date	Click **Calendar** icon to select the to date.
Status	Specify the **Status**.

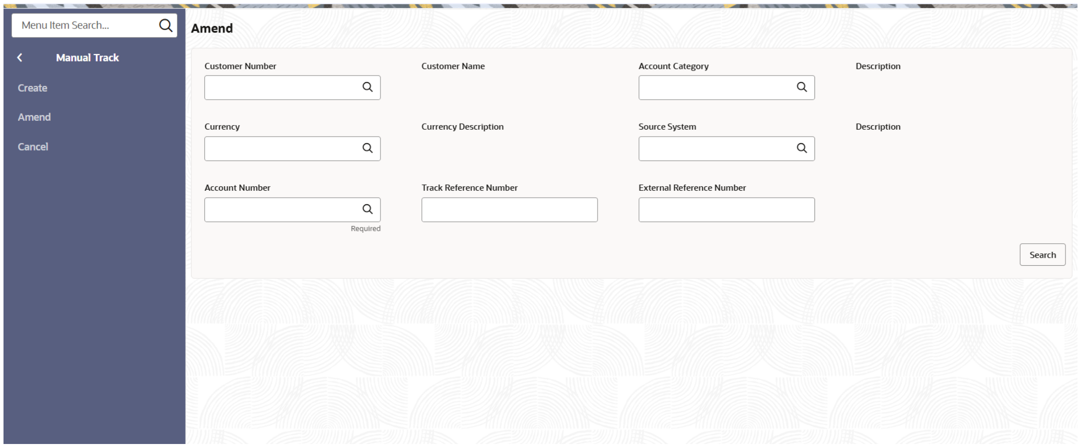
1.5.2 Process to Amend Manual Track

This topic describes the systematic instructions to Amend Manual Track.

1. Click **Account Transactions** under Account Transactions, Click **Manual Track** and Click **Amend**.

   The **Manual Track** page displays.

Figure 1-33 Amend - Manual Track

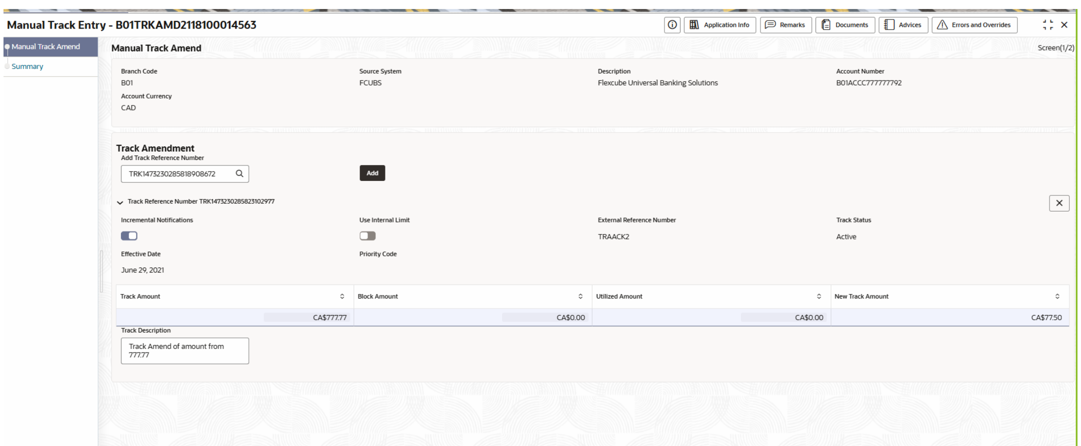


For more information on fields refer to the field description table refer manual tack creation.

2. User has to select the required account number to initiate. Click **Initiate**.

   The **Manual Track Entry** page displays.

Figure 1-34 Manual Track Entry



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

Table 1-20 Manual Track Manual

Field	Description
Branch Code	Displays the branch code.
Source System	Displays the source system.
Description	Displays the description.
Account Currency	Displays the account currency.
Add Track Reference Number	Click icon to select the track reference number.

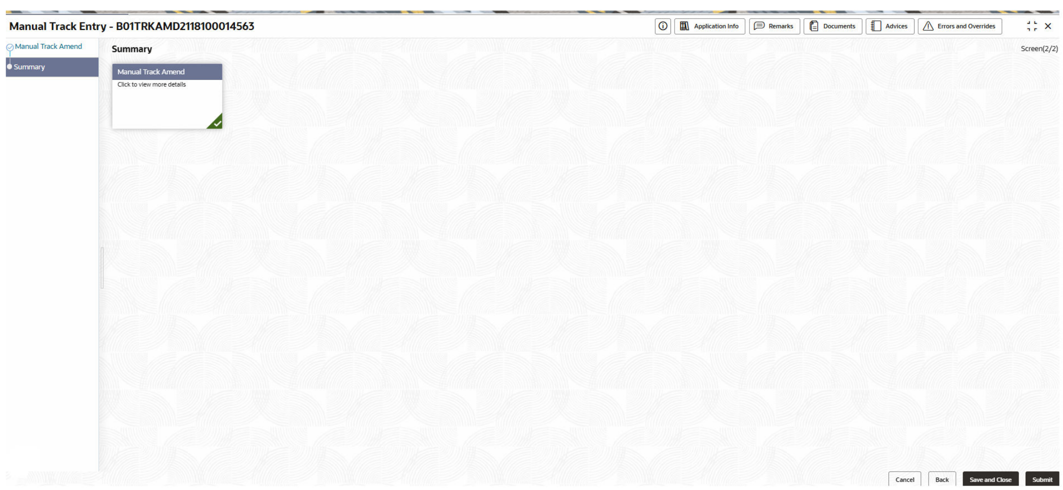
Table 1-20 (Cont.) Manual Track Manual

Field	Description
Add	Click **Add** button to add track reference number.
Incremental Notification	Enable **Incremental Notification** option, if required.
Use Internal Limit	Enable **Incremental Notification** option, if required.
External Reference Number	Displays the **External Reference Number**.
Effective Date	Displays the **Effective Date**.
Track Status	Displays the **Track Status**.
Effective Date	Displays the **Effective Date**.
Priority Code	Specify the **Priority Code**.
Track Amount	Displays the **Track Amount**.
Block Amount	Displays the **Block Amount**.
Utilized Amount	Displays the **Utilized Amount**.
New Track Amount	Displays the **New Track Amount**.
Track Description	Displays the **Track Description**.

3. Click **Next**.

   The **Summary** screen displays the edited or new tiles with a check mark in green on the bottom right of the tile.

Figure 1-35 Summary



4. Click **Submit** from the **Summary** screen.

   The **Stage Movement Submission** dialog displays the Overrides stage.

5. To complete the **Stage Movement Submission** process, follow the steps below:

   a. Accept any Overrides generated and click **Proceed Next**.

      The **Checklist** stage fetches and displays checklists mapped to this stage.

   b. Confirm the checklist items and then click **Proceed Next**.

      The **Outcome** stage displays.

   c. Select **Proceed** from the drop-down list and click **Submit**.

The **Stage Movement Submission** process creates the **Manual Track Approve** task.

6. To complete the approve **Manual Track Approve** task follow the steps below:
   a. Click **Tasks**, and under **Tasks**, click **Free Tasks**.

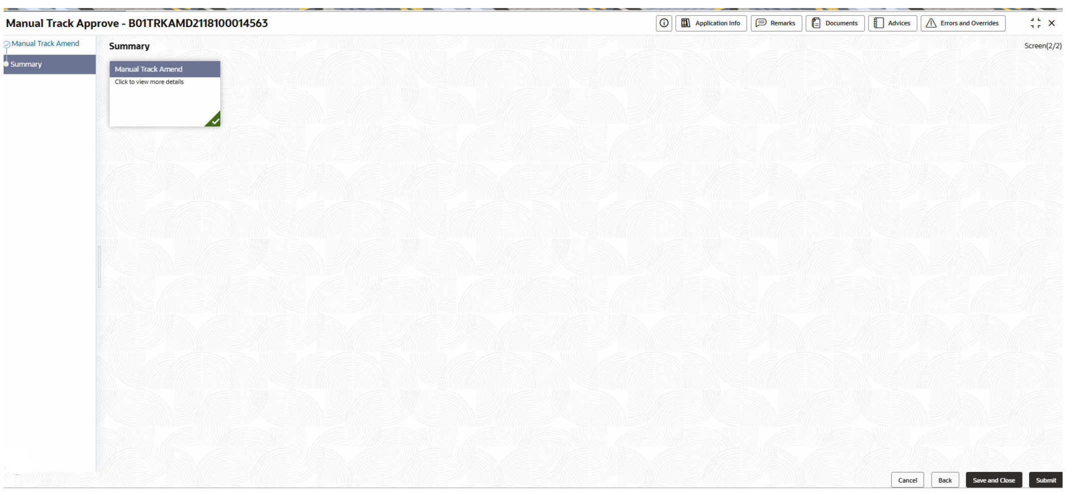
      The **Free Tasks** page displays.
   b. Search the listed tasks with these column values. The Process Name column contains **Manual Track Receivable Amend** , the Stage column contains **Manual Track Approve**.
7. Click **Acquire and Edit**.

   The **Manual Track Approve** page displays.
8. User has to select the required account number to initiate. Click **Initiate**.

   The **Manual Track Amend** screen displays.
9. Click **Next**.

   The **Summary** screen displays the edited or new tiles with a check mark in green on the bottom right of the tile.

Figure 1-36 Manual Track Approve



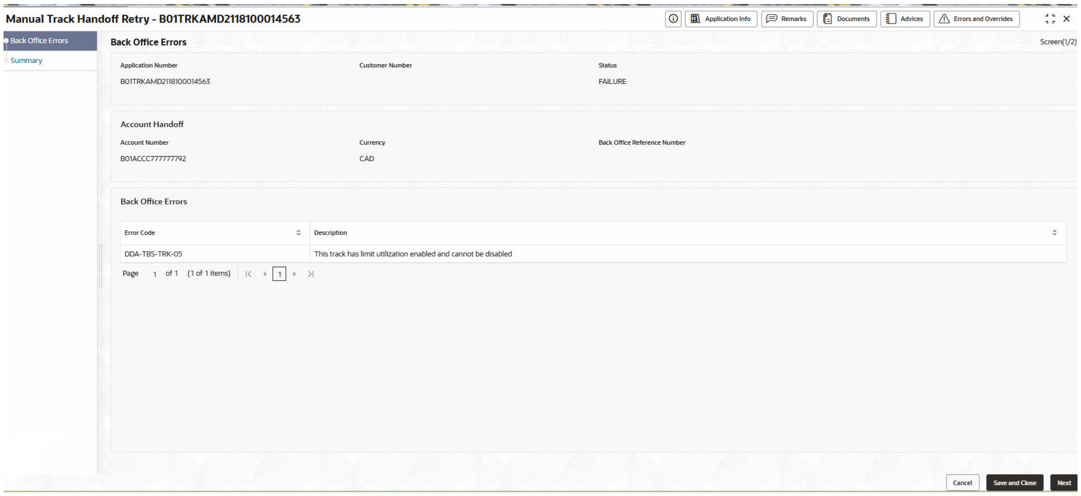
10. Review the updated **Manual Track** Details and click **Submit** from the **Summary** page.
11. To complete the **Stage Movement Submission** process, follow the steps below:
    a. Accept any **Overrides** generated and click **Proceed Next**. The **Checklist** stage fetches and displays checklists mapped to the **Approve** stage.
    b. Confirm the checklist items and then click **Proceed Next**. The Outcome stage displays.
    c. Select **PROCEED** from the drop-down list.
    d. Click **Submit**.
12. To complete this **Manual Track Handoff Retry** task follow the steps below:
    a. Click **Tasks**, and under **Tasks**, click **Free Tasks**.

       The **Free Tasks** page displays.
    b. Search the listed tasks with these column values. The Process Name column contains **Manual Track Receivable Amend** , the Stage column contains **Manual Track Handoff Retry**.

13. Click **Acquire and Edit**.

    The **Manual Track Handoff Retry** page displays with **Back Office Errors** Details.

Figure 1-37 Manual Track Handoff Retry - Back Office Errors



14. Click **Next**.

    The **Summary** screen displays the edited or new tiles with a check mark in green on the bottom right of the tile.

15. Click **Submit** from the **Summary** page.

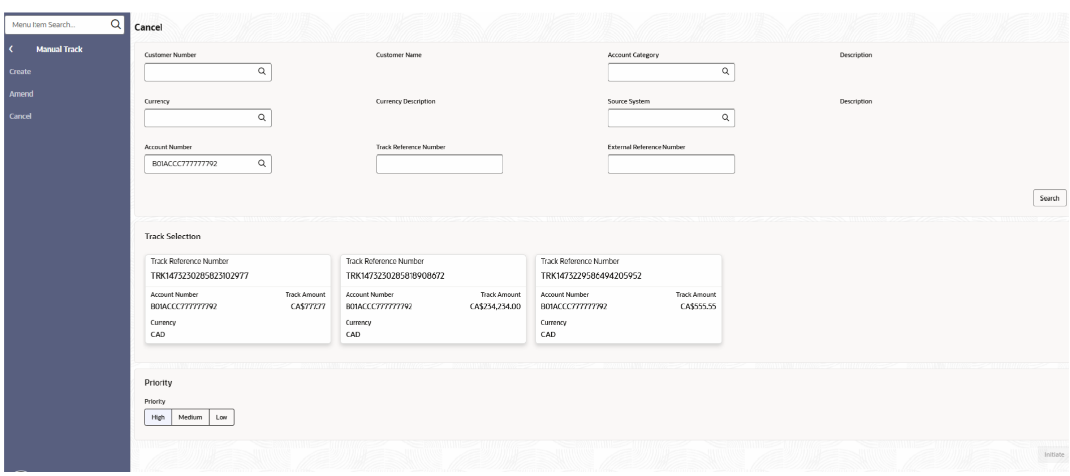
1.5.3 Process to Cancel Manual Track

This topic describes the systematic instructions to Cancel Manual Track.

1. Click **Cancel** under **Manual Track**.

   The **Manual Track Entry** page displays.

Figure 1-38 Cancel



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

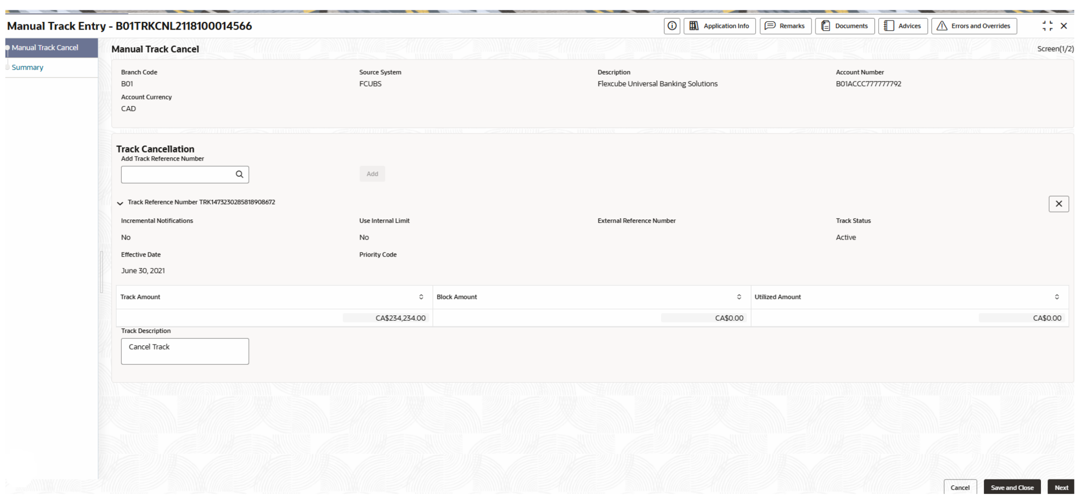
Table 1-21 Cancel Manual Track

Field	Description
Customer Number	Click icon to select the customer number.
Customer Name	Displays the customer name.
Account Category	Displays the account category.
Currency	Displays the currency.
Currency Description	Displays the currency description.
Source System	Displays the source system.
Account Number	Click icon to select the account number.
Track Reference Number	Displays the track reference number.
External Reference Number	Displays the **External Reference Number**.

2. Click and select the required account tile, then click **Initiate**.

   The **Manual Track Cancel** page displays.

Figure 1-39 Manual Track Cancel



3. Click **Next**.

   The **Summary** screen displays the edited or new tiles with a check mark in green on the bottom right of the tile.

4. Click **Submit** from the **Summary** screen.

   The **Stage Movement Submission** dialog displays the Overrides stage.

5. To complete the **Stage Movement Submission** process, follow the steps below:

   a. Accept any Overrides generated and click **Proceed Next**.

      The **Checklist** stage fetches and displays checklists mapped to this stage.

   b. Confirm the checklist items and then click **Proceed Next**.

      The **Outcome** stage displays.

   c. Select **Proceed** from the drop-down list and click **Submit**.

      The **Stage Movement Submission** process creates the **Manual Track Approve** task.

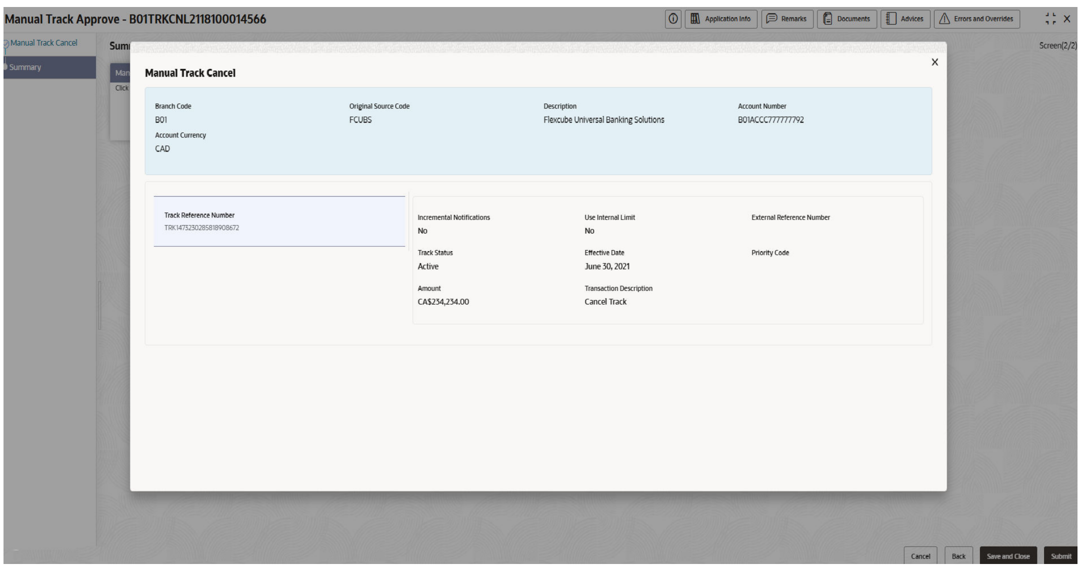
6. To complete the approve **Manual Track Approve** task follow the steps below:
   a. Click **Tasks**, and under **Tasks**, click **Free Tasks**.

      The **Free Tasks** page displays.
   b. Search the listed tasks with these column values. The Process Name column contains **Manual Track Receivable Cancel** , the Stage column contains **Manual Track Approve**.
7. Click **Acquire and Edit**.

   The **Manual Track Approve** page displays.
8. Click **Next**.

   The **Summary** screen displays the edited or new tiles with a check mark in green on the bottom right of the tile.

Figure 1-40   Manual Track Cancel

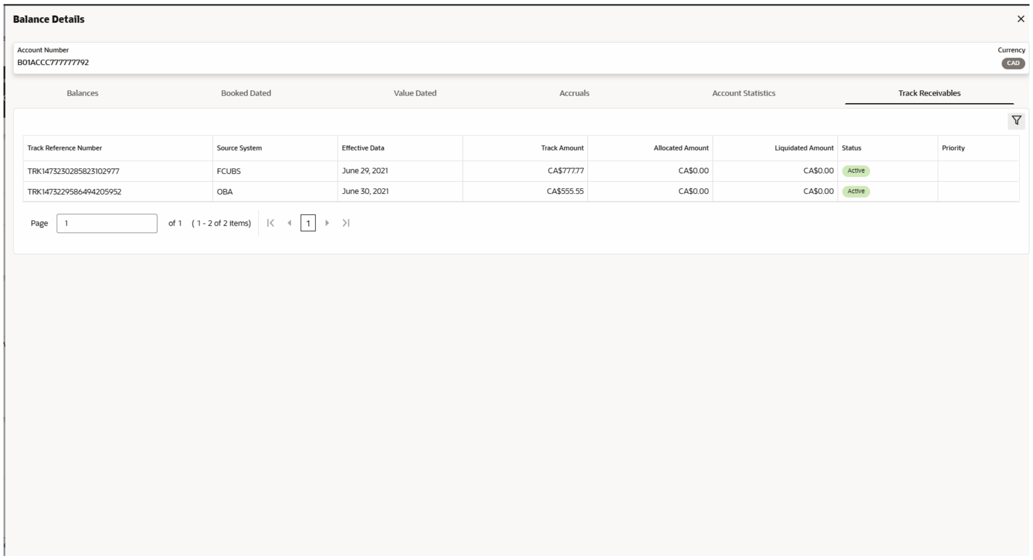


9. Review the updated **Manual Track** Details and click **Submit** from the **Summary** page.
10. To complete the **Stage Movement Submission** process, follow the steps below:
    a. Accept any **Overrides** generated and click **Proceed Next**. The **Checklist** stage fetches and displays checklists mapped to the **Approve** stage.
    b. Confirm the checklist items and then click **Proceed Next**. The Outcome stage displays.
    c. Select **PROCEED** from the drop-down list.
    d. Click **Submit**.
11. Confirm that the account has the **Track Receivable**.
    a. Click **Tasks**, and under **Tasks**, click **Completed Tasks**.

       The **Completed Tasks** page should display **Entry** and **Approval** stages.
    b. View the account balance details in the 360 view and click on **Track Receivable** tab.

       The **Balance Details** Page displays.

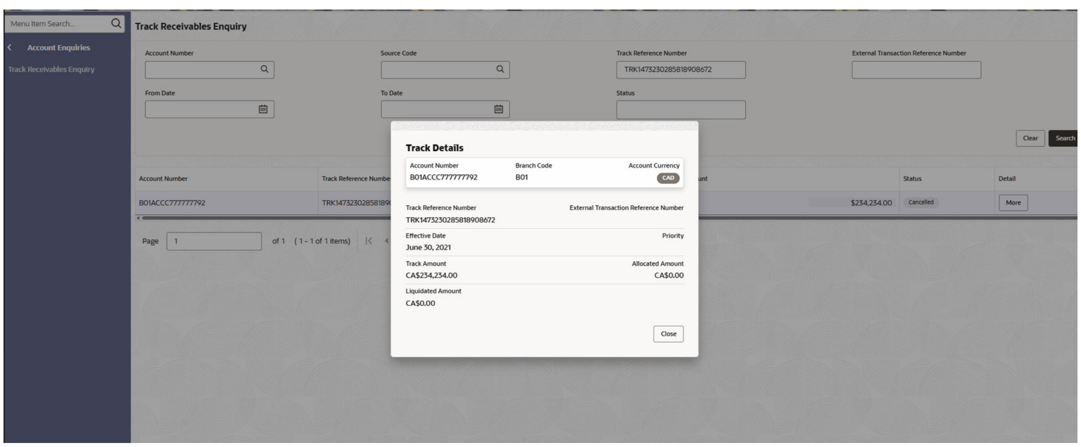
Figure 1-41 Balance Details



12. Click **Track Receivables Enquiry** under **Account Enquiry**.

    The **Track Receivables Enquiry** Page displays with **Track Details**.

Figure 1-42 Track Details



Glossary

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