Oracle® Banking Cash Management
Collections User Guide

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Preface

Preface

This guide is designed to help acquaint you with the Oracle Banking Cash Management.

It provides an overview of the system and guides you, through the various steps involved in setting up and providing the cash management services for the customers of your bank.

Audience

This guide is intended for the following User/User Roles:

Table 1   Audience

Role	Function
Back office executive	Input functions for transactions
Back office managers/officers	Authorization of functions
Product Managers	Product definition and authorization

Table 2   Acronyms and Abbreviations

Abbreviation	Description
CDC	Current Dated Cheque
CIF	Customer Information File
CMS	Cash Management System
FIFO	First In First Out
LIFO	Last In First Out
PDC	Post Dated Cheque

List of Topics

This guide is organized into the following topics:

Table 3   List of Topics

Topic	Description
Overview of Collections	This topic describes the information on the overview, benefits and functionalities of Collections module.
Maintenance for Collections	This topic describes the maintenance of such reference information for the Collections module.
Instrument Collections	This topic describes the information about the various functional activity codes in Cash Management.

Table 3   (Cont.) List of Topics

Topic	Description
Cash Transactions	This topic describes the information to enter the data about cash deposited/withdrawn by corporate customers.
Instrument Management	This topic describes the information to manage cheques received for collection basis and the action to be performed on the instruments.
File Management	This topic describes the information on the file management functionality in Collections module.
Inquiries	This topic describes the information on the various inquiries supported in the Collections module.
Batch Jobs	This topic describes the events that are part of Beginning of Day (BOD) and End of Day (EOD) batch jobs run by the system on daily basis.
Process Codes	This topic describes the information about the various functional activity codes in Cash Management.

Symbols and Icons

The following symbols and icons are used in the screens.

Table 4   Symbols and Icons

Icon	Function
✕	Close
✚	Add Row
🗑	Delete Row
🗑	Delete
🔍	Search (Fetch)
↻	Refresh
↙↗	Collapse
↖↘	Expand
⬇	Download
💬	Remarks

Table 4   (Cont.) Symbols and Icons

Icon	Function
	Options
	Authorize
	Unlock
	Copy
	View
	Add/Remove Columns

1
Overview of Collections

This topic describes the information on the overview, benefits and functionalities of Collections module.

Overview

Oracle Banking Cash Management services enable a financial institution to manage the account receivables and account payables of their corporate customers. Oracle Banking Cash Management provides a technology platform capable of capturing account receivables and account payables of corporates across disparate accounts and locations. It also has a comprehensive Collections feature for managing the collection of cash, and cheques, which can include local, up-country, and correspondent bank cheques. This feature aims at minimizing float time, thus enabling better management of working capital for the corporates.

Benefits

*   **Cost Reduction** – The increased visibility of transactions and easy reconciliation helps corporates manage and control their cash flow and reduce costs.
*   **Integrated Payables & Receivables** – The platform facilitates efficient receivables and payables management through enhanced automation and straight-through processing of key processes.
*   **Early Credit** – The Arrangement Credit feature enables financial institutions to provide cheque collection credit to corporates before realization of the cheque.
*   **Accurate Forecasting** – Enables financial institutions to maintain accurate cash flow forecasting of corporates, by consolidating forecast collection inputs through seamless integration with internal systems.
*   **Regulatory Environment** – The platform leverages flexible configuration to launch quickly, respond to regulatory changes and expand into new geographies.

Functionality

*   Dashboard
*   Collections
    *   Paper Based Collections
    *   Pricing

Home: Dashboard

Successfully signing into the application displays the Dashboard as your home screen. Dashboard displays a gist/summary that is internal to the bank. It is a collection of various portlets that are displayed based on your role and access rights. The Dashboard enables you to perform various analytical functions. You can drag and move different portlets, resize/auto adjust the size, and expand/collapse the portlets.

On starting the Oracle Banking Cash Management system, the **Login** screen displays.

Figure 1-1   Login
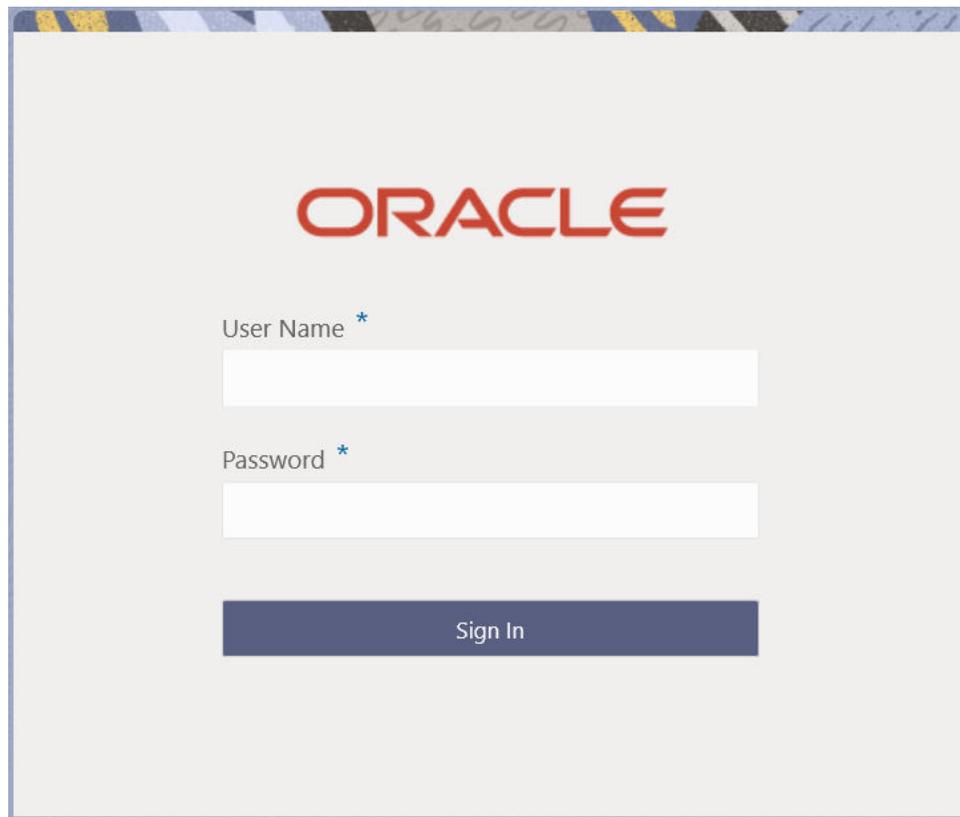
1. Specify **User Name** and **Password** to access the application.
2. Click **Sign In** to log into the application.
   The **Dashboard** screen displays.

Figure 1-2   Dashboard
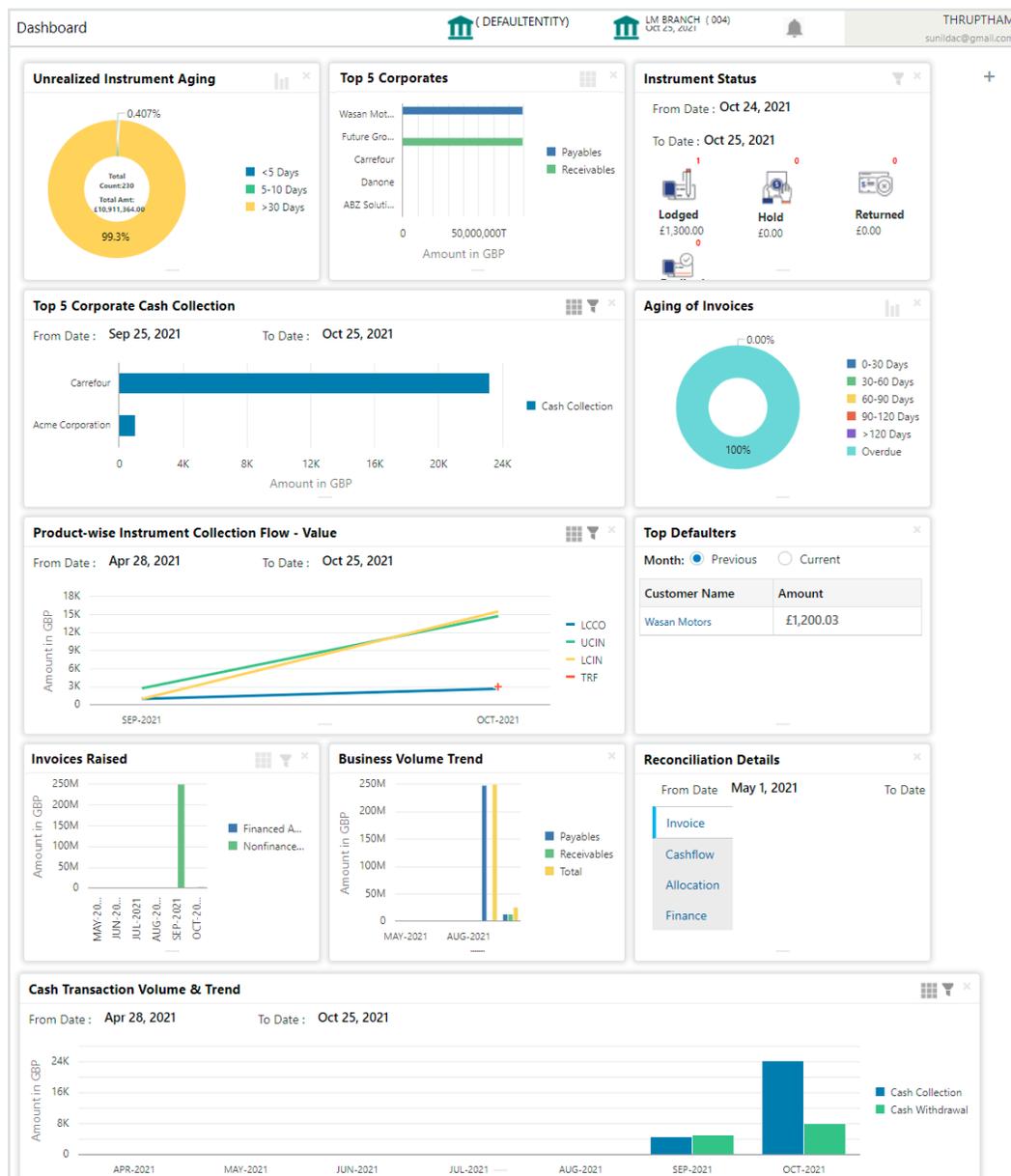
Oracle Banking Cash Management Dashboard currently consists of the following mentioned portlets for Receivables management:

- **Unrealized Instrument Aging:** Unrealized Instrument Aging graph displays the doughnut chart with the number of cheques/instruments, which are unrealized for aging bucket (number of day). You can click on the bar graph icon at the top-right of the portlet to change the view from doughnut (default) to bar graph. The landing page displays the number of unrealized cheques/instruments split as per configurable aging buckets. A maximum of seven ranges can be defined.

- **Cash Transaction Volume and Trend:** This portlet displays a bar graph depicting the amounts in branch currency that have been collected and withdrawn every month, within the specified time frame. The Cash Withdrawal and Cash Collection bars are color-coded for aiding quick visual analysis. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates.

- **Instrument Status:** The Instrument Status portlet displays the status-wise total count and the total value of the instruments for the period selected between From Date and To Date (Deposit from and To Date). By default, the date period is from 'current date-1' to 'current date'. The statuses displayed in the portlet are Lodged, Hold, Return, and Realized.

- **Top 5 Corporates:** This portlet displays information in the form of a jet-bar chart of the top five corporate customers for their total Receivables and Payables. The data can be viewed in a tabular format as well, by clicking the table icon at the top right corner.

- **Top 5 Corporate Cash Collection/Withdrawal:** This portlet displays a jet-bar chart with the top 5 corporate parties with high-value cash collection in branch currency, within the specified time frame. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates. Flip the portlet using the arrow on the side to view the top 5 corporates high-value cash withdrawals in branch currency, within the specified time frame.

- **Aging of Invoices:** The aging graph displays invoice aging information in the form of doughnuts. There are two views of the graph, 2nd view can be navigated by flipping the portlet, and clicking the graph on the top-right corner to change the view from doughnut (default) to bar chart. The front view of the graph display the invoice amount volume split as per aging buckets which are configurable at the time of implementation i.e. 0-30 days; 30-60 days etc. Range criteria can be defined with a maximum of 6 ranges. On clicking any of the range buckets, the graph displays the list of corporates whose invoices are due for that aging bucket. Clicking on the '+' (expand) icon against each corporate; launches invoice details about information of that specific corporate such as supplier name, 'Invoice Due Date From', and 'Invoice Due Date To'.

- **Product-wise Instrument Collection Flow – Value/Volume:** This portlet displays a line graph representing the monthly instrument-collection amount in branch currency, for each product that is associated with 'paper-based' category. Each product has a specific color code. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates. Flip the portlet using the arrow on the side to view the 'Product-wise Instrument Collection – Volume' graph, which displays the count of instruments for each product, for the specified time frame. Click to view the details in a tabular format.

- **Top Defaulters:** Top defaulters widget shows the list of top defaulters for the previous and current month.

- **Invoices Raised:** This portlet displays the data for Invoices on monthly basis as a bar graph. On clicking the table icon on the top-right corner, the same data is displayed in tabular format with invoices grouped into monthly buckets. On clicking the bar graph, the screen will pop up with the corporate name and aggregated invoice amount and further clicking on the '+' (expand) icon beside the corporate name launches the Invoice Inquiry screen with data of supplier name; 'To Date' and 'From Date' as per the selected date.

- **Business Volume Trend:** This chart displays the business trends of the previous six months including the current month based on historic data. The trend line is plotted based on the highs/peak.

- **Reconciliation Details:** This widget provides a snapshot of reconciliation details of payments against the entity selected, i.e. invoice, cashflow, or allocation. There is an option to view these details as a doughnut or in a line graph. The filter option allows the user to select a specific customer and/or modify the date range.

Perform the following actions on the **Dashboard** screen:

- To add more portlets, click **Add** icon located at the top-right corner of the **Dashboard**.

- To remove a portlet, click **Remove** icon located at the portlet's top-right corner.

- To configure the portlet, click the **Configure Tile** icon located at the portlet's top-left corner.

- To flip the portlet view, click **Flip Forward** or **Flip Back** icon.

- To change the portlet's position, click and hold the 'Drag to reorder' (…..) icon at the portlet's bottom-center and then move the portlet to the desired position.

- To apply filters on the portlet's data, click **Filter** icon to view the pop-up to select the filter values.

2

Maintenance for Collections

This topic describes the maintenance of reference data to be set on day zero to use the Collections functionality.

In the context of collections, for instance, you need to set up reference data like locations, product types, product mappings, and so on. This is the first step for initiating any transaction of collections. You may also need to identify administrators among the officers of your bank to whom you could assign the administration of the Collections system.

Maintaining Core Reference Data

Your bank needs to set up certain core reference data for the Collections system to work such as list of country, currency, customer category, list of holidays, list of banks, branch, FX rates, and so on.

Refer **Oracle Banking Common Core User Guide** for setting up core reference data

This topic contains the following subtopics:

- Accounting Maintenance
  This topic describes the information to setup the reference data for Accounting such as account mapping, entry codes, roles, and accounting entries in Cash Management system.

- Arrangement Definition Maintenance
  This topic describes the information to define various arrangement templates which is a group different arrangement parameter based on arrangement reference i.e., on deposit or liquidation and further link the same to an arrangement party i.e.; Corporate or Correspondent bank.

- Arrangement Decisioning Maintenance
  This topic describes the information to setup the reference data to maintain the mappings between arrangement codes and the corporates in Cash Management system.

- Corporate Enrichment Maintenance
  This topic describes the information to maintain the various parameters at the Corporate level in Cash Management system.

- Charges Maintenance
  This topic describes the information to setup the reference data to maintain the charges in Cash Management system.

- Cash Denomination Maintenance
  This topic describes the information to setup the reference data to maintain the denominations for cash transactions of various currencies in Cash Management system.

- Courier Setup Maintenance
  This topic describes the information to setup the reference data to maintain the courier company's details in Cash Management system.

- Location Maintenance
  This topic describes the information to setup the reference data to maintain the various parameters for a specific location in Cash Management system.

- **Location Cluster Maintenance**
  This topic describes the information to setup the reference data to maintain the location cluster in Cash Management system.

- **PDC Vault Box Maintenance**
  This topic describes the information to setup the reference data to create/maintain vault boxes that can be used for storing the PDC instruments in Cash Management system.

- **Product Definition Maintenance**
  This topic describes the information to maintain the product definitions in Cash Management system.

- **Alerts Maintenance**
  This topic describes the information to setup the reference data for Alerts such as contact details, definition and decisioning in Cash Management system.

2.1 Accounting Maintenance

This topic describes the information to setup the reference data for Accounting such as account mapping, entry codes, roles, and accounting entries in Cash Management system.

- **Accounting Role**
  This topic describes the information to setup the reference data for Accounting roles in Cash Management system.

- **Entry Codes**
  This topic describes the information to setup the reference data for entry codes in Cash Management system.

- **Accounting Entries**
  This topic describes the information to setup the reference data for Accounting entries in Cash Management system.

- **Internal Account Mapping**
  This topic describes the information to setup the reference data for internal account mapping in Cash Management system.

2.1.1 Accounting Role

This topic describes the information to setup the reference data for Accounting roles in Cash Management system.

- **Create Accounting Role**
  This topic describes the systematic instruction to create role codes for the purpose of accounting.

- **View Accounting Role**
  This topic describes the systematic instruction to view, modify, delete, or authorize accounting role records that have been created.

2.1.1.1 Create Accounting Role

This topic describes the systematic instruction to create role codes for the purpose of accounting.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Accounting**.

3. Under **Accounting**, click **Role**. Under **Role**, click **Create Accounting Role**.

   The **Create Accounting Role** screen displays.

Figure 2-1   Create Accounting Role

4. Specify the fields on **Create Accounting Role** screen.

   > ✎ **Note:**
   >
   > The fields, which are marked with an asterisk, are mandatory.

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

Table 2-1   Create Accounting Role - Field Description

Field	Description
Accounting Role Code	Specify a unique code for the accounting role being created.
Accounting Role Description	Specify a description to associate with the role.

5. Click **Save** to save the record and send it for authorization.

2.1.1.2 View Accounting Role

This topic describes the systematic instruction to view, modify, delete, or authorize accounting role records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Accounting**.

3. Under **Accounting**, click **Accounting Role**. Under **Accounting Role**, click **View Accounting Role**.

    The **View Accounting Role** screen displays.

Figure 2-2   View Accounting Role
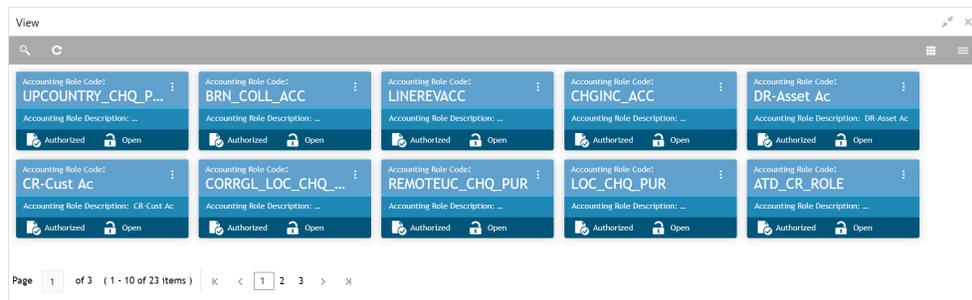
4. Filter the records in the **View** screen:

    a. Click **Search** icon to view the filters. The user can filter the records by Accounting Role Code, Accounting Role Description, Authorization Status and Record Status.

        The **View Accounting Role - Search** screen displays.

Figure 2-3   View Accounting Role - Search

    b. Select the required filter criteria and click **Search** to filter the records.

    c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

    a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

    b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

        - Optional: Click **View** to view the record details.

- Select the record and click **Approve** to approve the record.

- Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

c. **Delete/Close** – To remove the record.

- Optional: In the confirmation pop-up window, click **View** to view the record details.

- Click **Proceed** to delete the record.

d. **Copy** – To copy the record parameters for creating a new record.

e. **View** – To view the record details.

f. **Reopen** – To reopen the closed record.

2.1.2 Entry Codes

This topic describes the information to setup the reference data for entry codes in Cash Management system.

- Create Entry Codes
  This topic describes the systematic instruction to create entry codes for the purpose of accounting.

- View Entry Codes
  This topic describes the systematic instruction to view, modify, delete, or authorize accounting entry codes that have been created.

2.1.2.1 Create Entry Codes

This topic describes the systematic instruction to create entry codes for the purpose of accounting.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Accounting**.

3. Under **Accounting**, click **Entry Codes**. Under **Entry Codes**, click **Create Entry Codes**.

   The **Create Entry Codes** screen displays.

Figure 2-4   Create Entry Codes

4. Specify the fields on **Create Entry Codes** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-2   Create Entry Codes - Field Description

Field	Description
Accounting Entry Code	Specify a unique identification code for the accounting entry.
Accounting Entry Description	Specify a description for the accounting entry.
Debit Role	Select the role of the debit party.
Debit Party	Select the party type to debit.
Debit Amount Type	Select the amount type to debit.
Debit Settlement Method	Select the method to be used for debit settlement.
Credit Role	Select the role of the credit party.
Credit Party	Select the party to credit.
Credit Amount Type	Select the amount type to credit.
Credit Settlement Method	Select the method to be used for credit settlement.

5. Click **Add/Edit** to add the details to the grid.

- Click ⋮ icon in the **Action** column to edit or delete the row.

6. Click **Reset** to clear the selected values, if required.

7. Click **Save** to save the record and send it for authorization.

2.1.2.2 View Entry Codes

This topic describes the systematic instruction to view, modify, delete, or authorize accounting entry codes that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Accounting**.

3. Under **Accounting**, click **Entry Codes**. Under **Entry Codes**, click **View Entry Codes**.
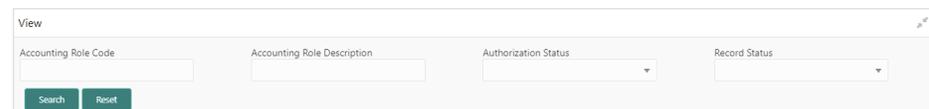
   The **View Entry Codes** screen displays.

   Figure 2-5   View Entry Codes
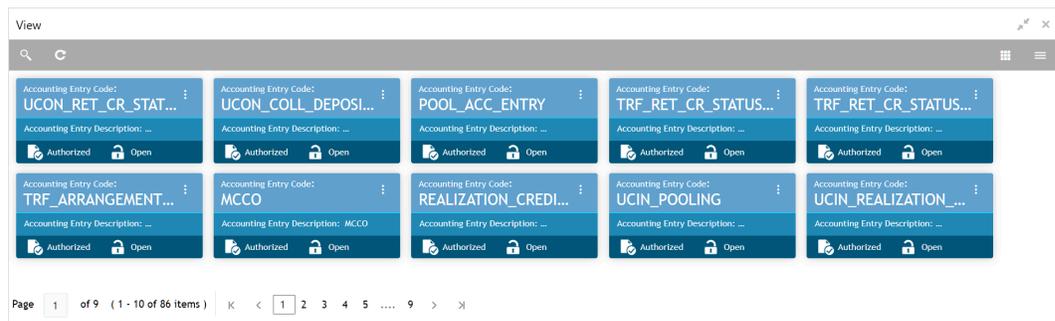
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Accounting Entry Code, Accounting Entry Description, Authorization Status and Record Status.

      The **View Entry Codes - Search** screen displays.

      Figure 2-6   View Entry Codes - Search

   b. Select the required filter criteria and click **Search** to filter the records.

   c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.

- Select the record and click **Approve** to approve the record.

- Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

c. **Delete/Close** – To remove the record.

- Optional: In the confirmation pop-up window, click **View** to view the record details.

- Click **Proceed** to delete the record.

d. **Copy** – To copy the record parameters for creating a new record.

e. **View** – To view the record details.

f. **Reopen** – To reopen the closed record.

2.1.3 Accounting Entries

This topic describes the information to setup the reference data for Accounting entries in Cash Management system.

- Create Accounting Entries
  This topic describes the systematic instruction to create accounting entries.

- View Accounting Entries
  This topic describes the systematic instruction to view, modify, delete, or authorize the accounting entries that have been created.

2.1.3.1 Create Accounting Entries

This topic describes the systematic instruction to create accounting entries.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Accounting**.

3. Under **Accounting**, click **Accounting Entries**. Under **Accounting Entries**, click **Create Accounting Entries**.

The **Create Accounting Entries** screen displays.

Figure 2-7   Create Accounting Entries

4. Specify the fields on **Create Accounting Entries** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-3   Create Accounting Entries - Field Description

Field	Description
Branch	Select the Branch to add accounting entries for. Values in this field are listed based on your access rights.
Product	Select the product to add accounting entries for.
Event	Select the event to add accounting entries for.
Filter Criteria	Select the filter criteria for which the accounting entries are to be added. Based on the selected filter criteria, select the type/mode from the respective field(s) that appear.
Credit Status	Select the current status of a credit entry. This field is displayed only if **Filter Criteria** is selected as **Credit Status**.
Instrument Status	Select the current status of an instrument. This field is displayed only if **Filter Criteria** is selected as **Instrument Status**.

Table 2-3   (Cont.) Create Accounting Entries - Field Description

Field	Description
Credit Reversal From	Select the value to specify from where the credit reversal will take place. This field is displayed only if **Filter Criteria** is selected as **Credit Reversal From**.
Return Recovery From	Select the value to specify from where the return recovery will take place. This field is displayed only if **Filter Criteria** is selected as **Return Recovery From**.
Float	Click 'Yes' to enable the float arrangements, else click 'No'. This field is displayed only if **Filter Criteria** is selected as **Float Arrangement**.
Accounting Entry Code	Click the Search icon to select the required accounting entry code.
Accounting Entry Description	Displays the description of the selected entry code.
Sequence	Select the sequence to be set for the accounting entry code.

5. Click **Add/Edit** to add the details to the grid.

   - Click ⋮ icon in the **Action** column to edit or delete the row.

6. Click **Reset** to clear the selected values, if required.

7. Click **Save** to save the record and send it for authorization.

2.1.3.2 View Accounting Entries

This topic describes the systematic instruction to view, modify, delete, or authorize the accounting entries that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Accounting**.

3. Under **Accounting**, click **Accounting Entries**. Under **Accounting Entries**, click **View Accounting Entries**.

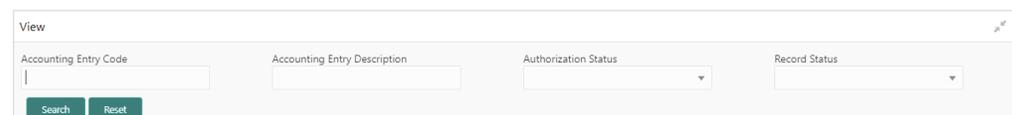   The **View Accounting Entries** screen displays.

Figure 2-8   View Accounting Entries
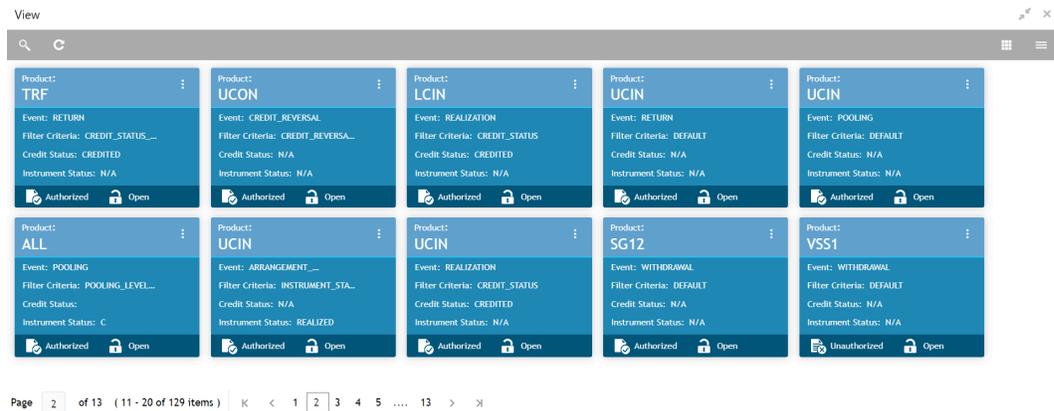
4. Filter the records in the **View** screen:

    a. Click **Search** icon to view the filters. The user can filter the records by Product, Event, Credit Status, Instrument Status, Authorization Status and Record Status.

        The **View Accounting Entries - Search** screen displays.

    Figure 2-9   View Accounting Entries - Search

    b. Select the required filter criteria and click **Search** to filter the records.

    c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

    a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

    b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

        •   Optional: Click **View** to view the record details.

        •   Select the record and click **Approve** to approve the record.

        •   Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

    c. **Delete**/**Close** – To remove the record.

        •   Optional: In the confirmation pop-up window, click **View** to view the record details.

        •   Click **Proceed** to delete the record.

    d. **Copy** – To copy the record parameters for creating a new record.

    e. **View** – To view the record details.

f.   **Reopen** – To reopen the closed record.

2.1.4 Internal Account Mapping

This topic describes the information to setup the reference data for internal account mapping in Cash Management system.

- Create Internal Account Mapping
  This topic describes the systematic instruction to create internal account mapping.
- View Internal Account Mapping
  This topic describes the systematic instruction to view, modify, delete, or authorize internal account mapping records that have been created.

2.1.4.1 Create Internal Account Mapping

This topic describes the systematic instruction to create internal account mapping.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Accounting**.

3. Under **Accounting**, click **Internal Account Mapping**. Under **Internal Account Mapping**, click **Create Internal Account Mapping**.

    The **Create Internal Account Mapping** screen displays.

Figure 2-10   Create Internal Account Mapping

4. Specify the fields on **Create Internal Account Mapping** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-4   Create Internal Account Mapping - Field Description

Field	Description
Branch	Select the branch in which account is maintained.
Product	Select the product for which internal account mapping is to be maintained. The user can select **ALL** if the account is to be used for all the products.
Role	Click the search icon to select the accounting role to map the account to.
Account Type	Switch the toggle button to select either CASA or GL for the mapping.
Settlement Method	Select the mode of settlement.
Account in Transaction Currency	Use this toggle button to specify whether the accounting should be done in transaction currency or not.
Filter Criteria	Select any one of the following criteria: • Party Location Division Based • Party Location Based • Party Division Based • Party Based • Default Based on the selected filter criteria, select the required values from the respective fields that appear.
Party	Click the search icon and select the party to whose account is to be mapped. This field is displayed only if **Filter Criteria** selected as **Party**.
Location	Click the search icon and select the location to whose account is to be mapped. This field is displayed only if **Filter Criteria** selected as **Location**.
Division Code	Click the search icon and select the division code. This field is displayed only if **Filter Criteria** selected as **Division**.
Account Currency	Select the currency of the account to be mapped.
Account Number	Click the Search icon and select real/virtual account number. This field is displayed only if **Filter Criteria** selected as **Party**.
Contra Account Number	Click the search icon and select the contra GL account to be linked to the selected virtual account. This field is displayed only if **Account Number** selected as **Virtual Account**.
Default Account	Use this toggle button to specify if this account should be considered as the default one.

5. Click **Add/ Edit** to add the details to the grid.

   •   Click ⋮ icon in the **Action** column to edit or delete the row.

6. Click **Reset** to clear the selected values, if required.

7. Click **Save** to save the data and send it for authorization.

2.1.4.2 View Internal Account Mapping

This topic describes the systematic instruction to view, modify, delete, or authorize internal account mapping records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Accounting**.

3. Under **Accounting**, click **Internal Account Mapping**. Under **Internal Account Mapping**, click **View Internal Account Mapping**.

   The **View Internal Account Mapping** screen displays.

   Figure 2-11   View Internal Account Mapping
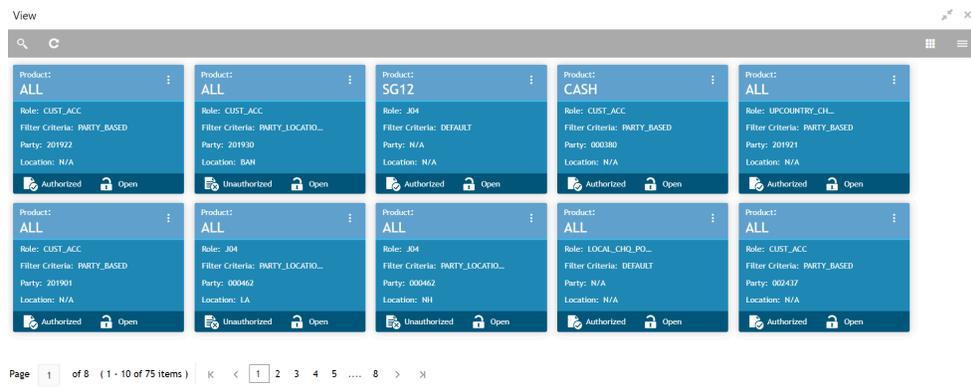
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Branch, Product, Role, Party, Location, Authorization Status and Record Status.

   The **View Internal Account Mapping - Search** screen displays.

   Figure 2-12   View Internal Account Mapping - Search

   b. Select the required filter criteria and click **Search** to filter the records.

    c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

    a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

    b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

        • Optional: Click **View** to view the record details.

        • Select the record and click **Approve** to approve the record.

        • Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

    c. **Delete/Close** – To remove the record.

        • Optional: In the confirmation pop-up window, click **View** to view the record details.

        • Click **Proceed** to delete the record.

    d. **Copy** – To copy the record parameters for creating a new record.

    e. **View** – To view the record details.

    f. **Reopen** – To reopen the closed record.

2.2 Arrangement Definition Maintenance

This topic describes the information to define various arrangement templates which is a group different arrangement parameter based on arrangement reference i.e., on deposit or liquidation and further link the same to an arrangement party i.e.; Corporate or Correspondent bank.

Banks can make funds available to corporate parties even before the cheques are cleared. This is referred to as an 'Arrangement'. However, if the instrument collection fails or is delayed, or even if the instrument is marked as 'Returned', then the banks need to recover the funds through credit reversal. The Arrangement Definition screen enables banks to create arrangement and recovery parameters, with respect to the collections facility. Once an Arrangement Definition is created, it can be linked to the required corporate party and product using the Arrangement Decisioning screen.

The arrangements reference for the Collections module in Oracle Banking Cash Management is based on the following two parameters:

• **Deposit Date:** For the arrangement based on deposit date, the bank provides the corporate an option of different arrangement days on which the corporate desires the payment of funds against instruments deposited by the corporate. The arrangement days depend on the charge the corporate is willing to pay, and the desired liquidity. Thus, the bank pays the amount to the corporate on the arrangement day or value date on presenting a cheque. For example, if a corporate has opted for a 'Day + 1' arrangement with the bank, then the corporate will receive the funds 1 day after the instrument has been deposited regardless of the actual number of days required to clear the instrument.

• **Realization Date:** For the arrangement based on realization date, the corporate receives credit only after the instrument has been marked as cleared in the system. If the instrument has been returned (for reasons such as insufficient funds in the drawer's

account, discrepancy in the signature, and so on), then the corporate does not receive the funds.

This topic contains the following subtopics:

- Create Arrangement Definition
  This topic describes the systematic instruction to create arrangement codes.

- View Arrangement Definition
  This topic describes the systematic instruction to view, modify, delete, or authorize arrangement code details.

2.2.1 Create Arrangement Definition

This topic describes the systematic instruction to create arrangement codes.

Newly created arrangement codes takes effect once authorized and cannot be modified thereafter.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Arrangement Definition**.

3. Under **Arrangement Definition**, click **Create Arrangement Definition**.

   The **Create Arrangement Definition** screen displays.

   Figure 2-13   Create Arrangement Definition

4. Specify the fields on **Create Arrangement Definition** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-5   Create Arrangement Definition - Field Description

Field	Description
Arrangement Code	Specify a unique alphanumeric code for the arrangement. This code cannot be modified once authorized.
Arrangement Description	Specify a description for the arrangement. For example, for a corporate having an arrangement day on the deposit date, enter a description such as 'On Deposit Arrangement' and for a corporate having an arrangement day on the realization date, enter a description such as 'On Realization Arrangement'.
Arrangement Reference Basis	Select whether the arrangement should be set with reference to the deposit date or the realization date.
Arrangement Days	Specify the number of days on which the funds should be credited to the corporate on the basis of the selected arrangement reference. For example, If the 'Arrangement Reference Basis' field is set to 'Deposit Date' and Arrangement Day is set to 1, then the amount is credited to the corporate on the next day of the cheque deposit. The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value.
Corporate Release Days	Specify the number of days post funds release, that the corporate can withdraw/utilize the funds. Based on the arrangement, the corporate account will be credited. However, the amount will be blocked for the number of days entered in this field. The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value.
Extension Days - Instrument Lost	In case the cheque is lost in transit, Specify the number of days to be given as an extension to the corporate before their account is debited.
Extension Days - Certificate	Specify the number of days to extend the line of credit (tenor) given to the corporate. For example, when the instrument does not get cleared within the scheduled time, the corporate can get a certificate from the drawer's bank. This is in the form of a letter stating that the drawer's account balance is sufficient to make the payment to the corporate, or that the drawer's account has already been debited, thus indicating that the instrument has been cleared. However the correspondent bank/ drawer bank might not have conveyed the same information to the system bank. In such case, giving an extension will extend the line of credit (tenor) given to the corporate as defined in the 'Certificate Extension Days' field. The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value.
Extension Days - Instrument Return	Specify the number of days to be given as an extension window for the corporate in case the cheque is returned.
Credit Reversal Days	Specify the number of days post which the pooling job should initiate reversal of credit from the corporate's account.
Credit Reversal From	Select the value to specify from where the recovery can be done in case the clearing fate of the instrument is unknown.

Table 2-5   (Cont.) Create Arrangement Definition - Field Description

Field	Description
Partial Credit Reversal	Switch the toggle ON if recovery can be done in tranches. In other words, even if the collections amount or the CASA account balance is less than the total amount to be reversed, multiple collections or multiple debits to the CASA will be performed, until such time that the credit amount is nullified. Else, credit reversal is done only if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount to be recovered.
Bank Float Arrangement	Switch the toggle ON to utilize the processed instruments that are realized before arrangement credit to the corporate.
Return Recovery From	Select the value to specify from where the recovery can be done in case of returned instrument.
Partial Return Recovery	Switch the toggle ON if recovery can be done in tranches. In other words,even if the collections amount or account balance is less than the total amount to be recovered, multiple collections or account debits to CASA will be performed until such time that the recovery amount is nullified. Else, credit reversal is done only if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount that needs to be recovered.
Forced Debit for Recovery	Switch the toggle ON to allow an entry with negative amount to be passed by core banking in case reversal or recovery should be done from a customer's bank account that has insufficient balance.

5. Click **Save** to save the record and send it for authorization.

2.2.2 View Arrangement Definition

This topic describes the systematic instruction to view, modify, delete, or authorize arrangement code details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

• The status, whether Authorized, Unauthorized, or Rejected

• Open or Closed

• The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Arrangement Definition**.

3. Under **Arrangement Definition**, click **View Arrangement Definition**.

   The **View Arrangement Definition** screen displays.

Figure 2-14   View Arrangement Definition
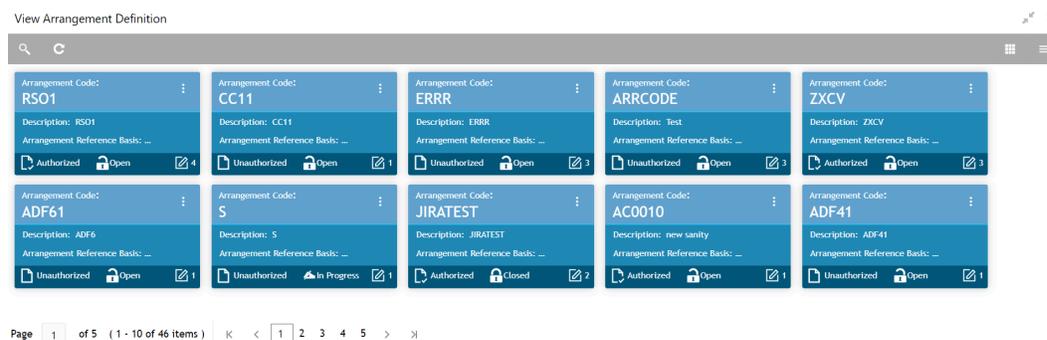
4. Filter the records in the **View** screen:

    a. Click **Search** icon to view the filters. The user can filter the records by Accounting Code, Description, Record Status and Authorization Status.

    The **View Arrangement Definition - Search** screen displays.

    Figure 2-15   View Arrangement Definition - Search

    b. Select the required filter criteria and click **Search** to filter the records.

    c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

    a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

    b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

        •   Optional: Click **View** to view the record details.

        •   Select the record and click **Approve** to approve the record.

        •   Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

    c. **Delete/Close** – To remove the record.

        •   Optional: In the confirmation pop-up window, click **View** to view the record details.

        •   Click **Proceed** to delete the record.

    d. **Copy** – To copy the record parameters for creating a new record.

    e. **View** – To view the record details.

    f. **Reopen** – To reopen the closed record.

2.3 Arrangement Decisioning Maintenance

This topic describes the information to setup the reference data to maintain the mappings between arrangement codes and the corporates in Cash Management system.

Once the arrangement code is defined, Arrangement Decisioning screen helps to map such templates at the corporate level. The user can map the existing arrangement codes or define new arrangement settings for the Corporate/Drawee bank/ Correspondent bank.

This topic contains the following subtopics:

• Create Arrangement Decisioning
  This topic describes the systematic instruction to link the existing arrangement codes with the arrangement party (Corporate/Correspondent bank) or define a new arrangement.

• View Arrangement Decisioning
  This topic describes the systematic instruction to view, modify, delete, or authorize arrangement decisioning details.

2.3.1 Create Arrangement Decisioning

This topic describes the systematic instruction to link the existing arrangement codes with the arrangement party (Corporate/Correspondent bank) or define a new arrangement.

The Arrangement Decisioning is driven by a combination of the following fields:

• Product

• Effective Date

• Arrangement Party

• Corporate/Drawee bank/Correspondent bank

• Payable at Location (if available)

Newly created mapping takes effect once authorized and cannot be modified thereafter.

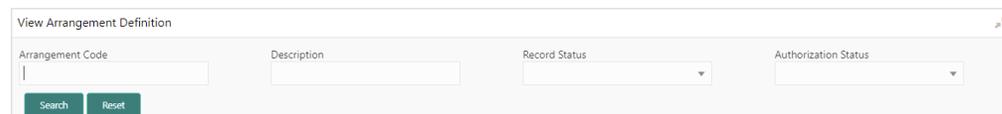Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Arrangement Decisioning**.

3. Under **Arrangement Decisioning**, click **Create Arrangement Decisioning**.

   The **Create Arrangement Decisioning** screen displays.

Figure 2-16   Create Arrangement Decisioning

4. Specify the fields on **Create Arrangement Decisioning** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-6   Create Arrangement Decisioning - Field Description

Field	Description
Apply for All Products	Switch the toggle ON to apply the arrangement decisioning to all products.
Product	Select the product to apply the arrangement decisioning to.
Arrangement Party	Select the arrangement party (Corporate/Correspondent Bank) to link the existing arrangement to or to define a new arrangement for. This field cannot be modified once authorized.

Table 2-6   (Cont.) Create Arrangement Decisioning - Field Description

Field	Description
Filter Criteria	Select a value which indicates whether the setup is done for the Corporate/Correspondent Bank at broad level or with a combination of different parameters along with the arrangement party. For example: If the **Arrangement Party** is selected as **Corporate**, then the available options are: • Corporate • Corporate and Payable At Location • Corporate and Drawee Bank • Drawee Bank and Payable At Location • Corporate and Drawee Bank and Payable At Location • Default If the **Arrangement Party** is selected as **Correspondent Bank**, then the available options are: • Correspondent Bank • Correspondent Bank and Payable At Location • Correspondent Bank and Drawee Bank and Payable At Location • Default Based on the selected value, the relevant additional fields gets displayed on the screen. For example: In case, the 'Corporate and Payable At Location' value is selected from the Filter Criteria list, an additional field is displayed for selecting the location. The filter criteria cannot be modified once authorized.
Payable at Location	Click the search icon to select the location from where an amount can be paid. This field is displayed only if the **Filter Criteria** is selected as **Payable At Location**.
Drawee Bank	Click the search icon to select the bank on which the cheque is drawn. This field is enabled only for the below filter criteria: • Corporate and Drawee Bank • Corporate and Drawee Bank and Payable at Location • Drawee Bank and Payable at Location • Correspondent Bank and Drawee Bank and Payable at Location
Corporate / **Correspondent Bank**	Click the Search icon to select name of the corporate or the correspondent bank. This field cannot be modified once authorized.
Effective Date	Click the Calendar icon and select the date from which the arrangement will be effective. By default, the branch date is selected. This field cannot be modified once authorized.
Expiry Date	Click the calendar icon and select the date on which the arrangement expires. In case the expiry date is same as the branch date then on that day's EOD, the arrangement decisioning status is marked as **Close**.
Agreement Reference Number	Specify the alphanumeric agreement reference number. This number is stored as a placeholder only.

Table 2-6   (Cont.) Create Arrangement Decisioning - Field Description

Field	Description
Inclusion of Holidays	Switch the toggle ON to include holidays in the calculation of expected clearing date during transaction entry for Corporates/ Correspondent bank/Drawee bank. This field cannot be modified once authorized.
Centralized Forwarding Schedule	Switch the toggle ON or OFF to enable or disable the centralized forwarding schedule. If the switch is enabled for a correspondent bank as an arrangement party, the workflow process of centralized forwarding schedule is followed by the system for all the cheques payable at selected correspondent bank in Oracle Banking Cash Management. This field is enabled only if the **Arrangement Party** is selected as **Correspondent Bank**.
Amount Based Arrangement	Switch the toggle ON, if the arrangement party (Corporate/ Correspondent bank) requires an arrangement on the basis of a cheque amount range. Enabling this field displays the grid to specify values for the amount range, arrangement code, and so on. This field cannot be modified once authorized.
Currency	Select the currency of the amount. This field is displayed only if the **Amount Based Arrangement** field is enabled.
From Amount	Specify the value to specify the start value of the amount range. The amount can contain up to two decimal places. For example: $34,234,235,252,532,430,000,000,000.00. The default value is zero. This field is displayed only if the **Amount Based Arrangement** toggle is enabled.
To Amount	Specify the value to specify the final value of the amount range. The amount can contain up to two decimal places. For example: $34,234,235,252,532,430,000,000,000.00. A blank field in the last row indicates that the amount range is infinite. The default value is zero. This field is displayed only if the **Amount Based Arrangement** field is enabled.
Link Arrangement	Switch the toggle ON to select and link the existing arrangement code. On selecting the arrangement code, all its relevant fields are auto-populated and non-editable. This field cannot be modified once authorized.
Arrangement Code	Click the search icon to select the arrangement code. This field is displayed only if the **Link Arrangement** toggle is enabled.
Arrangement Reference Basis	This field cannot be modified if the **Link Arrangement** toggle is enabled. Otherwise, select the value to specify whether the arrangement is based on **Liquidation** or **Deposit**.
Arrangement Days	This field cannot be modified if the **Link Arrangement** toggle is enabled. Otherwise, Specify the number of days when the funds are channelized between banks, corporate, and so on. The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value.

Table 2-6   (Cont.) Create Arrangement Decisioning - Field Description

Field	Description
Corporate Release Days	Specify the number of days post which the corporate can withdraw/utilize the funds, post the funds are released. The corporate account is credited, based on the arrangement. However, the amount remains blocked for the number of days entered in this field. The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value. This field cannot be modified if the **Link Arrangement** toggle is enabled.
Extension Days - Instrument Lost	This field cannot be modified if the **Link Arrangement** toggle is enabled. Otherwise, Specify the number of days to be given as an extension to notify the corporate that the account will get debited, in case the cheque is lost in transit.
Extension Days - Instrument Return	This field cannot be modified if the **Link Arrangement** toggle is enabled. Otherwise, Specify the number of days to be given as an extension window for the corporate in case the cheque is returned.
Extension Days - Certificate	Specify the number of days to extend the line of credit (tenor) given to the corporate. For example, when the instrument does not get cleared within the scheduled time, the corporate can get a certificate from the drawer's bank. This is in the form of a letter stating that the drawer's account balance is sufficient to make the payment to the corporate, or that the drawer's account has already been debited, thus indicating that the instrument has been cleared. However the Correspondent bank/Drawer bank might not have conveyed the same information to the system bank. In such case, giving an extension will extend the line of credit (tenor) given to the corporate as defined in this field. The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value.
Credit Reversal Days	Specify the number of days post which the pooling job should initiate reversal of credit from the corporate's account.
Credit Reversal From	Select the value to specify from where the recovery can be done in case the clearing fate of the instrument is unknown.
Partial Credit Reversal	Switch the toggle ON if recovery can be done in tranches. In other words, even if the collections amount or CASA account balance is less than the total amount to be reversed, multiple collections or multiple debits to CASA will be performed, until such time that the credit amount is nullified. Else, credit reversal is done only if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount to be recovered.
Bank Float Arrangement	Switch the toggle ON to utilize the processed instruments that are realized before arrangement credit to the corporate.
Return Recovery From	Select the value to specify from where the recovery can be done in case of returned instrument.

Table 2-6   (Cont.) Create Arrangement Decisioning - Field Description

Field	Description
Partial Return Recovery	Switch the toggle ON if recovery can be done in tranches. In other words,even if the collections amount or account balance is less than the total amount to be recovered, multiple collections or account debits to CASA will be performed until such time that the recovery amount is nullified. Else, credit reversal is done only if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount to be recovered.
Forced Debit for Recovery	Switch the toggle ON to allow an entry with negative amount to be passed by core banking in case reversal or recovery needs to be done from a customer's bank account that has insufficient balance.
Location Name	Click the search icon to select the location applicable to the corporate. This field cannot be modified once authorized.

5. Click **Add/Edit** to add the details to the grid.

   - Click ⋮ icon in the **Action** column to edit or delete the row.

6. Click **Reset** to clear the selected values, if required.

7. Click **Save** to save the record and send it for authorization.

2.3.2 View Arrangement Decisioning

This topic describes the systematic instruction to view, modify, delete, or authorize arrangement decisioning details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Arrangement Decisioning**.

3. Under **Arrangement Decisioning**, click **View Arrangement Decisioning**.

   The **View Arrangement Decisioning** screen displays.

Figure 2-17   View Arrangement Decisioning
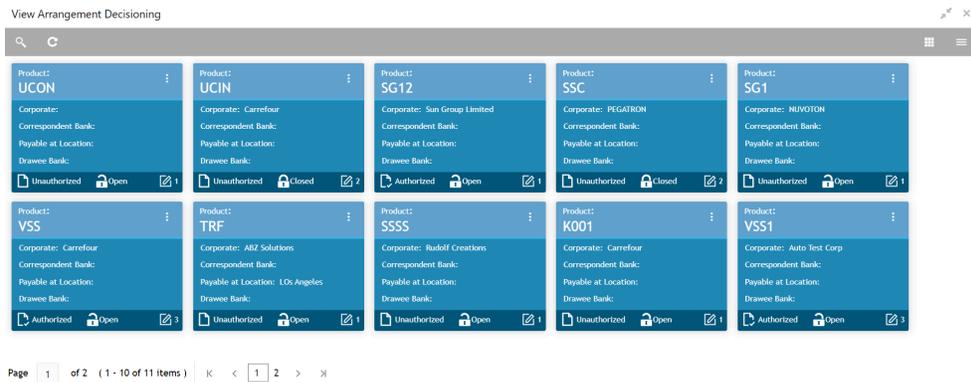
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Product, Arrangement Party, Filter Criteria, Corporate Name, Correspondent Bank, Authorization Status and Record Status.

      The **View Arrangement Decisioning - Search** screen displays.
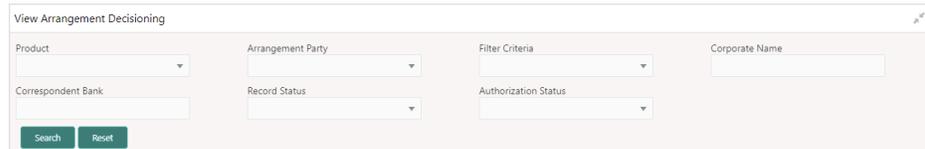
Figure 2-18   View Arrangement Decisioning - Search

   b. Select the required filter criteria and click **Search** to filter the records.

   c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

   a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

     • Optional: Click **View** to view the record details.

     • Select the record and click **Approve** to approve the record.

     • Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

   c. **Delete/Close** – To remove the record.

     • Optional: In the confirmation pop-up window, click **View** to view the record details.

     • Click **Proceed** to delete the record.

   d. **Copy** – To copy the record parameters for creating a new record.

   e. **View** – To view the record details.

     f.   **Reopen** – To reopen the closed record.

2.4 Corporate Enrichment Maintenance

This topic describes the information to maintain the various parameters at the Corporate level in Cash Management system.

This screen allows you to map products that are available for specific corporates. Once the product(s) are mapped, product level enrichment can be created at a deposit level or an instrument level. In case of maintaining enrichment at an instrument level, you can choose a specific product or 'All' products. There are additional fields that can be mapped for the product and applied at the time of transaction processing.

Pooling level information allows you to map the level at which the funds should be pooled. This can be 'Account', 'Division', or 'Location'.

Pick up point creation allows you to set up multiple pick-up points for the corporate.

The 'Corporate Enrichment' screen captures data in five tabs, namely – 'Corporate Information', 'Product Information', 'Corporate Pooling Setup', 'Pick Up Point Creation', and 'Delivery Point Creation'.

This topic contains the following subtopics:

- Create Corporate Enrichment
  This topic describes the systematic instruction to setup corporate enrichment details for collections.

- View Corporate Enrichment
  This topic describes the systematic instruction to view, modify, delete, or authorize corporate enrichment details.

2.4.1 Create Corporate Enrichment

This topic describes the systematic instruction to setup corporate enrichment details for collections.

Specify **User ID** and **Password**, and login to **Home** screen.

Corporate Information:

The **Corporate Information** tab is used to map the products available for the corporate and other parameters that are applied at the time of transaction capturing or processing. Multiple records can be added for product(s) by clicking the **Add/Edit** button. These products are available in the following tabs for enrichment.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Corporate Enrichment**.

3. Under **Corporate Enrichment**, click **Create Corporate Enrichment**.

   The **Create Corporate Enrichment - Corporate Information** screen displays.

Figure 2-19   Create Corporate Enrichment - Corporate Information

4. Specify the fields on **Create Corporate Enrichment - Corporate Information** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-7   Corporate Information - Field Description

Field	Description
Corporate	Specify the corporate ID or name to add the details for. Alternatively, click the search icon to search and select the corporate. This field cannot be modified once authorized.
Division Code Info Mandatory	Switch the toggle ON, if providing division code details should be mandatory in transactions.
Drawer Info Mandatory	Switch the toggle ON, if providing drawer details should be mandatory in transactions.
Courier Service	Select the **Pickup** option if pick up service is required by the corporate. If selected, the details in the **Pick Up Point Creation** screen are mandatory. Select the **Delivery** option if delivery service is required by the corporate. If selected, the details in the **Delivery Point Creation** screen are mandatory.
Product Code	Specify the product code or click the search icon to search and select the products that should be available for enrichment and transactions.
Description	Displays the description based on the selected product code.

Table 2-7 (Cont.) Corporate Information - Field Description

Field	Description
Status	Select the product status. The status can be toggled from **Active** to **Closed** and vice-versa. Once selected as **Closed**, the product will not be available for transaction and further enrichment. However, already initiated transactions for the product will be allowed to complete.

5. Perform the following actions in the **Corporate Information** screen:

   a. Click **Add/Edit** to add the record to the grid or modify a selected record.

   b. Under the **Actions** column, click the Kabab (⋮) icon and then click **Edit** or **Delete** to edit or remove the record respectively.

   c. Click **Reset** to clear the selected values.

6. Click **Save and Close** to save the record and close the window.

   The record is sent for authorization.

7. Click **Cancel** to close the window without saving data.

Product Information
Once the products that should be available for the Corporate are selected; this screen is used to create customized enrichment labels. These are used and validated while processing the transactions.

8. Click **Next** to move to the next screen.

   The **Create Corporate Enrichment - Product Information** screen displays.

Figure 2-20 Create Corporate Enrichment - Product Information

9. Specify the fields on **Create Corporate Enrichment - Product Information** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-8   Product Information - Field Description

Field	Description
Level of Enrichment	Select the value to specify that the enrichment is at **Deposit** or **Instrument** level.
Product Code	Select the product for enrichment. This field is enabled only for **Instrument** level enrichment.
Product Category	Select the product for enrichment as **Paper Based Instrument** or **Cash**. This field is enabled only for **Deposit** level enrichment.
Enrichment Label	Specify the name of an attribute to configure.
Data Type	Select one of the following data types for the attribute: • **Alphabetical** – For alphabets only. • **Alphanumeric** – For alphabets and numbers. • **Date** – For date format only. • **Numeric** – For number format only. • **Time** – For time format. • **Date and Time** – For date as well as time format.
Field length	Specify the length of the field to be validated. This field is hidden for data types that include date and time.
Validations	Select any of the following values: • **Unique** – If the attribute value should be unique. • **Mandatory** – If selecting the value for attribute is mandatory. • **Exact Length** – If an attribute should be of specified field length. • **Minimum Length** – Specify the minimum length of an attribute in the textbox.
Date Format	The date format is defaulted to 'YYYY-MM-DD'.
Time	The time format is defaulted to 'HH-mm-SS'.

10. Perform the following actions in the **Product Information** screen:

    a. Click **Add/Edit** to add the record to the grid or modify a selected record.

    b. Under the **Actions** column, click the Kabab (⋮) icon and then click **Edit** or **Delete** to edit or remove the record respectively.

    c. Click **Reset** to clear the selected values.

11. Click **Back** to move to the previous screen.

12. Click **Save and Close** to save the record and close the window.

    The record is sent for authorization.

13. Click **Cancel** to close the window without saving data.

Corporate Pooling Setup

14. Click **Next** to move to the next screen.

    The **Create Corporate Enrichment - Corporate Pooling Setup** screen displays.

Figure 2-21   Create Corporate Enrichment - Corporate Pooling Setup

15. Specify the fields on **Create Corporate Enrichment - Corporate Pooling Setup** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-9   Corporate Pooling Setup - Field Description

Field	Description
Product Category	Select the product category to setup pooling parameters for. The available options are: • **Paper Based Instruments** • **Cash**

Table 2-9   (Cont.) Corporate Pooling Setup - Field Description

Field	Description
Pooling Level	Select the level at which pooling needs to be done. The options are: Account, Division, and Location. Default pooling level is 'Account'. Only one type of pooling level is allowed per corporate per product category. However, different pooling levels can be maintained for each product category: for cash and for paper-based instruments. This field cannot be modified once authorized. **✎ Note:** If a credit account number is entered during Deposit Entry creation, then the amount is credited to that account, and not the pooling account, for that particular deposit slip. Similarly, if a credit account number is entered when making an Instrument Collection entry, then the amount is credited to that account, and not the pooling account, for that particular instrument.
Credit Consolidation Level	Select the level at which the collection amount should be consolidated. The available options are: • **Pooling level** – The credit amount is consolidated as per the pooling level selected (Account/Division/Location). • **Instrument level** – The collection amount is consolidated at individual instrument level, and credited as per the pooling set up maintained. • **Deposit Slip level** – The collection amount is consolidated at deposit slip level, and credited as per the pooling set up maintained. • **Product level** – The collection amount is consolidated at product level, and credited as per the pooling set up maintained.
Percentage Pooling	Switch the toggle ON, to set the percentages (%) of allocation of the collection amount to each account, associated with the pooling level. If this toggle is not enabled, then the allocation is done to the default account maintained in the 'Internal Account Mapping' setting for the pooling level for the corporate.
Division Code	Select the required division code to set the percentage allocation for. This field is applicable only for **Division** type of pooling level.
Location Code	Specify or search and select the required location code to set the percentage allocation for. This field is applicable only for **Location** type of pooling level.
Pooling Account Number	Click the Search icon and select the real/virtual account number maintained for the selected pooling level, to set the percentage allocation for.
Percentage to be Pooled (%)	Specify the percentage value to be allocated. This field is disabled if **Division Code Info Mandatory** toggle is enabled in the **Corporate Information** screen. Total percentage value should be 100 across the selected pooling level.

16. Perform the following actions in the **Corporate Pooling Setup** screen:

    a. Click **Add/Edit** to add the record to the grid or modify a selected record.

    b. Under the **Actions** column, click the Kabab (⋮) icon and then click **Edit** or **Delete** to edit or remove the record respectively.

    c. Click **Reset** to clear the selected values.

17. Click **Back** to move to the previous screen.

18. Click **Save and Close** to save the record and close the window.

    The record is sent for authorization.

19. Click **Cancel** to close the window without saving data.

Pick Up Point Creation
Providing information on this screen is mandatory if the **Pickup** is selected in the **Courier Service** field in the **Corporate Information** screen. This screen contains all information related to the pick-up point(s).

20. Click **Next** to move to the next screen.

    The **Create Corporate Enrichment - Pick Up Point Creation** screen displays.

Figure 2-22   Create Corporate Enrichment - Pick Up Point Creation

21. Specify the fields on **Create Corporate Enrichment - Pick Up Point Creation** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-10   Pick Up Point Creation - Field Description

Field	Description
Copy Existing Delivery Point	Click this link to select the delivery point details existing in the system to auto-populate the data.
Location	Click the search icon or enter the pick-up location code. This field is mandatory only if 'Pickup' is selected for 'Courier Service' in the **Corporate Information** screen.
Pick Up Point Code	Specify a unique alphanumeric pick-up point code to be created. This field cannot be modified once authorized.
Pick Up Point	Specify a name or description for the pick-up point code.
Contact Person	Specify the name of the contact person for the pick-up point.
Pick Up Service For	Select the option for which the pick-up point is being configured. The available options are: • **Cheque** • **Cash**
Pick Up Type	Select the type of pick-up. The available options are: • **Adhoc/On Call** • **Scheduled**
Courier	Click the search icon and select the courier maintained in the system.
Agreement Date	Click the calendar icon and select the start date of the pick-up service. By default, the current branch date is the agreement date.
Address Line 1	Specify the first line of the address of the pick-up location.
Address Line 2	Specify the second line of the address of the pick-up location.
Address Line 3	Specify the third line of the address of the pick-up location.
Address Line 4	Specify the fourth line of the address of the pick-up location.
Country	Click the search icon and select the country of the pick-up location.
Postal Code	Specify the postal code of the location.
Primary Phone Number	Specify the primary phone number of the pick-up contact person.
Secondary Phone Number	Specify the secondary phone number of the pick-up contact person.
Primary Email Address	Specify the primary email address for the pick-up location.
Secondary Email Address	Specify the secondary email address for the pick-up location.
Fax No.	Specify the fax number of the pick-up location, if any.
Pick Up Time Slot	Specify the time slot in HH:MM:SS format within which pick-up should be done; where, HH stands for hours, MM stands for minutes, and SS stands for seconds.
Frequency	Select the value to specify how frequently pick-up should be done. This field is mandatory only for 'Scheduled' type of pick-up.
Day of the Week	Select the day(s) on which the pick-up should be done. This field is not applicable for 'Daily' frequency.
Pickup on Holidays	Switch the toggle ON, if pick-up can be done on holidays.

Table 2-10   (Cont.) Pick Up Point Creation - Field Description

Field	Description
Cheque Return Dispatch	Select any one value where return should be dispatched. This field is displayed only when 'Cheque' or 'Both' is selected in the 'Pick Up Service For' field.
Address Line 1	Specify line 1 of the address where cheques should be returned. This field is displayed only when 'Other' is selected in the 'Cheque Return Dispatch' field.
Address Line 2	Specify line 2 of the address where cheques should be returned. This field is displayed only when 'Other' is selected in the 'Cheque Return Dispatch' field.
Address Line 3	Specify line 3 of the address where cheques should be returned. This field is displayed only when 'Other' is selected in the 'Cheque Return Dispatch' field.
Address Line 4	Specify line 4 of the address where cheques should be returned. This field is displayed only when 'Other' is selected in the 'Cheque Return Dispatch' field.

22. Perform the following actions in the **Pick Up Point Creation** screen:

    a. Click **Add/Edit** to add the record to the grid or modify a selected record.

    b. Under the **Actions** column, click the Kabab (⋮) icon and then click **Edit** or **Delete** to edit or remove the record respectively.

    c. Click **Reset** to clear the selected values.

23. Click **Back** to move to the previous screen.

24. Click **Save and Close** to save the record and close the window.

    The record is sent for authorization.

25. Click **Cancel** to close the window without saving data.

Delivery Point Creation
Providing information in this screen is mandatory if the **Delivery** is selected in the **Courier Service** field in the **Corporate Information** screen. This screen contains all information related to the delivery point(s).

26. Click **Next** to move to the next screen.

    The **Create Corporate Enrichment - Delivery Point Creation** screen displays.

Figure 2-23   Create Corporate Enrichment - Delivery Point Creation

27. Specify the fields on **Create Corporate Enrichment - Delivery Point Creation** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-11   Delivery Point Creation - Field Description

Field	Description
Copy Existing Pickup Point	Click this link to select the pickup point details existing in the system to auto-populate the data.
Location	Click the search icon or enter the delivery location code. This field is mandatory only if 'Delivery' is selected in the 'Courier Service' field in the **Corporate Information** screen.
Delivery Point Code	Specify a unique alphanumeric delivery point code to be created. This field cannot be modified once authorized.
Delivery Point Description	Specify a name or description for the delivery point code.
Delivery Type	Select the type of delivery as 'Adhoc/On Call', or 'Scheduled'.
Courier	Click the search icon and select the courier code maintained in the system.
Contact Person	Specify the name of the contact person of the delivery point.
Agreement Date	Click the calendar icon and select the start date of the delivery service. By default, the current branch date is the agreement date.
Delivery on Holidays	Switch the toggle ON, if delivery can be done on holidays.
Address Line 1	Specify the first line of the address of the delivery location.
Address Line 2	Specify the second line of the address of the delivery location.

Table 2-11   (Cont.) Delivery Point Creation - Field Description

Field	Description
Address Line 3	Specify the third line of the address of the delivery location.
Address Line 4	Specify the fourth line of the address of delivery location.
Country	Click the search icon and select the country of the delivery location.
Postal Code	Specify the postal code of the location.
Primary Phone Number	Specify the primary phone number of the delivery contact person.
Secondary Phone Number	Specify the secondary phone number of the delivery contact person.
Primary Email Address	Specify the primary email address for the delivery location.
Secondary Email Address	Specify the secondary email address for the delivery location.
Fax No.	Specify the fax number of the delivery location, if any.
Delivery Time Slot	Specify the time slot in HH:MM:SS format within which delivery should be done; where, HH stands for hours, MM stands for minutes, and SS stands for seconds.
Frequency	Select the value to specify how frequently delivery should be done. This field is mandatory only for 'Scheduled' type of delivery.
Day of the Week	Select the day(s) on which the delivery should be done. This field is not applicable for 'Daily' frequency.

28. Perform the following actions in the **Delivery Point Creation** screen:

    a. Click **Add/Edit** to add the record to the grid or modify a selected record.

    b. Under the **Actions** column, click the Kabab (⋮) icon and then click **Edit** or **Delete** to edit or remove the record respectively.

    c. Click **Reset** to clear the selected values.

29. Click **Back** to move to the previous screen.

30. Click **Save and Close** to save the record and close the window.

    The record is sent for authorization.

31. Click **Cancel** to close the window without saving data.

2.4.2 View Corporate Enrichment

This topic describes the systematic instruction to view, modify, delete, or authorize corporate enrichment details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Corporate Enrichment**.

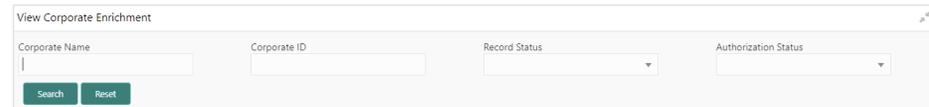3. Under **Corporate Enrichment**, click **View Corporate Enrichment**.

   The **View Corporate Enrichment** screen displays.

   Figure 2-24   View Corporate Enrichment
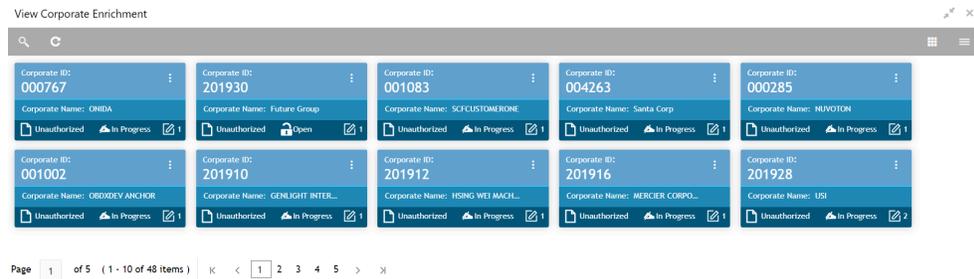
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Corporate Name, Corporate ID, Authorization Status, and Record Status.

      The **View Corporate Enrichment - Search** screen displays.

      Figure 2-25   View Corporate Enrichment - Search

   b. Select the required filter criteria and click **Search** to filter the records.

   c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

   a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

      • Optional: Click **View** to view the record details.

      • Select the record and click **Approve** to approve the record.

      • Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

   c. **Delete**/**Close** – To remove the record.

      • Optional: In the confirmation pop-up window, click **View** to view the record details.

- Click **Proceed** to delete the record.

d. **Copy** – To copy the record parameters for creating a new record.

e. **View** – To view the record details.

f. **Reopen** – To reopen the closed record.

2.5 Charges Maintenance

This topic describes the information to setup the reference data to maintain the charges in Cash Management system.

Banks can levy charges on services extended to corporates with respect to managing and financing receivables and payables, like documentation charges, handling charges and so on. These charges can be configured at default/global level for specific products or parties. The levying of the charges can be triggered by specific events such as auto-debit, EOD, etc. Once configured, the charges would get levied for manual as well as auto processing mode for transactions.

Charge pricing is determined by configuring various pricing methods such as fixed amount, fixed percentage, slab based pricing, count based pricing and so on. The frequency of calculation and collection, such as, daily/weekly/monthly/yearly, can also be defined for a charge.

Banks are also empowered to configure flexible and preferential pricing as per corporate risk profile and assessment.

This topic contains the following subtopics:

- Charge Code
  This topic describes the information to setup the reference data for charge codes in Cash Management system.

- Charge Rule Maintenance
  This topic describes the information to setup the rules for charge pricing/charge calculation, based on the bank's requirements in Cash Management system.

- Charge Decisioning
  This topic describes the information to map the charge rule template and charge code to a specific products.

- Charge Preferential Pricing
  This topic describes the information to configure the special pricing or charge application for a specific corporate.

2.5.1 Charge Code

This topic describes the information to setup the reference data for charge codes in Cash Management system.

- Create Charge Code
  This topic describes the systematic instruction to manage the charge code.

- View Charge Code
  This topic describes the systematic instruction to view, modify, delete, or authorize the charge codes that have been created.

2.5.1.1 Create Charge Code

This topic describes the systematic instruction to manage the charge code.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Charges**.

3. Under **Charges**, click **Charge Code**. Under **Charge Code**, click **Create Charge Code**.

   The **Create Charge Code** screen displays.

   Figure 2-26   Create Charge Code

4. Specify the fields on **Create Charge Code** screen.

   > ✏ **Note:**
   >
   > The fields, which are marked with an asterisk, are mandatory.

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

   Table 2-12   Create Charge Code - Field Description

Field	Description
Charge Code	Specify the unique charge code to be created.
Charge Description	Specify the description of the charge.

Table 2-12   (Cont.) Create Charge Code - Field Description

Field	Description
Charge Group	Select the group to which this charge code belongs. This field is purely for the purpose of maintaining information in the Management Information System (MIS). The available options are: • **Rebates** • **Tax** • **Commission** • **Fee**
Charge Category	Select the value to specify whether charge is of tax or standard category.
Charge Type	Specify if this charge code is of debit or credit type.
Effective Date	Click the calendar icon to select the start date of the charge code validity.
Expiry Date	Click the calendar icon to select the end date of the charge code validity.

5. Click **Save** to save the record and send it for authorization.

2.5.1.2 View Charge Code

This topic describes the systematic instruction to view, modify, delete, or authorize the charge codes that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

• The status, whether Authorized, Unauthorized, or Rejected

• Open or Closed

• The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Charges**.

3. Under **Charges**, click **Charge Code**. Under **Charge Code**, click **View Charge Code**.

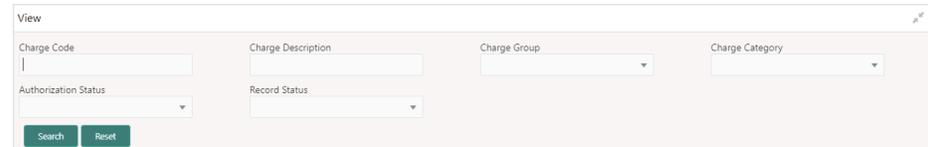   The **View Charge Code** screen displays.

Figure 2-27   View Charge Code
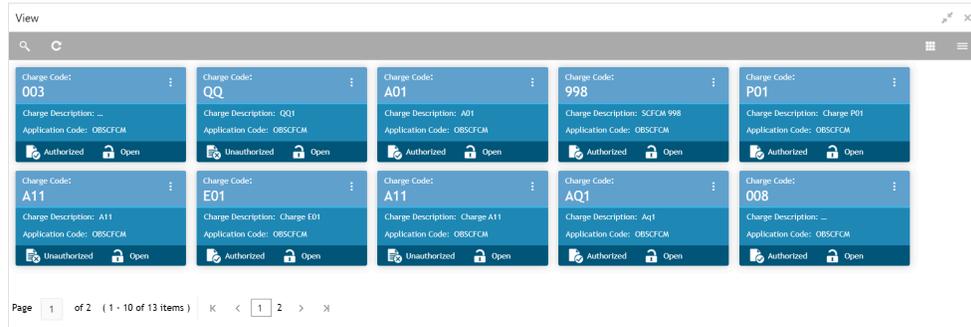
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Charge Code, Charge Description, Charge Group, Charge Category, Authorization Status, and Record Status.

   The **View Charge Code - Search** screen displays.

   Figure 2-28   View Charge Code - Search

   b. Select the required filter criteria and click **Search** to filter the records.

   c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

   a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

      • Optional: Click **View** to view the record details.

      • Select the record and click **Approve** to approve the record.

      • Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

   c. **Delete/Close** – To remove the record.

      • Optional: In the confirmation pop-up window, click **View** to view the record details.

      • Click **Proceed** to delete the record.

   d. **Copy** – To copy the record parameters for creating a new record.

   e. **View** – To view the record details.

   f. **Reopen** – To reopen the closed record.

2.5.2 Charge Rule Maintenance

This topic describes the information to setup the rules for charge pricing/charge calculation, based on the bank's requirements in Cash Management system.

- **Create Charge Rule Maintenance**
  This topic describes the systematic instruction to define rules for charge pricing/charge calculation based on the bank's requirements.

- **View Charge Rule Maintenance**
  This topic describes the systematic instruction to view, modify, delete, or authorize the charge rules that have been created.

2.5.2.1 Create Charge Rule Maintenance

This topic describes the systematic instruction to define rules for charge pricing/charge calculation based on the bank's requirements.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Charges**.

3. Under **Charges**, click **Charge Rule Maintenance**. Under **Charge Rule Maintenance**, click **Create Charge Rule Maintenance**.

   The **Create Charge Rule Maintenance** screen displays.

Figure 2-29   Create Charge Rule Maintenance

4. Specify the fields on **Create Charge Rule Maintenance** screen.

> ✎ **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-13   Create Charge Rule Maintenance - Field Description

Field	Description
Charge Pricing Description	Specify the pricing description of charge.
Annum Basis	Select the number of days to be considered in a year for tenor-based calculations.
Pricing Category	Select the pricing category. Based on the selected category, pricing methods will be loaded.
Pricing Method	Select the method to configure the charge pricing.
Pricing Currency	Select the currency in which pricing is to be done.
Charge in Txn Currency	Switch the toggle ON if the charge should be levied in transaction currency otherwise charge will get levied in pricing currency.
Min/Max Validation Criteria	Specify whether the charges should be applied based on the range of amount or percentage.
Min. Charge Amount/ Percent	Specify the minimum charge amount/ percentage to be considered. This field is displayed based on the value selected in the **Min/Max Validation Criteria** field.
Max. Charge Amount/ Percent	Specify the maximum charge amount/ percentage to be considered. This field is displayed based on the value selected in the **Min/Max Validation Criteria** field.
Fixed Amount	Specify the charge amount. This field is displayed only if **Pricing Category** is selected as **Fixed Amount**.
Flat Charge	Switch the toggle ON if the flat charge should be applied. This field is displayed only if **Pricing Category** is selected as **Fixed Percent**.
Fixed Percent	Specify the charge percentage. This field is displayed only if **Pricing Category** is selected as **Fixed Percent**.
From	Displays the start value of the amount/ percent/ duration range. This field is displayed only if **Pricing Category** is selected as **Tier Based** Categories.
To	Specify the end value of the amount/ percent/ duration range. This field is displayed only if **Pricing Category** is selected as **Tier Based** Categories.
Amount	Specify the charge amount. This field is displayed only if **Pricing Category** is selected as **Tier Based Amount** or **Tier Based Mixed**.
Units	Specify the number of charge unit. This field is displayed only if **Pricing Category** is selected as **Tier Based Amount** and **Pricing Method** is selected as count-based.
Percent	Specify the charge percentage. This field is displayed only if **Pricing Category** is selected as **Tier Based Percent** or **Tier Based Mixed**.

5. Click **Add** to add the charge rule details to the grid.

a. Select the record in the grid and then click ⋮ icon in the **Action** column.

b. Click **Edit** to edit the selected row.

c. Click **Delete** to delete the selected row.

6. Click **Reset** to reset the fields, if required.

7. Click **Save** to save the record and send it for authorization.

2.5.2.2 View Charge Rule Maintenance

This topic describes the systematic instruction to view, modify, delete, or authorize the charge rules that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

• The status, whether Authorized, Unauthorized, or Rejected

• Open or Closed

• The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Charges**.

3. Under **Charges**, click **Charge Rule Maintenance**. Under **Charge Rule Maintenance**, click **View Charge Rule Maintenance**.

    The **View Charge Rule Maintenance** screen displays.

    Figure 2-30   View Charge Rule Maintenance
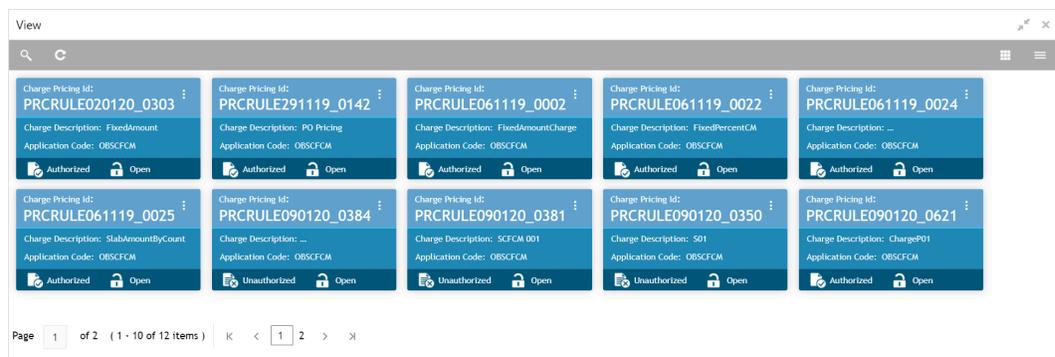
4. Filter the records in the **View** screen:

    a. Click **Search** icon to view the filters. The user can filter the records by Charge Pricing Id, Charge Description, Authorization Status and Record Status.

       The **View Charge Rule Maintenance - Search** screen displays.

Figure 2-31   View Charge Rule Maintenance - Search

b. Select the required filter criteria and click **Search** to filter the records.

c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

• Optional: Click **View** to view the record details.

• Select the record and click **Approve** to approve the record.

• Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

c. **Delete/Close** – To remove the record.

• Optional: In the confirmation pop-up window, click **View** to view the record details.

• Click **Proceed** to delete the record.

d. **Copy** – To copy the record parameters for creating a new record.

e. **View** – To view the record details.

f. **Reopen** – To reopen the closed record.

2.5.3 Charge Decisioning

This topic describes the information to map the charge rule template and charge code to a specific products.

• Create Charge Decisioning
This topic describes the systematic instruction to map the charge rule and charge code to a specific product for instrument collections (both cash and cheques).

• View Charge Decisioning
This topic describes the systematic instruction to view, modify, delete, or authorize charge decisioning records that have been created.

2.5.3.1 Create Charge Decisioning

This topic describes the systematic instruction to map the charge rule and charge code to a specific product for instrument collections (both cash and cheques).

The charge party (buyer/supplier/insurance company) can also be defined. The calculation and collection frequencies for the charge can be defined as well.

Charges are not levied for instruments that are returned due to technical reasons on the bank's end. Such instruments are not charged for re-lodging either.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Charges**.

3. Under **Charges**, click **Charge Decisioning**. Under **Charge Decisioning**, click **Create Charge Decisioning**.

   The **Create Charge Decisioning** screen displays.

Figure 2-32   Create Charge Decisioning

4. Specify the fields on **Create Charge Decisioning** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-14   Create Charge Decisioning - Field Description

Field Name	Description
Event	Select the event on the occurrence of which, the charge should be applied.
Filter Criteria	Select the appropriate filter criteria on which the charge is required to be calculated and debited. The available options are: • Instrument Type Instrument Status based • Instrument Type Instrument Status Product-based • Instrument Type Credit/Debit Status based • Instrument Type Credit/Debit Status Product-based • Default
Instrument Type	Select the instrument type for which the charge is to be mapped. This field appears if the selected filter criteria contains 'Instrument Type'. This list displays values based on the option selected in the Filter Criteria, as follows: • For Instrument Type Instrument Status based, the options displayed are: PDC Collection and CDC Collection. • For Instrument Type Instrument Status Product-based, the options displayed are: PDC Collection and CDC Collection. • For Instrument Type Credit/Debit Status based, the options displayed are: CDC Collection, Cash Deposit, and Cash Withdrawal. • For Instrument Type Credit/Debit Status Product-based, the option displayed is: CDC Collection.
Credit/Debit Status	Select the credit or debit status of the instrument to map the charge with. This field appears if the selected filter criteria contains 'Credit/Debit Status'. The available options are: • For CDC Collection: **Credited**, **Reversed** and **Partially Reversed** • For Cash Deposit: **Credited** • For Cash Withdrawal: **Debited**
Instrument Status	Select the relevant status of the instrument based on which the charge would get levied. Different charges and pricing can be configured for combination of instruments and their status. This field appears if the selected filter criteria contains 'Instrument Status': The available options for CDC Collection: • **Booked** • **Hold** • **Returned** • **Realized** The available option for PDC Collection: • **Booked**
Product	Select the relevant product to map the charge to. This field appears if the selected filter criteria contains 'Product-based'.
Inherit Charges	Specify if default charges should be inherited as set up for default filter criteria or should be overridden as well.
Charge Code	Select the charge code for which the decisioning is to be configured.

Table 2-14   (Cont.) Create Charge Decisioning - Field Description

Field Name	Description
Charge Sharing	Switch the toggle ON if charge sharing is applicable.
Sharing Percentage Allocation	Click the link to specify the sharing percentage for each party. This link is displayed only if the **Charge Sharing** toggle is enabled.
Party To Charge	Select the party to be charged. This field is displayed if you disable **Charge Sharing**. This field is set to 'Corporate' by default, if the **Instrument Type** is selected as either CDC Collection, PDC Collection, Cash Collection, or Cash Withdrawal.
Charge Pricing Rule	Click the search icon to select the charge pricing rule to be applied.

Charge Criteria	Select the criteria to be considered based on which the charge should be calculated. The available options are:
	• Instrument Type: PDC/CDC Collection
	  – Count of Instrument
	  – Count of Slip
	  – Instrument Amount
	  – Slip Amount
	• Instrument Type: Cash Collection/Withdrawal
	  – Count of Slip
	  – Slip Amount
	If the 'Default' option is selected in the Filter criteria, then the available options are:
	• Count of Instrument
	• Count of Slip
	• Instrument Amount
	• Slip Amount

Reference Tenor Start Date	Specify which date should be considered to calculate the start of charge tenor duration. The options displayed depend on the selected **Instrument Type**.
Reference Tenor End Date	Specify which date should be considered to calculate the end of charge tenor duration. The options displayed depend on the selected **Instrument Type**.
Effective Date	Click the calendar icon to select the start date of the charge decisioning validity.
Expiry Date	Click the calendar icon to select the end date of the charge decisioning validity.
Auto Waive	Switch the toggle ON to enable automatic charge waiving at the time of transaction processing. This field is displayed only if filter criteria is selected as **Instrument Type Status Based**.
Allow Waive	Switch the toggle ON to enable manual charge waiving at the time of transaction processing. If the **Auto Waive** toggle is switched ON, then this toggle is switched OFF and disabled by default.
Allow Pricing Modification	Switch the toggle On to allow pricing rule modification at the time of transaction processing. If the **Auto Waive** toggle is switched ON, then this toggle is switched OFF and disabled by default.

Table 2-14   (Cont.) Create Charge Decisioning - Field Description

Field Name	Description
Allow Override	Switch the toggle On to enable overriding of charge amount at the time of transaction processing. If the **Auto Waive** toggle is switched ON, then this toggle is switched OFF and disabled by default
Collection Parameters	Displays the fields related to Collection Parameters under this section.
Collection Type	Specify how the charge should be collected. The available options are: • **Batch** • **Online** If the selected event is EOD, then only 'Batch' option is available for selection.
Frequency	Specify the frequency of charge collection. This field is displayed only when the collection type is **Batch**.
Reference Period	Specify when the collection should take place for the selected frequency. For monthly or half-yearly frequency, the collection can take place either at the beginning of the period (BOP) or end of the period (EOP). For weekly frequency, the collection can happen on a specific day of the week. This field is displayed only if the **Collection Type** is selected as **Batch**.
Units	This field specifies whether the charge collection should take place as per units of specified frequency. If monthly frequency is specified and the number of units is 2, then the charge would be collected once in two months. This field is displayed only if the **Collection Type** is selected as **Batch**.
Calculation Parameters	Displays the fields related to Calculation Parameters under this section.
Calculation Type	Specify how the charge should be calculated. The available options are: • **Batch** • **Online** If the selected event is EOD, then only 'Batch' option is available for selection.
Frequency	Specify the frequency of charge calculation. This field is displayed only if the **Calculation Type** is selected as **Batch**.
Reference Period	Specify when the calculation should take place for the selected frequency. For monthly or half-yearly frequency, the calculation can take place either at the beginning of the period (BOP) or end of the period (EOP). For weekly frequency, the calculation can happen on a specific day of the week. This field is displayed only if the **Calculation Type** is selected as **Batch**.

Table 2-14 (Cont.) Create Charge Decisioning - Field Description

Field Name	Description
Units	Specify whether the charge calculation should take place as per units of specified frequency. If monthly frequency is specified and the number of units is 2, then the charge would be calculated once in two months. This field is displayed only if the **Calculation Type** is selected as **Batch**.
Add/Override Charges	Displays the details of new charges added in this grid.
Default Charges	Displays the default charges configured for the selected event in this grid, if the **Inherit Charges** is selected as **Inherit Default Charges**. These charges cannot be modified.

5. Click **Sharing Percentage Allocation** link to specify the sharing percentage for each party.

The **Charge Sharing Allocation** popup screen displays.

Figure 2-33 Charge Sharing Allocation

a. From the **Party to Charge** list, select the party to be charged.

b. In the **Sharing Percentage**, enter the percentage to be allotted to the selected party.

c. Click **Add** to add the details in the grid.

d. Repeat these steps to add more parties to be charged.

> **Note:**
>
> The sum of percentages of all added parties should be 100.

  e. If required, click ⋮ icon under the **Action** column in the grid and then click **Edit** to modify details or click **Delete** to remove the record.

  f. Click **OK** to save the charge sharing details.

6. Click **Add** to add the details to the grid.

   • Click ⋮ icon in the **Action** column to edit or delete the row.

7. Click **Reset** to reset the fields, if required.

8. Click **Save** to save the data and send it for authorization.

2.5.3.2 View Charge Decisioning

This topic describes the systematic instruction to view, modify, delete, or authorize charge decisioning records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

• The status, whether Authorized, Unauthorized, or Rejected

• Open or Closed

• The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Charges**.

3. Under **Charges**, click **Charge Decisioning**. Under **Charge Decisioning**, click **View Charge Decisioning**.

   The **View Charge Decisioning** screen displays.

   Figure 2-34   View Charge Decisioning
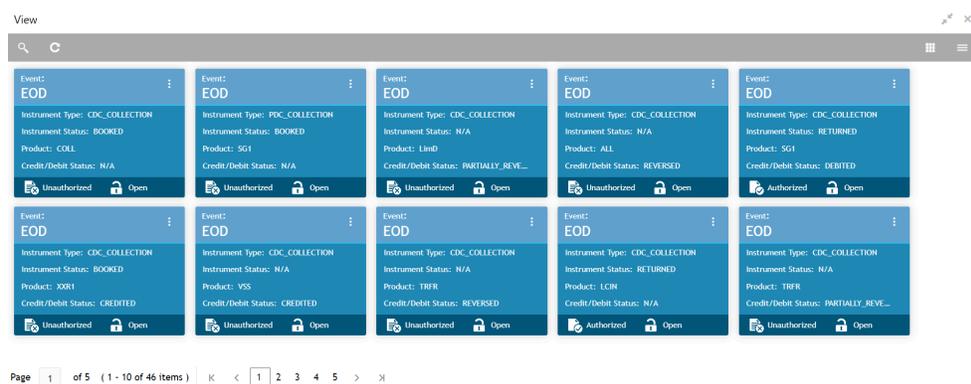
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Instrument Type, Instrument Status, Product, Credit/Debit Status, Event, Authorization Status and Record Status.

       The **View Charge Decisioning - Search** screen displays.

Figure 2-35   View Charge Decisioning - Search

b. Select the required filter criteria and click **Search** to filter the records.

c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

• Optional: Click **View** to view the record details.

• Select the record and click **Approve** to approve the record.

• Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

c. **Delete**/**Close** – To remove the record.

• Optional: In the confirmation pop-up window, click **View** to view the record details.

• Click **Proceed** to delete the record.

d. **Copy** – To copy the record parameters for creating a new record.

e. **View** – To view the record details.

f. **Reopen** – To reopen the closed record.

2.5.4 Charge Preferential Pricing

This topic describes the information to configure the special pricing or charge application for a specific corporate.

•   Create Charge Preferential Pricing
    This topic describes the systematic instruction to maintain the charges for specific products or parties.

•   View Charge Preferential Pricing
    This topic describes the systematic instruction to view, modify, delete, or authorize charge preferential pricing records that have been created.

2.5.4.1 Create Charge Preferential Pricing

This topic describes the systematic instruction to maintain the charges for specific products or parties.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Charges**.

3. Under **Charges**, click **Charge Preferential Pricing**. Under **Charge Preferential Pricing**, click **Create Charge Preferential Pricing**.

   The **Create Charge Preferential Pricing** screen displays.

Figure 2-36   Create Charge Preferential Pricing

4. Specify the fields on **Create Charge Preferential Pricing** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-15   Create Charge Preferential Pricing - Field Description

Field	Description
Filter Criteria	Select the appropriate filter criteria for specific application of accounting entries. The available options are: • Party Id Instrument Type Status Based • Party Id Instrument Type Status Product Based • Party Id Instrument Type Credit/Debit Status Based • Party Id Instrument Type Credit/Debit Status Product Based Based on the selected criteria, the Product, Party ID, Credit/Debit Status, Instrument Type, and Instrument Status fields are displayed.
Party	Click the search icon to select the party to map the preferential pricing to.

Table 2-15   (Cont.) Create Charge Preferential Pricing - Field Description

Field	Description
Instrument Type	Select the type of instrument to map the preferential pricing to. This list displays values based on the option selected in the Filter Criteria, as follows: • For Party Id Instrument Type Status Based, the options displayed are: PDC Collection and CDC Collection. • For Party Id Instrument Type Status Product Based, the options displayed are: PDC Collection and CDC Collection. • For Party Id Instrument Type Credit/Debit Status Based, the options displayed are: CDC Collection, Cash Deposit, and Cash Withdrawal. • For Party Id Instrument Type Credit/Debit Status Product Based, the option displayed is: CDC Collection. Instrument statuses are available based on the selected instrument type. This field is displayed only if the **Filter Criteria** is selected as **Instrument Type**.
Instrument Status	Select the status of the instrument to map the preferential pricing to. This field is displayed only if the **Filter Criteria** is selected as **Instrument Type**. The available options for CDC Collection: • **Booked** • **Hold** • **Returned** • **Realized** The available option for PDC Collection: • **Booked**
Credit/Debit Status	Select the credit or debit status of the instrument to map the preferential pricing to. This field is displayed only if the **Filter Criteria** is selected as **Credit/Debit Status**. The available options are: • For CDC Collection: Credited, Reversed, Partially Reversed • For Cash Deposit: Credited • For Cash Withdrawal: Debited
Product	Select the product for which preferential pricing needs to be maintained. This field is displayed only if the **Filter Criteria** is selected as **Product Based**.
Charge Code	Click the search icon to select the charge code for pricing configuration.
Charge Criteria	Select the criteria to be considered based on which charge should be calculated.
Charge Pricing Rule	Click the search icon to select the charge pricing rule to be applied.
Reference Tenor Start Date	Specify which date should be considered to calculate the start of tenor duration. The options displayed depends on the selected **Instrument Type**.

Table 2-15   (Cont.) Create Charge Preferential Pricing - Field Description

Field	Description
Reference Tenor End Date	Specify which date should be considered to calculate the end of tenor duration. The options displayed depends on the selected **Instrument Type**.
Effective Date	Click the calendar icon to select the start date of the preferential charge validity.
Expiry Date	Click the calendar icon to select the end date of the preferential charge validity.
Charge Application	Switch the toggle ON to enable charge application.
Allow Waive	Switch the toggle ON to enable charge waiving.
Allow Override	Switch the toggle ON to enable overriding of the charge.
Allow Pricing Modification	Switch the toggle ON to allow pricing modification.
Collection Parameters	Displays the fields related to Collections Parameters.
Collection Type	Specify how the pricing should be collected. The available options are: • **Batch** • **Online**
Frequency	Specify the frequency of charge collection. This field is displayed only if the **Collection Type** is selected as **Batch**.
Reference Period	Specify when the collection should take place for the selected frequency. This field is displayed only if the **Collection Type** is selected as **Batch**.
Units	Specify whether the charge collection should take place as per units of specified frequency. This field is displayed only if the **Collection Type** is selected as **Batch**.
Calculation Parameters	Displays the fields related to Calculation Parameters.
Calculation Type	Specify how the pricing should be calculated. The available options are: • **Batch** • **Online**
Frequency	Specify the frequency of charge calculation. This field is displayed only if the **Calculation Type** is selected as **Batch**.
Reference Period	Specify when the calculation should take place for the selected frequency. This field is displayed only if the **Calculation Type** is selected as **Batch**.
Units	Specify whether the charge calculation should take place as per units of specified frequency. This field is displayed only if the **Calculation Type** is selected as **Batch**.
Charges Grid	Displays the details of the preferential pricing added as an entry in this grid.

5. Click **Add** to add the details to the grid.

   a. Click ⋮ icon in the **Action** column to edit or delete the row.

> **b.** Click ![icon] icon to add other columns to the grid.

6. Click **Reset** to reset the rows in the grid.

7. Click **Save** to save the record and send it for authorization.

2.5.4.2 View Charge Preferential Pricing

This topic describes the systematic instruction to view, modify, delete, or authorize charge preferential pricing records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Charges**.

3. Under **Charges**, click **Charge Preferential Pricing**. Under **Charge Preferential Pricing**, click **View Charge Preferential Pricing**.

   The **View Charge Preferential Pricing** screen displays.

   Figure 2-37   View Charge Preferential Pricing
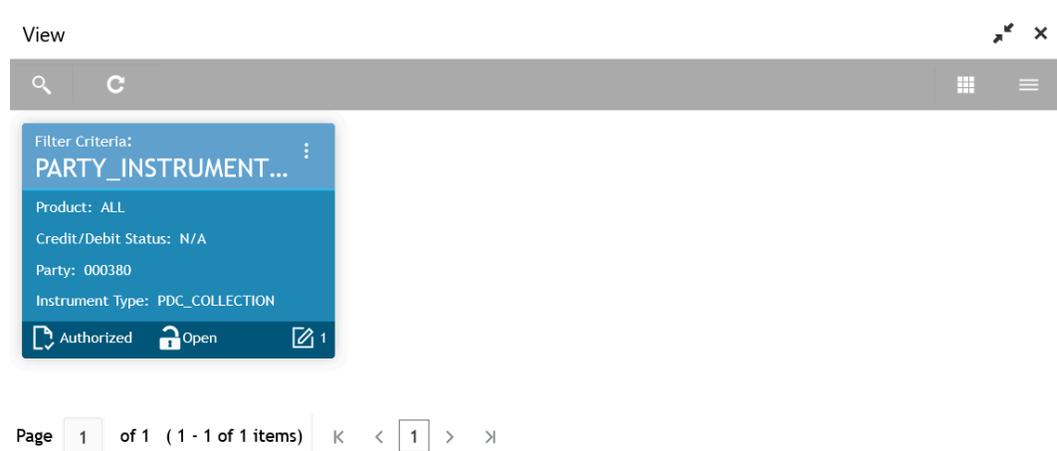
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Product, Credit/Debit Status, Party, Instrument Type, Instrument Status, Authorization Status and Record Status.

   The **View Charge Preferential Pricing - Search** screen displays.

Figure 2-38   View Charge Preferential Pricing - Search

b. Select the required filter criteria and click **Search** to filter the records.

c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.

- Select the record and click **Approve** to approve the record.

- Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

c. **Delete/Close** – To remove the record.

- Optional: In the confirmation pop-up window, click **View** to view the record details.

- Click **Proceed** to delete the record.

d. **Copy** – To copy the record parameters for creating a new record.

e. **View** – To view the record details.

f. **Reopen** – To reopen the closed record.

2.6 Cash Denomination Maintenance

This topic describes the information to setup the reference data to maintain the denominations for cash transactions of various currencies in Cash Management system.

Denomination is a proper description of a currency amount, usually for coins or banknotes; it is a unit of value given to physical currencies like coins and notes. Denomination detail differ currency to currency. The bank user can maintain the denomination value for each currency that bank deals with for cash collection/withdrawal.

This topic contains the following subtopics:

- Create Cash Denomination
  This topic describes the systematic instruction to create a master maintenance of cash denominations that the bank deals with for cash collection/withdrawal.

- View Cash Denomination
  This topic describes the systematic instruction to view, modify, delete, or authorize cash denomination details.

2.6.1 Create Cash Denomination

This topic describes the systematic instruction to create a master maintenance of cash denominations that the bank deals with for cash collection/withdrawal.

The user can maintain denominations per currency / per unit. Newly created currency denominations take effect once authorized.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Cash Denomination**.

3. Under **Cash Denomination**, click **Create Cash Denomination**.

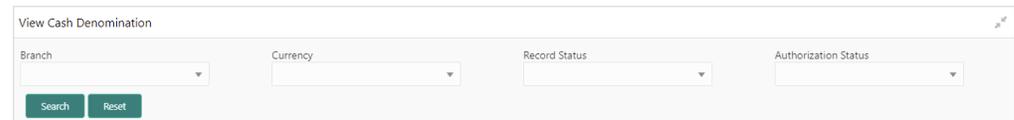   The **Create Cash Denomination** screen displays.

Figure 2-39   Create Cash Denomination

4. Specify the fields on **Create Cash Denomination** screen.

> ✏️ **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-16   Create Cash Denomination - Field Description

Field	Description
Branch	Select the branch to create the cash denominations for. Changing the branch requires access rights for the selected branch.

Table 2-16   (Cont.) Create Cash Denomination - Field Description

Field	Description
Currency	Select the currency code to maintain denominations for.
Main Unit	Specify the name of the main unit in which the currency denominations are measured. For example: Dollar, Rupee, Pound, and so on.
Sub Unit	Specify the name of the sub unit of the currency. For example: Cent, Paisa, Penny, and so on.

5. Click **Add** icon to add a new row for a denomination.

    a. From the **Denomination Type** list, select whether the denomination is a coin or a note.

    b. In the **Denomination Value** field, specify the market value of the coin or the note.

    c. In the **Description** field, specify more details about the denomination.

6. Under the **Action** column, click **Edit** icon to edit the existing row.

7. Under the **Action** column, Click **Delete** icon to delete the existing row.

8. Click **Save** to save the record and send it for authorization.

2.6.2 View Cash Denomination

This topic describes the systematic instruction to view, modify, delete, or authorize cash denomination details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Cash Denomination**.

3. Under **Cash Denomination**, click **View Cash Denomination**.

    The **View Cash Denomination** screen displays.

Figure 2-40　View Cash Denomination
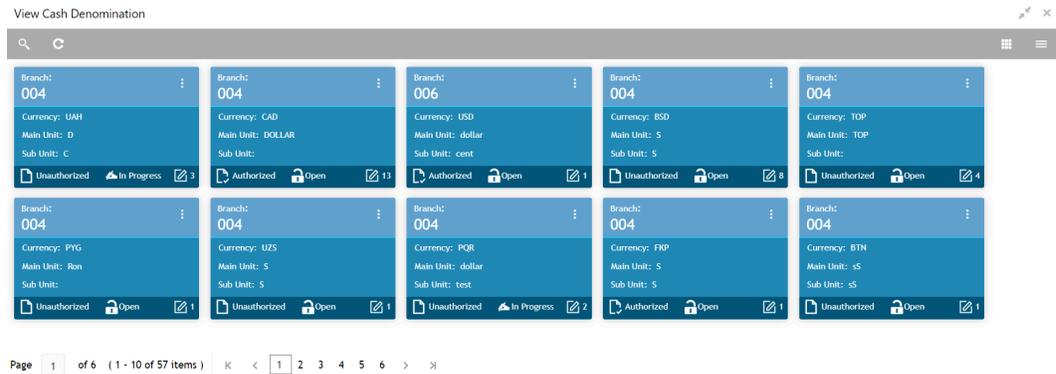
4.　Filter the records in the **View** screen:

    a.　Click **Search** icon to view the filters. The user can filter the records by Branch, Currency, Authorization Status, and Record Status.

       The **View Cash Denomination - Search** screen displays.

Figure 2-41　View Cash Denomination - Search

    b.　Select the required filter criteria and click **Search** to filter the records.

    c.　Click **Reset** to reset the filter criteria.

5.　Click **Refresh** icon to refresh the records.

6.　Click **Options** icon and then select any of the following options:

    a.　**Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

    b.　**Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

       •　Optional: Click **View** to view the record details.

       •　Select the record and click **Approve** to approve the record.

       •　Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

    c.　**Delete/Close** – To remove the record.

       •　Optional: In the confirmation pop-up window, click **View** to view the record details.

       •　Click **Proceed** to delete the record.

    d.　**Copy** – To copy the record parameters for creating a new record.

    e.　**View** – To view the record details.

    f.　**Reopen** – To reopen the closed record.

2.7 Courier Setup Maintenance

This topic describes the information to setup the reference data to maintain the courier company's details in Cash Management system.

The **Courier Setup** is used to register the courier companies with whom the bank has a tie up for cheque pickup services. These courier companies are used for mapping in various other screens including transaction capturing and corporate enrichment.

This topic contains the following subtopics:

- Create Courier Setup
  This topic describes the systematic instruction to create a courier code and capture the complete detail of the courier company.

- View Courier Setup
  This topic describes the systematic instruction to view, modify, delete, or authorize courier code details.

2.7.1 Create Courier Setup

This topic describes the systematic instruction to create a courier code and capture the complete detail of the courier company.

Newly created courier codes take effect once authorized and cannot be modified thereafter.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Courier Setup**.

3. Under **Courier Setup**, click **Create Courier Setup**.
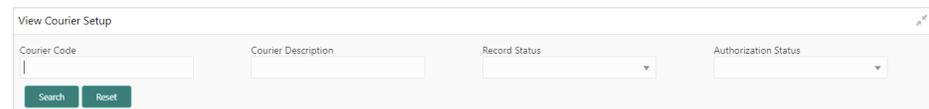
   The **Create Courier Setup** screen displays.

   Figure 2-42   Create Courier Setup

4. Specify the fields on **Create Courier Setup** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-17   Create Courier Setup - Field Description

Field	Description
Courier Code	Specify a unique alphanumeric code to be created for a courier company. This field cannot be modified once authorized.
Courier Description	Specify the name and description of the courier company.
Contact Person	Specify the name of the contact person from the courier company.
Designation	Specify the designation of the contact person from the courier company.
Address Line 1	Specify the first line of the courier company's address.
Address Line 2	Specify the second line of the courier company's address.
Address Line 3	Specify the third line of the courier company's address.
Address Line 4	Specify the fourth line of the courier company's address.
Country	Click the search icon to select the country.
Zip Code	Specify the postal code of the address.
Land Line Number	Specify the land line contact number of the courier company.
Fax	Specify the fax contact number of the courier company.
Email Address	Specify an official email address of the courier company. Click the Add (+) icon to add more email addresses. You can delete an email address by clicking the Remove (-) icon given for it.
Mobile Number	Specify the mobile number of the selected contact person. Click the Add (+) icon to add more mobile numbers. You can delete a number by clicking the Remove (-) icon given for it.
Contract Start Date	Click the calendar icon to select the date from when the contract with the courier company starts.
Contract End Date	Click the calendar icon to select the date on which contract with courier company expires.

5. Click **Save** to save the record and send it for authorization.

2.7.2 View Courier Setup

This topic describes the systematic instruction to view, modify, delete, or authorize courier code details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Courier Setup**.

3. Under **Courier Setup**, click **View Courier Setup**.

   The **View Courier Setup** screen displays.

Figure 2-43   View Courier Setup

4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Courier Code, Courier Description, Authorization Status and Record Status.

      The **View Courier Setup - Search** screen displays.

Figure 2-44   View Courier Setup - Search

   b. Select the required filter criteria and click **Search** to filter the records.

   c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

   a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

      - Optional: Click **View** to view the record details.

      - Select the record and click **Approve** to approve the record.

      - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

   c. **Delete**/**Close** – To remove the record.

- • Optional: In the confirmation pop-up window, click **View** to view the record details.

- • Click **Proceed** to delete the record.

    d. **Copy** – To copy the record parameters for creating a new record.

    e. **View** – To view the record details.

    f. **Reopen** – To reopen the closed record.

2.8 Location Maintenance

This topic describes the information to setup the reference data to maintain the various parameters for a specific location in Cash Management system.

The bank user can define various clearing parameters for a specific location, based on all locations where banks intends to offer Cash Management services. The user can also link Correspondent bank to those locations where the bank has a correspondent-banking tie up, or can link an outside network banks to locations where bank does not have a branch as well as no correspondent banking arrangement.

For a specific location code, the user can define clearing parameters like location cluster, high value cut-off amount as well as supported clearing networks like HOME, MICR (Magnetic Ink Character Recognition), NON-MICR (Non-Magnetic Ink Character Recognition), ICCS (Image Cheque Clearing System).

This topic contains the following subtopics:

- • Create Location
  This topic describes the systematic instruction to map the locations with the location cluster, clearing network, and link Correspondent bank and outside network bank for clearing tie-up.

- • View Location
  This topic describes the systematic instruction to view, modify, delete, or authorize location details.

2.8.1 Create Location

This topic describes the systematic instruction to map the locations with the location cluster, clearing network, and link Correspondent bank and outside network bank for clearing tie-up.

Newly created location codes take effect once authorized and cannot be modified thereafter.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Location**.

3. Under **Location**, click **Create Location**.

   The **Create Location** screen displays.

Figure 2-45   Create Location

4. Specify the fields on **Create Location** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-18   Create Location - Field Description

Field	Description
Location Code	Click the search icon to select the location code.
Location Description	Displays the description for the location code.
Location Cluster	Click the Search icon to view and select the location cluster to be mapped with the location.
Clearing Network	Select any of the following clearing networks in which the location can participate for cheque clearing: • **MICR** – Magnetic Ink Character Recognition • **NON MICR** – Non Magnetic Ink Character Recognition • **ICCS** – Image Cheque Clearing System • **HOME** – Home Network
Location Network	Select the location network from the drop-down list. The available options are: • **Correspondent Banks** • **Outside Network Banks** • **Own Branches**

Based on the **Location Network** selection, the following sections displays.

Correspondent Banks:
Location where bank does not have any branch, however intend to offer CMS services by having an arrangement with other bank are maintained under 'Correspondent Banks' tab.

In the location maintenance, the user can map the Correspondent bank and its controlling branch with priority.

If the **Location Network** field is selected as **Correspondent Banks**, the system displays the extended section to add the correspondent bank details.
The **Create Location - Correspondent Banks** screen displays.

Figure 2-46   Create Location - Correspondent Banks

5. Specify the fields on **Create Location - Correspondent Banks** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-19   Correspondent Banks - Field Description

Field	Description
Bank	Click the search icon to select the correspondent bank code to map with the location.
Priority	Specify the priority for the correspondent bank for cheque collection and clearing at the mapped location. Two or more correspondent banks linked to the same location cannot have the same priority.
Controlling Branch	Click the search icon and select a controlling branch for the correspondent bank for processing the cheques.

Outside Network Banks:
System bank can have tie-up with few bank for outside network cheque clearance for the location where system bank neither have any branch nor have an arrangement or tieup with the correspondent bank.

In location maintenance, you can map the outside network bank and its controlling branch with priority.

If the **Location Network** field is selected as **Outside Network Banks**, the system displays the extended section to add the Outside Network bank details.

The **Create Location - Outside Network Banks** screen displays.

Figure 2-47   Create Location - Outside Network Banks

6. Specify the fields on **Create Location - Outside Network Banks** screen.

> ✏ **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-20   Outside Network Banks - Field Description

Field	Description
Bank	Click the search icon to select the bank code to map with the location.
Priority	Specify the priority for the outside network bank for cheque collection and clearing at the mapped location. Two or more outside network banks linked to the same location cannot have the same priority.
Controlling Branch	Click the search icon and select a controlling branch for the outside network bank for processing the cheques.

Own Branches:
Location where the bank have their own branch, where the cheque can be sent for clearance locally. In Location maintenance, the user can map the own controlling branches with priority.

If the **Location Network** field is selected as **Own Branches**, the system displays the extended section to add the Own bank details.

The **Create Location - Own Branches** screen displays.

Figure 2-48   Create Location - Own Branches

7. Specify the fields on **Create Location - Own Branches** screen.

> ✎ **Note:**
>
>   The fields, which are marked with an asterisk, are mandatory.

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

Table 2-21   Own Branches - Field Description

Field	Description
Controlling Branch	Click the search icon and select a own controlling branches for processing the cheques.
Priority	Specify the priority for the own branches for cheque collection and clearing at the mapped location. Two or more own branches linked to the same location cannot have the same priority.

8. Click **Add/Edit** to add the record to the grid or modify a selected record.

9. Click the Kabab (⋮) icon under the **Action** column and then click **Edit** to modify records in the grid.

10. Click the Kabab (⋮) icon under the **Action** column and then click **Delete** to delete the records in the grid.

11. Click **Reset** to clear the selected values.

12. Click **Save** to save the record and send it for authorization.

2.8.2 View Location

This topic describes the systematic instruction to view, modify, delete, or authorize location details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Location**.

3. Under **Location**, click **View Location**.

   The **View Location** screen displays.
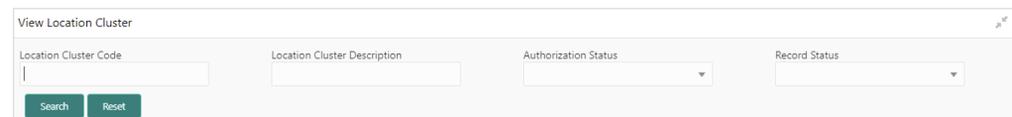
   Figure 2-49   View Location
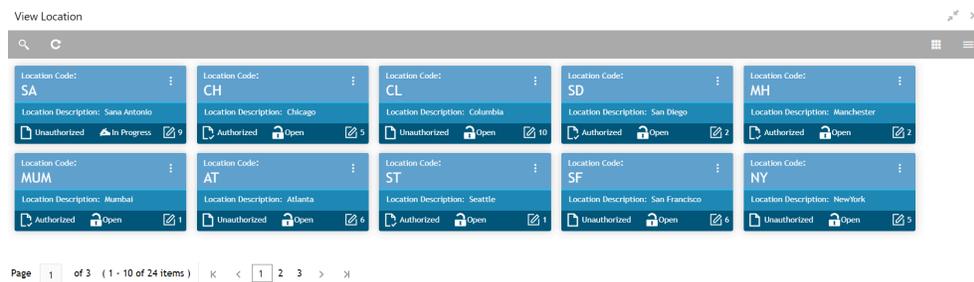
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Location Code, Location Description, Location Cluster, Correspondent Banks, Outside Network Banks, Authorization Status, and Record Status.

      The **View Location - Search** screen displays.

      Figure 2-50   View Location - Search

   b. Select the required filter criteria and click **Search** to filter the records.

   c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

   a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

      - Optional: Click **View** to view the record details.

- Select the record and click **Approve** to approve the record.

- Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

c. **Delete/Close** – To remove the record.

- Optional: In the confirmation pop-up window, click **View** to view the record details.

- Click **Proceed** to delete the record.

d. **Copy** – To copy the record parameters for creating a new record.

e. **View** – To view the record details.

f. **Reopen** – To reopen the closed record.

2.9 Location Cluster Maintenance

This topic describes the information to setup the reference data to maintain the location cluster in Cash Management system.

The location cluster is a group of locations which belongs to a same clearing grid. The location is mapped with a cluster to identify in which clearing network the location falls and accordingly derives the product.

This topic contains the following subtopics:

- Create Location Cluster
  This topic describes the systematic instruction to create a location cluster.

- View Location Cluster
  This topic describes the systematic instruction to view, modify, delete, or authorize location cluster code details.

2.9.1 Create Location Cluster

This topic describes the systematic instruction to create a location cluster.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Location Cluster**.

3. Under **Location Cluster**, click **Create Location Cluster**.

   The **Create Location Cluster** screen displays.

Figure 2-51   Create Location Cluster

4. Specify the fields on **Create Location Cluster** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-22   Create Location Cluster - Field Description

Field	Description
Location Cluster Code	Specify a unique alphanumeric code for the cluster being created. > **Note:** > This field cannot be modified once authorized.
Location Cluster Description	Specify a name and description for the cluster code.
Clearing Days	Specify the number of days in which instruments will be cleared for the location cluster.

5. Click **Save** to save the record and send it for authorization.

2.9.2 View Location Cluster

This topic describes the systematic instruction to view, modify, delete, or authorize location cluster code details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Location Cluster**.

3. Under **Location Cluster**, click **View Location Cluster**.

   The **View Location Cluster** screen displays.

   Figure 2-52   View Location Cluster
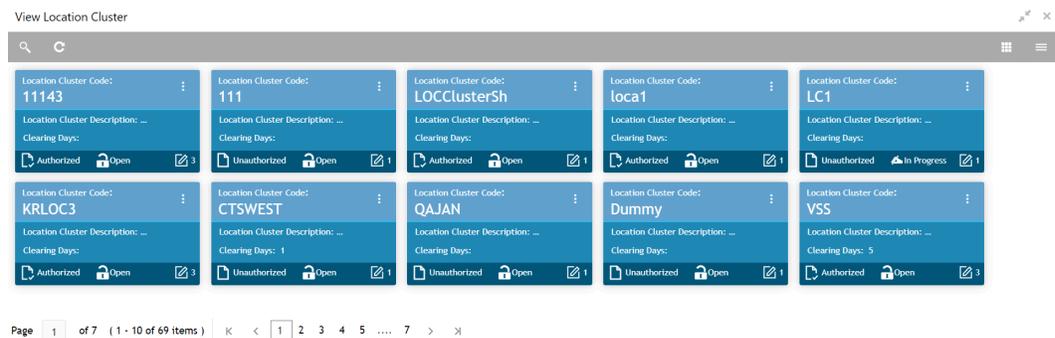
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Location Cluster Code, Location Cluster Description, Authorization Status, and Record Status.

      The **View Location Cluster - Search** screen displays.

      Figure 2-53   View Location Cluster - Search

   b. Select the required filter criteria and click **Search** to filter the records.

   c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

   a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

      - Optional: Click **View** to view the record details.

      - Select the record and click **Approve** to approve the record.

      - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

      c. **Delete/Close** – To remove the record.

- Optional: In the confirmation pop-up window, click **View** to view the record details.

- Click **Proceed** to delete the record.

      d. **Copy** – To copy the record parameters for creating a new record.

      e. **View** – To view the record details.

      f. **Reopen** – To reopen the closed record.

2.10 PDC Vault Box Maintenance

This topic describes the information to setup the reference data to create/maintain vault boxes that can be used for storing the PDC instruments in Cash Management system.

As part of the collection services, the corporates sometimes handover the postdated instruments to the bank. It is bank's need to safely keep the instruments in a secured vault box till the instrument is due for presentation, clearing, withdrawal etc. This screen allows the user to create/maintain vault boxes that can be used for storing the PDC instruments. User can also parameterize options, maximum number of instruments to be allocated to a vault box, etc.

This topic contains the following subtopics:

- Create Vault Maintenance
  This topic describes the systematic instruction to create vault box for warehousing the PDC instrument on the basis of the Presentation Month, Presentation From and To days.

- View Vault Maintenance
  This topic describes the systematic instruction to view, modify, delete, or authorize vault box details.

2.10.1 Create Vault Maintenance

This topic describes the systematic instruction to create vault box for warehousing the PDC instrument on the basis of the Presentation Month, Presentation From and To days.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **PDC Vault Maintenance**.

3. Under **PDC Vault Maintenance**, click **Create Vault Maintenance**.

   The **Create Vault Maintenance** screen displays.

Figure 2-54   Create Vault Maintenance

4. Specify the fields on **Create Vault Maintenance** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-23   Create Vault Maintenance - Field Description

Field	Description
Vault Box Number	Specify a unique vault box number. This field represents a unique number allocated to each vault box that will be used for warehousing the post-dated Instruments.
Vault Box Description	Specify a description for the vault box.
Vault Branch	Select the branch where the vault box is located. By default, the branch of the logged-in user is selected.
Vault Location	Displays the location of the vault box based on the selected branch.
Vault Activation Date	Click the calendar icon to select the date from which the vault will be operational.
Vault Expiry Date	Click the calendar icon to select the date after which the vault will not be operational. Leaving this field blank keeps the vault operational till the time it is manually deactivated. The expiry date should be equal to or greater than the activation date.
Number Of Instrument	Specify the maximum number of instruments that can be stored in the vault.
Presentation Month	Select the month for which the post-dated instrument is due for presentation.

Table 2-23   (Cont.) Create Vault Maintenance - Field Description

Field	Description
Presentation From Day	Specify a number to specify the first presentation date for the vault. Instruments are stored in order of their presentation dates. The specified number should be between first and last date of the respective month. The **Presentation From Day** cannot be greater than the **Presentation To Day**.
Presentation To Day	Specify the number to specify the last presentation date for the vault. Instruments are stores in order of their presentation dates. Formula: First Presentation Date =< Presentation To Day <= last date of the respective month. The **Presentation To Day** cannot be less than the **Presentation From Day**.

5. Click **Save** to save the record and send it for authorization.

2.10.2 View Vault Maintenance

This topic describes the systematic instruction to view, modify, delete, or authorize vault box details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **PDC Vault Maintenance**.

3. Under **PDC Vault Maintenance**, click **View Vault Maintenance**.

   The **View Vault Maintenance** screen displays.

Figure 2-55   View Vault Maintenance
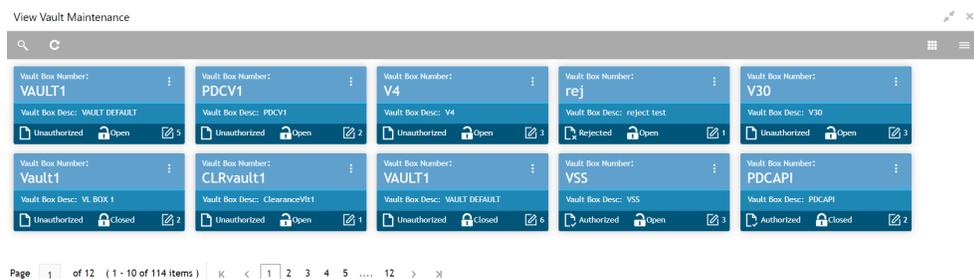
4. Filter the records in the **View** screen:

a. Click **Search** icon to view the filters. The user can filter the records by Vault Box Number, Vault Box Description, Vault Branch, Vault Location, Authorization Status, and Record Status.

The **View Vault Maintenance - Search** screen displays.

Figure 2-56   View Vault Maintenance - Search

b. Select the required filter criteria and click **Search** to filter the records.

c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

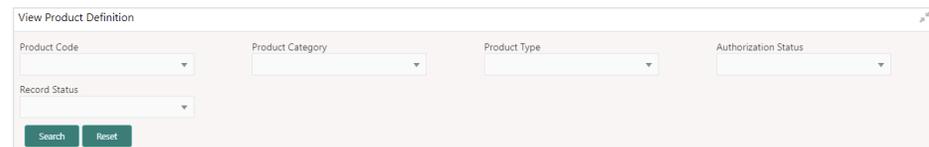6. Click **Options** icon and then select any of the following options:

a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

   • Optional: Click **View** to view the record details.

   • Select the record and click **Approve** to approve the record.

   • Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

c. **Delete/Close** – To remove the record.

   • Optional: In the confirmation pop-up window, click **View** to view the record details.

   • Click **Proceed** to delete the record.

d. **Copy** – To copy the record parameters for creating a new record.

e. **View** – To view the record details.

f. **Reopen** – To reopen the closed record.

2.11 Product Definition Maintenance

This topic describes the information to maintain the product definitions in Cash Management system.

The **Product Definition** screen allows to create variants for cheque collection products on the basis of combination of specific parameters like network type (inside network, correspondent bank network etc.), product type (local cheque collection, outstation cheque collection etc.), and configure other features within the relevant boundaries.

This topic contains the following subtopics:

• Create Product Definition
  This topic describes the systematic instruction to create product codes.

- View Product Definition
  This topic describes the systematic instruction to view, modify, or authorize product details.

2.11.1 Create Product Definition

This topic describes the systematic instruction to create product codes.

Newly created codes take effect once authorized and cannot be modified thereafter.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Product Definition**.

3. Under **Product Definition**, click **Create Product Definition**.

   The **Create Product Definition** screen displays.

Figure 2-57   Create Product Definition

4. Specify the fields on **Create Product Definition** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-24   Create Product Definition - Field Description

Field	Description
Branch	Select the branch to create the product for. Changing the branch requires access rights for the selected branch.
Product Code	Specify a unique alphanumeric code for the product. This field cannot be modified once authorized.
Product Description	Specify a name and description for the product.
Product Category	Select the category of the product, whether 'Paper Based' or 'Cash'. This field cannot be modified once authorized.
Product Type	Select the type of product from the following: • **Local Cheque Collection** • **Outstation Cheque Collection** • **Account Transfer** This field is applicable only to the **Paper Based Instruments** category. This field cannot be modified once authorized.
Network Type	Select the network type to define the network used by the bank for clearing. This field is applicable only to the **Paper Based Instruments** category. This field cannot be modified once authorized.
Clearing Days	Specify the number of days within which clearing should be completed. This field is applicable only to the **Paper Based Instruments** category.
Currency	Select the currency to be considered for the product.
Product Exposure Limit	Specify the maximum exposure limit of the bank for the product. The exposure limit for a product is utilized on booking of the cheque, and released on realization of the cheque. The product exposure limit cannot be a negative value.
Min Txn Amount	Specify the minimum transaction amount required for the product.
Max Txn Amount	Specify the maximum transaction amount allowed for the product.
Effective From	Click the calendar icon to select the date from when the product should take effect.
Expires On	Click the calendar icon to select the date on which the product expires.

5. Click **Save** to save the record and send it for authorization.

2.11.2 View Product Definition

This topic describes the systematic instruction to view, modify, or authorize product details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Product Definition**.

3. Under **Product Definition**, click **View Product Definition**.

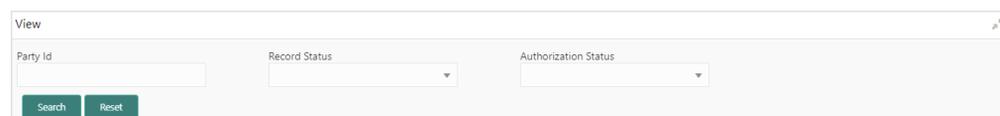   The **View Product Definition** screen displays.

   Figure 2-58   View Product Definition
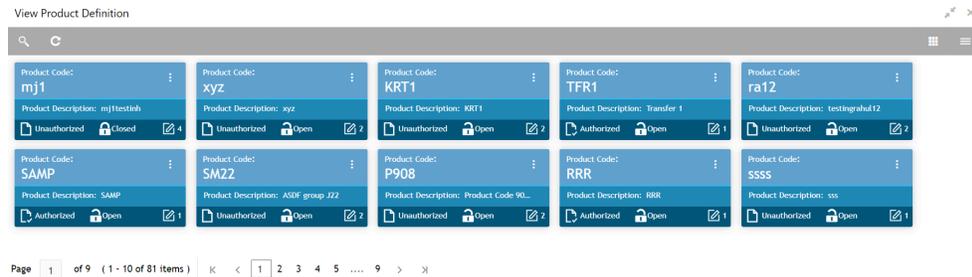
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Product Code, Product Category, Product Type, Authorization Status, and Record Status.

      The **View Product Definition - Search** screen displays.

      Figure 2-59   View Product Definition - Search

   b. Select the required filter criteria and click **Search** to filter the records.

   c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

   a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

      • Optional: Click **View** to view the record details.

      • Select the record and click **Approve** to approve the record.

      • Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

   c. **Delete**/**Close** – To remove the record.

- Optional: In the confirmation pop-up window, click **View** to view the record details.

- Click **Proceed** to delete the record.

d. **Copy** – To copy the record parameters for creating a new record.

e. **View** – To view the record details.

f. **Reopen** – To reopen the closed record.

2.12 Alerts Maintenance

This topic describes the information to setup the reference data for Alerts such as contact details, definition and decisioning in Cash Management system.

- Alert Contact Details
  This topic describes the information to maintain the phone number and email ID of the contact person for sending alerts for each corporate in Cash Management system.

- Alert Definition
  This topic describes the information to maintain the alert definitions in Cash Management system.

- Alert Decisioning
  This topic describes the information to manage how and when alerts are sent to recipients in Cash Management system.

2.12.1 Alert Contact Details

This topic describes the information to maintain the phone number and email ID of the contact person for sending alerts for each corporate in Cash Management system.

This topic contains the following subtopics:

- Create Alert Contact Details
  This topic describes the systematic instruction to create contact details for sending alerts to a specific corporate.

- View Alert Contact Details
  This topic describes the systematic instruction to view, modify, or authorize the alert contact details.

2.12.1.1 Create Alert Contact Details

This topic describes the systematic instruction to create contact details for sending alerts to a specific corporate.

Different contact persons can be set to receive different types of alerts. Newly created contact details take effect once authorized.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Alerts**.

3. Under **Alerts**, click **Alert Contact Details**. Under **Alert Contact Details**, click **Create Alert Contact Details**.

The **Create Alert Contact Details** screen displays.

Figure 2-60   Create Alert Contact Details

4. Specify the fields on **Create Alert Contact Details** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-25   Create Alert Contact Details - Field Description

Field	Description
Party	Click the search icon and select the corporate party to create alert contact details for.

5. Click **Add** icon to add a row for a contact.

   a. Double click in the **Alert Code** column. Then, click the search icon and select the required alert code to map the contact details for.

   b. In the **Telephone Number** column, specify the contact person's phone number.

   c. In the **Email** column, specify the contact person's email ID.

   d. Click **Add** icon to add contact details for other alert codes and repeat the above steps.

   e. Click **Edit** icon under the **Action** column to edit the contact details entered.

   f. Click **Delete** icon under the **Action** column to delete a row.

6. Click **Save** to save the record and send it for authorization.

2.12.1.2 View Alert Contact Details

This topic describes the systematic instruction to view, modify, or authorize the alert contact details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Alerts**.

3. Under **Alerts**, click **Alert Contact Details**. Under **Alert Contact Details**, click **View Alert Contact Details**.

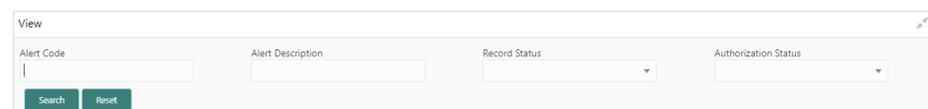   The **View Alert Contact Details** screen displays.

   Figure 2-61   View Alert Contact Details
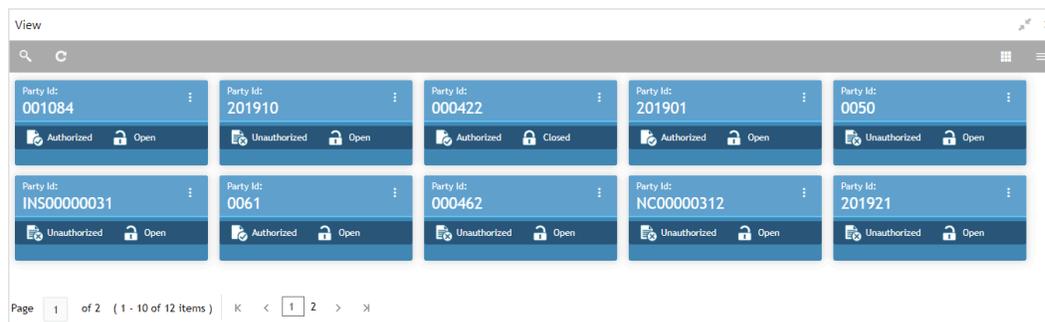
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Party Id, Authorization Status, and Record Status.

   The **View Alert Contact Details - Search** screen displays.

   Figure 2-62   View Alert Contact Details - Search

   b. Select the required filter criteria and click **Search** to filter the records.

   c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

    a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

    b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

        • Optional: Click **View** to view the record details.

        • Select the record and click **Approve** to approve the record.

        • Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

    c. **Delete**/**Close** – To remove the record.

        • Optional: In the confirmation pop-up window, click **View** to view the record details.

        • Click **Proceed** to delete the record.

    d. **Copy** – To copy the record parameters for creating a new record.

    e. **View** – To view the record details.

    f. **Reopen** – To reopen the closed record.

2.12.2 Alert Definition

This topic describes the information to maintain the alert definitions in Cash Management system.

The **Alert Definition** functionality can be used to configure and manage the types of alerts. User can define alert categories for various events. These defined alerts can be further used in the **Alert Decisioning** screen to set alerts.

This topic contains the following subtopics:

• Create Alert Definition
This topic describes the systematic instruction to configure and manage various types of alerts.

• View Alert Definition
This topic describes the systematic instruction to view, modify, or authorize alert definitions.

2.12.2.1 Create Alert Definition

This topic describes the systematic instruction to configure and manage various types of alerts.

Newly created alert types take effect once authorized and cannot be modified thereafter.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Alerts**.

3. Under **Alerts**, click **Alert Definition**. Under **Alert Definition**, click **Create Alert Definition**.

The **Create Alert Definition** screen displays.

Figure 2-63   Create Alert Definition

4. Specify the fields on **Create Alert Definition** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-26   Create Alert Definition - Field Description

Field	Description
Alert Code	Specify the unique alert code to be maintained in the system.
Alert Description	Specify the description of the alert.
Alert Category	Select the category of the alert. The available options are: • **Cash Collection** • **Cash Withdrawal**
Event	Select the event for which the alert should be used. For example: The **Instrument Clear** event for **Collection** category to be triggered when instrument gets cleared.
Effective Date	Click the Calendar icon and select the date from which the alert is effective in the system.
Expiry Date	Click the Calendar icon and select the date up to which the alert can be used in the system.

5. Click **Save** to save the record and send it for authorization.

2.12.2.2 View Alert Definition

This topic describes the systematic instruction to view, modify, or authorize alert definitions.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected

- Open or Closed

- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Alerts**.

3. Under **Alerts**, click **Alert Definition**. Under **Alert Definition**, click **View Alert Definition**.

   The **View Alert Definition** screen displays.

Figure 2-64   View Alert Definition
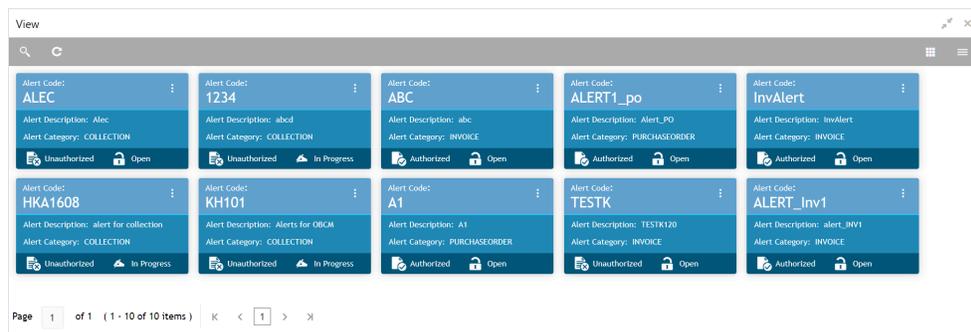
4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Alert Code, Alert Description, Authorization Status and Record Status.

      The **View Alert Definition - Search** screen displays.

Figure 2-65   View Alert Definition - Search

   b. Select the required filter criteria and click **Search** to filter the records.

   c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

   a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

   - Optional: Click **View** to view the record details.

   - Select the record and click **Approve** to approve the record.

   - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

   c. **Delete/Close** – To remove the record.

   - Optional: In the confirmation pop-up window, click **View** to view the record details.

   - Click **Proceed** to delete the record.

   d. **Copy** – To copy the record parameters for creating a new record.

   e. **View** – To view the record details.

   f. **Reopen** – To reopen the closed record.

2.12.3 Alert Decisioning

This topic describes the information to manage how and when alerts are sent to recipients in Cash Management system.

The delivery mode and frequency for sending the alerts can also be defined.

This topic contains the following subtopics:

- Create Alert Decisioning
  This topic describes the systematic instruction to set the delivery mode and frequency of sending alerts to a recipient.

- View Alert Decisioning
  This topic describes the systematic instruction to view, modify, or authorize alert decisioning record details.

2.12.3.1 Create Alert Decisioning

This topic describes the systematic instruction to set the delivery mode and frequency of sending alerts to a recipient.

Newly set decisioning records take effect once authorized. The phone number and email ID are obtained from the records maintained in the **Alert Contact Details** screen. Additional contact information can be entered in this screen.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Alerts**.

3. Under **Alerts**, click **Alert Decisioning**. Under **Alert Decisioning**, click **Create Alert Decisioning**.

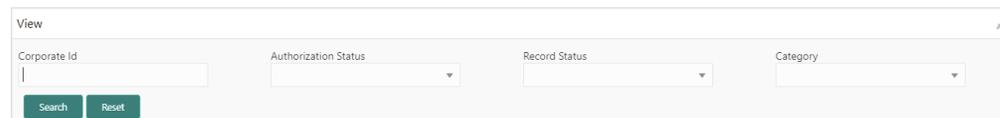The **Create Alert Decisioning** screen displays.

Figure 2-66   Create Alert Decisioning

4. Specify the fields on **Create Alert Decisioning** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 2-27   Create Alert Decisioning - Field Description

Field	Description
Category	Select the category to set the alerts for.
Filter Criteria	Select the criteria to set the alerts for. The available options are: • **Default** • **Corporate Based**
Corporate Id	Click the search icon and select the corporate party to set the alerts for. This field appears if the **Filter Criteria** is selected as **Corporate Based**.
Event	Select the event to set the alert for.
Alert Code	Click the search icon and select from the required alert code. The list of alert codes are displayed as per selected combination of category and event.
Description	Displays the description of the selected alert code.
Recipient	Select the recipient to whom the alert should be sent.

Table 2-27   (Cont.) Create Alert Decisioning - Field Description

Field	Description
Frequency	Select whether the alert should be sent online when the event occurs, or should be scheduled to be sent prior to the occurrence of the event.
Delivery Mode	Select the mode through which the alert should be sent. The options are: Email, SMS, Whatsapp, and Dashboard.
Generate days before	Specify the number of days before the event when the alert should be generated in the system. This field appears when you select the 'Scheduled' option from the 'Frequency' list.
Additional Phone/Email	Specify the additional phone number/email address to send the alert on. This field is displayed only for Email, WhatsApp, and SMS mode of delivery. This field is displayed only for the **Email**, **WhatsApp**, and **SMS** modes of delivery.
Text Template for Email	Click the search icon and select the text template for an email alert. This field is displayed only for **Online** frequency and **Email** delivery mode.
Attachment Template for Email	Click the search icon and select the attachment template for an email alert. This field is displayed only for **Online** frequency and **Email** delivery mode.
Text Template for Whatsapp	Click the search icon and select the text template for the **WhatsApp** alert. This field is displayed only for **Online** frequency and **Whatsapp** delivery mode.
Text Template for SMS	Click the search icon and select the text template for an SMS alert. This field is displayed only for **Online** frequency and **SMS** delivery mode.
Text Template for Dashboard	Specify the text template for the Dashboard alert. This field is displayed only for **Online** frequency and **Dashboard** delivery mode.

5. On selecting the **Scheduled** option in the **Frequency** field, click **Alert Calendar** (📅) icon to select the alert schedule.

The **Alert Schedule** popup screen displays.

Figure 2-67   Alert Schedule

a. In the **Number of Alerts** field, enter the total alerts to be sent.

b. In the **Interval Days** field, enter the interval in days between each alert.

c. In the **Text Template** field, enter the alert content to be sent.

d. In case of Email delivery mode, in the **Attachment Template** field of each alert, click the Search icon and select the template for the alert

e. Click **Add** to add the selected templates.

6. Click **Add/Edit** to add alert decision details in the grid or modify a selected records from the grid.

7. Click the **Kabab** (⋮) icon under the **Action** column and then click **Edit** to modify records in the grid.

8. Click **Reset** to clear the selected values, if required.

9. Click **Save** to save the record and send it for authorization.

2.12.3.2 View Alert Decisioning

This topic describes the systematic instruction to view, modify, or authorize alert decisioning record details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

• The status, whether Authorized, Unauthorized, or Rejected

• Open or Closed

• The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Alerts**.

3. Under **Alerts**, click **Alert Decisioning**. Under **Alert Decisioning**, click **View Alert Decisioning**.

   The **View Alert Decisioning** screen displays.

   Figure 2-68   View Alert Decisioning

4. Filter the records in the **View** screen:

   a. Click **Search** icon to view the filters. The user can filter the records by Corporate Id, Authorization Status, Record Status and Category.

      The **View Alert Decisioning - Search** screen displays.

      Figure 2-69   View Alert Decisioning - Search

   b. Select the required filter criteria and click **Search** to filter the records.

   c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.

6. Click **Options** icon and then select any of the following options:

   a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

      • Optional: Click **View** to view the record details.

      • Select the record and click **Approve** to approve the record.

      • Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

   c. **Delete/Close** – To remove the record.

      • Optional: In the confirmation pop-up window, click **View** to view the record details.

      • Click **Proceed** to delete the record.

   d. **Copy** – To copy the record parameters for creating a new record.

   e. **View** – To view the record details.

f. **Reopen** – To reopen the closed record.

3
Instrument Collections

This topic describes the systematic instruction to enter the details about the batch of instruments (Cheque) collected for clearing.

The batch of these instruments may have been physically collected or received by courier. This screen allows you to enter details of such batches and instruments therein, such as total batch amount and deposit slip numbers, which will be validated at the time of saving the record to avoid any calculation error. You can also view the deposit slip details in the summary screen before confirming and sending the record for authorization.
If an instrument collection record is received from an external channel or through file upload, and if the mandatory data is not present, then the bank user can edit and enrich such records.

Specify **User ID** and **Password**, and login to **Home** screen.

Basic Info
This screen enables you to input batch related information. The branch is defaulted as per the login ID and can be changed to another branch based on access rights. The batch amount currency selected here is defaulted in the next tab.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Instrument Collections**.

   The **Instrument Collections - Basic Info** screen displays.

   Figure 3-1   Instrument Collections - Basic Info

3. Specify the fields on **Instrument Collections - Basic Info** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 3-1   Basic Info - Field Description

Field	Description
Reference Number	Click **Create** to auto-generate a reference number for a new instruments collection record, or click **Draft** to select an existing reference number. The **Draft** option can be used to edit records that have been partially entered and saved, or records that have been uploaded through file upload.
Reference Number	Click the search icon to select an existing reference number. This field is enabled only if the **Draft** is selected.
Branch	Select the bank's branch where the instrument is deposited. This field displays values based on your access rights. This field cannot be modified once authorized.
Deposit Channel	Select the deposit channel, whether **Courier** or **Branch**. This indicates whether the instrument is picked up by a courier agency or deposited by the corporate in the branch. This field cannot be modified once authorized.
Financial Posting	Switch the toggle ON, if GL entries should be posted. The **Processing Date** field will be disabled. This field cannot be modified once authorized.
Processing Date	Click the calendar icon to select the date on which the deposit slips are entered. This date cannot be beyond current branch date. This field cannot be modified once authorized.
Deposit Location	Click the search icon to select the location from where the instrument is deposited. This field cannot be modified once authorized.
Acknowledgment Receipt Number	Specify the acknowledgment number, if any.
Bag Weight (in kg)	Specify the weight of the package in kilograms upon receipt.
Initiator Reference Number	Specify the reference number assigned for receiving the package, if any.
Total Batch Amount	Select the currency and enter the total amount of the deposit slips to be processed in a single batch. This field cannot be modified once authorized.
Deposit Slips	Specify the total number of deposit slips to be processed. This field cannot be modified once authorized.
Courier	Click the search icon to select the courier company. This field will be mandatory and appears only if **Deposit Channel** is selected as **Courier**.
Consignment Number	Specify the consignment number allocated by the courier company. This field appears only if the **Deposit Channel** is selected as **Courier**. This field cannot be modified once authorized.

Table 3-1   (Cont.) Basic Info - Field Description

Field	Description
Consignment Date	Click the calendar icon to select the date and time when the consignment has been received. This field appears only if the **Deposit Channel** is selected as **Courier**. This field cannot be modified once authorized.

4. Click **Save and Close** to save the data and close the window.

5. Click **Cancel** to close the window without saving the data.

Deposit Slip Details

This screen helps you to input the information related to the deposit slip. Additionally, you can select deposit slips received through an external channel, and enrich the data and send for further processing. All mandatory data must be entered when enriching the instrument collection record. The number of deposit slips entered/selected in this tab, should match the number entered in the Basic Info tab.

6. Click **Next** to save the data.

   The **Instrument Collections - Deposit Slip Details** screen displays.

Figure 3-2   Instrument Collections - Deposit Slip Details

7. Specify the fields on **Instrument Collections - Deposit Slip Details** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 3-2   Deposit Slip Details - Field Description

Field	Description
External Reference Number	Click the search icon and select the reference number generated by an external application. Once you search the required reference number, all associated deposit slip requests for instrument collection are listed in the left pane. OR Click the search icon in the second search field and select the deposit slips associated with the external reference number. Double click on the deposit slip displayed in this pane to auto-populate the data.
Deposit Slip Number	Specify a new deposit slip number. If you select a deposit slip from the left pane, then this field is auto-populated with the associated number. This field cannot be modified once authorized.
Corporate	Click the search icon to select the corporate for whom the instrument collection entry is being made. This field cannot be modified once authorized.
Credit Account No.	Click the search icon to select the real/virtual credit account number where the fund should be credited at deposit slip level. This field cannot be modified once authorized.
Deposit Slip Date	Click the calendar icon to select the date mentioned on the deposit slip. This field cannot be modified once authorized.
Pickup Location	Click the search icon to select the location from where the deposit slip has been collected by the courier agency or the branch location where the instrument is deposited by the corporate. This field cannot be modified once authorized.
Pickup Point	Click the search icon to select an exact pick-up point from where the deposit slip along with the physical instrument is being picked up by the courier agency. This field cannot be modified once authorized.
Pickup Date	Click the calendar icon to select the date on which the deposit slip or instrument has been collected. This field cannot be modified once authorized.
No. of Instruments	Enter the total number of instruments collected with the deposit slip. This field cannot be modified once authorized.
Deposit Slip Amount	Specify the total amount of all the instruments attached to the deposit slip. The currency value is auto-populated as selected in the **Basic Info** screen.
Division Code	Click the search icon to select the division code in case the **Division Code** is mandatory in the **Corporate Enrichment** screen, else leave this blank. The selected division code can be used for MIS purpose or for pooling of funds to the specific Division code. This field cannot be modified once authorized.
Deposit Slip Count	Displays the total number of deposit slips added.
Total Deposit Value	Displays the sum amount of all the deposit slips.

Table 3-2   (Cont.) Deposit Slip Details - Field Description

Field	Description
Pooling Account Details	Click this link to view the pooling account details maintained for the corporate.
User Defined Fields	Click **Add** icon to add user defined fields. **✎ Note:** If the instrument collections record creation request has come from an external channel, and if there is pre-defined data in these user defined fields, then this data is retained only if the Product Type value is 'All' for Paper-Based product category. If the Product Type is any other value, then the user defined data fields are reset to blank. The data will then need to be manually added
Miscellaneous Fields	In the **No. Of Miscellaneous Fields** field, Specify the number to specify how many fields are required. In each miscellaneous field box, Specify the name of the field.
Instrument Details	Click **Add** icon to add the instrument details manually.

8. Expand the **Instrument Details** section in the above screen, click **Add** icon to add the instrument details manually.

   The **Instrument Details** popup screen displays.

Figure 3-3   Instrument Details

9. Specify the details on the **Instrument Details** pop-up screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 3-3   Instrument Details - Field Description

Field	Description
Cheque Date	Click **Current** or **Post Dated** to specify the date of the cheque.
Instrument Number	Specify the instrument reference number. For example: Cheque number. This field cannot be modified once authorized.
Instrument Date	Click the calendar icon to select the date mentioned on the instrument. This field cannot be modified once authorized.
Instrument Type	Select the type of instrument added in the deposit slip. This field cannot be modified once authorized.
Instrument Amount	Specify the amount mentioned on the instrument. Currency is defaulted to the one from the **Basic Info** screen. This field cannot be modified once authorized.

Table 3-3   (Cont.) Instrument Details - Field Description

Field	Description
Routing Number	Click the search icon to select the routing number. Selecting this field auto-populates values for **Drawee Bank** and **Drawee Branch**. This field cannot be modified once authorized.
Drawn On Bank Name	Displays the name of the bank on which instrument is drawn. This field cannot be modified once authorized.
Drawn On Branch Name	Displays the branch name of the bank. This field cannot be modified once authorized.
Clearing Location	Displays the clearing location maintained in the system based on selected drawee bank. This field cannot be modified once authorized.
Location Cluster	Displays the location cluster associated with the clearing location. This field cannot be modified once authorized.
Drawer	Specify the drawer name or click the search icon to select the same. This field is mandatory if **Drawer Mandatory at Txn** is enabled in the **Corporate Enrichment** screen. This field cannot be modified once authorized.
Drawer A/C No.	Specify the bank account number of the drawer. This field cannot be modified once authorized.
Drawer A/C Name	Specify the drawer account's name. This field cannot be modified once authorized.
Clearing Network	Click the search icon to select the network to be considered for clearing the instrument. This field cannot be modified once authorized.
Product	Displays the applicable product based on selected instrument type, deposit location, payable at location, drawee bank, and so on. If required, select the product of your choice. This field cannot be modified once authorized.
Arrangement Days	Displays the number of days based on the selected product and corporate.
Vault Box Number	This field is displayed only for 'Post Dated' cheques. This vault box number associated with the branch for the selected instrument date is auto-populated. In case of multiple vault boxes maintained with the same presentation date, click the search icon to select the appropriate vault box number.
Vault Box Description	Displays the description of the selected vault box number. This field is displayed only for 'Post Dated' cheques.
Vault Branch	Displays the branch of the selected vault box number. This field is displayed only for 'Post Dated' cheques.
Presentation Date	The presentation date is auto-calculated based on the instrument date and the system parameter set for the activation date. This field is displayed only for 'Post Dated' cheques.

Table 3-3   (Cont.) Instrument Details - Field Description

Field	Description
Credit Account No.	If required, select the real/virtual account number in which the amount should be credited else the amount is credited to the bank account number selected in the deposit slip details or to the default bank account.
Division Code	Click the search icon to select the division code in case the **Division Code** is mandatory in the **Corporate Enrichment** screen, else leave this blank. The selected division code can be used for MIS purpose or for pooling of funds to the specific division code. If the division code is available, the funds are pooled and credited to the specific account mentioned for the division code else to the credit account number specified or default account. This field cannot be modified once authorized.
User Defined Fields	Click the **Add** icon to add user defined fields.
Miscellaneous Fields	In the **No. Of Miscellaneous Fields** field, enter the number to specify how many fields are required. In each miscellaneous field box, enter the name of the field.

10. Click **Add** to add the instrument details. To add more instrument details, repeat the previous step.

11. Click **Add/Edit** to save the instrument details in the left pane.

> **Note:**
>
> In case, you've added deposit slip details in this tab and click **Next**, without clicking **Add/Edit**, then the added deposit slip will not be added to the batch.

12. Click **Reset** to clear the selected values.

13. Click **Back** to move to the **Basic Info** screen.

14. Click **Save and Close** to save the populated data and close the window.

15. Click **Cancel** to close the window without saving the entered data.

Deposit Summary
This screen displays the summary of details entered on the **Basic Info** and **Deposit Slip Details** screen.

16. Click **Next** to move to the next screen.

    The **Instrument Collections - Deposit Summary** screen displays.

Figure 3-4   Instrument Collections - Deposit Summary

17. Double click on the tile to view the complete instrument details.

The **View Instrument** screen displays.

18. Click **Submit** to submit the record for authorization.

In case, there are any errors in any of the deposit slips, a cross mark appears beside it. You can go back to the **Deposit Slip Details** tab to correct the error. Error-free deposit slips are highlighted with a check mark.

19. Click **Back** to move to the **Deposit Slip Details** screen.

20. Click **Save and Close** to save the populated data and close the window.

21. Click **Cancel** to cancel submission of the deposit entry record.

4
Cash Transactions

This topic describes the information to enter the data about cash deposited/withdrawn by corporate customers.

This topic contains the following subtopics:

- Deposit Entry
  This topic describes the systematic instruction to enter the cash deposit data in the system.

- Withdrawal Entry
  This topic describes the systematic instruction to capture cash withdrawal details.

4.1 Deposit Entry

This topic describes the systematic instruction to enter the cash deposit data in the system.

There are two channels through which the cash can be deposited by the Corporate.

- Branch: Cash can be deposited directly at the branch by the corporates.

- Courier: Corporates can avail a doorstep banking service wherein a courier person picks up the cash and deposits it at the branch.

Specify **User ID** and **Password**, and login to **Home** screen.

Basic Info
This screen helps you to input batch related information i.e. whether it is single deposit entry or multiple deposit entry (from multiple deposit slips), channel of receipt etc. The branch is defaulted as per login Id and can be changed to another branch based on access right.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Cash Transaction**. Under **Cash Transaction**, click **Deposit Entry**.

   The **Deposit Entry - Basic Info** screen displays.

Figure 4-1   Deposit Entry - Basic Info

3. Specify the fields on **Deposit Entry - Basic Info** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 4-1   Basic Info - Field Description

Field Name	Description
Reference Number	Click **Create** to auto-generate a reference number or click 'Draft' to select an existing reference number.
Reference Number	Click the search icon to select an existing reference number. This field is displayed only when the **Existing** option is selected.
Branch	Select the bank's branch where the cash is being deposited. This field displays values based on your access rights. This field cannot be modified once authorized.
Deposit Channel	Select the deposit channel, whether 'Courier' or 'Branch'. This indicates whether the cash is being picked up by a courier agency or deposited in the branch by the corporate. The field relevant to the selected channel, is displayed. This field cannot be modified once authorized.
Financial Posting	Switch the toggle ON if accounting entries need to be posted.
Processing Date	Click the calendar icon to select the date on which the cash is deposited. By default, the current branch date is displayed and cannot be beyond the same. You can manually select the processing date only if the 'Financial Posting' toggle is switched OFF. This field cannot be modified once authorized.
Deposit Location	Displays the location based on the selected branch.

Table 4-1   (Cont.) Basic Info - Field Description

Field Name	Description
Acknowledgment Receipt Number	Specify the acknowledgment number, if any.
Bag Weight (in kg)	Specify the weight of the package in kilograms upon receipt.
Initiator Reference Number	Specify the reference number assigned for receiving the package, if any.
Deposit Slips	Specify the total number of deposit slips to be processed. This field is displayed only when the **Deposit Channel** is selected as **Branch**.
Depositor Name	Specify the name of the person who is depositing the cash. This field is mandatory and appears only when the **Deposit Channel** is selected as **Branch**.
ID Proof Type	Select the type of ID proof displayed/submitted by the depositor. This field is mandatory and appears only when the **Deposit Channel** is selected as **Branch**.
ID Proof Detail	Specify the ID proof details of the depositor. This field is mandatory and appears only when the **Deposit Channel** is selected as **Branch**.
Contact Number	Specify the contact number of the depositor. This field is mandatory and appears only when the **Deposit Channel** is selected as **Branch**.
Courier	Click the search icon to select the courier company. This field is mandatory and appears only when the **Deposit Channel** is selected as **Courier**.
Consignment Number	Specify the consignment number allocated by the courier company. This field is mandatory and appears only when the **Deposit Channel** is selected as **Courier**. This field cannot be modified once authorized.
Consignment Date	Click the calendar icon to select the date on which the consignment is received. This field is mandatory and appears only when the **Deposit Channel** is selected as **Courier**. This field cannot be modified once authorized.

4. Perform one of the following action:

   • Click **Save and Close** to save the populated data and close the window.

   • Click **Cancel** to close the window without saving the entered data.

Deposit Slip Details
This screen helps you to input the information related to the deposit slip. Additionally, you can select an external reference number to load deposit slips received through an external channel, and enrich the data and send for further processing. The number of deposit slips entered/selected in this tab, should match the number entered in the Basic Info tab.

5. Click **Next** to save the data and move to the next screen.

   The **Deposit Entry - Deposit Slip Details** screen displays.

Figure 4-2   Deposit Entry - Deposit Slip Details

6. Specify the fields on **Deposit Entry - Deposit Slip Details** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 4-2   Deposit Slip Details - Field Description

Field Name	Description
External Reference Number	Click the search icon and select the reference number generated by an external application. Upon selecting a reference number, all associated deposit slips appear in the left pane. OR Click the search icon and select the deposit slips associated with the external reference number.
Deposit Slip Number	Specify a new deposit slip number or select an existing one from the left pane. Selecting an existing deposit slip number auto-populates the data in the Deposit Slip Details pane on the right. A delete icon is present beside each deposit slip in the left pane. Upon selecting a deposit slip, if you wish to clear the Deposit Slip Details pane on the right, you can click this icon. This refreshes the right pane and makes it editable again. This field cannot be modified once authorized. This field cannot be modified once authorized.
Corporate	Click the search icon to select the corporate for whom the cash collection entry is being made. This field cannot be modified once authorized.

Table 4-2   (Cont.) Deposit Slip Details - Field Description

Field Name	Description
Credit Account No.	Click the search icon to select the real/virtual credit account number where the entire fund should be credited at deposit slip level. This field cannot be modified once authorized.
Deposit Slip Date	Click the calendar icon to select the date mentioned on the deposit slip. This field cannot be modified once authorized.
Pickup Location	Click the search icon to select the location from where the deposit slip has been collected by the courier agency or the branch location where the cash is deposited by the corporate. This field cannot be modified once authorized.
Pickup Point	Click the search icon to select an exact pick-up point of the corporate from where the deposit slip along with the physical cash is being picked up by the courier agency. This field cannot be modified once authorized.
Pickup Date	Click the calendar icon to select the date on which the deposit slip or cash is being collected. This field cannot be modified once authorized.
Total Denomination Count	Specify the total number of cash denominations. This field cannot be modified once authorized.
Deposit Slip Amount	Select the currency and enter the total amount of the cash deposited through the deposit slip. Click the info ( ) icon to view all the currencies maintained for the deposit branch.
Division Code	Click the search icon to select the division code in case **Division Code** is mandatory in the **Corporate Enrichment** screen else leave this blank. The selected division code can be used for MIS purpose or for pooling of funds to the specific Division code. This field cannot be modified once authorized.
Exchange Rate	Displays the exchange rate based on the credit account currency and deposit slip amount currency.
Amount (Account CCY)	Displays the amount in account currency, after application of exchange rate. It is displayed if credit account number along with deposit slip amount is captured.
Pooling Account Details	Click this link to view the pooling maintenance details along with the expected pooling credit details.
User Defined Fields	Click the Add icon to add user defined fields.
Miscellaneous Fields	In the **No. Of Miscellaneous Fields**, enter the number of fields required. In each miscellaneous field box, enter the name of the field.

7. In the **Denomination Details** section, click the Add ( ) icon to add a row of denomination.

    The **Deposit Slip Details - Denomiation Details** screen displays.

Figure 4-3   Deposit Slip Details - Denomiation Details

Table 4-3   Denomination Details - Field Description

Field	Description
Denomination Type	Select the denomination type as **Note** or **Coin**.
Denomination Value	Specify the total value of the selected denomination.
Count	Specify the number of notes or coins of the specific denomination.
Denomination Amount	Displays the amount as the denomination value multiplied by the count.
Action	Click ⬚ to edit the denomination record, or ⬚ to delete the record.

> ✎ **Note:**
>
> Adding the denomination details is mandatory or non-mandatory, based on the value of a system parameter flag. If the flag is set to 'Y' then entering the details is mandatory, and if set to 'N', it is non-mandatory.

8. Click **Add/Edit** to add denomination details in the left pane or to modify a selected record.

9. Click **Reset** to clear the selected values.

10. Perform one of the following:

- Click **Back** to move to the **Basic Info** screen.

- Click **Save and Close** to save the populated data and close the window.

- Click **Cancel** to close the window without saving the entered data.

Deposit Summary
This screen displays the summary of details entered on the **Basic Info** and **Deposit Slip Details** screen. Double click the tile to view the complete cash deposit details.

11. Click **Next** to move to the next screen.

   The **Deposit Entry - Deposit Summary** screen displays.

   Figure 4-4   Deposit Entry - Deposit Summary

12. Perform one of the following:

   • Click **Submit** to submit the record for authorization.

   • Click **Back** to move to the **Deposit Slip Details** screen.

   • Click **Save and Close** to save the populated data and close the window.

   • Click **Cancel** to discard the deposit slip creation and close the window.

4.2 Withdrawal Entry

This topic describes the systematic instruction to capture cash withdrawal details.

The user can either manually enter the withdrawal entry data or fetch the data by selecting the external reference number, which auto-populates the fields in the screen. There can be two cash recipients for the cash withdrawal entry, namely, 'Corporate' and 'Courier'.

• Corporate: On the withdrawal date, the cash is directly collected by the corporate. The bank user captures the cash withdrawal request.

• Courier: On the withdrawal date, the courier agency having tie-up for cash delivery, collects the cash from the branch and delivers it at the Corporate Delivery point specified in the withdrawal request.

When a cash withdrawal request is submitted by the bank user, a lien marking request is processed and a lien is marked in the debit account for the requested amount. In case the cash withdrawal request is edited again and submitted, then the existing lien number is canceled, and a new lien marking request is sent. Similarly, if a cash withdrawal request is received from an external channel, a lien marking request is sent by the Oracle Banking Cash Management module to the bank's core system, only if the system parameter flag (Block Amount) is set to 'Y'. Upon validation of corporate details, the lien is marked in the debit account for the requested amount, till the withdrawal date. On the withdrawal date, the lien marking can be canceled and a new one created, if there is a change in the exchange rate

(between requested amount and account currencies) or if the withdrawal entry is edited and submitted by the bank user. Once the requested is authorized, the earn marking is released and the Cash Withdrawal accounting entry is posted for the lien amount. Liens that are not released on the withdrawal date, are released as part of an EOD batch job.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Cash Transaction**. Under **Cash Transaction**, click **Withdrawal Entry**.

   The **Withdrawal Entry** screen displays.

   Figure 4-5   Withdrawal Enquiry

3. Specify the fields on **Withdrawal Entry** screen.

   > **Note:**
   >
   > The fields, which are marked with an asterisk, are mandatory.

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

   Table 4-4   Withdrawal Entry - Field Description

Field	Description
Withdrawal Date	Displays the date of placing the withdrawal request.
Lien Number	Displays the reference number of the lien placed on the requested amount.
Lien Amount	Displays the amount that has been blocked, or the amount on which lien has been marked.
Lien Date	Displays the date of placement of the lien.
External Channel	Displays the channel through which the withdrawal request is received.
External Reference Number	Click the search icon and select the reference number generated by the external system. Selecting the external reference number auto-populates the other fields in the screen and displays the card details such as Withdrawal Date, Lien Number, Lien Amount, Lien Date, and External Channel.

Table 4-4   (Cont.) Withdrawal Entry - Field Description

Field	Description
Branch Name	Select the bank's branch from where the cash is being withdrawn. This field displays values based on your access rights. This field cannot be modified once authorized.
Corporate	Click the search icon and select the corporate for whom the cash withdrawal is being requested. This field cannot be modified once authorized.
Debit Account Number	Click the search icon and select the corporate's account number from where the cash is withdrawn.
Cheque Date	Click the calendar icon and select the cheque date if the corporate needs to withdraw the amount through inward cheques. This field cannot be modified once authorized.
Cheque Number	Specify the cheque number to be used for withdrawal. This field cannot be modified once authorized.
Slip Number	Specify the slip number by using which the cash withdrawal is requested. This field cannot be modified once authorized.
Corporate Reference Number	Specify the reference number provided by the corporate for the withdrawal. This field cannot be modified once authorized.
Withdrawal Amount	Select the cash currency and enter total amount being withdrawn. Click the information icon (ⓘ) to view all currencies maintained for the branch.
Exchange Rate	Displays the exchange rate between the withdrawal amount currency and the debit account currency.
Debit Amount	Displays the debit amount after exchange rate conversion.

4. Click **Personnel** in the **Recipient Details** section, if the withdrawn cash is collected by the corporate.

   The **Recipient Details - Personnel** section displays.

Figure 4-6   Recipient Details - Personnel

5. Specify the fields on **Withdrawal Entry - Personnel Recipient Details** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 4-5   Personnel Recipient Details - Field Description

Field	Description
Recipient Name	Specify the name of the corporate.
ID Proof Type	Select the identification proof displayed/submitted by the corporate.
ID Proof Detail	Specify the unique identification number from the ID proof.
Contact Number	Specify the corporate's contact number.

6. Click **Courier** in the **Recipient Details** section, if the withdrawn cash is collected by the courier agency.

   The **Withdrawal Entry - Courier Recipient Details** screen displays.

Figure 4-7   Withdrawal Entry - Courier Recipient Details

7. Specify the fields on **Withdrawal Entry - Courier Recipient Details** screen.

   > **Note:**
   >
   > The fields, which are marked with an asterisk, are mandatory.

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

Table 4-6   Personnel Recipient Details - Field Description

Field	Description
Courier	Click the search icon and select the courier agency name.
Consignment Number	Specify the unique consignment number assigned to the cash delivery transaction.
Consignment Date	Click the calendar icon and select the date on which the consignment is assigned.
Delivery Point	Click the search icon and select the delivery point form where the cash will be delivered to the corporate.

8. Click **Add** icon to add a row of denomination in the **Denomination Details** section.

   The **Withdrawal Entry - Denomination Details** screen displays.

Figure 4-8   Withdrawal Entry - Denomination Details

9. Specify the fields on **Withdrawal Entry - Denomination Details** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 4-7   Denomination Details - Field Description

Field	Description
Denomination Type	Select the denomination type as **Note** or **Coin**.
Denomination Value	Specify the total value of the selected denomination.
Count	Specify the count of the denomination.
Denomination Amount	Displays the denomination amount as auto-calculated as the denomination value multiplied by the count.

10. In the **Action** column of the grid, click **Edit** icon to edit the denomination record, or click **Delete** icon to remove the denomination record.

11. In the **Miscellaneous Details** section, perform the following steps:

    a. In the **No. of Miscellaneous Fields** box, specify the number of fields required.

    b. In each **Miscellaneous Field** box, specify the name of the field.

12. Click **Save** to save the record and send it for authorization.

    The request to block/lien the withdrawal amount is sent to the core system.

5

Instrument Management

This topic describes the information to manage cheques received for collection basis and the action to be performed on the instruments.

You can search for cheques using various search criteria and can take suitable actions on multiple records at once. The processing date is defaulted to the current business date. You can manage both current dated cheques and post-dated cheques.

This topic contains the following subtopics:

- Manage Current Dated Cheques
  This topic describes the information to manage the current dated cheques received and take various actions on them.

- Manage Post Dated Cheques
  This topic describes the information to manage the post dated cheques received and take various actions on them.

5.1 Manage Current Dated Cheques

This topic describes the information to manage the current dated cheques received and take various actions on them.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Instrument Management**.
   The **Instrument Management - Current Dated Cheques** screen displays.

Figure 5-1   Instrument Management - Current Dated Cheques
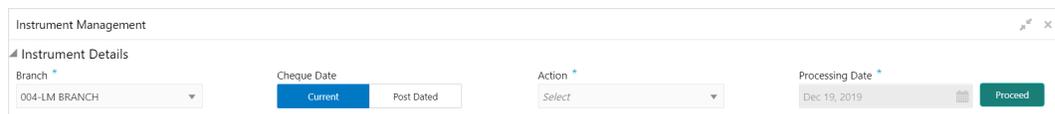
3. From the **Branch** list, select the branch for which the cheque is to be managed. By default, the branch of the logged-in user is selected.

4. In the **Cheque Date** toggle, select the **Current** option.

5. From the **Action** list, select any one of the following:

   - **Credit Advancement/Postponement**

   - **Generate Schedule**

   - **Mark Schedule Receipt**

   - **Generate Centralized Schedule**

- **Mark Return Receipt**

- **Mark Instrument Status**

6. Click **Proceed** to view the search parameters.

This topic contains the following subtopics:

- Credit Advancement/Postponement
  This topic describes the systematic instruction to prepone or postpone the credit of the instrument.

- Generate Schedule
  This topic describes the systematic instruction to generate a forwarding schedule in case where clearing is to be routed through partner banks or for upcountry clearing a schedule is to be generated for the instruments.

- Mark Schedule Receipt
  This topic describes the systematic instruction to mark the receipt of a schedule whenever a schedule is drawn on a branch of the system bank.

- Generate Centralized Schedule
  This topic describes the systematic instruction to generate a centralized schedule by a hub or controlling branch.

- Mark Return Receipt
  This topic describes the systematic instruction to mark the return receipt for upcountry instruments returned by the collecting bank.

- Mark Instrument Status
  This topic describes the systematic instruction to mark the instrument status as 'Realized', 'Returned', or 'Hold' when the payee bank gets the fate of the instrument from the drawee bank when the instrument is sent for clearing.

5.1.1 Credit Advancement/Postponement

This topic describes the systematic instruction to prepone or postpone the credit of the instrument.

The advancement can be used to prepone the instrument credit date and postponement can be used to postpone the instrument credit date. Only those instrument which are due for arrangement credit for Guaranteed Arrangement Corporates are eligible for this action.

1. On **Instrument Management - Current Dated Cheques** screen, select **Credit Advancement/Postponement** from the **Action** list.

2. Click **Proceed**.

3. Click **Filter** icon to filter the list of instruments.

   The **Credit Advancement/Postponement - Search Parameters** screen displays.

Figure 5-2   Credit Advancement/Postponement - Search Parameters

4. Specify the fields on **Credit Advancement/Postponement - Search Parameters** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 5-1   Credit Advancement/Postponement - Field Description

Field	Description
Arrangement Credit Date	Click the calendar icon and select the due date on which the instrument amount is supposed to be credited to the customer's account/
Currency	Select the currency of the instrument.
Product Type	Select the product type to process the pooling credit details.
Product	Select the product code for which arrangement credit date needs to be preponed or postponed.
Corporate	Click the search icon and select the corporate for which the instrument needs to be searched.
Reference Number	Click the search icon and select the reference number to search the instrument by.
Deposit Slip Number	Click the search icon and select the deposit slip number with which the instrument has been deposited.
Instrument Number	Click the search icon and select the instrument number to search the same.
Deposit Date Range	Click the calendar icons and select the start and end dates of the range within which the instrument was deposited.
Instrument Date Range	Click the calendar icons and select the start and end dates of the range for the date mentioned on the instrument.
Deposit Branch	Select the branch in which the instrument has been deposited.
Deposit Location	Click the search icon and select the bank location where the instrument has been deposited.
Clearing Location	Click the search icon and select the bank where the instrument will be cleared.
Drawee Bank	Click the search icon and select the bank that pays the amount mentioned on the instrument.

5. Click **Search** to update the **List Of Instruments** section as per the entered criteria.

The **List Of Instruments** section displays with the relevant cheque records.

Figure 5-3   List Of Instruments

6. Select the instruments to be submitted for credit advancement/postponement.

7. In the **New Credit Date** field, click the calendar icon and select the date on which instrument amount should be credited.

8. Optional: In the **Remarks** field, enter the remarks for the updated credit date.

9. Click **Apply** to update the new credit date in the grid.

10. If required, select the record and then click **Undo** to revert the applied advancement/postponement.

11. Click **Submit** to confirm the records for credit advancement/postponement and send it for authorization.

5.1.2 Generate Schedule

This topic describes the systematic instruction to generate a forwarding schedule in case where clearing is to be routed through partner banks or for upcountry clearing a schedule is to be generated for the instruments.

A forwarding schedule is essentially a covering letter, which comprises the details of the instruments dispatched to the concerned bank's branch for clearing. This covering letter is sent along with the physical instruments.

1. On **Instrument Management - Current Dated Cheques** screen, select **Generate Schedule** from the **Action** list.

2. Click **Proceed**.

The **Generate Schedule - Filter Parameters** screen displays.

Figure 5-4   Generate Schedule - Filter Parameters

3. Specify the fields on **Generate Schedule - Filter Parameters** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 5-2   Generate Schedule - Field Description

Field	Description
Deposit Branch	Select the branch where the instrument is deposited. By default, the branch of the logged-in user is selected.
Currency	Select the currency of the instrument.
Destination Bank	Click the search icon and select the bank where the instrument will be cleared.
Destination Branch	Click the search icon and select the branch of the destination bank.

4. Click **Search**.

   The **List Of Instruments** section displays with the search results.

   Figure 5-5   List Of Instruments

5. Select the instrument(s) for which the schedule needs to be generated and then click **Next**.

   The **List Of Schedules** section displays.

   Figure 5-6   List Of Schedules

6. Under the **Courier** column, click **Search** icon to select the courier company.

7. Optional: Click the schedule reference number link to view more details about the schedule.

8. Select the schedule reference number and then click **Confirm** to generate the schedule and send it for authorization.

5.1.3 Mark Schedule Receipt

This topic describes the systematic instruction to mark the receipt of a schedule whenever a schedule is drawn on a branch of the system bank.

This typically is a branch at an outstation location. The destination branch in such a case must mark receipt of schedule for further processing.

1. On **Instrument Management - Current Dated Cheques** screen, select **Mark Schedule Receipt** from the **Action** list.

2. Click **Proceed**.

   The **Mark Schedule Receipt - Filter Parameters** section displays.

   Figure 5-7   Mark Schedule Receipt - Filter Parameters

3. Specify the fields on **Mark Schedule Receipt - Filter Parameters** screen.

   > **Note:**
   >
   > The fields, which are marked with an asterisk, are mandatory.

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

   Table 5-3   Mark Schedule Receipt - Field Description

Field	Description
Receipt Branch	Select the branch of receipt. By default, the branch of the logged-in user is selected.
Deposit Branch	Click the search icon to select the branch from where the instrument is dispatched.
Schedule Reference Number	Click the search icon and select the schedule reference number to search the instrument by.
Courier	Click the search icon and select the courier used for delivering the instrument.
Dispatch Date Range	Click the Calendar icons and select the start and end dates of the range within which the instrument has been dispatched.
Currency	Select the currency of the instrument.

4. Click **Search** to view the list of schedules.

   The **List Of Schedules** section displays.

Figure 5-8   List Of Schedules

5. Select the scheduled for which receipts need to be marked.

6. Click **Confirm** to mark the schedule receipt and send it for authorization.

5.1.4 Generate Centralized Schedule

This topic describes the systematic instruction to generate a centralized schedule by a hub or controlling branch.

Centralized Schedules are generated only for partner banks for whom the 'centralized schedule required' system parameter flag is set to 'Y' and a controlling branch is defined.

1. On **Instrument Management - Current Dated Cheques** screen, select **Generate Centralized Schedule** from the **Action** list.

2. Click **Proceed**.

    The **Generate Centralized Schedule - Filter Parameters** section displays.

Figure 5-9   Generate Centralized Schedule - Filter Parameters

3. Specify the fields on **Generate Centralized Schedule - Filter Parameters** screen.

> **✎ Note:**
>
>   The fields, which are marked with an asterisk, are mandatory.

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

Table 5-4   Generate Centralized Schedule - Field Description

Field	Description
Schedule Origination Branch	Select the branch from where the schedule has been created.

Table 5-4   (Cont.) Generate Centralized Schedule - Field Description

Field	Description
Original Schedule Reference Number	Indicates an option to search on the basis of the schedule reference number. Click the search icon and select the required schedule reference number.
Destination Bank	Click the search icon and select the destination bank to search all the schedule reference numbers drawn on the selected destination bank.
Destination Branch	Click the search icon and select the destination branch to search all the schedule reference numbers drawn on the selected destination branch.
Schedule Receipt Date Range	Click the calendar icons and select the start and end dates of the schedule receipt date range.
Currency	Select the currency of the instrument.

4. Click **Search** to view the list of instruments.

5. Select the records to be linked to the centralized schedule.

6. Click **Confirm** to send for authorization.

5.1.5 Mark Return Receipt

This topic describes the systematic instruction to mark the return receipt for upcountry instruments returned by the collecting bank.

It is marked by the branch, which dispatches the original schedule with upcountry instruments to a different bank when an upcountry instrument is returned by the destination bank's branch. This constitutes marking only the receipt of the courier as returned and not the actual instrument. The instrument can and must be marked as returned only after return receipt marking.

1. On **Instrument Management - Current Dated Cheques** screen, select **Mark Return Receipt** from the **Action** list.

2. Click **Proceed**.

   The **Mark Return Receipt - Filter Parameters** section displays.

   Figure 5-10   Mark Return Receipt - Filter Parameters

3. Specify the fields on **Mark Return Receipt - Filter Parameters** screen.

   > **Note:**
   >
   > The fields, which are marked with an asterisk, are mandatory.

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

Table 5-5   Mark Return Receipt - Field Description

Field	Description
Dispatch Branch	Select the branch from where the instrument is dispatched. By default, the branch of the logged-in user is selected.
Returning Bank	Click the search icon and select the bank that returned the instrument.
Returning Branch	Click the search icon and select the bank's branch that returned the instrument.
Schedule Reference Number	Click the search icon and select the schedule reference number to search the instrument by.
Courier	Click the search icon and select the courier by which the instrument is returned.
Instrument Number	Click the search icon and select the instrument number to search for.
Schedule Dispatch Date Range	Click the Calendar icons and select start and end dates of the schedule dispatch date range.
Currency	Select the instrument currency.

4. Click **Search** to view the list of instruments.

    The **List Of Instruments** section displays.

Figure 5-11   List Of Instruments

5. Select the records for which the return receipt needs to be marked.

6. Click **Confirm** to mark the return receipt and send it for authorization.

5.1.6 Mark Instrument Status

This topic describes the systematic instruction to mark the instrument status as 'Realized', 'Returned', or 'Hold' when the payee bank gets the fate of the instrument from the drawee bank when the instrument is sent for clearing.

1. On **Instrument Management - Current Dated Cheques** screen, select **Mark Instrument Status** from the **Action** list.

2. Click **Proceed**.

    The **Mark Instrument Status - Filter Parameters** screen displays.

Figure 5-12   Mark Instrument Status - Filter Parameters

3. Specify the fields on **Mark Instrument Status - Filter Parameters** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 5-6   Mark Instrument Status - Field Description

Field	Description
Deposit Branch	Select the branch where the instrument is deposited. By default, the branch of the logged-in user is selected.
Currency	Select the currency of the instrument.
Schedule Reference Number	Click the search icon and select the schedule reference number to search the instrument by.
Deposit Slip Number	Click the search icon and select the deposit slip number to search the instrument by.
Reference Number	Click the search icon and select the reference number of the instrument.
Txn Reference Number	Click the search icon and select the transaction reference number of the deposited instrument.
Instrument Number	Click the search icon and select the instrument number to search for.
Instrument Amount	Specify the amount mentioned on the instrument.
Deposit Date Range	Click the Calendar icons and select the start and end dates of the date range within which the instrument was deposited.
Instrument/Settlement Date Range	Click the Calendar icons and select the start and end dates of the range for the date mentioned on the instrument or when it was settled.
Deposit Location	Click the search icon and select the location where the instrument has been deposited.
Product	Click the search icon and select the product to search the instrument by.
Corporate	Click the search icon and select the corporate for/by whom the instrument has been deposited.

Table 5-6　(Cont.) Mark Instrument Status - Field Description

Field	Description
Credit Account Number	Click the Search icon and select the account number to credit the instrument amount to.The application allows you to select either a real account or a virtual account.
Instrument Status	Select the status of the instrument to be searched.
Clearing Location	Click the search icon and select the location where the instrument will be cleared.
Drawee Bank	Click the search icon and select the drawee bank of the instrument.
Drawee Account Number	Enter the account number of the drawee to search the instrument by.
Routing Code	Click the search icon and select the routing code used for the instrument.
Correspondent Bank	Click the search icon and select the correspondent bank involved in the transaction.
Division Code	Click the search icon and select the division code to search the instrument by.

4. Click **Search** to view the list of instruments.

   The **List Of Instruments** section displays.

   Figure 5-13　List Of Instruments

5. Select the records for which the status needs to be updated.

6. Perform any one of the following actions to change the instrument status:

   • Click **Mark Realized**, if the instrument is cleared.

   • Click **Mark Return**, if the instrument is returned.

   • Click **Mark Hold**, to hold the instrument and in the **Hold Until** field, click the calendar icon to select the date until which the instrument should be on-hold.

7. Click **Submit** to update the instrument status and send it for authorization.

5.2 Manage Post Dated Cheques

This topic describes the information to manage the post dated cheques received and take various actions on them.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Instrument Management**.

3. From the **Branch** list, select the branch for which the cheque is to be managed. By default, the branch of the logged-in user is selected.

4. In the **Cheque Date** toggle, select the **Post Dated** option.

5. From the **Action** list, select the action to be taken on post-dated cheques.

6. Click **Proceed** to view the search parameters.
The **Instrument Management - Post Dated Cheques** screen displays.

Figure 5-14   Instrument Management - Post Dated Cheques

7. Specify the fields on **Instrument Management - Post Dated Cheques** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 5-7   Post Dated Cheques - Field Description

Field Name	Description
Deposit Branch	Select the branch where the instrument is deposited. By default, the branch of the logged-in user is selected.
Currency	Select the currency of the instrument.
Deposit Slip Number	Click the search icon and select the deposit slip number containing the instrument to be searched.
Instrument Number	Click the search icon and select the instrument number to search for.
Product	Select the product for which the instrument is deposited.
Corporate	Click the search icon and select the corporate for/by whom the instrument is deposited.
Drawee Bank	Click the search icon and select the drawee bank of the instrument.
Drawee Bank Branch	Click the search icon and select the branch of the drawee bank.

Table 5-7   (Cont.) Post Dated Cheques - Field Description

Field Name	Description
Instrument Date Range	Click the calendar icons and select the start and end dates of the range for the date mentioned on the instrument.
Deposit Date Range	Click the calendar icons and select the start and end dates of the date range within which the instrument was deposited.
Vault Box Number	Click the search icon and select the vault box number in which the instrument is stored. This field is not displayed for the Mark Extension action.

8. Click **Search** to view the search results.

Further procedure differs based on the selected action to be taken on the instrument. Click on the action name to get redirected to the relevant procedure:

- Mark Extension
  This topic describes the systematic instruction to mark the extension for the instruments.

- Mark Hold
  This topic describes the systematic instruction to mark hold for the post-dated cheques in the bank's custody, without presenting for clearance, until further notice is provided.

- Mark Unhold
  This topic describes the systematic instruction to manually unhold the instruments that are currently on hold.

- Mark Misplaced
  This topic describes the systematic instruction to mark the misplaced post-dated cheque by the bank or pick vendor.

- Mark Recovered
  This topic describes the systematic instruction to mark the recovered post-dated cheques which are misplaced by the bank/vendor, before their instrument date.

- Mark Replacement and Withdrawal
  This topic describes the systematic instruction to replace or withdraw the instrument when the issuer of the cheque requests.

5.2.1 Mark Extension

This topic describes the systematic instruction to mark the extension for the instruments.

In case the Buyer/Drawer of the PDC does not have sufficient funds in debiting account, he may ask for an extension on certain PDC instrument to avoid cheque getting bounced. Only PDC instruments that are due for activation and not activated for presentation will be displayed in the search result.

1. On **Instrument Management - Post Dated Cheques** screen, select **Mark Extension** from the **Action** list.

2. Click **Search** to view the list of instruments.

3. In the search results, select the instruments to mark extension for.

   The **List Of Instruments** screen displays the **Total Instrument Amount** and **Total Instrument Count** displays in the summary box on selecting the records.

Figure 5-15   List Of Instruments

4. Optional: In the **Instrument Number** column, click the number to view more details.

5. In the **New Presentation Date** field, click the calendar icon and select the date on which the instrument should be presented.

6. In the **Remarks** field, enter the remarks for the new presentation date.

7. Click **Apply** to update the grid with the new details.

8. If required, click **Undo** to revert the applied changes.

9. Select the updated records from the grid and then click **Submit** to send it for authorization.

5.2.2 Mark Hold

This topic describes the systematic instruction to mark hold for the post-dated cheques in the bank's custody, without presenting for clearance, until further notice is provided.

Only post-dated instruments that are due for activation and not activated for presentation are displayed in the search results.

1. On **Instrument Management - Post Dated Cheques** screen, select **Mark Hold** from the **Action** list.

2. Click **Search** to view the list of instruments.

3. From the search results, select the instruments to be marked.

    The **List Of Instruments** screen displays with the **Total Instrument Amount** and **Total Instrument Count** in the summary box on selecting the records.

Figure 5-16   List Of Instruments

4. Optional: In the **Instrument Number** column, click the number to view more details.

5. In the **Hold Until** field, click the calendar icon and select the date up to which the instrument should be kept on hold. Keeping this date blank allows you to manually unhold the instrument whenever required.

6. In the **Remarks** field, enter the remarks for keeping the instrument on hold.

7. Click **Apply** to update the grid with the new details.

8. If required, click **Undo** to revert the applied changes.

9. Select the updated records from the grid and then click **Submit** to send it for authorization.

5.2.3 Mark Unhold

This topic describes the systematic instruction to manually unhold the instruments that are currently on hold.

Only post-dated instruments that are on hold are displayed in the search results.

1. On **Instrument Management - Post Dated Cheques** screen, select **Mark Unhold** from the **Action** list.

2. Click **Search** to view the list of instruments.

3. From the search results, select the instruments to be marked.

    The **List Of Instruments** screen displays with the **Total Instrument Amount** and **Total Instrument Count** in the summary box on selecting the records.

    Figure 5-17   List Of Instruments

4. Optional: In the **Instrument Number** column, click the number to view more details.

5. In the **Remarks** field, enter the remarks to un-hold the instrument.

6. Click **Apply** to update the grid with the new details.

7. If required, click **Undo** to revert the applied changes.

8. Select the updated records from the grid and then click **Submit** to send it for authorization.

5.2.4 Mark Misplaced

This topic describes the systematic instruction to mark the misplaced post-dated cheque by the bank or pick vendor.

If the instrument is not recovered till the instrument date, it gets auto-cancelled. Only post-dated instruments that are due for activation and not activated for presentation are displayed in the search results.

1. On **Instrument Management - Post Dated Cheques** screen, select **Mark Misplaced** from the **Action** list.

2. Click **Search** to view the list of instruments.

3. From the search results, select the instruments to be marked.

The **List Of Instruments** screen displays with the **Total Instrument Amount** and **Total Instrument Count** in the summary box on selecting the records.

Figure 5-18   List Of Instruments

	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks	Instrument Misplaced Summary
✓	2411203	£100,000.00	Future Group	2020-01-03	VAULT1	Misplaced	
☐	2411201	£100,000.00	Future Group	2020-01-03	VAULT1		Total Instrument Amount
☐	2411205	£100,000.00	Future Group	2020-01-03	VAULT1		£100,000.00
☐	2411202	£100,000.00	Future Group	2020-01-03	VAULT1		
☐	9879871	£100.00	Future Group	2020-11-03	VAULT1		Total Instrument Count
							1

Page 1 of 1 (1-5 of 5 items) |< < 1 > >|

Total Selected: 1   Remarks: Misplaced   [Apply] [Undo]   [Submit]

4. Optional: In the **Instrument Number** column, click the number to view more details.

5. In the **Remarks** field, enter the remarks for marking the instrument as misplaced.

6. Click **Apply** to update the grid with the new details.

7. If required, click **Undo** to revert the applied changes.

8. Select the updated records from the grid and then click **Submit** to send it for authorization.

5.2.5 Mark Recovered

This topic describes the systematic instruction to mark the recovered post-dated cheques which are misplaced by the bank/vendor, before their instrument date.

Only post-dated instruments with the status 'Misplaced' and whose instrument date has not yet arrived are displayed in the search results.

1. On **Instrument Management - Post Dated Cheques** screen, select **Mark Recovered** from the **Action** list.

2. Click **Search** to view the list of instruments.

3. From the search results, select the instruments to be marked.

The **List Of Instruments** screen displays with the **Total Instrument Amount** and **Total Instrument Count** in the summary box on selecting the records.

Figure 5-19   List Of Instruments

	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks	Instrument Recovered Summary
✓	30112023	£1,000.00	Future Group	2020-01-03	VAULT1		
							Total Instrument Amount
							£1,000.00
							Total Instrument Count
							1

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Total Selected: 1   Remarks: Recover the Instrument   [Apply]   [Submit]

4. Optional: In the **Instrument Number** column, click the number to view more details.

5. In the **Remarks** field, enter the remarks for the recovery.

6. Click **Apply** to update the grid with the new details.

7. If required, click **Undo** to revert the applied changes.

8. Select the updated records from the grid and then click **Submit** to send it for authorization.

5.2.6 Mark Replacement and Withdrawal

This topic describes the systematic instruction to replace or withdraw the instrument when the issuer of the cheque requests.

The following scenarios are possible with instruments:

- **Replacement:** When the buyer wants to provide fresh instruments in order to avoid the deteriorating physical condition of the provided cheques, which might have gone through wear and tear.

- **Withdrawal:** In case the buyer has provided post-dated cheques for periodic payment of a loan and repays the entire loan amount before the tenure ends. Hence, the post-dated cheques of the remaining tenure are required to be withdrawn from the system.

Only post-dated instruments that are due for activation and not activated for presentation will reflect in the **Mark Replacement** screen.

1. On **Instrument Management - Post Dated Cheques** screen, select **Mark Replacement & Withdrawal** from the **Action** list.

2. Click **Search** to view the list of instruments.

3. From the search results, select the instruments to be marked.

   The **List Of Instruments** screen displays with the **Total Instrument Amount** and **Total Instrument Count** in the summary box on selecting the records.

   Figure 5-20   List Of Instruments

4. Optional: In the **Instrument Number** column, click the number to view more details.

5. In the **New Instrument Number** field, enter the new instrument number to be replaced for the selected one.

6. In the **Remarks** field, enter the remarks for the replacement or withdrawal.

7. Click **Apply** to update the grid with the new details.

8. If required, click **Undo** to revert the applied changes.

9. Select the updated records from the grid and then click **Submit** to send it for
   authorization.

6

File Management

This topic describes the information on the File Management functionality provided in Collections module.

The **File Management** functionality enables you to upload files in a pre-defined format. These files are auto-processed by the system based on their type and set rules. The process is mainly divided into two screens:

- Upload Files
  This topic describes the systematic instruction to upload a file for entering the instrument collection data into the system.

- View File Upload Status
  This topic describes the systematic instruction to manage the status of the uploaded files.

6.1 Upload Files

This topic describes the systematic instruction to upload a file for entering the instrument collection data into the system.

The uploaded files are not processed until it is approved. The file can contain data records of cashflow codes and cashflow transactions etc. The file format accepted by the system includes ".csv" files.

Table 6-1   Instrument Collection File - Supported Fields

Field Column 1	Field Column 2	Field Column 3	Field Column 4
Indicator	Corporate	UDF7	Instrument Number
Branch	Division Code	UDF8	Instrument Date
Deposit Channel	Credit Account Number	UDF9	Instrument Type
Courier Code	Account Type	UDF10	Instrument Amount
Consignment No	Deposit Slip Date	MISC 1	Routing Number
Consignment Date	Pick Up Location	MISC 2	Drawee Bank
Consignment Receipt Time	Pick Up Point	MISC 3	Drawee Branch
Financial Posting	Pick Up Date TS	MISC 4	Drawer Name
Processing Date	UDF 1	MISC 5	Drawer A/c No
Acknowledgment Receipt Number	UDF 2	MISC 6	Drawer Account Name
Bag Weight	UDF 3	MISC 7	Credit Account No
Initiator Reference Number	UDF 4	MISC 8	Division Code
Batch Currency	UDF 5	MISC 9	Instrument Status
Deposit Slip number	UDF 6	MISC 10	-

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **File Management**. Under **File Management**, click **File Upload**.

   The **File Upload** screen displays.

   Figure 6-1   File Upload

   File Upload

   Drag and Drop
   Select or drop files here.

   Enter Source Code: *

   🔍

   Upload   Clear All
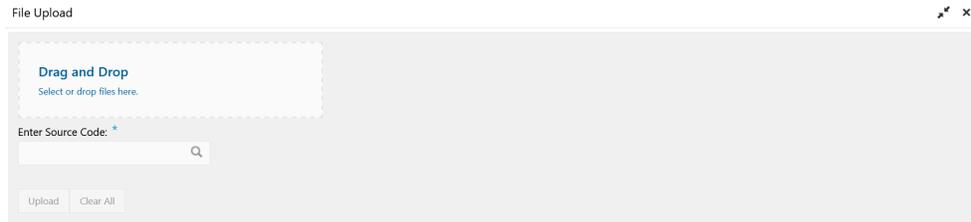
2. Drag and drop the file to be uploaded in the highlighted box. or, Click inside the highlighted box to select the file to be uploaded.

3. In the **Enter Source Code** field, specify the source code of the application to associate the file records to.

4. Click **Upload** to upload the records from the file. Once the file is uploaded, it cannot be deleted.

   A message appears stating that the file has been uploaded successfully.

   > ✎ **Note:**
   >
   > Instrument records through file upload are created even if certain mandatory fields are not added in the file while uploading. Whenever such records are edited and saved by the bank user, a validation is performed to ensure that all mandatory fields are updated.

6.2 View File Upload Status

This topic describes the systematic instruction to manage the status of the uploaded files.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **File Management**. Under **File Management**, click **View File Upload Status**.

   The **View File Upload Status** screen displays.

Figure 6-2   View File Upload Status

2. Specify any of the following criteria to filter the listed file jobs:

   • In the **Filter by File Name** field, specify the partial or complete name of the file.

   • In the **Filter by Maker ID** field, specify the partial or complete Maker ID used to create the file record(s).

   • In the **Filter by Checker ID** field, specify the partial or complete Checker ID used to authorize the file.

   • From the **Filter by Status** list, select the required status of the file(s) to be filtered.

   • In the **Filter by Upload Date: Start Date** and **Filter by Upload Date: End Date**, select the start and end dates to filter file records by upload date.

3. Upon selecting the required filter criteria, click **Filter** to view the filtered records. To clear the filter criteria fields, click **Clear Filters**.

4. Click **Rejected Files** to view a list of rejected files.

   The **Rejected Files** screen displays.

Figure 6-3   Rejected Files

5. Perform any of the following actions on the file records:

   a. Click **Download** icon to download the file.

   b. Click **Remarks** icon to view the comments added while uploading the file.

   c. Click **Approve** in the Action column to process the file.

   d. Click **Details** to view details of the processed file.

   e. Click **Retry** in the Action column to retry the processing, if required.

7

Inquiries

This topic describes the information on the various inquiries supported in the Collections module.

- Instrument Inquiry
  This topic describes the systematic instruction to inquire the status of the instruments based on various criteria such as Deposit Slip No, Bank Account Number, Instrument Amount range, Deposit Date range, Deposit Channel, Deposit/Clearing Location, and so on.

- Accounting Inquiry
  This topic describes the systematic instruction to search for accounting entries based on various criteria such as File Reference Number, Event, Product, Party, Account Number, and so on.

- Cash Deposit Inquiry
  This topic describes the systematic instruction to inquire the status of the cash deposit slips booked in the system, based on various criteria such as Deposit Slip Number, Deposit Location, Courier, Deposit Channel, Currency, Account Number, and so on.

- Cash Withdrawal Inquiry
  This topic describes the systematic instruction to inquire the status of the cash withdrawn from the system based on various criteria such as Slip Number, Withdrawal Location, Account Number, and so on.

- Charge Inquiry
  This topic describes the systematic instruction to search for specific charges based on various filter criteria such as Event, Corporate, Charge Type, Txn Ref No, Posting/Calculation Date, and so on.

7.1 Instrument Inquiry

This topic describes the systematic instruction to inquire the status of the instruments based on various criteria such as Deposit Slip No, Bank Account Number, Instrument Amount range, Deposit Date range, Deposit Channel, Deposit/Clearing Location, and so on.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Inquiry**. Under **Inquiry**, click **Instrument Inquiry**.

   The **Instrument Inquiry** screen displays.

Figure 7-1   Instrument Inquiry - Current Dated Cheque

Figure 7-2   Instrument Inquiry - Post Dated Cheque

3. Specify the fields on **Instrument Inquiry** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 7-1   Instrument Inquiry - Field Description

Field	Description
Cheque Date	Select **CDC** for current dated cheque inquiry, and **PDC** for post-dated cheque inquiry.
Deposit Branch	Select the branch in which the instrument has been deposited.
Corporate	Click the search icon and select the corporate from whom the instrument is received.
Account Number	Click the search icon and select the real/virtual account number of the instrument.
Instrument Number	Specify the instrument number to be searched.
Reference Number	Specify the reference number of the instrument.
External Reference Number	Specify the external reference number of the instrument.
Deposit Slip No.	Specify the deposit slip number used to deposit the instrument.

Table 7-1   (Cont.) Instrument Inquiry - Field Description

Field	Description
Product	Select the product used for the instrument.
Currency	Select the instrument currency.
Instrument Amount From	Specify the lower value of the amount range.
Instrument Amount To	Specify the upper value of the amount range.
Schedule Reference Number	Specify the scheduled reference number created for the instrument. This field is displayed only for current dated cheques.
Vault Box Number	Specify the vault box number in which the post-dated cheque is stored. This field is displayed only for post-dated cheques.
Deposit Location	Click the search icon and select the location from where the instrument has been deposited.
Clearing Location	Click the search icon and select the location where the instrument is cleared.
Processing Status	Select the current processing status of the instrument. Available statuses are: • **Processing** • **Authorized** • **Completed** • **Request** • **Accounting Generation Exception** • **Posting Account Entries Exception** • **Rework**
Drawee Bank	Click the search icon and select the drawee bank of the instrument. This field is displayed only for current dated cheques.
Correspondence Bank	Click the search icon and select the correspondence bank of the instrument. This field is displayed only for current dated cheques.
Date Reference Basis	Select the basis for a date range search. The available options are: For **Current Dated Cheques**: • **Processing Date** • **Instrument Date** • **Deposit Slip Date** • **Arrangement Credit Date** • **Arrangement Credit Reversal Date** • **Schedule Generation Date** • **Actual Credit Date** • **Actual Credit Reversal Date** • **Return Recovery Date** • **Request Date** For **Post Dated Cheques**: • **Processing Date** • **Instrument Date** • **Deposit Slip Date** • **Presentation Date** • **Request Date**

Table 7-1   (Cont.) Instrument Inquiry - Field Description

Field	Description
Date Range	Click the calendar icons and select the start and end dates of the date range for the selected **Date Reference Basis**.
Instrument Status	Select the current status of the instrument. Available statuses are: For **Current Dated Cheques**: • **Hold** • **Realized** • **Booked** • **Return** • **Sent For Clearing** • **Awaiting Realization** For **Post Dated Cheques**: • **Booked** • **Hold** • **Misplaced** • **Withdrawn** • **Replaced**
Transaction Status	Select the current status of the transaction. Available statuses are: • **Schedule Generated** • **Centralized Schedule Generated** • **Physical Return Receipt** • **Instrument Not Received** • **Instrument Received** This field is displayed only for current dated cheques.
Credit Status	Select the credit status of the instrument. Available statuses are: • **Credited** • **Reversed** • **Partially Reversed** This field is displayed only for current dated cheques.

4. Click **Search** to view the search results.

   The **Instrument Inquiry - Search Results** screen displays.

Figure 7-3   Instrument Inquiry - Search Results

Processing Date	Instrument Number	Currency	Instrument Amount	Product	Corporate	Instrument Status	Transaction Status
2020-01-10	3399	INR	1,800.00	Transfer	RT-MART	BOOKED	
2020-01-09	2112123	GBP	2,000.00	Transfer	GENLIGHT INTERNATIONAL	BOOKED	
2020-01-08	5459845456	GBP	100.00	TRF	RT-MART	BOOKED	
2020-01-09	435654	GBP	1.00	LCIM	RT-MART	BOOKED	
2020-01-09	1204211	GBP	1,000.00	LCIM	RT-MART	BOOKED	
2020-01-09	121212	GBP	1.00	TRF	RT-MART	BOOKED	
2020-01-09	2112901	GBP	2,000.00	Transfer	GENLIGHT INTERNATIONAL	BOOKED	
2020-01-07	1111	GBP	1.00	LCIM	RT-MART	BOOKED	
2020-01-09	99999	GBP	1,000.00	LCIM	RT-MART	BOOKED	
2020-01-06	99992	GBP	1,000.00	LCIM	RT-MART	BOOKED	
2020-01-09	9999992	GBP	70.00	TRF	RT-MART	BOOKED	
2020-01-08	2141212	GBP	300.00	TRF	RT-MART	BOOKED	
1970-01-01	1804214	GBP	100.00	TRF	RT-MART	BOOKED	
1970-01-01	18042131	GBP	10.00	TRF	RT-MART	BOOKED	
1970-01-01	18042133	GBP	40.00	TRF	RT-MART	BOOKED	
1970-01-01	18042134	GBP	30.00	TRF	RT-MART	BOOKED	
1970-01-01	18042132	GBP	20.00	TRF	RT-MART	BOOKED	
1970-01-01	22411	GBP	400.00	Local Inside Network	RT-MART	BOOKED	

Page 1   of 1   (1 - 18 of 18 items) |<   <   1   >   >|

5. Optional: Click the Add/Remove columns icon (⊟) to select columns to be displayed in the search results.

6. Click on the hyperlinked data in the columns to view more details of the record.

The **Instrument Management - Basic Info** screen displays.

Figure 7-4   Instrument Management - Basic Info

Reference Number : 004080421COLL162

Branch	Deposit Channel	Courier Name	Courier Code
004-LM BRANCH	**BRANCH**	-	-
Consignment Number	Consignment Date	Processing Date	Deposit Location
-	-	**2020-01-03**	**AT**
Acknowledgement Receipt Number	Bag Weight	Financial Posting	Initiator Reference Number
-	-		**10**
Total Batch Amount	Total Deposit Slips		
1,800.00	**1**		

Basic Info   Deposit Slip Details   Instrument Details

7. Click **Deposit Slip Details** tab.

The **Instrument Management - Deposit Slip Details** screen displays.

Figure 7-5   Instrument Management - Deposit Slip Details

8. Click **Instrument Details** tab.

    The **Instrument Management - Instrument Details** screen displays.

Figure 7-6   Instrument Management - Instrument Details

7.2 Accounting Inquiry

This topic describes the systematic instruction to search for accounting entries based on various criteria such as File Reference Number, Event, Product, Party, Account Number, and so on.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Inquiry**. Under **Inquiry**, click **Accounting Inquiry**.

   The **Accounting Inquiry** screen displays.

   Figure 7-7   Accounting Inquiry

3. Specify the fields on **Accounting Inquiry** screen.

   > ✎ **Note:**
   >
   > The fields, which are marked with an asterisk, are mandatory.

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

   Table 7-2   Accounting Inquiry - Field Description

Field	Description
Branch	Select the required branch.
Reference Number	Specify the reference number.
Event	Select the event to search the accounting information for.
Product	Select the product to inquire the accounting for.
Party	Click the search icon to select the party.
Account Number	Click the search icon to select the account number.
Accounting Entry Type	Select the account entry type.
Entry Posting Status	Specify the status of the accounting entry to inquire for.
Date Reference Basis	Select the basis for a date range search. The available options are: • **Processing Date** • **Value Date**
Date Range	Click the calendar icon and select the start and end dates of the date range for the selected **Date Reference Basis**.

4. Click **Search** to view the search results.

   The **Accounting Inquiry - Search Results** screen displays.

Figure 7-8   Accounting Inquiry - Search Results

Reference Number	Event	Debit/Credit	Account Number	Amount	Entry Posting Status	Value Date
004010421INV92603	Paid	Debit	944901234	$12.00	Processing	2020-01-09
004010421INV92603	Paid	Credit	944901235	$12.00	Processing	2020-01-09
004010421INV92605	Paid	Debit			Processing	2020-01-09
004010421INV92605	Paid	Credit	CAN91432	$7.00	Processing	2020-01-09
004170421INV93016	Assignment	Debit	944901234	$10,000.00	Processing	2020-01-09
004170421INV93016	Assignment	Credit	944901235	$10,000.00	Processing	2020-01-09
004180421INV93092	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93092	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93096	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93096	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93101	Assignment	Debit	944901234	$7,350.00	Processing	2020-01-09
004180421INV93101	Assignment	Credit	944901235	$7,350.00	Processing	2020-01-09
004180421INV93104	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93104	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93106	Paid	Debit	944901234	$100.00	Processing	2020-01-09
004180421INV93106	Paid	Credit	944901235	$100.00	Processing	2020-01-09
004180421INV93108	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93108	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93111	Paid	Debit	944901234	$100.00	Processing	2020-01-09
004180421INV93111	Paid	Credit	944901235	$100.00	Processing	2020-01-09

5. Click on the hyperlinked data in the columns to view more details of the record.

    The **Accounting Details** screen displays.

Figure 7-9   Accounting Details

Reference Number	Branch	Event	Product
004030821IACC340	**004**	**Realization**	**Upcountry Outside Network**
Party	Accounting Entry Type	Entry Posting Status	Value Date
-	**Debit**	**Failure**	**2020-01-14**
Account Number	Amount	Accounting Role Code	Accounting Party Id
988623707	**2,540.00**	**BRN_SUSP_ACC**	-
Accounting Entry Code	Transaction Branch Code		
UCON_REALIZATION	**004**		

7.3 Cash Deposit Inquiry

This topic describes the systematic instruction to inquire the status of the cash deposit slips booked in the system, based on various criteria such as Deposit Slip Number, Deposit Location, Courier, Deposit Channel, Currency, Account Number, and so on.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Inquiry**. Under **Inquiry**, click **Cash Deposit Inquiry**.

    The **Cash Deposit Inquiry** screen displays.

Figure 7-10   Cash Deposit Inquiry

3. Specify the fields on **Cash Deposit Inquiry** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 7-3   Cash Deposit Inquiry - Field Description

Field	Description
Deposit Branch	Select the branch in which the cash has been deposited.
Corporate	Click the search icon and select the corporate for/from whom the cash is deposited.
Account Number	Click the search icon and select the real/virtual account number in which the cash has been deposited.
Deposit Slip No.	Specify the specific deposit slip number to search for.
Reference Number	Specify the reference number.
External Reference Number	Specify the external reference number.
Deposit Location	Click the search icon and select the branch location where the cash is deposited.
Division Code	Click the search icon and select the division code of the selected corporate. This field is enabled only after selecting the corporate.
Deposit Channel	Select the channel through which the cash is deposited.
Courier	Click the search icon and select the courier service employed.
Processing Status	Select the workflow stage of the transaction to filter the search results. The available options are: • **Accounting Generation Exception** • **Posting Accounting Entries Exception** • **Rework** • **Rejected** • **Processing** • **Authorization** • **Request** • **Completed**

Table 7-3   (Cont.) Cash Deposit Inquiry - Field Description

Field	Description
Credit Status	Select the credit status of the transaction to filter the search results. The available statuses are:d • **Credited** • **Failed** • **In Progress**
Amount Reference Basis	Select the basis for an amount range.
Currency	Select the currency of the cash.
From Amount	Specify the minimum amount of the range selected in the **Amount Reference Basis** field.
To Amount	Specify the maximum amount of the range selected in the **Amount Reference Basis** field.
Date Reference Basis	Select the basis for a date range search. The available options are: • **Request Date** • **Processing Date** • **Deposit Slip Date**
Date Range	Click the calendar icons and select the start and end dates of the date range for the option selected in the **Date Reference Basis** field.

4. Click **Search** to view the search results. Or, click **Reset** to clear the search criteria.

The **Cash Deposit Inquiry - Deposit Slip Details** screen displays.

Figure 7-11   Cash Deposit Inquiry - Deposit Slip Details

5. Click on the hyperlinked data in the columns to view more details of the record.

The **Deposit Slip Details** screen displays.

Figure 7-12   Deposit Slip Details

7.4 Cash Withdrawal Inquiry

This topic describes the systematic instruction to inquire the status of the cash withdrawn from the system based on various criteria such as Slip Number, Withdrawal Location, Account Number, and so on.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Inquiry**. Under **Inquiry**, click **Cash Withdrawal Inquiry**.

   The **Cash Withdrawal Inquiry** screen displays.

Figure 7-13   Cash Withdrawal Inquiry

3. Specify the fields on **Cash Withdrawal Inquiry** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 7-4   Cash Withdrawal Inquiry - Field Description

Field	Description
Withdrawal Branch	Select the branch from where the cash has been withdrawn.
Corporate	Click the search icon and select the corporate by/for whom the cash is withdrawn.
Account Number	Click the search icon and select the account number from which the cash has been withdrawn.
Slip Number	Specify the specific deposit slip number to search for.
Cheque Number	Specify the cheque leaf number used for cash withdrawal.
Reference Number	Specify the transaction reference number.
External Reference Number	Specify the external transaction reference number.
Courier	Click the search icon and select the courier service employed.
Amount Reference Basis	Select the reference basis for a withdrawal amount range search.
Currency	Select the currency of the cash.
From Amount	Specify the minimum amount of the range selected in the **Amount Reference Basis** field.
To Amount	Specify the maximum amount of the range selected in the **Amount Reference Basis** field.
Date Reference Basis	Select the reference basis for a date range search. The available options are: • **Request Date** • **Processing Date** • **Lien Date**
Date Range	Click the calendar icons and select the start and end dates of the date range for the option selected in the **Date Reference Basis** field.
Processing Status	Select the workflow stage of the transaction to filter the search results. The avaiable options are: • **Rework** • **Completed** • **Authorization** • **Posting Account Exception** • **Rejected** • **Request**
Debit Status	Select the debit status of the transaction to filter the search results. The available statuses are: • **Debit Success** • **Debit Failure**

4. Click **Search** to view the search results. Or, click **Reset** to clear the search criteria.

The **Cash Withdrawal Inquiry - Search Results** screen displays.

Figure 7-14   Cash Withdrawal Inquiry - Search Results

5. Click on the hyperlinked data in the columns to view more details of the record.

    The **Withdrawal Details** screen displays.

Figure 7-15   Withdrawal Details

7.5 Charge Inquiry

This topic describes the systematic instruction to search for specific charges based on various filter criteria such as Event, Corporate, Charge Type, Txn Ref No, Posting/Calculation Date, and so on.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.

2. Under **Collections**, click **Inquiry**. Under **Inquiry**, click **Charge Inquiry**.

    The **Charge Inquiry** screen displays.

Figure 7-16   Charge Inquiry

3. Specify the fields on **Charge Inquiry** screen.

> **Note:**
>
> The fields, which are marked with an asterisk, are mandatory.

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

Table 7-5   Charge Inquiry - Field Description

Field	Description
Branch	Select the required branch to proceed further. By default, the branch of the logged-in user is selected.
Event	Select the event, on the occurrence of which, the charge(s) has been applied.
Corporate	Click the search icon and select the corporate party that has been charged.
Reference Number	Specify the reference number to fetch the calculated / collected charges for the same.
Charge Code	Click the search icon and select the code of the charge being searched.
Charge Group	Select the charge group of the charge being searched. The available options are: • **Rebates** • **Tax** • **Commission** • **Fee**
Txn Ref No.	Specify the reference number of the charge being searched. This field displays a list of relevant reference numbers once a corporate has been selected.
Charge Type	Select whether the charge is **Debit** or **Credit** type.
Charge Account	Click the search icon and select the account number that the charge has been debited from or credited to. You can select the account type, whether customer account or GL account, in the Charge Account search window that pops-up.
Date Reference Basis	Select whether the charges should be searched based on the 'Posting Date' or the 'Calculation Date'.

Table 7-5   (Cont.) Charge Inquiry - Field Description

Field	Description
Date Range	Specify the 'from' and 'to' dates for the option selected from the 'Date Reference Basis' list.
Collection Type	Select whether the charge has been collected 'Online' or in a 'Batch'.
Product	Select the product against which the charge has been applied.
Deposit Slip No	Specify a deposit slip number to view all charge transactions that have been calculated and collected for that deposit slip number.
Instrument Number	Specify an instrument number to view all charge transactions that have been calculated and collected for that instrument number.
Instrument Type	Select the type of instrument against which the charge has been applied. The available options are: • **PDC Collection** • **CDC Collection** • **Cash Deposit** • **Cash Withdrawal**
Instrument Status	Select the status of the instrument against which the charge has been applied. The available options are: • **Booked** • **Hold** • **Returned** • **Realized**
Credit/Debit Status	Select the required transaction status. The available options are: • **Credited** • **Reversed** • **Partially Reversed**

4. Click **Search** to view the search results. Or, click **Reset** to clear the search criteria.

The **Charge Inquiry - Search Results** screen displays.

Figure 7-17   Charge Inquiry - Search Results

5. Click on the hyperlinked data in the column(s) to view more details of the record.

The **Cash Details - Additional Details** screen displays.

Figure 7-18   Cash Details - Additional Details

6. Click **Transaction Details** tab.

   The **Cash Details - Transaction Details** screen displays.

Figure 7-19   Cash Details - Transaction Details

8

Batch Jobs

This topic describes the events that are part of Beginning of Day (BOD) and End of Day (EOD) batch jobs run by the system on daily basis.

These activities are run by the system as batch jobs at the beginning and/or end of the day.

EOD Batch Jobs

Table 8-1   EOD Batch

S No	Job Name	Description
1	Unhold Post Dated Cheque	When the branch date is equal to instrument unhold date, this job updates the status of post-dated cheques that are currently in Hold status, as Unhold.
2	Post Dated Cheque Cancellation	When the branch date is equal to presentation date of the PDC cheques and the status is misplaced, this job updates PDC status as Cancelled.
3	Arrangement Credit	This job processes the arrangement credit to the Corporate Account, when the arrangement credit date is equal to the branch date.
4	Credit Reversal	When the branch date is equal to credit reversal date and the instrument status is still unknown, this job processes the arrangement credit reversal entry.
5	Return Recovery	On the return status update, this job processes and passes the Internal GL accounting entries for return recovery.
6	Vault Master Record Status	When the branch date is equal to the vault expiry date, this job updates the vault status from Open to Close.
7	Pooling Job for Instrument Collection	This pooling job processes the customer credit accounting entries as per the pooling setup configuration in the system for 'Paper Based' product category.
8	Cash Pooling	This pooling job processes the customer credit accounting entries as per the pooling setup configuration in the system for 'Cash' product category.
9	Withdrawal Cancel ECA Job	This job cancels all ECA blocked amount requests for which no action has been taken or the withdrawal date has surpassed.
10	OBCM Outward Clearing Request Job	This job sends all outward clearing requests to OBPM (Oracle Banking Payments system).
11	Cheque Charges Job	This job processes charges for instrument collections.
12	Cash Charges Job	This job processes charges for cash deposits.

> **Note:**
>
> Refer the **Branch EOD** section in **Oracle Banking Common Core User Guide** to Configure, Invoke, and View the EOD batch jobs.

9
Process Codes

This topic describes the information about the various functional activity codes in Cash Management.

The following table represents the manual stages in Cash Management workflow along with the functional activity codes which can be used for mapping in the role activity screen under the SMS menu.

Table 9-1   Functional Activity Codes

Stage	Functional Activity Code	Description
Processing	CMS_FA_MANUAL_ENRICHMENT	This is the processing stage of instrument collection where the maker can submit/reject an entry of instrument. If the entry is rejected, the record will be deleted and if submitted, then the transaction will be sent to the Authorization stage.
Authorization	CMS_FA_AUTHORISATION	This is the authorization stage of instrument collection / instrument management, where the checker can approve/reject an entry of instrument.
Rework	CMS_FA_CMSWK_REWORK	If the checker rejects an entry, it goes to the rework stage where the maker can do the required modifications to the entry and submit it again.
Posting Accounting Entries Exception	CMS_FA_POSTING_ACC_EXCEPTION	This is the accounting-posting workflow stage exception, where posting to FCUBS fails due to errors. These errors need to be resolved.
Accounting Generation Exception	CMS_FA_ACC_GEN_EXCEPTION	This is the accounting-generation workflow stage exception, where accounting generation fails due to accounting setup errors. These accounting setup errors need to be resolved.

> **Note:**
>
> Refer the **Role** section in **Oracle Banking Security Management System User Guide** to understand the procedure for creating roles and assigning an activity to it.

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