Oracle® Banking Cash Management Collections User Guide



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Oracle Banking Cash Management Collections User Guide, Release 14.7.0.0.0

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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

Торіс	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

Торіс	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Cash Transactions	This topic describes the information to enter the data about cash deposited/withdrawn by corporate customers.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
Û	Delete
٩	Search (Fetch)
С	Refresh
p ¹²	Collapse
N. Level and the second	Expand
	Download
F Q	Remarks

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Table 4 (Cont.) Symbols and Icons

Icon	Function
:	Options
⊗	Authorize
δ	Unlock
ſ	Сору
R	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

	1.71 413
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User Name *	
Password *	
Sign In	

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

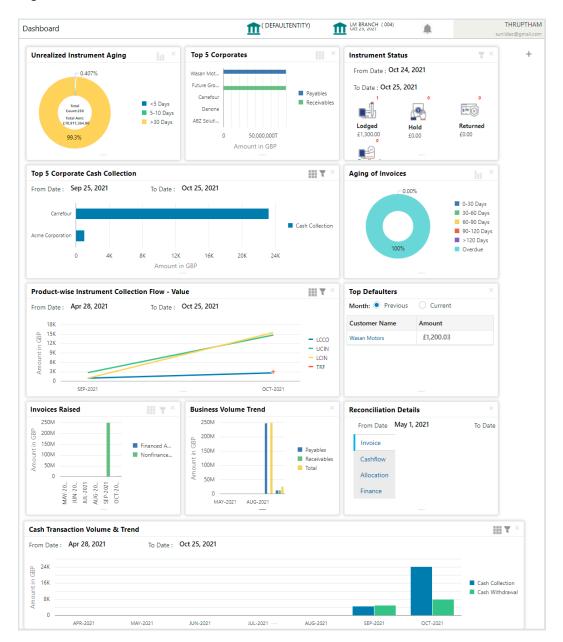


Figure 1-2 Dashboard

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 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.
- Under Accounting, click Role. Under Role, click Create Accounting Role.
 The Create Accounting Role screen displays.

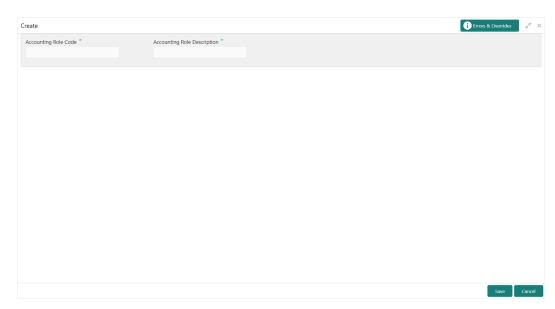


Figure 2-1 Create Accounting Role

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.

Accounting Role Code: UPCOUNTRY_CHQ_P	Accounting Role Code: : BRN_COLL_ACC :	Accounting Role Code: : LINEREVACC	Accounting Role Code: : CHGINC_ACC	Accounting Role Code: : DR-Asset Ac
Accounting Role Description:	Accounting Role Description:	Accounting Role Description:	Accounting Role Description:	Accounting Role Description: DR-Asset Ac
💫 Authorized 🔒 Open	🖒 Authorized 🔒 Open	Authorized 🔒 Open	💫 Authorized 🔒 Open	💫 Authorized 🔒 Open
Accounting Role Code: : CR-Cust Ac	Accounting Role Code: CORRGL_LOC_CHQ	Accounting Role Code: REMOTEUC_CHQ_PUR	Accounting Role Code: : LOC_CHQ_PUR :	Accounting Role Code: : ATD_CR_ROLE :
Accounting Role Description: CR-Cust Ac	Accounting Role Description:	Accounting Role Description:	Accounting Role Description:	Accounting Role Description:
👌 Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open

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

View				× .
Accounting Role Code	Accounting Role Description	Authorization Status	Record Status	T
Search Reset				

- 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.



											Errors & Overrides	s
ccounting Entry	Code *		-	ntry Description *								
AC4578			Accounting	entries for customer numb								
ole Details												
ebit Role			Debit Party			Debit Am	iount Type			Debit Settlement Method		
Charging Accoun	t	×	Corporate	Ŧ		Instrume	ent Amount	~		Cheque	Ŧ	
redit Role			Credit Party			Credit An	nount Type			Credit Settlement Method		
Charging Accoun	t	Ŧ	Counterpart	y 🔻		Instrume	ent Amount	Ψ.		Cheque	Ŧ	
Debit Role	Debit Party	Debit Amo	unt Type	Debit Settlement Method	Credi	Role	Credit Party	Credit A	mount Type	Credit Settlement Me		
Debit Role	Debit Party	Debit Amo	unt Type	Debit Settlement Method	Credit	Role	Credit Party	Credit A	mount Type	Credit Settlement Me	ethod Ac	tion
CHG_ACC_1	С	INSTRUME	NT_AMT	CHEQUE	CHG_	ACC_1	CP	INSTRU	MENT_AMT	CHEQUE		:
Page 1 of 1	(1 of 1 items)	к < 1	× ×									

Figure 2-4 Create Entry Codes

4. Specify the fields on Create Entry Codes screen.



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 ⁱ 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.
- Under Accounting, click Entry Codes. Under Entry Codes, click View Entry Codes. The View Entry Codes screen displays.

Figure 2-5 View Entry Codes

Accounting Entry Code: UCON_RET_CR_STAT	Accounting Entry Code: : UCON_COLL_DEPOSI :	Accounting Entry Code: : POOL_ACC_ENTRY	Accounting Entry Code: TRF_RET_CR_STATUS	Accounting Entry Code: TRF_RET_CR_STATUS	
Accounting Entry Description:	Accounting Entry Description:	Accounting Entry Description:	Accounting Entry Description:	Accounting Entry Description:	
🂫 Authorized 🔒 Open	💫 Authorized 🔒 Open	Authorized 🔒 Open	💫 Authorized 🔒 Open	Authorized 🔒 Open	
Accounting Entry Code: TRF_ARRANGEMENT	Accounting Entry Code: : MCCO :	Accounting Entry Code: : REALIZATION_CREDI :	Accounting Entry Code: : UCIN_POOLING	Accounting Entry Code: UCIN_REALIZATION	
Accounting Entry Description:	Accounting Entry Description: MCCO	Accounting Entry Description:	Accounting Entry Description:	Accounting Entry Description:	
🚴 Authorized 🔒 Open	🔥 Authorized 🔒 Open	Authorized 🔒 Open	🖒 Authorized 🔒 Open	🗟 Authorized 🔒 Open	

- 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

View					s ^e
Accounting Entry Code	Accounting Entry Description	Authorization Status	Ŧ	Record Status	Ŧ
Search Reset					

- 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.



							i Errors & Overrides	σ^{ℓ}
ranch *		Product *	Event *			Filter Criteria *		
004-LM BRANCH	*	UCON-Upcountry Outside Netw 🔻	Realization	Ŧ		Credit Status	Ŧ	
redit Status *								
Partially Reversed	v							
ccounting Entries								
ccounting Entry Code *		Accounting Entry Description *	Sequence *				_	
TRF_RET_CR_STATUS_RECOV_AD	Q	TRF Return - Credited Instrument and	1	~ ^		Add/Edit Reset		
Accounting Entry Code	A	counting Entry Description		Sequence	Action			
TRF_RET_CR_STATUS_RECOV_AD	TF	F Return - Credited Instrument and Recovery from Account Debit		1	1			
Page 1 of 1 (1 of 1 items)	K < 1 >	К						
rage i ori (Formens)								
age i ori (101 fitellis)								
age i orr (FUFFitelits)								
ege i ori (Forritens)								
age i on (LOFIRERS)								
aye i on (Lorritens)								
eye i or (folinens)								

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 .



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.

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

- 5. Click Add/Edit to add the details to the grid.
 - Click ¹ 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.

View				
୯ ୯				
Product: : TRF	Product: : UCON	Product: : LCIN	Product: : UCIN	Product: : UCIN
Event: RETURN	Event: CREDIT_REVERSAL	Event: REALIZATION	Event: RETURN	Event: POOLING
Filter Criteria: CREDIT_STATUS	Filter Criteria: CREDIT_REVERSA	Filter Criteria: CREDIT_STATUS	Filter Criteria: DEFAULT	Filter Criteria: DEFAULT
Credit Status: CREDITED	Credit Status: N/A	Credit Status: CREDITED	Credit Status: N/A	Credit Status: N/A
Instrument Status: N/A	Instrument Status: N/A	Instrument Status: N/A	Instrument Status: N/A	Instrument Status: N/A
Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open
Product:	Product:	Product:	Product:	Product:
ALL	UCIN	UCIN	SG12	VSS1
Event: POOLING	Event: ARRANGEMENT	Event: REALIZATION	Event: WITHDRAWAL	Event: WITHDRAWAL
Filter Criteria: POOLING_LEVEL	Filter Criteria: INSTRUMENT_STA	Filter Criteria: CREDIT_STATUS	Filter Criteria: DEFAULT	Filter Criteria: DEFAULT
Credit Status:	Credit Status: N/A	Credit Status: CREDITED	Credit Status: N/A	Credit Status: N/A
Instrument Status: C	Instrument Status: REALIZED	Instrument Status: N/A	Instrument Status: N/A	Instrument Status: N/A
🂫 Authorized 🔒 Open	💫 Authorized 🔒 Open	💫 Authorized 🔒 Open	💫 Authorized 🔒 Open	🗟 Unauthorized 🔒 Open

Figure 2-8 View Accounting Entries

- Page 2 of 13 (11 20 of 129 items) K < 1 2 3 4 5 13 > >
- 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

View						1
Product	Event		Credit Status		Instrument Status	
Ψ		Ŧ		Ŧ		Ŧ
Authorization Status	Record Status					
· ·		Ŧ				
Search Reset						

- 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:
 - Unlock To modify the record details. Refer to the Create screen for the field level details.
 - 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.

anch *		Product *		Role *				
04-LM BRANCH	•	ALL	•		Q			
count Type		Settlement Me	thod *	Account in Transaction Curren	cy	Filter Criteria		
CASA GL		Cust A/C	Ψ			Party Based	τ.	
arty *								
anone 100381	Q							
count Currency *		Account Numb	er *	Default Account				
ISD		1111000380 1111000381	٩			Add/Edit Rese	t	
Account Currency	Account	Number	Contra Account Number	Default(Y/N)	Action			
USD	11110003	81		Y	:			
Page 1 of 1 (1 of 1 ite	ems) K K	1 5 8						
loge - orr (rorric								

Figure 2-10 Create Internal Account Mapping

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



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



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.

Table 2-4 Create Internal Account Mapping - Field Description

- 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.

Product: :	Product: :	Product: :	Product: :	Product: :
ALL	ALL	SG12	CASH	ALL
Role: CUST_ACC	Role: CUST_ACC	Role: J04	Role: CUST_ACC	Role: UPCOUNTRY_CH_
Filter Criteria: PARTY_BASED	Filter Criteria: PARTY_LOCATIO	Filter Criteria: DEFAULT	Filter Criteria: PARTY_BASED	Filter Criteria: PARTY_BASED
Party: 201922	Party: 201930	Party: N/A	Party: 000380	Party: 201921
Location: N/A	Location: BAN	Location: N/A	Location: N/A	Location: N/A
Authorized 🔒 Open	🗟 Unauthorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open
Product: :	Product: :	Product: :	Product: :	Product: :
ALL	ALL	ALL	ALL	
Role: CUST_ACC	Role: J04	Role: J04	Role: LOCAL_CHQ_PO	Role: CUST_ACC
Filter Criteria: PARTY_BASED	Filter Criteria: PARTY_LOCATIO	Filter Criteria: PARTY_LOCATIO	Filter Criteria: DEFAULT	Filter Criteria: PARTY_BASED
Party: 201901	Party: 000462	Party: 000462	Party: N/A	Party: 002437
Location: N/A	Location: LA	Location: NH	Location: N/A	Location: N/A
Authorized 🔒 Open	Unauthorized 🔒 Open	🗟 Unauthorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open

Figure 2-11 View Internal Account Mapping

Page 1 of 8 (1 - 10 of 75 items) K < 1 2 3 4 5 8 > >

- 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

View				, ¹²
Branch	Product	Role	Party	
Ŧ		v		
Location	Authorization Status	Record Status		
		v	*	
Search Reset				

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.
 - 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.

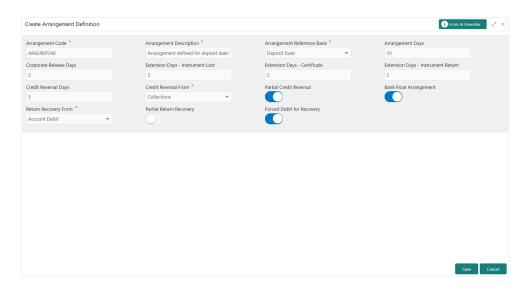


Figure 2-13 Create Arrangement Definition

4. Specify the fields on Create Arrangement Definition screen.



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



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	Create Arrangement Definition - Field Description
	ereale / inangement Deministry i fora Decemption



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.				

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

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.



Arrangement Code: RSO1	÷	Arrangement Code: CC11	÷	Arrangement Code: ERRR	÷	Arrangement Code: ARRCODE	÷	Arrangement Code:	÷
Description: RSO1		Description: CC11		Description: ERRR		Description: Test		Description: ZXCV	
Arrangement Reference Basis:		Arrangement Reference Basis:		Arrangement Reference Basis:		Arrangement Reference Basis:		Arrangement Reference Basis:	
🗅 Authorized 🔒 Open	⊿4	Unauthorized	1	Unauthorized	2 3	Unauthorized	2 3	Authorized	2 3
Arrangement Code: ADF61	÷	Arrangement Code: S	÷	Arrangement Code: JIRATEST	÷	Arrangement Code: AC0010	÷	Arrangement Code: ADF41	÷
Description: ADF6		Description: S		Description: JIRATEST		Description: new sanity		Description: ADF41	
Arrangement Reference Basis:		Arrangement Reference Basis:		Arrangement Reference Basis:		Arrangement Reference Basis:		Arrangement Reference Basis:	
Unauthorized	Ø١	🗋 Unauthorized 🛛 📥 In Progress	2 1	Authorized	∅ 2	Authorized	2 1	Unauthorized	2 1

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

View Arrangement Definition				$\mu^{t\ell}$
Arrangement Code	Description	Record Status	Authorization Status	
			•	Ŧ
Search Reset				

- 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.



Apply For All Products			Product *		Arrangeme	nt Party *	Filter C	riteria *	
			UCON	Ŧ	Correspon	dent Bank 🛛 👻	Corre	spondent Bank and Drawe 🔻	
Payable at Location *			Drawee Bank *		Correspond	lent Bank *			
San Francisco	Q		HDFC BANK	Q	LM BANK	Q			
ffective Date *			Expiry Date *		Agreement	Reference Number	Inclusio	on Of Holidays	
Jan 16, 2020	曲		Jan 20, 2020	<u></u>)	
Amount Based Arrangeme			Currency *		From Amo		To Ame		
mount based Arrangeme	ent		USD		\$1,000.00	int	TO AMO	\$1,500.00	
ink Arrangement			Arrangement Code *		Arrangeme	nt Reference Basis *	Arrano	ement Days	
			ARNGDEPO1	Q	Deposit Da		1	circle bays	
orporate Release Days			Extension Days - Instrument Lo	ist	Extension D	lays - Instrument Return	Extensi	on Days - Certificate	
			1		1		1		
redit Reversal Days			Credit Reversal From *		Partial Crec	it Reversal	Bank Fl	oat Arrangement	
			Account Debit						
Return Recovery From * Account Debit	Reset		Partial Return Recovery		Forced Deb	it for Recovery			
	m Amount	To Amount	Arrangement Reference Ba	sis	Arrangement Code	Arrangement Days	Credit Reversal Days	Credit Reversal From	Action
	0	1500	DEPOSIT		ARNGDEPO1	1	1	ACCOUNT DEBIT	:

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.



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 Drawee Bank and Payable At Location Corporate and Drawee Bank and Payable At Location Corporate and Drawee Bank and Payable At Location Correspondent Bank Correspondent Bank Correspondent Bank and Payable At Location Correspondent Bank and Drawee Bank and Payable At Location Correspondent Bank and Drawee 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.
Payable at Location	The filter criteria cannot be modified once authorized. 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 /	Click the Search icon to select name of the corporate or the correspondent bank. This field cannot be modified once authorized.
Correspondent Bank 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 De	scription



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.

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

- 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.



Product: UCON	÷	Product: UCIN	÷	Product: SG12	÷	Product: SSC	:	Product: SG1	÷
Corporate: Correspondent Bank: Payable at Location:		Corporate: Carrefour Correspondent Bank: Payable at Location:		Corporate: Sun Group Limited Correspondent Bank: Payable at Location:		Corporate: PEGATRON Correspondent Bank: Payable at Location:		Corporate: NUVOTON Correspondent Bank: Payable at Location:	
Drawee Bank:		Drawee Bank:		Drawee Bank:		Drawee Bank:		Drawee Bank:	
Unauthorized 🔒 Open	1	Unauthorized	2	Authorized	ı (2)	Unauthorized	Ø 2	Unauthorized	2 1
Product: VSS	÷	Product: TRF	÷	Product: SSSS	÷	Product: K001	:	Product: VSS1	÷
Corporate: Carrefour		Corporate: ABZ Solutions		Corporate: Rudolf Creations		Corporate: Carrefour		Corporate: Auto Test Corp	
Correspondent Bank:		Correspondent Bank:		Correspondent Bank:		Correspondent Bank:		Correspondent Bank:	
Payable at Location:		Payable at Location: LOs Angeles		Payable at Location:		Payable at Location:		Payable at Location:	
Drawee Bank:		Drawee Bank:		Drawee Bank:		Drawee Bank:		Drawee Bank:	
Authorized 🔒 Open	[ℓ] ₁ 3	🗋 Unauthorized 🔒 Open	1/1	🗋 Unauthorized 🔒 Open	2 1	Unauthorized	Ø1	Authorized	2 3

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

View Arrangement Decisioning				se.
Product	Arrangement Party	Filter Criteria	Corporate Name	
Correspondent Bank	Record Status	Authorization Status	*	
Search Reset				

- 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:
 - 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.



	C	orporate Information									Screer
Product Information	11	Corporate *		Div	ision Code Info Mandatory		Drawer Info Mandatory	Courie	er Service		
Corporate Pooling Setup		ABC DIGITAL 2002	٩,		\bigcirc			🗹 Pi	ckup 🗹 Deli	very	
Pick Up Point Creation											
Delivery Point Creation		Product Code *			tus *						
		Select	Ŧ	Ac	tive	*	Add/Edit Reset				
		Product Code			Description			Status	Acti		
		Product Code						status		511	
		UCOM			Upcountry Outside Network			ACTIVE	1		
		TRF			Transfer			ACTIVE	1		
		UCIN			Upcountry Inside Network			ACTIVE	1		
		Page 1 of 1 (1-3 o	f 3 items) 🔣 🤇	1 >	к						

Figure 2-19 Create Corporate Enrichment - Corporate Information

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



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.



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.

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

- 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
-------------	--

	D.	oduct Information								Screen	
Corporate Information Product Information		Level Of Enrichment		Product ('ada *		Enrichment Label		Data Type		
Corporate Pooling Setup	11			All	.oue	*	InstNum		Alphanumeric	Ŧ	
Pick Up Point Creation		Field Length		Validation	15						
Delivery Point Creation		10			× Mandato	ny X	Add/Edit	Reset			
control round creation				onique	mandate	, , , , , , , , , , , , , , , , , , ,					
		Level Of Enrichment	Product Categor	у	Product	Enrichment Label	Data Type	Date Format/Field Length Validations		Action	
		Instrument	Paper Based Instr	uments	ALL	InstNum	Alphanumeric	10	UNIQUE, MANDATORY	:	
		Deposit	Paper Based Instr	uments		Amt	Numeric	12	MANDATORY, MINIMUM	:	
		Deposit	Paper Based Instr	uments		DateAndTime	Date and Time	yyyy-MM-dd HH:mm:SS		1	
		Page 1 of 1 (1-3 of 3	items) K < 1	к							
	1										

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.
 - 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

Product Information	Corporate Pooling Setu	р					Screen
Product Information	Product Category *		Pooling Level *	Credit	Consolidation Level *	Percentage Pooling	
Corporate Pooling Setup	Paper Based Instruments	Ŧ	Account	▼ Poolin	ig Level 💌	\bigcirc	
ick Up Point Creation							
elivery Point Creation						Add/Edit Reset	
	Product Category	Pooling Level	Credit Consolidation	Division/Location	Pooling Account Number	Percentage to be Pooled (%)	Action
	CASH	LOCATION	DEPOSIT_SLIP_LEVEL			100	1
	PAPERBASE	DIVISION	PRODUCT_LEVEL			100	I
	Page 1 of 1 (1-2 of	2 items) K K	- ×				

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



The fields, which are marked with an asterisk, are mandatory.

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



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.

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



- 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

	Pick Up Point Crea	tion						Screen (4
Product Information							6	Copy Existing Delivery Poir
Corporate Pooling Setup	Location *		Pick Up Point Code *		Pickup Point *		Contact Person	
	San Francisco		SF1134		Reception		Vivian	
Delivery Point Creation	Pick Up Service For	*	Pick Up Type *		Courier		Agreement Date	
	Both	v	Scheduled	Ŧ	BLUE DART EXPRESS LTD	Q	DD/MM/YYYY	
	Address Line 1 *		Address Line 2		Address Line 3		Address Line 4	
	C13, Block 4A, Stree	et 31						
	Country *		Postal Code *		Primary Phone Number *		Secondary Phone Number	
	CANADA	Q	23400		8724635259			
	Primary Email Addre	ISS *	Secondary Email Addres	S	Fax No.		Pick Up Time Slot	
	picksf1134@addres	ss.com					HH : MM	٩
	Frequency *		Day of Week		Pick Up On Holidays			
	Custom	v	Monday × Thursda	ay ×	\odot			
			Saturday ×					
							Add/Edit Reset	
	Location	Pick Up Point Code	Pick Up Service For	Pick Up Type	Courier	Contact Person	Primary Phone Number	Action
		Pick Up Point Code	Pick Up Service For	Pick Up Type	Courier BLUE DART EXPRESS LTD	Contact Person Vivian	Primary Phone Number 8724635259	Action
	San Francisco		вотн					
	San Francisco	SF1134	вотн					

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





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 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.

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

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.



Create Corporate Enrichme	ent						i Errors &	& Overrides 🚽 💉 >
Corporate Information	Delivery Point C	Creation						Screen (5 / 5
Product Information							Copy	Existing Pickup Point
Corporate Pooling Setup	Location *		Delivery Point	Code *	Delivery Point De	escription *	Delivery Type *	
Pick Up Point Creation		Q					Select	×
 Delivery Point Creation 	Courier		Contact Perso	n	Agreement Date		Delivery On Holidays	
		Q			DD/MM/YYYY	<u> </u>	\odot	
	Address Line 1	*	Address Line	2	Address Line 3		Address Line 4	
	Country *		Postal Code *		Primary Phone N	lumber *	Secondary Phone Number	
		Q						
	Primary Email A	ddress *	Secondary Em	nail Address	Fax No.		Delivery Time Slot	
							HH : MM	C
	Frequency							
	Select	Ŧ						
							Add/Edit Reset	
	Location	Delivery Point Code	Delivery Type	Courier	Contact Person	Primary Contact Number	Primary Email Address	Action
	NewYork	NY1342	Home	BLUE DART EXPRESS LTD	Fabrigio	8765326746	fab_ret@gmail.com	1
	Page 1 of	f1 (1 of 1 items) K <	1 > >					
							Back Next Save	& Close Cancel

Figure 2-23 Create Corporate Enrichment - Delivery Point Creation

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



Table 2-11	Delivery Point Creation - Field Description
	Benvery i onic oreadon i iela Besonption

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.



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.

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

- 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

ર ૯				
Corporate ID: : 000767	Corporate ID: : 201930	Corporate ID: : 001083	Corporate ID: : 004263	Corporate ID: : 000285
Corporate Name: ONIDA	Corporate Name: Future Group	Corporate Name: SCFCUSTOMERONE	Corporate Name: Santa Corp	Corporate Name: NUVOTON
🗋 Unauthorized 🛛 🖽 In Progress 📝 1	🗋 Unauthorized 🔒 Open 🛛 🖉 1	🗋 Unauthorized 🛛 🖾 In Progress 📝 1	🗋 Unauthorized 🛛 🖾 In Progress 📝 1	🗋 Unauthorized 🛛 🖾 In Progress 📝 1
Corporate ID: : 001002	Corporate ID: : 201910	Corporate ID: : 201912	Corporate IID: : 201916	Corporate ID: : 201928
Corporate Name: OBDXDEV ANCHOR	Corporate Name: GENLIGHT INTER	Corporate Name: HSING WEI MACH	Corporate Name: MERCIER CORPO	Corporate Name: USI
Unauthorized 💪 In Progress 📝 1	🖸 Unauthorized 📣 In Progress 🕅 1	Unauthorized 💰 In Progress 📝 1	Unauthorized 💪 In Progress 📝 1	Unauthorized 📣 In Progress 🕅 2

- Page 1 of 5 (1.10 of 48 items) K < 1 2 3 4 5 > 34. 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

View Corporate Enrichment				
Corporate Name	Corporate ID	Record Status	Authorization Status	Ŧ
Search Reset				

- 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.

Create						i Errors & Overrides
Charge Code *	Charge Description *		Charge Group *		Charge Category *	
CBR	Handling Fee		Fee	Ŧ	Standard	¥
Charge Type *	Effective Date *		Expiry Date *			
Debit 🔻	Jan 13, 2020	**	Dec 31, 2021	*		
						Save Can

Figure 2-26 Create Charge Code

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

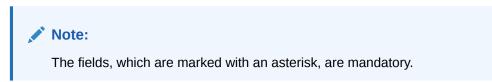


 Table 2-12
 Create Charge Code - Field Description

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



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.

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

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

Charge Code: :	Charge Code: :	Charge Code: :	Charge Code: :	Charge Code: :	
003	QQ	A01	998	P01	
Charge Description:	Charge Description: QQ1	Charge Description: A01	Charge Description: SCFCM 998	Charge Description: Charge P01	
Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	
💫 Authorized 🔒 Open	🗟 Unauthorized 🔒 Open	🔁 Authorized 🔒 Open	Authorized 🔒 Open	🖒 Authorized 🔒 Open	
Charge Code: :	Charge Code: :	Charge Code: :	Charge Code: :	Charge Code: :	
A11	E01	A11	AQ1	008	
Charge Description: A11	Charge Description: Charge E01	Charge Description: Charge A11	Charge Description: Aq1	Charge Description:	
Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	
🗟 Unauthorized 🔒 Open	Authorized 🔒 Open	📸 Unauthorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	

- 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

View			p ^{et}	
Charge Code	Charge Description	Charge Group	Charge Category	
1		· · ·	Ψ	
Authorization Status	Record Status			
v	v			
Search Reset				

- 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.

harge Pricing Description *		Annum Basis		Pricing Category *		Pricing Method *	
		366	Ŧ	Tier Based Mixed	Ŧ	Slab Mixed by Period	-
ricing Currency *		Charge In Txn Curre	ncy	Min/Max Validation Criteria			
Select	Ŧ	\bigcirc		Select	v		
rom *		то *		Amount		Percent	
0			~ ^				~ ^
From	То	4	mount	Percent		Action	Add Rese
	0	4		30		i	
	4	10		20		÷	
Page ¹ of 1 (1-2 of 2 i	tems) K <	1 > >					

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.



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.
То	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 .

Table 2-13	Create Charge Rule Maintenance - Field Description
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5. Click **Add** to add the charge rule details to the grid.



- a. Select the record in the grid and then click ⁱ 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.

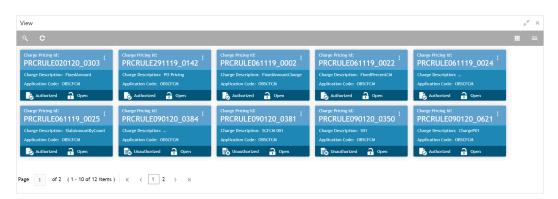


Figure 2-30 View Charge Rule Maintenance

- 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

View					» ⁴
Charge Pricing Id	Charge Description	Authorization Status	Record Status		
1		•		Ψ.	
Search Reset					

- 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.

reate		Filter Criteria *						Errors & Overrides	×
vent * EOD	*	Filter Criteria Instrument Type Instrument Sta							
	*								
nstrument Type * PDC Collection	*	Instrument Status * Booked	*						
	*	BOOKED	*						
nherit Charges *									
Inherit Default Charges	Y								
harge Code *		Charge Sharing		Party To Charge *					
yyb777	×	(Corporate	v				
harge Pricing Rule *		Charge Criteria *		Reference Tenor Start Date *					
PRCRULE160120_0000001510	Q	Instrument Amount	×	Presentation Date	v				
eference Tenor End Date *		Effective Date *		Expiry Date *		Auto Waiv	e		
Presentation Date	×	Jan 16, 2020		Jan 15, 2021		\bigcirc			
llow Waive		Allow Pricing Modification		Allow Override					
Ollection Parameters									
ollection Type *		Frequency *		Reference Period *		Units *			
Batch	Ŧ	Monthly	×	EOP	v	1	`	^ ^	
Calculation Parameters									
alculation Type *		Frequency *		Reference Period *		Units *			
Batch	×	Monthly	w.	EOP	×	1		· ~	
								Add	Reset
dd/Override Charges									
adjovernae enarges									
Charge Sharing	Charge Code	Charge Pricing Rule		Charge Criteria	Effective	Date	Expiry Date	Action	
N	123	PRCRULE160120_000000	1510	INSTRUMENT_AMOUNT	2020-01-	16	2021-01-15	:	
Page 1 of 1 (1 of 1 items)	к < 1 > э								
ruge i orr (rorritens)									
efault Charges									
charges									
Party To Charge	Charge Code	e Charge Pric	ing Rule	Charge Criteria		Effective Date	Expir	y Date	
No data to display.									
Page 1 (0 of 0 items) K	$\langle 1 \rangle \rangle$								

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.



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 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 Create Charge Decisioning - Field Descript



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 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 thi 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 selecte 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 specifi 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.

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

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

rty To Charge * elect	Sharing Percentage *	Add
Charge Sharing	Sharing Percentage Allocation	Action
BUY	50	1
SUPP	50	i
Page 1 of 1 (1-2 o	of 2 items) κ < 1 > \varkappa	ОК

- 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.

Event: :	Event: :	Event: :	Event: :	Event: :
EOD	EOD	EOD	EOD	EOD
Instrument Type: CDC_COLLECTION	Instrument Type: PDC_COLLECTION	Instrument Type: CDC_COLLECTION	Instrument Type: CDC_COLLECTION	Instrument Type: CDC_COLLECTION
Instrument Status: BOOKED	Instrument Status: BOOKED	Instrument Status: N/A	Instrument Status: N/A	Instrument Status: RETURNED
Product: COLL	Product: SG1	Product: LimD	Product: ALL	Product: SG1
Credit/Debit Status: N/A	Credit/Debit Status: N/A	Credit/Debit Status: PARTIALLY_REVE	Credit/Debit Status: REVERSED	Credit/Debit Status: DEBITED
🗟 Unauthorized 🔒 Open	🗟 Unauthorized 🔒 Open	🗟 Unauthorized 🔒 Open	🗟 Unauthorized 🔒 Open	Authorized 🔒 Open
Event: :	Event: :	Event: :	Event: :	Event: :
EOD	EOD	EOD	EOD	EOD
Instrument Type: CDC_COLLECTION	Instrument Type: CDC_COLLECTION	Instrument Type: CDC_COLLECTION	Instrument Type: CDC_COLLECTION	Instrument Type: CDC_COLLECTION
Instrument Status: BOOKED	Instrument Status: N/A	Instrument Status: N/A	Instrument Status: RETURNED	Instrument Status: N/A
Product: XXR1	Product: VSS	Product: TRFR	Product: LCIN	Product: TRFR
Credit/Debit Status: CREDITED	Credit/Debit Status: CREDITED	Credit/Debit Status: REVERSED	Credit/Debit Status: N/A	Credit/Debit Status: PARTIALLY_REVE
🗟 Unauthorized 🔒 Open	Unauthorized 🔒 Open	Unauthorized 🔒 Open	Authorized 🔒 Open	🗟 Unauthorized 🔒 Open

Figure 2-34 View Charge Decisioning

Page 1 of 5 (1 - 10 of 46 items) K < 1 2 3 4 5 > 3

- 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

View			1. A.
Instrument Type	Instrument Status	Product	Credit/Debit Status
	· · ·	· · ·	· · · · · · · · · · · · · · · · · · ·
Event	Authorization Status	Record Status	
v	· ·	· ·	
Search Reset			

- 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

Create							i Errors & Overrides
Filter Criteria *							
Party Id Instrument Type Statu:	s B 💌						
Party Id *		Instrument Type *		Instrument Status *			
201901	٩,	CDC Collection	×	Realized	×		
Charge Code *		Charge Criteria *		Charge Pricing Rule *		Reference Tenor Start Date *	
123	Q	Count of Instrument	*	PRCRULE160120_0000001510	Q	Processing Date	· ·
Reference Tenor End Date *		Effective Date *		Expiry Date *			
Processing Date	×	16-01-2020		12-01-2021			
Charge Application		Allow Waive		Allow Override		Allow Pricing Modification	
Collection Parameters Collection Type *		Frequency *		Reference Period *		Units *	
Batch		Monthly	Ŧ	EOP		2	~ ^
Calculation Parameters Calculation Type *		Frequency *		Reference Period *		Units *	
Batch	Ŧ	Monthly	×	EOP	×	2	~ ^
							Add Reset
Charge Code	Charge Pricing R	ule	Charge Criteria	E	ffective Date	Expiry Date	Action
123	PRCRULE160120	0000001510	COUNT_OF_INSTR	RUMENT 2	020-01-16	2021-01-12	÷
Page 1 of 1 (1 of 1 item	s) K < 1 >						Save Cancel

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



 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.



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 Descriptic	on
	(00:00)	ereate enalger referential i field beecenpate	



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 p 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.		

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

- 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 \blacksquare 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.

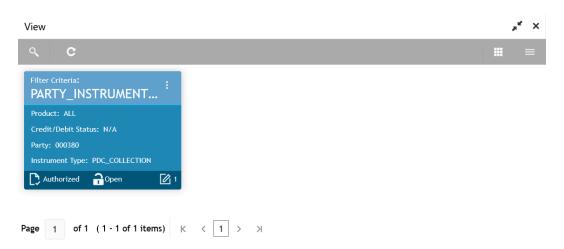


Figure 2-37 View Charge Preferential Pricing

- 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

View			×*
Product	Credit/Debit Status	Party	Instrument Type
v	· · · · · · · · · · · · · · · · · · ·		Ψ
Instrument Status	Record Status	Authorization Status	
v	×	· ·	
Search Reset			

- 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.
 - 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	on

nch *	Currency *		Main Unit *		Sub Unit		
4-LM BRANCH V	USD	v	Dollar		Cent		
enomination Type		Denomination Value		Description		Action	+ [
Coin	÷	50		Half Dollar = 50 Cents			
Note	Ŧ	1		1 USD			
Coin	Ť	1		1 Cent = 0.01 USD			
Coin	Ŧ	5		Nikel = 5 Cents		2	
Coin	Ť	10		Dime = 10 Cents		2	
age 1 of 1 (1-5 of 5 items) 🛛 🤇							

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.



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.

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

- 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.



Branch: 004		÷	Branch: 004		÷	Branch: 006		÷	Branch: 004		:	Branch: 004		:
Currency: UAH			Currency: CAD			Currency: USD			Currency: BSD			Currency: TOP		
Main Unit: D			Main Unit: DOLL	AR		Main Unit: dollar			Main Unit: S			Main Unit: TOP		
Sub Unit: C			Sub Unit:			Sub Unit: cent			Sub Unit: S			Sub Unit:		
Unauthorized	💪 In Progress	2 3	Authorized	Popen	13	Authorized	Popen	1	Unauthorized	Popen	Ø 8	D Unauthorized	Copen	⊿4
Branch: 004		÷	Branch: 004		÷	Branch: 004		÷	Branch: 004		÷	Branch: 004		:
Currency: PYG			Currency: UZS			Currency: PQR			Currency: FKP			Currency: BTN		
Main Unit: Ron			Main Unit: S			Main Unit: dollar			Main Unit: S			Main Unit: sS		
Sub Unit:			Sub Unit: S			Sub Unit: test			Sub Unit: S			Sub Unit: sS		
Unauthorized	POpen	Ø١	D Unauthorized	Open	Ľ۱	Unauthorized	🚣 In Progress	□ 22	Authorized	Open	2 1	Unauthorized	Open	ı ا

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

View Cash Denomination					» ⁴
Branch	Currency	Ŧ	Record Status	Authorization Status	v
Search Reset					

- 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:
 - Unlock To modify the record details. Refer to the Create screen for the field level details.
 - 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.

Create Courier Setup Courier Description Contact Person Designation NV428Pkk Pick up courier facility for New York ZIP Amy Hoffman Head HR Address Line 1 Address Line 2 Address Line 3 Address Line 4 As1, 10th Floor, Capital Crown 13th Street, 47 W, NV 10013 Image: Courier Courier Capital Crown Fax United States Contract Start Date Contract End Date amyhoffman@cccom 9495273857 Dec 30, 2015 Dec 30, 2025
NY422Pick Pick up courier facility for New York ZIP Amy Hoffman Head HR Address Line 1 Address Line 2 Address Line 3 Address Line 4 As1, 10th Floor, Capital Crown 13th Street, 47 W, NY 10013 Image: Courter facility for New York ZIP Image: Courter facility for New York ZIP Country Zip Code Land Line Number Fax United States 10013 9495273857 Image: Contract End Date Email Address Mobile Number Contract Start Date Contract End Date
Address Line 1 Address Line 2 Address Line 3 Address Line 4 A51, 10th Floor, Capital Crown 13th Street, 47 W, NY 10013 Image: Comparison of the comparison
A 51, 10th Floor, Capital Crown 13th Street, 47 W, NY 10013 Country Zip Code Lind Line Number Fax United States 10013 Brail Address Mobile Number Contract State Date Contract End Date Dec 30, 2019 Dec 30, 2015
Country Zip Code Land Line Number Fax United States 0 10013 9495273857 Email Address Mobile Number Contract Start Date Contract End Date Dec 30, 2019 Dec 30, 2025 Dec 30, 2025
United States 10013 9495273857 Email Address Mobile Number Contract Start Date Contract End Date Dec 30, 2019 Dec 30, 2025 Dec 30, 2025
Email Address • Mobile Number • Contract Start Date Contract End Date
Dec 30, 2019 Dec 30, 2025
Dec 30, 2019 Dec 30, 2025
anynonnangedeen
amyh@gemal.com -
Save Crancel

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

० C														
Courier Code: CC1	÷	Courier Code: VSS1		÷	Courier Code: PRPR		÷	Courier Code: BLUEDART		÷	Courier Code:	CODE_02	÷	
Courier Description: CC1		Courier Descriptio	n: VSS1		Courier Description	n: PRPR		Courier Description	BLUE DART E	XPR	Courier Descript	ion: COURIERCO	DE_0	
Authorized 🔒 Open	Z 3	D Unauthorized	Popen	ı 1	Authorized		Ø 1	D Unauthorized	Popen	2 1	Authorized	Popen	Z 3	
Courier Code: FedEx	÷	Courier Code: CourCod99		÷	Courier Code: NV12		÷	Courier Code: CC11		÷	Courier Code: CCode-1		÷	
Courier Description: FedEx Corp	oration	Courier Descriptio	n: Courier Code	99	Courier Description	n: NV12		Courier Description	: CC11		Courier Descript	ion: CCode-1		
🗅 Unauthorized 🔒 Open	⊿∢	Authorized	Open	🖉 2	Unauthorized	Open	Z 2	Unauthorized	Open	2 1	Authorized	Open	⊘ 2	

- 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
-------------	--------------------	----------

View Courier Setup				
Courier Code	Courier Description	Record Status	Authorization Status	Ŧ
Search Reset				

- 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.



Q Select							i Errors & Overrides	
Location Network *	Location Code *		Location Description *	Location Cluster		Clearing Network *		
		Q	-		Q	Select		
Select •	Location Network *							
	Select	*						

Figure 2-45 Create Location

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



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.

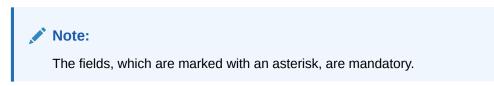


If the Location Network field is selected as Correspondent Banks, the system displays the extended section to add the correspondent bank details. The Create Location - Correspondent Banks screen displays.

reate Location						🧃 Errors & Overrides 🛛 💉
Location Code *		Location Description *		Location Cluster		Clearing Network *
	Q,	-			Q,	Select
Location Network *						
Correspondent Banks	*					
Correspondent Banks						
Bank *		Priority *		Controlling Branch *		
	Q		~ ^		Q,	Add/Edit Reset
Bank	Priority		Controlling Branch			Action
VP1	2		Bac Son			:
Page 1 of 1 (1 of 1 items)						
rage i ori (rorritens,						
						Save Can

Figure 2-46 Create Location - Correspondent Banks

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



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.



Q	Location Description						
0			Location Cluster		Clearing Network	; *	
4	-			Q	Select		
Ŧ							
	Priority *		Controlling Branch *				
Q,		~ ^		Q	Add/Edit	Reset	
Priority		Controlling Branch				Action	
1		FLEXCUBE-UNIVERSAL-BRAM	1CH			:	
v							
	Q Priority 1	Priority *	Priority * Priority * Controlling Branch 1 Priority	Priority * Controlling Branch * Priority Controlling Branch Controlling Branch t FLEXCUBE-UNIVERSAL-BRANCH	Priority * Controlling Branch * Priority Controlling Branch Controlling Branch Controlling Branch t FLEXCUBE-UNIVERSAL-BRANCH	Priority * Controlling Branch * Q Add/Edit Priority Controlling Branch * Q Add/Edit Priority Controlling Branch 1 FLEXCUBE-UNIVERSAL-BRANCH	Priority * Controlling Branch * Q. Add/Edit Reset Priority Controlling Branch * Q. Add/Edit Reset 1 ELXCUBE-UNIVERSAL-BRANCH E

Figure 2-47 Create Location - Outside Network Banks

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



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
-------------	---------------------------------------

							rs & Overrides 🦯 📌
ocation Code *		Location Description *		Location Cluster		Clearing Network *	
	Q	-			Q,	Select	
ocation Network *							
Own Branches	Ŧ						
Own Branches							
ontrolling Branch *		Priority *					
ontrolling Branch	Q	Phonty	~ ^	Add/Edit Rese			
				Add/Edit			
Controlling Branch				Priority		Action	
FLEXCUBE-UNIVERSAL-BRAM	NCH			1		:	
		7					
Page 1 of 1 (1 of 1 iter	ns) K K 1	КК					

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

View Location				
९ с				
Location Code: : SA	Location Code: : CH	Location Code: : CL	Location Code: : SD	Location Code: :
Location Description: Sana Antonio	Location Description: Chicago	Location Description: Columbia	Location Description: San Diego	Location Description: Manchester
🗋 Unauthorized 🔺 In Progress 🖉 9	🗅 Authorized 🔒 Open 🛛 🖉 5	🗋 Unauthorized 🔒 Open 🛛 🖄 10	C Authorized Copen 2 2	Authorized Popen 2
Location Code: : MUM	Location Code: : AT	Location Code: : ST	Location Code: : SF	Location Code: : NY
Location Description: Mumbai	Location Description: Atlanta	Location Description: Seattle	Location Description: San Francisco	Location Description: NewYork
🗋 Authorized 🔒 Open 🛛 🖄 1	🗋 Unauthorized 🔒 Open 🛛 🖉 6	🗋 Authorized 🔒 Open 🛛 🖉 1	🗋 Unauthorized 🔒 Open 🛛 🖉 6	🗋 Unauthorized 🔒 Open 🛛 🖉 5

Page 1 of 3 (1 · 10 of 24 items) K < 1 2 3 > >

- 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

View Location			p ^e
Location Code	Location Description	Location Cluster	Correspondent Banks
Outside Network Banks	Authorization Status	Record Status	
Search Reset			

- 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

eate Location Cluster			🧃 Errors & Overrides 🛛 🦼
ocation Cluster Code *	Location Cluster Description *	Clearing Days *	
LCC0989877	Location Cluster for Bank Branches with	2	

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



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

Location Cluster Code: : 11143	Location Cluster Code: 111	÷	Location Cluster Code: LOCClusterSh	÷	Location Cluster Code:	÷	Location Cluster Code:
Location Cluster Description:	Location Cluster Description:		Location Cluster Description:		Location Cluster Description:		Location Cluster Description:
Clearing Days:	Clearing Days:		Clearing Days:		Clearing Days:		Clearing Days:
🔁 Authorized 🔒 Open 🛛 🖉	3 🗋 Unauthorized 🔒 Open	Ø 1	C Authorized	ľ 1	Authorized	Ø1	🗋 Unauthorized 🛛 🚣 In Progress 🖉
Location Cluster Code:	Location Cluster Code:	:	Location Cluster Code:	:	Location Cluster Code:		Location Cluster Code:
KRLOC3	CTSWEST		QAJAN	•	Dummy	•	VSS
Location Cluster Description:	Location Cluster Description:		Location Cluster Description:		Location Cluster Description:		Location Cluster Description:
Clearing Days:	Clearing Days: 1		Clearing Days:		Clearing Days:		Clearing Days: 5
Authorized	3 Unauthorized	2 1	Unauthorized	2 1	Unauthorized	2 1	Authorized

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- 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

View Location Cluster				» ^e
Location Cluster Code	Location Cluster Description	Authorization Status	Record Status	Ŧ
Search Reset				

- 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:
 - 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.



Create Vault Maintenance							i Errors & Overrides	$\mathcal{A}^{\mathcal{C}}$
vault Box Number * VB78356		Vault Box Description * For Cust 78356		Vault Branch * 005-Sana Antonio Brand	ch 💌	Vault Location Houston		
Vault Activation Date *		Vault Expiry Date *		Number Of Instrument		Presentation Month		
		Dec 30, 2024	**	10	~ ^	Select	Ŧ	
Presentation From Day *		Presentation To Day *						
4	^	6	~ ^					
							Save	

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.



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 .

Table 2-23 (Cont.) Create Vault Maintenance - Field Description

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.

Vault Box Number: VAULT1	÷	Vault Box Number: PDCV1	÷	Vault Box Number: V4	÷	Vault Box Number: rej	÷	Vault Box Number: V30	÷
Vault Box Desc: VAULT DEFAULT		Vault Box Desc: PDCV1		Vault Box Desc: V4		Vault Box Desc: reject test		Vault Box Desc: V30	
Unauthorized 🔒 Open	۶ 🖾	Unauthorized	2 2	Unauthorized	2 3	Rejected	ľ 🗹	Unauthorized	2 3
Vault Box Number: Vault1	÷	Vault Box Number: CLRvault1	÷	Vault Box Number: VAULT1	÷	Vault Box Number: VSS	÷	Vault Box Number: PDCAPI	:
Vault Box Desc: VL BOX 1		Vault Box Desc: ClearanceVlt1		Vault Box Desc: VAULT DEFAULT		Vault Box Desc: VSS		Vault Box Desc: PDCAPI	
🗅 Unauthorized 🛛 🔒 Closed	🖉 2	🗋 Unauthorized 🔒 Open	2 1	🗋 Unauthorized 🛛 🔒 Closed	6	Authorized	2 3	Authorized	2 2

Figure 2-55 View Vault Maintenance

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

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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

View Vault Maintenance				a ^{lf}
Vault Box Number	Vault Box Description	Vault Branch	Vault Location	
Record Status	Authorization Status			
Search Reset				

- **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.
 - 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

reate Product Definition						() Erro	ors & Overrides
Branch *		Product Code *		Product Description *		Product Category *	
004-LM BRANCH	Ŧ	P040		Collections for Instrum	ments	Paper Based Instruments	Ŧ
roduct Type *		Network Type *		Clearing Days *		Currency *	
Outstation Cheque Collection	Ŧ	Outside Network	*	4	~ ^	USD	-
roduct Exposure Limit		Min Txn Amount *		Max Txn Amount *		Effective From *	
			\$1,000.00		\$9,999.00	Feb 19, 2020	
xpires On *							
Feb 19, 2021	**						

4. Specify the fields on Create Product Definition screen.



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



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.

Table 2-24 Create Product Definition - Field Description

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

Product Code: mj1	÷	Product Code: XYZ	÷	Product Code: KRT1	:	Product Code: TFR1	÷	Product Code: ra12	÷
Product Description: mj1testinh		Product Description: xyz		Product Description: KRT1		Product Description: Transfer	1	Product Description: testingrahu	(12
Unauthorized 🔒 Closed	∅4	Unauthorized	Ø 2	Unauthorized	en 🛛 2	Authorized	② 1	Unauthorized	Ø 2
Product Code: SAMP	÷	Product Code: SM22	:	Product Code: P908	÷	Product Code: RRR	÷	Product Code: SSSS	:
Product Description: SAMP		Product Description: ASDF gro	ıp J22	Product Description: Produ	ct Code 90	Product Description: RRR		Product Description: sss	
Authorized	2 1	Unauthorized	🖉 2	Unauthorized	en 🛛 2	Authorized	Ľ۱	Unauthorized	Ľ١

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

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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

View Product Definition					s"
Product Code	Product Category	Product Type		Authorization Status	
			Ŧ		
Record Status					
· ·					
Search Reset					

- 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

rty *			
ugSupp 01715			
Alert Code	Telephone Number	Email	Action
CC1	989898999	av@gmail.com	
Page 1 of 1 (1-2 of 2 items) K	< 1 > >		

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

INS0000031

uthorized **a** 0

🔒 Una

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.

View 001084 201910 000422 201901 Authorized 🗟 Unauth 👌 Authorized 🗟 Unauthorized **a** 0 🔒 Close Authorized **a** 0 **a** 9

Party Id. 000462

📸 Unautho

A 0p

Figure 2-61 View Alert Contact Details

Party Id: 0061

Auth

A 0p

A Fil	ter the	records	in the	View screen:

Page 1 of 2 (1 - 10 of 12 items) K < 1 2 > >

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

View			p st	
Party Id	Record Status	Authorization Status		
	v	· · · · · · · · · · · · · · · · · · ·		
Search Reset				

- 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.



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0050

201921

📸 Unauth

IC00000312

📸 Unauthorized

a o

- 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

reate						🧃 Errors & Overrides 🗾 💉
lert Code *		Alert Description *		Alert Category *		
LimitDue1		First alert for Invoice due	date	Invoice	The second secon	
vent *		Effective Date *		Expiry Date		
Invoice Accept	Ŧ	Apr 19, 2020		Apr 19, 2021	**	

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

View					$\rho^{d'}$
Alert Code	Alert Description	Record Status	Authorizatio	on Status	
Search Reset					

- 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
-------------	--------------------------

ategory *		Filter Criteria	*							
Collection	•	Default		•						
lert Decision Details										
vent *		Alert Code *			Description			Recipient *		
nstrument Lodge		OLA		Q,	Instrument Lo	dging Charges		Counterparty		•
requency *		Delivery Mod	e *		Generate days b	efore *		Additional Phor	ne *	
Scheduled	•	SMS		•	5			99999999999		
Event	Alert Code	Description	Delivery Mode	Ac	dditional Details	Recipient	Generate day	s before	Add/ Frequency	Edit Rese
Instrument Clear	OLP	Clearing Charges	Email		admin@pgtn.com	Corporate			Online	1
Page 1 of 1 (1	of 1 items) K <	1 > >								

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.



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.

Table 2-27 (Cont.) Create Alert Decisioning - Field Description

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

Alert Schedule	
Number of Alerts 1	Interval Days
Text Template 1 Alert for Instrument Clearing Text Template 2	
Alert for Instrument Clearing	
	Add Reset

- 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.
- 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

View		× * ₆
९ ट		
Filter Criteria: : CORPORATE_BASED	Filter Criteria: : PRODUCT_BASED :	
Corporate Id: 001083	Corporate Id: N/A	
🗟 Unauthorized 🔒 Open	🗟 Unauthorized 🔒 Open	
Page 1 of 1 (1 - 2 of 2 items)	к < 1 > э	

- 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

View				p st
Corporate Id	Authorization Status	Record Status	Categor	y •
Search Reset				

- 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.
 - 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
------------	-------------------------------------

nstrument Collections				i Errors & Overrides
Basic Info	Basic Info			Screen (1/3
Deposit Slip Details	Reference Number *	Reference Number	Branch *	Deposit Channel *
Deposit Summary	Create Draft	Q	004-LM BRANCH 💌	Branch 💌
	Financial Posting	Processing Date *	Deposit Location *	Acknowledge Receipt Number
		Jan 16, 2020	New Hampshire	
	Bag Weight (in kg)	Initiator Reference Number	Total Batch Amount	Deposit Slips
	1.0000	1	GBP ¥ £100.00	1
				Back Next Save & Close Cance

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.

Basic Info	Deposit Slip Details						Screen (2
Deposit Slip Details	Reference Number : 00416	0522COLL722					
Deposit Summary	External Reference Number	Deposit Slip Details					
		Deposit Slip Number * 123456704	Corporate * ABZ Solutions	Credit Accoun HEL00462000		t Slip Date * I5-13	
	e.g 665 Q	Pickup Location	Pickup Point	Pickup Date	No. of	Instruments *	
	RELIANCE ICQ00000 123456704 ABZ Solut EXTERNA 939271222 NEHJOSH CQ27122	Deposit Slip Amount GBP	Division Code 0.00 DIV000462	Deposit Slip C 0 / 1	ount Deposi	t Slip Value 0.00 / 200.00	
		 User Defined Fields Miscellaneous Fields 					E
		No. of Miscellaneous Fields	Miscellaneous Field 1				
		Instrument Details					
		Instrument Number	Instrument Date	Amount	Bank	Product	Action
		1234502	May 13, 2021	GBP 100.00	LM BANK-Sana Antonio	Transfer	:
		Page 1 of 1 (1 of 1 item Instrument Count 1	s) K < 1 > H Total Instrument Value GBP 100.00				
						Add/Edit	Rese
					Back Next	Save & Close	Cance

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.



 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.
•	Displays the sum amount of all the deposit slips.

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.			

Table 3-2 (Cont.) Deposit Slip Details - Field Description

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.



posit Slip Number 1010		Corporate Carrefour				
nstrument Detail	S					
eque Date *		Instrument Number *		Instrument Date *		Instrument Type *
Current	Post Dated	101010101		Jan 1, 2020	曲	Saving Bank Cheque
trument Amount *		Routing Number *		Drawn On Bank Name		Drawn On Branch Name
P £	60.00	109890123	Q	VP3-New Hampshire		New Hampshire
aring Location		Location Cluster		Drawer		Drawer A/C No. *
w Hampshire		CTS NORTH			Q	10101010
awer A/c Name *		Clearing Network *		Product *		Arrangement Days
		MICR	Q,	UCIN-Upcountry Inside Network		1
edit Account No		Division Code *				
nrefour 040006410072	্	Div000380	Q			
ser Defined Field	ds					
1iscellaneous Fie	lds					

Figure 3-3 Instrument Details

9. Specify the details on the Instrument Details pop-up screen.



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.



Tiold	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.
Durana On David Manag	
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.

Table 3-3 (Cont.) Instrument Details - Field Description

- 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.



nstrument Collections								i Errors & Overrides	\boldsymbol{u}_{i}
Basic Info	Deposit Summary							Scree	en (3 /
Deposit Slip Details	Reference Number : 004270821CO	LL419 Deposit S	ilip Value : 100.0	0 / 100.00					
Deposit Summary								Expand All Co	llapse
	Instrument Number	Instrument Date	Amount	Bank	Branch	Drawer A/C No.	Drawer A/C Name	Product	
	✓ Deposit Slip No. 10101010		GBP 100.00						1
	10101010	2020-01-01	GBP 40.00	Bank of America	Atlanta	10101010	s	Upcountry Inside Netwo	ork
	101010101	2020-01-01	GBP 60.00	VP3-New Hampshire	New Hampshire	10101010	s	Local Inside Network	:

Figure 3-4 Instrument Collections - Deposit Summary

17. Double click on the tile to view the complete instrument details.

The View Instrument screen displays.

/iew Instrument				
Instrument Details				
Instrument Number 101010101	Instrument Type SAVINGCHEQUE	Instrument Date 2020-01-01	Instrument Amount GBP 60.00	
Instrument Amount GBP 60.00	Routing Number 109890123	Drawn On Bank Code 0061	Drawn On Bank Name VP3-New Hampshire	
Drawn On Branch Name New Hampshire	Clearing location New Hampshire	Location Cluster CTS NORTH	Drawer -	
Drawer A/C No. 10101010	Drawer A/C Name S	Clearing Network MICR	Product Local Inside Network	
Arrangement Days 1	Corporate Reference Number -	Credit Account No 0040006410072	Division Code Division000380	
User Defined Fields				
No Data to Display				
Miscellaneous Fields				
No. of Miscellaneous Fields 4 Miscellaneous Field 4 Misc4	Miscellaneous Field 1 Misc1	Miscellaneous Field 2 Misc2	Miscellaneous Field 3 Misc3	

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.



Deposit Entry							0	Errors & Overrides	$\mathcal{A}^{\mathcal{C}}$
Basic Info	Basic Info							Si	creen (1/
Deposit Slip Details	Reference Number *		Reference Number		Branch *		Deposit Channel *		
Deposit Summary	Create Draft			Q	004-LM BRANCH		Courier		
	Financial Posting		Processing Date *		Deposit Location *		Acknowledge Receipt Nurr	nber	
			Jan 16, 2020		Atlanta		ACK154678		
	Bag Weight (in kg)		Initiator Reference Number		Deposit Slips				
	1000.0000	× ^			2				
	Courier *		Consignment Number		Consignment Date				
	Xpressbees	Q	C42546GA8441		Jan 9, 2020 12:00 AM	懿			

Figure 4-1 Deposit Entry - Basic Info

3. Specify the fields on **Deposit Entry - Basic Info** screen.



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.



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.

Table 4-1 (Cont.) Basic Info - Field Description

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.

Deposit Entry					i Errors & Overrides 🖉 🤘 🗙
Basic Info	Deposit Slip Details				Screen (2 / 3
 Deposit Slip Details 	Reference Number : 0042311210	COLL232			
Deposit Summary	External Reference Number CD00000000247 Q	ℳ Deposit Slip Details			
	e.g. 2772021 Q.	Deposit Slip Number * 2772021	Corporate * ABZ Solutions	Credit Account No HEL@~HEL0046200013	Deposit Slip Date * 2021-07-27
	2772021 ABZ Solutions CD00000000	Pickup Location * Pune	Pickup Point * KalyaniNagar	Pickup Date * Jan 14, 2020 12:00 AM	Total Denomination Count * 10000
		Deposit Slip Amount * 1 GBP 19000.00	Division Code DIV000462	Exchange Rate	Amount (Account CCV)
		Pooling Account Details			
		User Defined Fields			•
		Miscellaneous Fields			
		Denomination Details			
					Add/Edit Reset
					Banta Manta Cause & Classe Consult

Figure 4-2 Deposit Entry - Deposit Slip Details

6. Specify the fields on **Deposit Entry - Deposit Slip Details** screen.



 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.
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.



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 (1) 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.

Table 4-2 (Cont.) Deposit Slip Details - Field Description

7. In the **Denomination Details** section, click the Add (¹) icon to add a row of denomination.

The Deposit Slip Details - Denomiation Details screen displays.

Deposit Entry							🪺 Errors & Overrides 🔰 💉 🗙
Basic Info Deposit Slip Details	Deposit Slip Details Reference Number : 004231121C	OLL232					Screen (2 / 3)
Deposit Summary	External Reference Number CD00000000247 Q	Deposit Slip Details					
	e.g. 2772021 Q	User Defined Fields					
	2772021 ABZ Solutions CD00000000	 Miscellaneous Fields No. of Miscellaneous Fields 	Miscellaneous Fie	41	Miscellaneous Fie	ld 2 Miscellan	eous Field 3
		3	V ^ Misc1		Misc2	Misc3	
		⊿ Denomination Details					
							•
	- P	Denomination Type	Denomination Value		Count	Denomination Amount	Action
		Note	v 100	· · ·	50	£5,000.00	
		Note	▼ 500	×	10	£5,000.00	
		Page 1 of 1 (1-2 of 2 ite	ems) K < 1 > X Total Denominati	- ^			
		60	£10,000.00	n Amount			
							Add/Edit Reset
						Back New	t Save & Close Cancel

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 C 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.

- 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

Deposit Entry				i) Errors & Ow	errides 🚽 💉
Basic Info	Deposit Summary				Screen (3
Deposit Slip Details	Reference Number : 004231121COLL232	Deposit Slip Count : 1 / 2			
Deposit Summary				Expan	d All Collapse
	Denomination Type	Denomination Value	Denomination Count	Denomination Amount	
	Jeposit Slip No. 2772021			Total Amount : C	BP 19000.00
	Note	500	10	GBP 5000.00	
	Note	100	50	GBP 5000.00	

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

Withdrawal Entry						0	Errors & Overrides
With Nov	drawal Date	Lien Number	Lien Amount	Lie	n Date	External Channel	
Nov	24, 2021	ECA56614	GBP5,600.00	No	w 24, 2021	OBDX	
External Reference Numbr	er	Branch Name *		Corporate *		Debit Account Number *	
CW24112021100748	Q	004-LM BRANCH	Ŧ	ABZ Solutions 000462	٩	ABZ Solutions HEL0046200024	٩
Cheque Date *		Cheque Number		Slip Number		Corporate Reference Number	
Nov 24, 2021		3372411					
Total Denomination Coun		Withdrawal Amount * 📵		Exchange Rate		Debit Amount	
56	~ ^	GBP5,600.00		1.00		GBP5,600.00	

3. Specify the fields on Withdrawal Entry screen.

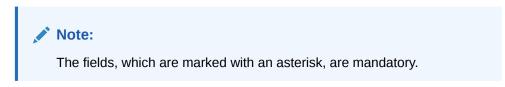


Table 4-4 Withdrawal Entry - Field Description

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.

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.

Table 4-4	(Cont.)	Withdrawal Entr	y - Field Description

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

Recipient Details				
Personnel Courier				
Recipient Name *	ID Proof Type *		ID Proof Detail *	Contact Number
recippetetet	Driving Licence	Ŧ	REC123	4343434

5. Specify the fields on Withdrawal Entry - Personnel Recipient Details screen.





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.

Table 4-5 Personnel Recipient Details - Field Description

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

A Recipient Details			
Personnel Courier			
Courier *	Consignment Number	Consignment Date	Delivery Point *
BLUEDART Q.	BD42567RK451	Nov 24, 2021	Pune Q

7. Specify the fields on Withdrawal Entry - Courier Recipient Details screen.



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.



Denomination Details						
Denomination Type		Denomination Value		Count	Denomination Amount	+ Action
Note	v	100	v	56	£5,600.00	
Page 1 of 1 (1 of 1 items)	< 1 >	к				
ital Count		Total Denomination Amo	unt			
5		£5,600.00				

Figure 4-8 Withdrawal Entry - Denomination Details

9. Specify the fields on Withdrawal Entry - Denomination Details screen.



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

Instrument Management							د غر
▲ Instrument Details		d b b					
Branch *		Cheque Date		Action *		Processing Date *	
004-LM BRANCH	Ŧ	Current	Post Dated	Select	*	Dec 19, 2019	Proceed

- 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.



Arrangement Credit Date *		Currency *		Product Type		Product	
Sep 7, 2021		GBP		Select	-	Select	
Corporate		Reference Number		Deposit Slip Number		Instrument Number	
Search	0		Q		Q		Q
Deposit Date Range		Instrument Date Range		Deposit Branch *		Deposit Location	
↔		$\longleftrightarrow \longleftrightarrow$		004-LM BRANCH	•		C
Clearing Location		Drawee Bank					
	Q		Q				

Figure 5-2 Credit Advancement/Postponement - Search Parameters

4. Specify the fields on Credit Advancement/Postponement - Search Parameters screen.



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

Instrument Number Instrument Amount Corporate Name Arrangement Credit Date New Credit Date Remarks Image: 1 of 1 (1 of 1) Hems) K < 1 > 3 Image: 1	List Of Instruments							
Page 1 of 1 (1 of 1 items) K (1 of 2 items)		Instrument Number	Instrument Amount	Corporate Name	Arrangement Credit Date	New Credit Date	Remarks	Instrument Summary
Total Selected New Credit Date * Remarks 4000000 Concell Radvancement (0) Concell Radvancement		24112035	£40,000.00	Future Group	2020-01-01			
Total Selected New Credit Date * Remarks 2000	Page 1	of 1 (1 of 1 items) K	1 > >					
	Total Select 1	ted	New Credit Date *		emarks	Аррју		£0.00

- 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

Filter Parameters						
Deposit Branch *		Currency		Destination Bank	Destination Branch	
004-LM BRANCH	v	GBP	×	0		0
Search Reset						

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

00		006	334654					
			554054	£7,000.00	VP1-Miami	Miami	MERCIER CORPORATION	24346456
	061	002	54321	£400.00	VP3-New Hampshire	New Hampshire		54321
00	040	004	6112	£900.00	Bank of America	Atlanta		98989898
00	040	004	9112	£690.00	Bank of America	Atlanta		454
00	061	002	536	£1,000.00	VP3-New Hampshire	New Hampshire		4353532
00	061	002	4321	£400.00	VP3-New Hampshire	New Hampshire		4321
00	061	002	321	£400.00	VP3-New Hampshire	New Hampshire		321
00	030	002	7780983	£79.00	Bank of America	4758 N Racine Ave	WINBOND	112342
00	040	004	191120	£700.00	Bank of America	Atlanta		56556565
00	040	004	7113	£80.00	Bank of America	Atlanta		78787878

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

List (List Of Schedules										
	Schedule Reference Number	Schedule Date	Destination Bank	Destination Branch	Schedule Amount	Number Of Instrument	Courier		Courier POD Number		
	SCH0004202011190280	2019-12-19	0061	006	£7,000.00	1	BLUEDART	0	BLD158396		
К	< 1 > >										
									Confirm Cancel		

- 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

Filter Parameters						
Receipt Branch *		Dispatch Branch		Schedule Reference Number	Courier	
004-LM BRANCH	•		Q	Q	L .	Q
Dispatch Date Range		Currency				
🛗 ↔ Sep 6, 2021	**	GBP	•			
Search Reset						

3. Specify the fields on Mark Schedule Receipt - Filter Parameters screen.



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.



	Schedule Reference Number	Schedule Date	Destination Bank	Destination Branch	Schedule Amount	Number Of Instrument	Courier	Courier POD Number
~	SCH0004202010050223	2019-11-29	0061	006	£12,500.00	2		BLDT1785M3562
	SCH0004202010050222	2019-11-29	0061	006	£4,300.00	2		
	SCH0004202011220303	2019-12-19	0061	006	£7,000.00	1		
	SCH0004202009300200	2019-11-29	0061	006	£78,000.00	2		

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

Filter Parameters							
Schedule Origination Branch		Original Schedule Referer	ice Number	Destination Bank		Destination Branch	
004-LM BRANCH	•		Q		Q,		Q
Schedule Receipt Date Range		Currency					
🛗 ↔ Sep 6, 2021		GBP	•				
Search Reset							

3. Specify the fields on Generate Centralized Schedule - Filter Parameters screen.



 Table 5-4
 Generate Centralized Schedule - Field Description

Field	Description
Schedule Origination Branch	Select the branch from where the schedule has been created.



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.

Table 5-4 (Cont.) Generate Centralized Schedule - Field Description

- 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.

Filter Parameters							
Dispatch Branch *		Returning Bank		Returning Branch		Schedule Reference Number	
004-LM BRANCH	•		Q		Q,		Q,
Courier		Instrument Number		Scheduled Dispatch Date Range		Currency	
	Q,		Q,	🛗 ↔ Sep 6, 2021	*	GBP	•
Search Reset							

3. Specify the fields on Mark Return Receipt - Filter Parameters screen.





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.

Table 5-5 Mark Return Receipt - Field Description

4. Click **Search** to view the list of instruments.

The List Of Instruments section displays.

Figure 5-11 List Of Instruments

	Schedule Reference Number	Schedule Date	Receipt Branch	Returning Branch	Instrument Number	Instrument Amount	Drawn On Bank	Drawn On Branch	Drawer
	SCH0004202009300200	2019-11-29	004	006	675675	£8,000.00	VP1-Miami	Miami	NUVOTON
	SCH0004202009040181	2019-11-07	004	002	7780983	£79.00	Bank of America	4758 N Racine Ave	WINBOND
	SCH0004202007010006	2019-11-06	004	002	6790124	£300.00	Bank of America	4758 N Racine Ave	SCFCUSTOMERTW
	SCH0004202010050223	2019-11-29	004	006	3543646	£500.00	VP1-Miami	Miami	NUVOTON
	SCH0004202010050223	2019-11-29	004	006	323554	£12,000.00	VP1-Miami	Miami	NUVOTON
к	< 1 > X								
Cor	nfirm								

- 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.



Filter Parameters							
Deposit Branch *		Currency *		Schedule Reference Number		Deposit Slip Number	
004-LM BRANCH		GBP			Q		(
Reference Number		Txn Reference Number		Instrument Number		Instrument Amount	
	Q		Q		Q		
Deposit Date Range *		Instrument/Settlement Date R	lange	Deposit Location		Product	
🛗 ↔ Sep 6, 2021					Q	Product	
Corporate		Credit Account Number		Instrument Status *			
Search	Q	Search	Q	Awaiting Realization	•		
Hide Advance Search 🔺							
Clearing Location		Drawer Bank		Drawer Account Number		Routing Code	
	Q,		Q				C
Correspondence Bank		Division Code					
	Q,		Q,				
Search Reset							

Figure 5-12 Mark Instrument Status - Filter Parameters

3. Specify the fields on Mark Instrument Status - Filter Parameters screen.



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 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.

Table 5-6 (Cont.) Mark Instrument Status - Field Description

4. Click Search to view the list of instruments.

The List Of Instruments section displays.

Figure 5-13 List Of Instruments

	Txn Reference Number	Deposit Slip Number	Schedule Reference Number	Instrument Number	Instrument Amount	Corporate Name	Credit Account Number	Drawer Deta
	004271020INST482	123123451		334654	£7,000.00	GENLIGHT INTERNATIONAL		MERCIER CO
ĸ	< 1 > >							
		Hold	Until					
Ма	ark Realized Mark Return	Mark Hold		8				
Reali	zation Summary							
	al Instrument Count	Tota	I Instrument Amount		nstrument Count	Realized Inst	trument Amount	
1		£7,0	00.00	0		£0.00		
	urn Instrument Count	Retu	rn Instrument Amount		ument Count	Hold Instrun	nent Amount	
0		£0.0	0	0		£0.00		
								Submit
								Jubilin

- 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

I Instrument Details		Cheque Date		Action *		Processing Date *	
004-LM BRANCH	•	Current Post	Dated	Mark Extension	Ψ.	Sep 6, 2021	Proceed
Hide Search ▲ Deposit Branch *		Currency *		Deposit Slip Number		Instrument Number	
004-LM BRANCH	-	GBP	*	Deposit Silp Number	Q	instanent Number	Q
Product		Corporate *		Drawee Bank		Drawee Bank Branch	
Select		Search	Q		Q,		Q,
Instrument Date Range *		Deposit Date Range		Vault Box Number			
↔	**	\leftrightarrow	<u></u>		Q,		

7. Specify the fields on Instrument Management - Post Dated Cheques screen.



 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.



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.

Table 5-7 (Cont.) Post Dated Cheques - Field Description

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.





	Instrument Number	Instrument Amount	Corporate Name	Presentation Date	New Presentation Date	Remarks	Instrument Date Extension Summary
~	20112013	£30,000.00	Future Group	2019-12-24	2019-12-25	SAVE THE DATE	
~	20112012	£20,000.00	Future Group	2019-12-24	2019-12-25	SAVE THE DATE	Total Instrument Amount (2)
	20112011	£50,000.00	Future Group	2019-12-20			£50,000.00
K	< 1 > >						Total Instrument Count 2
otal Se	lected	New Pr	esentation Date *	Remar	ks		
						Appl	v Undo Submit

- 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

	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Hold Until	Remarks	Instrument Hold Summary
✓	2411203	£100,000.00	Future Group	2020-01-03	2020-11-26		
	2411202	£100,000.00	Future Group	2020-01-03			Total Instrument Amount
	2411205	£100,000.00	Future Group	2020-01-03			£100,000.00
	2411201	£100,000.00	Future Group	2020-01-03			Total Instrument Count
Page	1 of 1 (1-4 of 4 items)	к < 1 > э					1
Total Se	elected	Hold Until		Remarks			
1		Nov 26, 20	20 🗰			Apply	Undo Submit

- 4. Optional: In the **Instrument Number** column, click the number to view more details.
- 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.

- 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

	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks	Instrument Unhold Summary
•	2020111	£200.00	Future Group	2019-12-24	VAULT1	Ready to Unh	
Page	¹ of 1 (1 of 1 items)	к (1) > Э					Total Instrument Amount £200.00
							Total Instrument Count 1
otal S	elected		Remarks				
			Ready to Unhold			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 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.
- 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 postdated 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		Total Instrument Count
	9879871	£100.00	Future Group	2020-11-03	VAULT1		1
Page	¹ of 1 (1-5 of 5 items)	К < 1 > Э					
Total S	elected		Remarks				
1			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
Page	1 of 1 (1 of 1 items) K <	£1,000.00					
							Total Instrument Count
							1
Total Se	lected		Remarks				
1			Recover the Instru	ment		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.

	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	New Instrument Number	Remarks	æ	Instrument Summary
/	2411203	£100,000.00	Future Group	2020-01-03	2411206		-	
	2411205	£100,000.00	Future Group	2020-01-03				Instrument Replacement Total Instrument Amount
	2411202	£100,000.00	Future Group	2020-01-03				£100,000.00
	9879871	£100.00	Future Group	2020-11-03				Total Instrument Count
	2411201	£100,000.00	Future Group	2020-01-03				1
ge	¹ of 1 (1-5 of 5 items)	К < 1 > Э						Instrument Withdrawal Total Instrument Amount £0.00 Total Instrument Count 0
ige ial S	¹ of 1 (1-5 of 5 items) ielected		iment Number	Remark	s			Total Instrument Amount £0.00 Total Instrument Count

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.

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	Initiator Reference UDF 4		Division Code		
Batch Currency	UDF 5	MISC 9	Instrument Status		
Deposit Slip number	UDF 6	MISC 10	-		

Table 6-1 Instrument Collection File - Supported Fields

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

e Upload	×
Drag and Drop Select or drop files here.	
Q	
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.



ter by File Name	Filter by Make	or ID		Filter by C	hecker ID					Refr
er by Status 👻	Filter by Uplo	ad Date: Start Date	±±	Filter by U	pload Date: End Date	曲	Filter Clear Filter	3		Rejected F
le Name	Maker Id	Checker Id	Total Records	Approved	Successful	Failed	Maker Time Stamp	Checker Time Stamp	Status	Actio
BSCFCM-INVOICES-SELLER_253706992411.csv	OBDX	OBDXC	1	1	1	0	2021-11-24T06:38:53.000+00:00	2021-11-24T06:38:54.000+00:00	Processed	*
BCM-INSTRUMENT-COLLECTIONS_34_4.csv	KRINAS	KRINAM	1	1	1	0	2021-11-23T12:29:08.000+00:00	2021-11-23T12:29:19.000+00:00	Processed	÷
BCM-INSTRUMENT-COLLECTIONS_34_3.csv	KRINAS	KRINAM	1	1	0	1	2021-11-23T12:26:34.000+00:00	2021-11-23T12:27:23.000+00:00	Processed	<u>.</u>
BCM-INSTRUMENT-COLLECTIONS_34_2.csv	KRINAM	KRINAS	1	1	0	1	2021-11-23T12:22:22.000+00:00	2021-11-23712:22:51.000+00:00	Processed	<u>.</u>
BCM-INSTRUMENT-COLLECTIONS_34_1.csv	KRINAS	KRINAM	1	1	1	0	2021-11-22T05:48:42.000+00:00	2021-11-22706:02:23.000+00:00	Processed	±
BSCFCM-PAYMENT_MANUAL_ALLOC_01506.csv	SAVITAR	SWETA	7	7	7	0	2021-11-20708:55:36.000+00:00	2021-11-20708:56:10.000+00:00	Processed	<u>.</u>
BSCFCM-PAYMENT_AUTO-210520201_219.csv	GANESHM		0	0	0	0	2021-11-19T15:11:38.000+00:00		Unprocessed	±
BSCFCM-INVOICES-BUYER_AUTO-210520203_770.csv	GANESHM		0	0	0	0	2021-11-19T15:11:12.000+00:00		Unprocessed	±
8CM-CASHFLOW-TRANSACTION_169Mayur2.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:29:41.000+00:00	2021-11-19T06:29:50.000+00:00	Processed	÷
BCM-CASHFLOW-TRANSACTION_169Mayur1.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:27:53.000+00:00	2021-11-19T06:28:05.000+00:00	Processed	±

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

Rejected File Data									×
Filter by File name	Filter by Maker ID			Filter by Checker ID					
Field		Version	Maker Id	Checker ld	Status	Remarks	Maker Time Stamp	Checker Time Stamp	
	.+.	1	GANESHM	VUAYC	R	F 0	2021-08-10T12:16:14.000+00:00	2021-08-19708:02:25.000+00:00	
OBSCFCM-INVOICES-BUYER_AUTO-210520203_833.csv									

- 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.



*I*nquiries

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.



Instrument Inquiry							
Hide Search 📥							
Cheque Date		Deposit Branch		Corporate		Account Number	
CDC PDC		Select	*	Search	٩	Search	্
Instrument Number		Reference Number		External Reference Number		Deposit Slip No.	
Product		Currency		Instrument Amount From		Instrument Amount To	
Select	Ψ.	Select	Ψ.				
Schedule Reference Numb	er -	Deposit Location		Clearing Location		Drawee Bank	
			Q		Q		Q
Correspondent Bank		Date Reference Basis		Date Range		Processing Status	
	Q	Select	×	$\stackrel{\text{def}}{=} \longleftrightarrow$		Select	
Instrument Status		Transaction Status		Credit Status			
Select		Select		Select			

Figure 7-1 Instrument Inquiry - Current Dated Cheque

Figure 7-2 Instrument Inquiry - Post Dated Cheque

Instrument Inquiry					
Hide Search 🔺					
Cheque Date		Deposit Branch		Corporate	Account Number
CDC PDC		Select	*	Search 🔍	Search 🔍
Instrument Number		Reference Number		External Reference Number	Deposit Slip No.
Product	*	Currency Select	*	Instrument Amount From	Instrument Amount To
Vault Box Number		Deposit Location		Clearing Location	Processing Status
	Q		Q	Q	Select
Date Reference Basis		Date Range		Instrument Status	
Select	*	★→→	**	Select	

3. Specify the fields on **Instrument Inquiry** screen.



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.



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 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.

Table 7-1 (Cont.) Instrument Inquiry - Field Description

4. Click **Search** to view the search results.

The Instrument Inquiry - Search Results screen displays.



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	

Figure 7-3 Instrument Inquiry - Search Results

- 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
------------	------------------------------------

Basic Info		Deposit Slip Details	Instrument Details	
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			

7. Click Deposit Slip Details tab.

The Instrument Management - Deposit Slip Details screen displays.



	Basic Info		Deposit Slip Details		Instrument Details
Deposit Slip Number :	1234				
Corporate ID 201922		Credit Account Number	Deposit Slip Date 2020-01-08		Pickup Date 2020-01-08
Pickup Location Division Code		Pickup Point -	No. Of Instrumen 1	ts	Deposit Slip Amount 1,800.00
Jser Defined Fields					
No Data to Display					
Aiscellaneous Fields					
No. of Miscellaneous Fie) Pooling Account Detail	-				
Product Category	Pooling Level	Credit Consolidation Level	Division/Location	Pooling Account Num	per Percentage to be Pooled (
PAPERBASE	LOCATION	POOLING_LEVEL	LOs Angeles	900042212	70
PAPERBASE	LOCATION	POOLING_LEVEL	Atlanta	989898989	30

Figure 7-5 Instrument Management - Deposit Slip Details

8. Click Instrument Details tab.

The Instrument Management - Instrument Details screen displays.

Basic Info		Deposit Slip Details	Instrument Details	
nstrument Number : 3399				
nstrument Type AVINGCHEQUE	Instrument Date 2020-01-01	Instrument Amount 1,800.00	Routing Number 10989034	
Orawn On Bank Code 1020	Drawn On Bank Name LM BANK	Drawn On Branch Name Atlanta	Clearing location Atlanta	
ocation Cluster	Drawer -	Drawer A/C No. 5566990	Drawer A/C Name Tim	
Clearing Network MICR	Product Transfer	Corporate Reference Number	Credit Account No -	
Division Code	Instrument Status BOOKED			
Jser Defined Fields				
No Data to Display				
Miscellaneous Fields				

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

Hide Search 🔺							
Branch		Reference Number		Event		Product	
004-LM BRANCH	.			Select	*	Select	Ψ
Party		Account Number		Accounting Entry Type		Entry Posting Status	
Search	٩,	Search	٩	Select	Ψ	Select	Ψ
Date Reference Basis		Date Range					
Select	.	↔	**				

3. Specify the fields on Accounting Inquiry screen.



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

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 .

 Table 7-2
 Accounting Inquiry - Field Description

4. Click **Search** to view the search results.

The Accounting Inquiry - Search Results screen displays.



ccounting Inquiry						
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

Figure 7-8 Accounting Inquiry - Search Results

 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

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.



Cash Deposit Inquiry							
Hide Search 🔺							
Deposit Branch		Corporate		Account Number		Deposit Slip No.	
004-LM BRANCH	*	Search	٩,	Search	٩,		
Reference Number		External Reference Nu	mber	Deposit Location		Division Code	
					Q		Q
Deposit Channel		Courier		Processing Status		Credit Status	
Select	Ŧ		Q	Select		Select	
Amount Reference Basis		Currency		From Amount		To Amount	
Select	×	Select	· ·				
Date Reference Basis		Date Range					
Select	*		(iii)			Search Reset	

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.

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			

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.

Table 7-3 (Cont.) Cash Deposit Inquiry - Field Description

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.

ow Search 💌							
Processing Date	Deposit Slip No.	Reference Number	Corporate	Currency	Deposit Slip Amount	Processing Status	Credit Status
020-01-16	210922	004210921COLL992	Carrefour	USD	1,000.00	Request	
020-01-16	210923	004210921COLL993	Carrefour	BDT	1,000.00	Request	
020-01-16	410212	004041021COLL183	Carrefour	BDT	1,000.00	Request	
020-01-16	892111	004080921COLL651	Carrefour	USD	1,000.00	Request	
020-01-16	5102131	004051021COLL210	Carrefour	BDT	1,000.00	Request	
020-01-16	510213	004051021COLL208	Carrefour	BDT	1,000.00	Request	
020-01-16	100821	004060921COLL603	Carrefour	USD	1,000.00	Request	
020-01-16	692111	004060921COLL606	Carrefour	USD	1,000.00	Request	
020-01-16	692112	004060921COLL611	Carrefour	USD	1,000.00	Request	
020-01-16	14092131	004140921COLL796	Carrefour	USD	1,000.00	Request	
020-01-16	500020	004230921COLL048	ABZ Solutions	GBP	1,000.00	Completed	CREDITED_SUCCESS
020-01-16	1409213	004140921COLL794	Carrefour	USD	1,000.00	Request	
020-01-16	987654328	004221121COLL217	Indigo	CAD	1,000.00	Request	
020-01-16	210921	004210921COLL985	Carrefour	USD	1,000.00		
020-01-16	140921311	004140921COLL800	Carrefour	USD	1.000.00	Request	

Figure 7-11 Cash Deposit Inquiry - Deposit Slip Details

 Click on the hyperlinked data in the columns to view more details of the record. The Deposit Slip Details screen displays.

Basic Info			
Branch	Deposit Channel	Deposit Location	Financial Posting
004	BRANCH	Atlanta	
Processing Date	Deposit Slip	Initiator Reference Number	Acknowledgement Receipt Number
2020-01-16	1		-
Depositor Name	ID Proof Type	ID Proof Detail	Contact Number
shraddha	Passport	84hfj47	
Deposit Slip Details			
Corporate ID	Credit Account Number	Deposit Slip Date	Deposit Date
000380	1111000380	2020-01-09	2020-01-16
Pickup Location	Pickup Point	Denomination Count 100	Deposit Slip Amount (Txn CCY) USD 1,000.00
Exchange Rate	Amount (Account CCY)	Division Code	
		Division00030	
User Defined Fields			
No Data to Display			
Miscellaneous Fields			
No. of Miscellaneous Fields 0			
Denomination Details			
Denomination Type	Denomination Value	Denomination Count	Denomination Amount
Note	10.00	100	1,000.00
Total		100	1,000.00

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

Cash Withdrawal Inquiry						
Hide Search 🔺						
Withdrawal Branch		Corporate		Account Number	Slip Number	
004-LM BRANCH	*	Search	٩	Search	٩,	
Cheque Number		Reference Number		External Reference Number	Courier	
						Q
Amount Reference Basis		Currency		From Amount	To Amount	
Select	Ψ	Select	Ψ			
Date Reference Basis		Date Range		Processing Status	Debit Status	
Select	*	4-→	曲	Select	Select	

3. Specify the fields on Cash Withdrawal Inquiry screen.





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

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

 Table 7-4
 Cash Withdrawal Inquiry - Field Description

4. Click **Search** to view the search results. Or, click **Reset** to clear the search criteria.

The Cash Withdrawal Inquiry - Search Results screen displays.

ow Search 🔻						
Processing Date	Reference Number	Corporate	Currency	Withdrawal Amount	Processing Status	Debit Status
020-01-13	004050521CW160	Carrefour	GBP	1,000.00	Completed	
020-01-13	004070521CW180	Carrefour	GBP	50,000.00	Authorization	
2020-01-13	004070521CW181	Carrefour	INR	1,000.00	Authorization	
2020-01-13	004070521CW189	Carrefour	GBP	100.00	Authorization	
2020-01-13	004300421CW140	PEGATRON	INR	20.00		
2020-01-13	004110521CW200	PEGATRON	GBP	10.00	Authorization	
2020-01-13	004110521CW202	PEGATRON	USD	100,000.00	Completed	
2020-01-13	004070521CW185	Carrefour	USD	30,000.00	Completed	
2020-01-13	004070521CW186	APPLE	INR	700.00	Completed	
2020-01-13	004070521CW187	APPLE	INR	1,000.00	Completed	
2020-01-13	004070521CW188	Carrefour	INR	1,000.00	Completed	

Figure 7-14 Cash Withdrawal Inquiry - Search Results

 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

Branch Name	Corporate		Debit Account Number	
004	Carrefour		1111000380	
Cheque Number	Slip Number		Corporate Reference Number	
12345	67890		carr001	
Withdrawal Amount	Exchange Rate		Debit Amount	
50,000.00	1.27		63,500.00	
Lien Number	Lien Amount		Lien Date	
Consignment Number	Consignment Date		Delivery Point	
con123	2021-05-07		LA	
Denomination Value	Denomination Count	Currency	Denomination Amount	
50.00	50	GBP	2,500.00	
	1000		50.000.00	
к < 1 > н				
	004 Cheque Number 1235 Withdrawal Amount 5,000,00 Lien Number - Consignment Number cor123	004 Carefour Cheque Number Slip Number 12345 67890 Withdrawal Amount Exchange Rate 50,000.00 1.27 Lien Number Lien Amount Consignment Number Consignment Date con123 Consignment Date 50.00 950 50.00 50 50.00 50 50.00 50 50.00 50 50.00 50 50.00 50 50.00 50 50.00 50 50.00 50 50.00 50 50.00 50 50.00 50 50.00 50	004 Carefour Cheque Number Slip Number. 12345 67890 Withdrawal Amount Exchange Rate 50,000.00 1.27 Lien Number Lien Amount. Consignment Number Consignment Date con123 2021-05-07 S0.00 S0 Cg8 P S0.00 S0 Cg8 P	004 Carefour 111000380 Cheque Number Silp Number Corporate Reference Number 12345 67890 carrol1 Withdrawal Amount Exchange Rate Debit Amount 50,000,00 1.27 63,900.00 Lien Number Lien Amount Lien Amount Consignment Number Consignment Date Delivery Point Consignment Number Consignment Date Delivery Point con123 500 S001 GBP 47,500.00 S000 950 GBP 47,500.00 S000 S0 GBP S000.00 S000 S0 GBP 50,000.00

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.



Hide Search 🔺							
Branch		Event		Corporate		Reference Number	
004-LM BRANCH	•	Select	•		Q,		
Charge Code		Charge Group		Txn Ref No.		Charge Type	
	Q	Select	•			Select	•
Charge Account		Date Reference Basis		Date Range		Collection Type	
Search	Q	Select	-	↔	*	Select	
Product		Deposit Slip No		Instrument Number		Instrument Type	
Select						Select	
Instrument Status		Credit/Debit Status					
Select	-	Select	-				

Figure 7-16 Charge Inquiry

3. Specify the fields on **Charge Inquiry** screen.



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 Descr	ription
--	---------

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'.



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

	Table 7-5	(Cont.) (Charge I	nguiry -	Field	Descriptio	n
--	-----------	-----------	----------	----------	-------	------------	---

 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

ow Search 🔻							
xn Ref No.	Corporate	Charge Code	Instrument Type	Collection Date	Charge Currency	Charge Amount	Collection Type
BCOLLCASHCHG0066	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
BCOLLCASHCHG0065	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
BCOLLCASHCHG0071	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
BCOLLCASHCHG0083	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
BCOLLCASHCHG0063	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
BCOLLCASHCHG0064	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch
BCOLLCASHCHG0072	000462	Cash Collection	CASH_DEPOSIT		GBP	20.00	Batch

 Click on the hyperlinked data in the column(s) to view more details of the record. The Cash Details - Additional Details screen displays.



Add	litional Details		Transaction Details
ranch	Parent Charge Code	Collection Type	Charge Date
04		Batch	-
ollection Date	Event	Party	Corporate Reference Number
	EOD	ABZ Solutions	-
nstrument Type	Product	Instrument Status	Credit/Debit Status
ASH_DEPOSIT			CREDITED
harge Type			
Debit			
Jesh C			
Charge Pricing Id	Charge Pricing Description *	Annum Basis	Pricing Category *
	Charge Pricing Description * Cash Coll Charges	Annum Basis 365	Pricing Category * Fixed Amount
Charge Pricing Id			
Charge Pricing Id PRCRULE160120_0000001575			
Charge Pricing Id PRCRULE160120_0000001575 Pricing Method *			

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

Additional Details			Transaction Details		
leference Number	Processing Date	Deposit Slip No	Deposit Slip Amount	Credit/Debit Status	Credit Date
04141121COLL108		12523005	\$20,000	CREDITED	2020-01-15
age 1 of1 (1 of1	items) K < 1 >	К			



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

0.NL		
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.

Table 8-1 EOD Batch



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.

Stage	Functional Activity Code	Description
Processing	CMS_FA_MANUAL_ENRICH MENT	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_REWOR K	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_E XCEPTION	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_EXCE PTION	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.

 Table 9-1
 Functional Activity Codes

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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