

# Oracle® Banking Digital Experience Cloud Service

## Core – Corporate Admin User Manual



Release 25.1.2.0.0

G51568-01

April 2026

The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

ORACLE®

Copyright © 2015, 2026, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, MySQL, and NetSuite are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

# Contents

## Preface

---

|                             |     |
|-----------------------------|-----|
| Purpose                     | i   |
| Audience                    | i   |
| Documentation Accessibility | i   |
| Critical Patches            | ii  |
| Diversity and Inclusion     | ii  |
| Conventions                 | ii  |
| Related Resources           | ii  |
| Screenshot Disclaimer       | ii  |
| Acronyms and Abbreviations  | iii |
| Basic Actions               | iii |
| Symbols and Icons           | iii |

## 1 Corporate Administrator

---

## 2 Corporate Administrator Dashboard

---

## 3 Group Corporate Onboarding

---

|       |   |    |
|-------|---|----|
| 3.1   | View Linked Parties under Group Corporate | 3  |
| 3.2   | Comments                                  | 4  |
| 3.3   | Ready to Submit                           | 6  |
| 3.4   | Step 1: Group Corporate Profiling         | 8  |
| 3.4.1 | Group Corporate Profiling - View          | 8  |
| 3.5   | Step 2: Party Account Access              | 10 |
| 3.5.1 | Party Account Access – Create             | 11 |
| 3.5.2 | Party Account Access - View               | 19 |
| 3.5.3 | Party Account Access- Edit                | 22 |
| 3.5.4 | Party Account Access- Delete              | 29 |
| 3.6   | Step 3: User Onboarding                   | 30 |
| 3.7   | Step 4: User Group Maintenance            | 31 |
| 3.7.1 | User Groups – Create                      | 32 |

|        |                                     |     |
|--------|-------------------------------------|-----|
| 3.7.2  | User Groups – Summary & View        | 34  |
| 3.7.3  | User Groups – Edit                  | 36  |
| 3.8    | Step 5: User Account Access         | 39  |
| 3.8.1  | User Account Access – Create        | 40  |
| 3.8.2  | User Account Access – View          | 49  |
| 3.8.3  | User Account Access – Edit          | 54  |
| 3.8.4  | User Account Access – Delete        | 63  |
| 3.9    | Step 6: User Report Mapping         | 64  |
| 3.9.1  | User Report Mapping – Search & View | 65  |
| 3.9.2  | User Report Mapping - Edit          | 69  |
| 3.9.3  | User Report Mapping - Create        | 71  |
| 3.10   | Step 7: Workflow Management         | 72  |
| 3.10.1 | Workflow Management – Summary       | 74  |
| 3.10.2 | Workflow Management – View          | 75  |
| 3.10.3 | Workflow Management – Create        | 76  |
| 3.10.4 | Workflow Management - Edit          | 80  |
| 3.11   | Step 8: Approval Rules              | 83  |
| 3.11.1 | Approval Rules – Summary            | 84  |
| 3.11.2 | Approval Rules - View               | 85  |
| 3.11.3 | Approval Rules - Edit               | 89  |
| 3.11.4 | Approval Rule – Create              | 93  |
| 3.12   | Send to Modify                      | 100 |
| 3.13   | FAQ                                 | 102 |

## 4 User Management

---

|     |                                     |    |
|-----|-------------------------------------|----|
| 4.1 | User Management – Search/ View User | 1  |
| 4.2 | FAQ                                 | 12 |

## 5 Limits Definition

---

|     |                                  |   |
|-----|----------------------------------|---|
| 5.1 | Limits Definition - View         | 2 |
| 5.2 | Limits Definition - Create       | 3 |
| 5.3 | Limits Definition - Delete Limit | 6 |

## 6 Limits Package Management

---

|     |                                   |    |
|-----|-----------------------------------|----|
| 6.1 | Limit Package Management - View   | 2  |
| 6.2 | Limit Package Management - Create | 5  |
| 6.3 | Limit Package Management - Edit   | 8  |
| 6.4 | Limit Package Management - Clone  | 12 |
| 6.5 | Limit Package Management - Delete | 15 |

## 7 File Upload Maintenance

---

## 8 File Identifier Maintenance

---

|     |                                       |   |
|-----|---------------------------------------|---|
| 8.1 | File Identifier Maintenance - Summary | 2 |
| 8.2 | File Identifier Maintenance - Create  | 5 |
| 8.3 | File Identifier Maintenance - Edit    | 7 |
| 8.4 | FAQ                                   | 9 |

## 9 User File Identifier Mapping

---

|     |  |   |
|-----|--|---|
| 9.1 | User File Identifier Mapping - Create  | 2 |
| 9.2 | User File Identifier Mapping - Details | 3 |
| 9.3 | User File Identifier Mapping - Create  | 6 |
| 9.4 | User File Identifier Mapping – Edit    | 7 |
| 9.5 | FAQ                                    | 9 |

## 10 Reports

---

## 11 Report Generation

---

|        |  |    |
|--------|--|----|
| 11.1   | Adhoc Reports  | 3  |
| 11.2   | Schedule Reports   | 4  |
| 11.2.1 | View Scheduled Reports                                     | 5  |
| 11.2.2 | Edit Scheduled Reports                                     | 7  |
| 11.2.3 | Delete Scheduled Reports                                   | 9  |
| 11.3   | List of Reports  | 10 |
| 11.4   | File Identifier wise Party User Mapping Report             | 10 |
| 11.4.1 | File Identifier wise Party User Mapping - Adhoc Report     | 10 |
| 11.4.2 | File Identifier wise Party User Mapping - Schedule Report  | 13 |
| 11.5   | Party wise File Identifiers Mapping Report                 | 15 |
| 11.5.1 | Party wise File Identifiers Mapping - Adhoc Report         | 15 |
| 11.5.2 | Party wise File Identifiers Mapping - Schedule Reports     | 18 |
| 11.6   | Party User wise File Identifiers Mapping Report            | 20 |
| 11.6.1 | Party User wise File Identifiers Mapping - Adhoc Report    | 20 |
| 11.6.2 | Party User wise File Identifiers Mapping - Schedule Report | 23 |
| 11.7   | Party wise Payee Maintenance Report                        | 25 |
| 11.7.1 | Party wise Payee Maintenance Report - Adhoc Report         | 25 |

|        |  |    |
|--------|--|----|
| 11.7.2 | Party wise Payee Maintenance - Schedule Report | 27 |
| 11.8   | Party wise User Groups Report                  | 29 |
| 11.8.1 | Party wise User Groups - Adhoc Report          | 29 |
| 11.8.2 | Party wise User Groups - Schedule Report       | 32 |
| 11.9   | User Entitlement Report                        | 34 |
| 11.10  | User List Report                               | 34 |
| 11.11  | Approval Rule Report                           | 34 |

## 12 My Reports

---

|      |                        |   |
|------|------------------------|---|
| 12.1 | My Reports - Adhoc     | 1 |
| 12.2 | My Reports - Scheduled | 6 |
| 12.3 | FAQ                    | 9 |

## 13 Mailbox

---

|      |               |   |
|------|---------------|---|
| 13.1 | Mails         | 1 |
| 13.2 | Alerts        | 2 |
| 13.3 | Notifications | 4 |
| 13.4 | FAQ           | 6 |

## 14 Profile

---

|      |     |   |
|------|-----|---|
| 14.1 | FAQ | 2 |
|------|-----|---|

## 15 Session Summary

---

## 16 Manage DND Alerts

---

## 17 ATM & Branch Locator

---

|      |     |   |
|------|-----|---|
| 17.1 | FAQ | 5 |
|------|-----|---|

## 18 Security Settings

---

|        |                               |   |
|--------|-------------------------------|---|
| 18.1   | Set Security Questions        | 1 |
| 18.1.1 | View Security Questions       | 4 |
| 18.1.2 | User Security Question - Edit | 5 |

## Index

---

# Preface

- [Purpose](#)
- [Audience](#)
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Conventions](#)
- [Related Resources](#)
- [Screenshot Disclaimer](#)
- [Acronyms and Abbreviations](#)
- [Basic Actions](#)
- [Symbols and Icons](#)

## Purpose

This guide is designed to help acquaint you with the Oracle Banking application. This guide provides answers to specific features and procedures that the user need to be aware of the module to function successfully.

## Audience

This document is intended for the following audience:

- Customers
- Partners

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

### Access to Oracle Support

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

## Critical Patches

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

## Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

## Conventions

The following text conventions are used in this document:

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

## Related Resources

For more information on any related features, refer to the following documents:

- Oracle Banking Digital Experience Installation Manuals
- Oracle Banking Digital Experience Licensing Manuals

## Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.

## Acronyms and Abbreviations

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

**Table 1 Acronyms and Abbreviations**

| Abbreviation | Description                       |
|--------------|-----------------------------------|
| OBDX         | Oracle Banking Digital Experience |

## Basic Actions

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

**Table 2 Basic Actions and Descriptions**

| Action                  | Description  |
|-------------------------|--|
| <b>Back</b>             | In case you missed to specify or need to modify the details in the previous segment, click <b>Back</b> to navigate to the previous segment.  |
| <b>Cancel</b>           | Click <b>Cancel</b> to cancel the operation input midway without saving any data. You will be alerted that the input data would be lost before confirming the cancellation.  |
| <b>Next</b>             | On completion of input of all parameters, click <b>Next</b> to navigate to the next segment.   |
| <b>Save</b>             | On completion of input of all parameters, click <b>Save</b> to save the details.   |
| <b>Save &amp; Close</b> | Click <b>Save &amp; Close</b> to save the data captured. The saved data will be available in <b>View Business Product</b> with <i>In Progress</i> status. You can work on it later by picking it from the <b>View Business Product</b> . |
| <b>Submit</b>           | On completing the input of all parameters, click <b>Submit</b> to proceed with executing the transaction.  |
| <b>Reset</b>            | Click <b>Reset</b> to clear the data entered.  |
| <b>Refresh</b>          | Click <b>Refresh</b> to update the transaction with the recently entered data.   |
| <b>Download</b>         | Click <b>Download</b> to download the records in PDF or XLS format.  |

## Symbols and Icons

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

**Table 3 Symbols and Icons**











| Symbols and Icons   | Description      |
|---|------------------|
|  | Add data segment |
|  | Close            |

Table 3 (Cont.) Symbols and Icons

| Symbols and Icons   | Description  |
|---|--|
|  | Maximize   |
|  | Minimize   |
|  | Open a list  |
|  | Open calendar  |
|  | Perform search   |
|  | View options   |
|  | View records in a card format for better visual representation.  |
|  | View records in tabular format for better visual representation. |

# 1

## Corporate Administrator

This topic describes the details of the Corporate Administrator user(s) with an admin role to carry out certain administrative functionalities for the corporate party.

Such delegated user with an administrator role will have restricted scope over these administration functionalities and scope will be restricted to manage the corporate to which they belong. Following administrative functions are extended for Corporate Administrator.

- Group Corporate Maintenance (Wizard)
- Group Corporate Profiling (View)
- Party Account Access
- User Onboarding
- User Group
- User Account Access
- Report Mapping
- Workflow Management
- Rules Management
- User Management
- File Upload Maintenance
- File Identifier Maintenance
- User File Identifier Mapping
- Transaction Limit Maintenance
- Reports Generation
- Adhoc Report Generation
- Schedule Report Generation
- Dashboard
- Transactions
  - Pending for Approval
  - My Initiated List
  - My Approved List
- Quick Links
- Mailbox
- Alerts
- Notification
- Account Settings
- Profile

- Session Summary
- Manage DND Alerts
- Security & Login
- Set Security Questions

# 2

## Corporate Administrator Dashboard

This topic describes the role of the Corporate Administrator Maker, which involves essential maintenance tasks required for day-to-day operations. These tasks include onboarding users onto the digital platform, granting account and transaction access, managing approval-related maintenance, and ensuring smooth administrative operations.




### Corporate Admin Dashboard – Overview

The Corporate Administrator dashboard comprises of

#### Dashboard Overview

##### Icons



Following icons are present on the corporate administrator dashboard:

-  : Clicking this icon takes you to the dashboard.
-  : Clicking this icon takes you to the Mailbox screen.
-  : Click this icon to search the transactions.









**Welcome, John David**







Last login 6/8/23, 3:56 PM

-  : Click this icon to get option to log out from the application. Displays the welcome note with last login details. Click this icon to view the logged in user's profile or log out from the application.
-  : Click the toggle menu to access the transaction.

##### Menus

Following menus are present on the dashboard

-  : Click this menu to manage users.
-  : Click this menu to manage limits.
-  : Click this menu to create a file identifier and map it to the user.
-  : Click this menu to generate reports and view the generated reports.
-  : (User Group Management, Alert Subscription)
-  : Click this menu to view the Mails, Alerts and Notifications.

-  **My Profile** : Click this icon to view the profile of the logged in user.
-  **Session Summary** : Click to view the login details like start date and time, end date and time, Channel and IP address of the last sessions of the logged in user.
-  **ATM & Branch Locator** : Click to view the address and location of the ATMs and the branches of the Bank.
-  **Security Settings** : Click here for security settings.
-  : Click this to launch the online help.
-  **About** : Click this to view the information about the application like version number, copyright etc.

## Onboarding

### (a) User Management

The Corporate Administrator can search and view users, modify and delete users. He can reset passwords of the users. Administrator can lock / unlock a user, through this option and grant access to various channels.

## File Upload

### (a) File Identifier Maintenance

The Corporate Administrator – Maker, can create file identifiers (FI) for a corporate entity. A File Identifier is always mapped to a specific single file template. Maintenance permits configuration of corporate preferences like approval type (file level/ record level) for a particular type of file. This is a pre-requisite for the File Uploads functionality, for a corporate.

### (b) User File Identifier Mapping

Through this option the Corporate Administrator – Maker, can map a file identifier to a user to grant access rights to the user, for this specific file type. This maintenance enables a user to upload a specific file, approve the uploaded file and view its status. The Corporate Administrator maker can map / un-map an FI to a User. Further, an administrator can enable or disable the sensitive data check. This is a pre-requisite maintenance, for the File Uploads functionality, for a corporate.

Options accessible only via Toggle Menu

## Limits

### (a) Limit Definition

Limits are defined by the bank to set up amount and duration based restrictions on the transactions that can be carried out by the user.

As part of Limits Definition maintenance, the Corporate Administrator can define:

- **Transaction Limits:** It is the transaction initiation limit with minimum and maximum amount, defined typically for a user with role 'Maker'.
- **Cumulative Limits:** It is the collective transaction amount limit for all the transactions that can be performed during a day and the maximum number of transactions permitted in a day.

This Option allows the Corporate Administrator to search and view limits, create limits and edit / delete existing limits.

### **(b) Limits Package**

As part of the Limits Package definition, the created limits can be mapped to relevant transactions and/or roles.

The Limits Packages once created can be associated at User Level.

This Option allows the Corporate Administrator to search and view Limit Package, create a new Limit Package, and edit / delete existing Limit Package.

## **Reports**

### **(a) Report Generation**

Using this option, the Corporate Administrator, can generate various adhoc and scheduled banking reports. Application provides an option to generate and schedule reports using an internal application.

### **(b) My Reports**

On accessing 'My Reports' menu, the Corporate Administrator, can view the last 10 reports generated with the respective report status. He can choose to search a specific report using the search criteria or can opt to view/ download detailed report.

**Transactions:** This section has the following tabs

- Pending for Approval
- My Initiated List
- Transaction Log
- My Approved List



#### **1) Pending for Approval**

This section displays the details of transactions that are initiated by the maker and are pending for approval. It is briefly classified into two broad categories a) Financial and b) Non-Financial c) Administration. User can click each tab to view the details of transactions that are pending for approval. Transaction will appear under Financial and Non-Financial sections, if the user has also the access of initiating and approving corporate transactions (Non-administrative transactions)

The transactions pending approval within a period can be searched across modules by providing a date range. The financial and non-financial sections display module wise count of transactions which are pending approval. The details can be viewed either in a graphical format or in a list format using a switch option.

Click on  : icon to search the transactions based on Date range.

 **Note**

- If for any module, the pending approval count is '0', then it will not be shown in the list.
- In the  graph view icon, on clicking the bars in the graph, the user will be navigated to the transaction listing page.
- In the  list view icon, on clicking the module name link , the list of transactions pending approval within the module can be viewed.

**Financial:** This displays the financial transactions initiated by the maker and further categorized as below:

Transaction will appear under Financial section, if the user has also the access of initiating and approving corporate transactions apart from the administrative maintenances .

- Accounts - The details of activity log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Number: Account number of the transaction
  - Amount: Amount of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Non Accounts - The details of the activity log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Amount : Amount of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Payments
  - Date: Date of the transaction
  - Description: Description of the transaction
  - From Account: Source Account number of the transaction
  - Amount : Amount of the transaction
  - Payee Account Details: Payee's account number of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- Bulk File
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Transaction Type: Transaction types of the file upload
  - File Name: Name of the file uploaded.
  - File Amount: Amount to be debited from debit account.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Bulk Record
  - Date: Date of the transaction
  - Transaction Type: Transaction type of the bulk record
  - Debit Account: Account number of the account to be debited.
  - Amount: Amount to be debited from debit account
  - Payee Account Details: Payee's account number
  - Reference Number No: Reference Number of the transaction.
  - Status: Status of the transaction
- Non Account Bulk Record
  - Date: Date of the transaction
  - Transaction Type: Transaction type of the bulk record
  - Amount: Amount of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Host to Host Bulk Files
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Transaction Type: Transaction type of the bulk record
  - File Name: name of the file uploaded
  - File Amount : Amount of the transaction
  - File Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Host to Host Bulk Records
  - Date: Date of the transaction
  - Transaction Type: Transaction type of the bulk record
  - Debit Account: Account number of the account to be debited.
  - Amount: Amount to be debited from debit account
  - Payee Account Details: Payee's account number
  - Reference No: Reference Number of the transaction.

- Status: Status of the transaction
- Supply Chain Finance
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Amount : Transaction amount.
  - Transaction Type: Transaction type of the bulk record
  - Debit Account: Account number of the account to be debited.
  - Reference No: Reference Number of the transaction.
  - Status: Status of the transaction

**Non- Financial:** This displays the non- financial transactions initiated by the maker and further categorized as below:

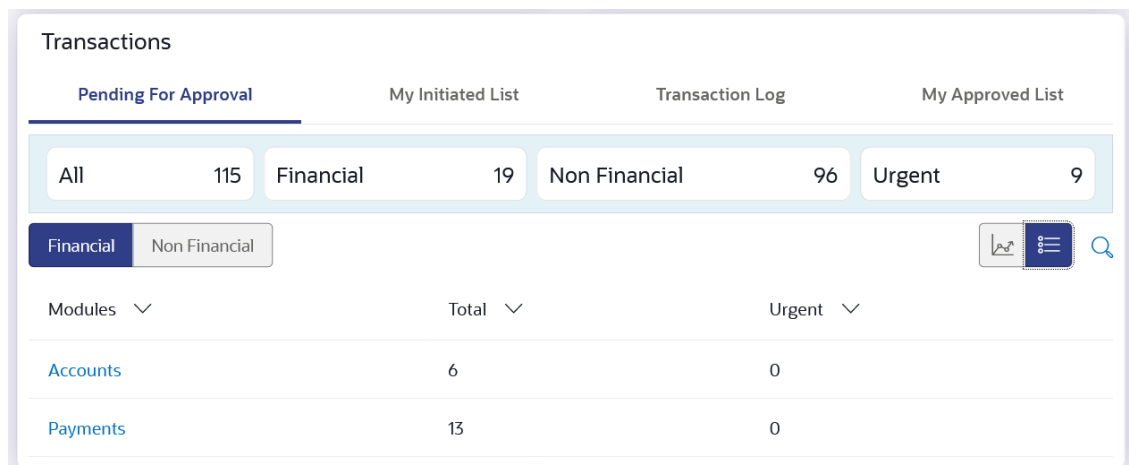
Transaction will appear under Non-Financial section, if the user has also the access of initiating and approving corporate transactions apart from the administrative maintenances

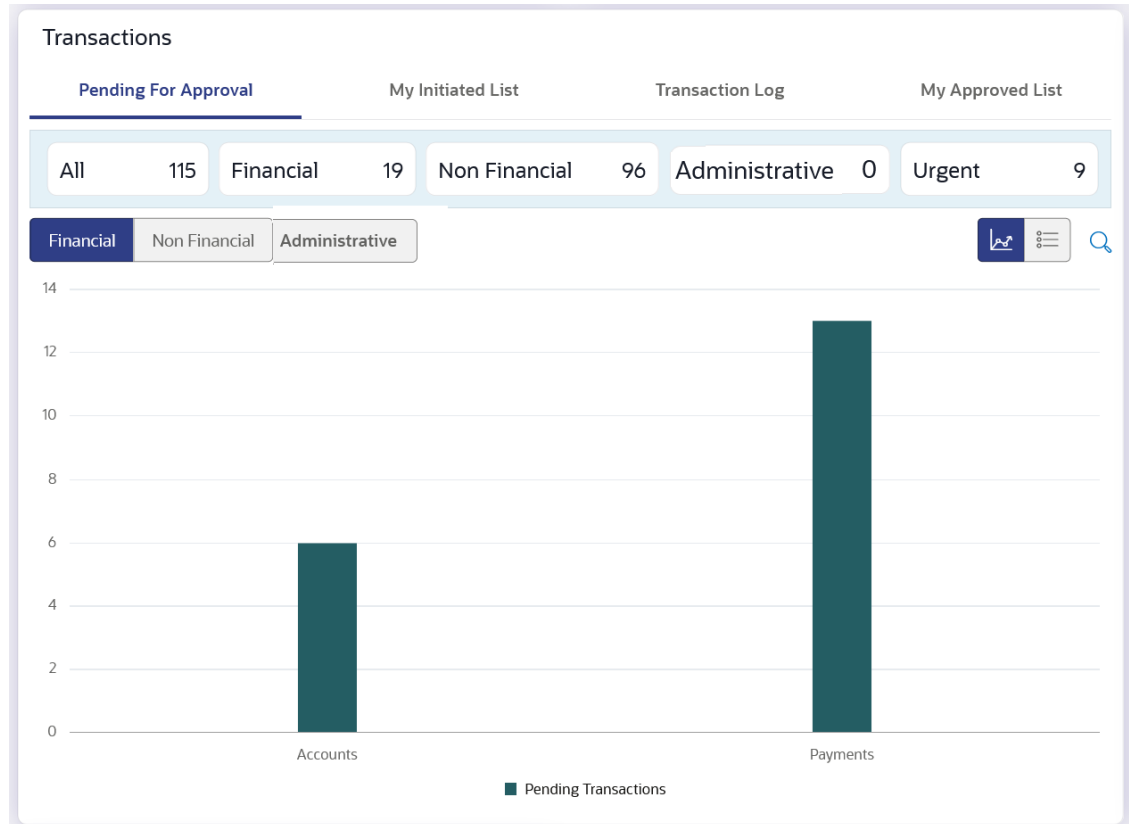
- Accounts
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Details: Account number of the transaction
  - Initiated By: The user who has initiated the transaction.
  - Reference No: Reference Number of the transaction.
  - Status: Status of the transaction
- Bulk File
  - Date: Date of the transaction
  - File Identifier: Unique code assigned to the uploaded file.
  - Transaction Type: Transaction type of the file upload
  - File Name: Name of the file uploaded.
  - File Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Bulk Record
  - Date: Date of the transaction
  - File Identifier: Unique code assigned to the record.
  - Transaction Type: Transaction type of the bulk record
  - File Name : Name of the file uploaded
  - Record Reference No: Reference Number of the record.
  - Status: Status of the record
- Trade Finance
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Beneficiary Name: Name of the Beneficiary against whom LC is to be created

- Amount: Amount for the Letter of Credit / Bill
- Reference No: Reference Number of the transaction.
- Status: Status of the transaction
- Trade Finance Maintenance
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Reference No: Reference Number of the transaction.
  - Status: Status of the transaction
- Forex Deal
  - Date: Date of the transaction
  - Reference Number: Reference Number of the transaction.
  - Description: Description of the transaction
  - Deal Type: Type of Deal user wants to initiate that is Spot or Forward
  - Currency Combination: List of permissible currency combination for deal booking
  - Amount: Amount for the booked forex deal
  - Status: Status of the transaction
- Others
  - Date: Date of the transaction
  - Initiated By: User who has initiated the transaction
  - Transaction Type: Type of the transaction initiated
  - Description: Description of the transaction
  - Reference No: Reference Number of the transaction
  - Status: Status of the transaction
- Virtual Account Management
  - Date: Date of the transaction
  - Description: Description of the transaction initiated
  - Initiated By: User who has initiated the transaction
  - Reference Number: Reference Number of the transaction
  - Status: Status of the transaction
- Liquidity Management
  - Date: Date of the transaction
  - Transaction Type: Type of the transaction initiated
  - Structure Code & Name: Structure ID and description of the transaction
  - Initiated By: The user who has initiated the transaction
  - Reference Number: Reference Number of the transaction
  - Status: Status of the transaction
- Host to Host Bulk Files
  - Date: Date of the transaction

- Transaction Type: Transaction type of the bulk record
- File Name: Name of the file uploaded
- File Reference Number: Reference Number of the transaction.
- Status: Status of the transaction
- Host to Host Bulk Records
  - Date: Date of the transaction
  - Transaction Type: Transaction type of the bulk record
  - File Name: Name of the file uploaded
  - Reference No: Reference Number of the transaction.
  - Status: Status of the transaction
- Cash Management
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Reference No: Reference Number of the transaction
  - Status: Status of the transaction
- Receivable Payables Management
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Reference No: Reference Number of the transaction
  - Status: Status of the transaction
- Supply Chain Finance
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Reference No: Reference Number of the transaction
  - Status: Status of the transaction

**Figure 2-1 Transactions - Pending for Approval (List View)**



**Figure 2-2 Transactions - Pending for Approval (Graph View)**

For more information, refer section [Pending for Approval](#) under **Approval** chapter.

## 2) My Initiated List

Displays the list of all the transactions initiated by the logged in for different type of transactions like account financial, account non-financial, bulk file, bulk record, payee, biller and payments transactions.

It is divided into two sections broadly; Financial and Non-Financial. The logged in user can view the transaction list with respective statuses and details.

The details can be viewed either in a graphical format or in a list format using a switch option.

 : Click this icon to search the transactions that are performed on a particular date.

A date range ( From Date and To Date) can be provided to search the transaction. Each module showcases the number of transactions belonging in each of the following statuses:

Each module showcases the number of transactions belonging in each of the following statuses:

- **Initiated:** The number of transactions that have been initiated but approval workflow is not assigned.
- **Pending Approval:** The number of transactions that have been initiated, but are pending for approval.
- **Locked :** The number of transactions that have been locked by the approver

- **Pending Modification:** The number of transactions that have been sent for modification by the approver to the initiator.
- **Approved:** The number of transactions that have been approved.
- **Rejected:** The number of transactions that have been rejected by the approver.
- **Expired:** The number of transactions that have been that have been initiated but expired.
- **Released:** The number of transactions that have been released by the releaser.
- **Pending Release:** The number of transactions that are pending for release by the releaser.
- **Release Rejected:** The number of transactions that have been rejected by the releaser.

**Figure 2-3 Transactions - My Initiated List**

| Module   | Initiated | PendingApproval | Locked | Modification | Approved | Rejected |
|----------|-----------|-----------------|--------|--------------|----------|----------|
| Accounts | 0         | 0               | 0      | 1            | 2        | 0        |

For more information, refer section **My Initiated List** under **Approval** chapter.

### 3) Transaction Log

Displays the list of all the different type of transactions like account financial, account non-financial, bulk file, bulk record, payee, biller and payments transactions.

It is divided into two categories broadly; Financial and Non-Financial. The logged in user can view the transaction summary with respective statuses and details.


The details can be viewed either in a graphical format or in a list format using a switch option.

On selecting either the Financial or the Non-Financial option, the modules under the particular option are displayed. Click the **Module** link to view the list of transactions in it.

Each module showcases the number of transactions present in each of the following statuses:

- **Initiated:** The number of transactions that have been initiated but approval workflow is not assigned.
- **Pending Approval:** The number of transactions that have been initiated, but are pending for approval.
- **Locked :** The number of transactions that have been locked by the approver
- **Pending Modification:** The number of transactions that have been sent for modification by the approver to the initiator.
- **Approved:** The number of transactions that have been approved.
- **Rejected:** The number of transactions that have been rejected by the approver.

- **Expired:** The number of transactions that have been that have been initiated but expired.
- **Released:** The number of transactions that have been released by the releaser.
- **Pending Release:** The number of transactions that are pending for release by the releaser.
- **Release Rejected:** The number of transactions that have been rejected by the releaser.

 : Click this icon to search the transactions that are performed on a particular date.

A date range ( **From Date** and **To Date**) can be provided to search the transaction.

**Financial** : On clicking the module name link, the following details are displayed for each category:

- Accounts - The details of transaction log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Number: Account number of the transaction
  - Amount: Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Non Accounts - The details of the activity log are:
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Amount : Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Payments
  - Date: Date of the transaction
  - Description: Description of the transaction
  - From Account: Source Account number of the transaction
  - Amount : Amount of the transaction
  - Payee Account Details: Payee's account number of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Bulk File
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Transaction Type: Transaction types of the file upload
  - File Name: Name of the file uploaded.
  - File Amount: Amount to be debited from debit account.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

- Bulk Record
  - Date: Date of the transaction
  - Transaction Type: Transaction type of the bulk record
  - Debit Account: Account number of the account to be debited.
  - Amount: Amount to be debited from debit account
  - Payee Account Details: Payee's account number
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Non Account Bulk Record
  - Date: Date of the transaction
  - Transaction Type: Transaction type of the bulk record
  - Amount: Amount of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction

**Non- Financial:** This displays the non- financial transactions initiated by the maker and further categorized as below:

- Accounts
  - Date: Date of the transaction
  - Description: Description of the transaction
  - Account Number: Account number of the transaction
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Bulk File
  - Date: Date of the transaction
  - File Identifier: Unique code assigned to the uploaded file.
  - Transaction Type: Transaction type of the file upload
  - File Name: Name of the file uploaded.
  - Reference Number: Reference Number of the transaction.
  - Status: Status of the transaction
- Bulk Record
  - Date: Date of the transaction
  - File Identifier: Unique code assigned to the record.
  - Transaction Type: Transaction type of the bulk record
  - Description: Description of the transaction
  - Reference Number: Reference Number of the record.
  - Status: Status of the record
- Trade Finance
  - Date: Date of the transaction

- Description: Description of the transaction
- Beneficiary Name: Name of the Beneficiary against whom LC is to be created
- Amount: Amount for the Letter of Credit / Bill
- Reference Number: Reference Number of the transaction.
- Status: Status of the transaction
- Forex Deal
  - Date: Date of the transaction
  - Reference Number: Reference Number of the transaction.
  - Description: Description of the transaction
  - Deal Type: Type of Deal user wants to initiate that is Spot or Forward
  - Currency Combination: List of permissible currency combination for deal booking
  - Amount: Amount for the booked forex deal
  - Status: Status of the transaction
- Others
  - Date: Date of the transaction
  - Initiated By: User who has initiated the transaction
  - Transaction Type: Type of the transaction initiated
  - Description: Description of the transaction
  - Reference Number: Reference Number of the transaction
  - Status: Status of the transaction
- Liquidity Management
  - Date: Date of the transaction
  - Transaction Type: Type of the transaction initiated
  - Structure ID: Structure ID of the transaction
  - Structure Description: Description of the transaction
  - Reference Number: Reference Number of the transaction
  - Status: Status of the transaction

**Figure 2-4 Transactions - Transaction Log**

| Category       | Count |
|----------------|-------|
| All            | 115   |
| Financial      | 19    |
| Non Financial  | 96    |
| Administrative | 0     |
| Urgent         | 9     |
| Others         | 0     |
|                | 1     |
|                | 0     |
|                | 0     |
|                | 6     |
|                | 0     |


For more information, refer section **Transaction Log** under **Approval** chapter.

#### 4) My Approved List

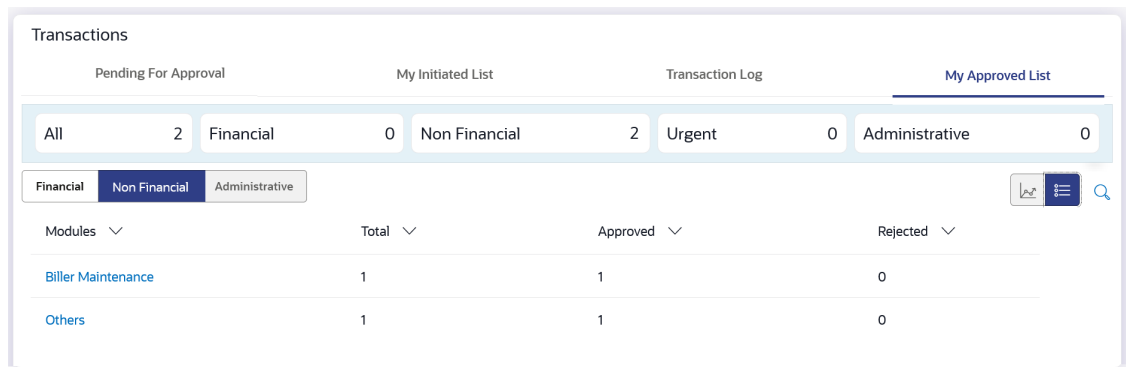
This section displays the details of transactions that are approved by the approver user. It is classified into two broad categories; Financial and Non-Financial. Click each tab to view the snapshot of transactions already approved.

The logged in user can view the transaction summary with respective statuses and details. The details can be viewed either in a graphical format or in a list format using a switch option.

On selecting either the Financial or the Non-Financial transaction options, the modules under the particular option are displayed. In the list view, on clicking the module name link, the transaction details within the module can be viewed.

 : Click this icon to search the transactions that are approved on a particular date. A date range ( **From Date** and **To Date**) can be provided to search the transaction.

**Figure 2-5 Transactions - My Approved List**



The screenshot shows a web interface titled "Transactions" with four tabs: "Pending For Approval", "My Initiated List", "Transaction Log", and "My Approved List". The "My Approved List" tab is active. Below the tabs is a summary bar with filters: "All" (2), "Financial" (0), "Non Financial" (2), "Urgent" (0), and "Administrative" (0). Below this is a sub-tab bar with "Financial", "Non Financial" (selected), and "Administrative". A table displays the following data:

| Modules                            | Total | Approved | Rejected |
|------------------------------------|-------|----------|----------|
| <a href="#">Biller Maintenance</a> | 1     | 1        | 0        |
| <a href="#">Others</a>             | 1     | 1        | 0        |

For more information, refer section **My Approved List** under **Approval** chapter.

# 3

## Group Corporate Onboarding

This topic describes corporate onboarding as the process banks use to integrate new business customers.

OBDX furnishes integrating the onboarding workflow to a business rules engine that facilitates uninterrupted corporate onboarding processing. Generally, the customer onboarding process constitutes of multiple activities.

In large corporate organizations, there is a need to have users with an administration role to carry out certain administrative functionalities for the corporate group. Such delegated users with an administrator role will have restricted scope over these administration functionalities and scope will be restricted to manage the Group Corporate (GCIF) to which they belong. Corporate administrator can is provided with a Dashboard to initiate and track the status of various administrative maintenances initiated or approved by the corporate admin user.

By default, access to all the parties available under the group corporate is provided to the corporate administrator users with one the party as primary party at entity level. No option to select specific parties is provided on the screen apart from the primary party.

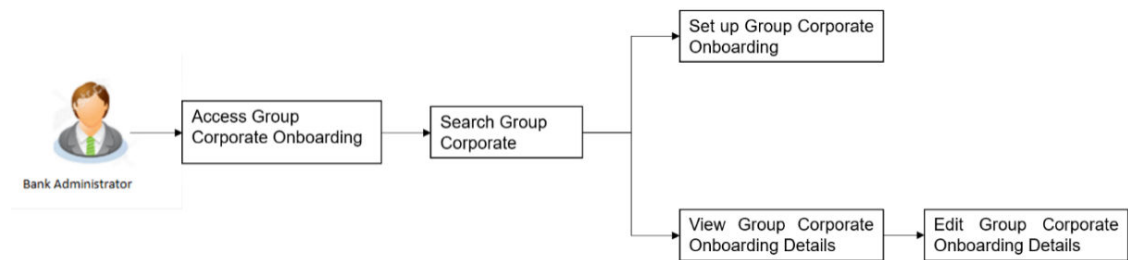
Corporate administrator can create the corporate users with any party ID as user's primary party ID from all Parties available under the Group Corporate.

Using this maintenance, the corporate administrator can perform and view various maintenances available under the wizard post the bank administrator creates the Group Corporate and maintains the group profiling section.

Group corporate onboarding allows the administrator to maintain Party and User Account Access, User Onboarding, User Group Maintenance, User Reports Mapping, Approvals Workflow and Rules Maintenance etc. in a single flow. After performing these onboarding steps in a single flow, the applications send the same as a single approval. Group corporate onboarding allows corporate parties belonging to different entities to map under a Group Corporate ID. The new flag 'Group Corporate' is introduced in System Rules screen for banks to decide the mode of corporate onboarding.

Parameter values maintained against a Group Corporate defines the system behavior for the following:

- Accessible Roles for Group Corporate
- Workflow and Approval Flow preference
- Party and User level account access
- User onboarding with multi-entity setup and accessible Party Maintenance
- User Group Maintenance for Group Corporate users
- Corporate user report mapping maintenance to generate user reports
- Approval workflow and Rules setup for banking transaction

**Figure 3-1 Workflow****Features supported in Application:**

- Setup Group Corporate Onboarding
    - [Group Corporate Profiling](#)
    - [Party Account Access](#)
    - [User Onboarding](#)
    - [User Group Maintenance](#)
    - [User Account Access](#)
    - [User Reports Mapping](#)
    - [Approval –Workflow Management](#)
    - [Approval – Rules Management](#)
  - View Group Corporate Onboarding Details
  - Edit Group Corporate Onboarding Details
1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, Under **Menu** , click **Group Corporate Onboarding**.

The **Group Corporate Onboarding** screen appears.


- [View Linked Parties under Group Corporate](#)  
This topic provides the systematic instructions to corporate administrators for viewing linked parties on the Group Corporate Onboarding screen.
- [Comments](#)
- [Ready to Submit](#)  
This topic provides the systematic instructions regarding the requirement for all contributors to be ready before a transaction can be submitted.
- [Step 1: Group Corporate Profiling](#)  
This topic explains how corporate administrators can view the Group Corporate profile details maintained by the bank.
- [Step 2: Party Account Access](#)  
This topic details the ability of corporate administrators to view Party Account Access maintenance created by either the bank administrator or another corporate administrator.
- [Step 3: User Onboarding](#)  
This topic describes the user creation function, which allows manual data entry or copying from an existing user.
- [Step 4: User Group Maintenance](#)  
This topic describes the User Group maintenance option for corporate users.

- [Step 5: User Account Access](#)  
This topic describes the option for corporate administrators to manage user access to accounts and transactions.
- [Step 6: User Report Mapping](#)  
This topic describes user report mapping maintenance, which allows assigning or removing report access at the user or group level.
- [Step 7: Workflow Management](#)  
This topic describes the creation of approval and release workflows to manage multi-level approvals and transaction releases.
- [Step 8: Approval Rules](#)  
This topic describes the function for configuring approval and release conditions based on corporate requirements.
- [Send to Modify](#)  
This topic provides the systematic instructions for approvers to reject Group Corporate Onboarding maintenance and request modifications.
- [FAQ](#)

## 3.1 View Linked Parties under Group Corporate

This topic provides the systematic instructions to corporate administrators for viewing linked parties on the Group Corporate Onboarding screen.

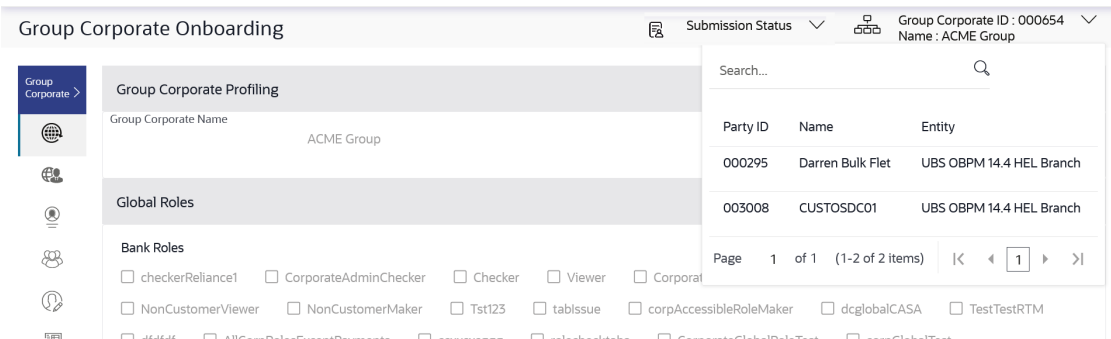
### To search linked parties under GCIF:

1. Click the  icon adjacent to the Group Corporate ID. An expansion will be visible on the Group Corporate ID from where the user can view the list of parties mapped to the Group Corporate along with the ID, name and entity details of the party.

#### Note

Enter the Party Name, and click **Search** to search specific party.

**Figure 3-2 View Linked Parties under Group Corporate**



The screenshot shows the 'Group Corporate Onboarding' interface. At the top right, there is a 'Submission Status' dropdown and a 'Group Corporate ID: 000654' dropdown with the name 'ACME Group'. Below this is a search bar with the text 'Search...'. A table displays the following linked parties:

| Party ID | Name             | Entity                   |
|----------|------------------|--------------------------|
| 000295   | Darren Bulk Flet | UBS OBPM 14.4 HEL Branch |
| 003008   | CUSTOSDC01       | UBS OBPM 14.4 HEL Branch |

Below the table, there is a pagination control showing 'Page 1 of 1 (1-2 of 2 items)'. Underneath the table, there are sections for 'Global Roles' and 'Bank Roles', each with a list of checkboxes for various roles.

#### Note


The fields which are marked as Required are mandatory.

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

**Table 3-1 View Linked Parties under Group Corporate- Field Description**

| Field Name      | Description  |
|-----------------|--|
| <b>Search</b>   | Allows user to search for the specific Party ID and Name.                                |
| <b>Party ID</b> | Display Party ID of the Existing linked party for respective group corporate ID/ Name.   |
| <b>Name</b>     | Display Party Name of the Existing linked party for respective group corporate ID/ Name. |
| <b>Entity</b>   | Display Entity of the Existing linked party for respective group corporate ID/ Name.     |

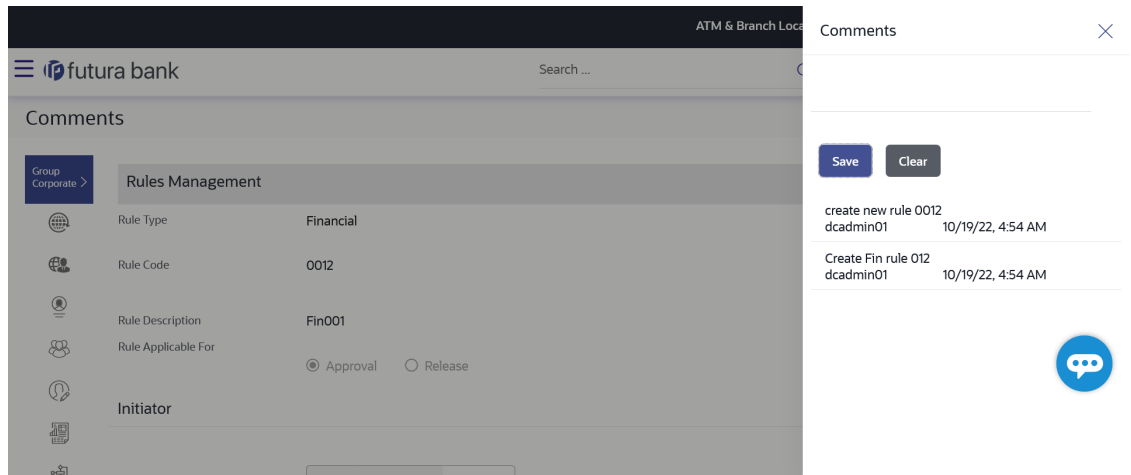
## 3.2 Comments

Click the  icon to view / add stage wise comments by any user involved in the maintenance journey e.g., maker, checker etc.

### Note

- The comments will be captured at each resource level.
- The comments can be captured by any user who is working on the maintenance. Multiple comments can be captured for one resource.
- The user ID and date timestamp will be available for each comment.
- The user can add comments however the added comments cannot be modified or deleted.
- The comments will be available in the activity log for the Group Corporate against the transaction reference number as long as the GCIF data is not purged.
- A history of comments will be available in case the maintenance is picked up by another approver of same user group for action. The reference number of the transaction continues to be the same and hence the comments trail can be viewed.

Figure 3-3 Comments

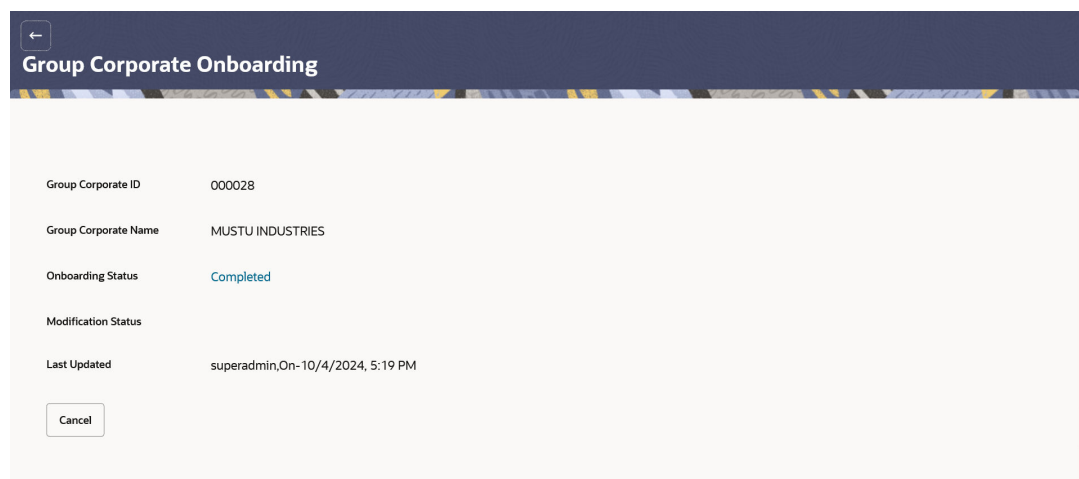


1. Enter the comments.
2. Perform one of the following actions:
  - Click **Save** to save the comments.
  - Click **Clear** to reset the data entered.

### Group Corporate Onboarding

1. On navigating system displays the **Group Corporate Onboarding** screen along with the corporate administrator details.

Figure 3-4 Group Corporate Onboarding



#### **Note**

The fields which are marked as Required are mandatory.

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

**Table 3-2 Group Corporate Onboarding- Field Description**

| Field Name                  | Description  |
|-----------------------------|--|
| <b>Group Corporate ID</b>   | Group Corporate ID for which Group Corporate onboarding is to be maintained/ viewed.   |
| <b>Group Corporate Name</b> | Group Corporate Name for which Group Corporate onboarding is to be maintained/ viewed. |
| <b>Onboarding Status</b>    | Onboarding status of Group Corporate in Application                                    |
| <b>Modification Status</b>  | Modification status of Group Corporate in Application                                  |
| <b>Last Updated</b>         | Last updated details for the Group Corporate.  |

## 3.3 Ready to Submit


This topic provides the systematic instructions regarding the requirement for all contributors to be ready before a transaction can be submitted.

Any user who modifies any resource in the whole Group Corporate should be registered in the system as a contributor. When any user submits a transaction, a check should be performed if all the contributors have given readiness for submission or not.

When any user submits a transaction, a check is performed and if all contributors have given readiness, then transaction should get submitted successfully.

### Note

Any user who has not performed any data modification on any step in the GCIF onboarding wizard but has only entered comments for a resource should not be considered a contributor..

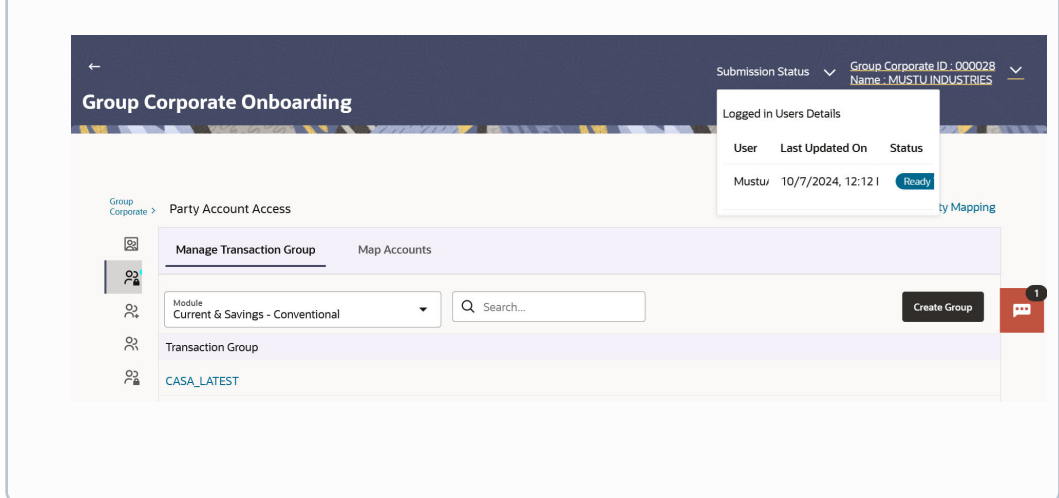
1. Update the transaction details and click **Save**.
2. On the **Group Corporate Onboarding** screen on top right corner, click the  icon adjacent to **Submission Status**.

Displays the status of the transaction readiness.

**Note**

The status of the transaction is **In-progress** until the user submit it.

**Figure 3-5 Modified Transaction with status**



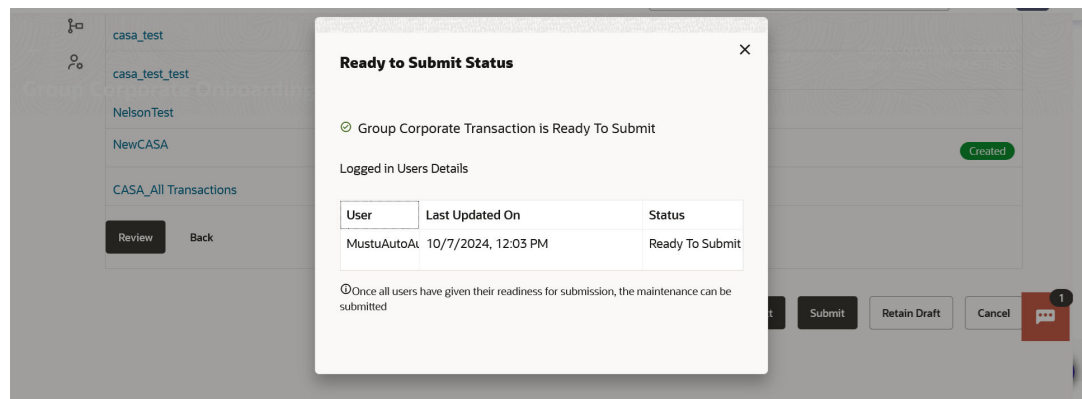
3. Click **Ready to Submit**.

The **Ready to Submit Status** modal window appears.

**Note**

The status of the transaction changes to **Ready to Submit**.

**Figure 3-6 Ready to Submit Status modal window**



On successful performing check, and after all contributors have given readiness, then transaction is submitted successfully.

## 3.4 Step 1: Group Corporate Profiling

This topic explains how corporate administrators can view the Group Corporate profile details maintained by the bank.

However, the administrator will not have the right to maintain or edit the profile information.

### Pre-requisites

- Transaction access is provided to Corporate Administrator.
  - Approval rule set up for Corporate Administrator to perform the actions.
  - Party for which Group corporate needs to be set up is created in core banking application
1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**.

Under **Menu** , **Group Corporate Onboarding**, then click **Group Corporate Profiling** tab.

The **Group Corporate Onboarding - Group Corporate Profiling** tab appears.

- [Group Corporate Profiling - View](#)  
This topic provides the systematic instructions of viewing profiling details of existing group corporations.

### 3.4.1 Group Corporate Profiling - View

This topic provides the systematic instructions of viewing profiling details of existing group corporations.

#### To view Profiling details of the Group Corporate:

1. Navigate to the **Group Corporate Profiling** screen.
2. Perform one of the following actions:
  - Click on **Onboarding Status** link to view/update the corporate admin facilities maintained for corporate administrator.

The **Group Corporate Onboarding – Group Corporate Profiling** screen appears.

**Figure 3-7 Group Corporate Profiling – View**

**Note**  
The fields which are marked as Required are mandatory.

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

**Table 3-3 Field Description**

| Field Name                  | Description   |
|-----------------------------|---|
| <b>Group Corporate Name</b> | Name of the group corporate.  |
| <b>Global Role</b>          |   |
| <b>Bank Roles</b>           | Display all the roles mapped at Group Corporate level.  |
| <b>Workflow Preferences</b> | Display the workflow preference set up to implement the workflow. Possible values will be <ul style="list-style-type: none"> <li>– <b>Corporate Level</b></li> <li>– <b>Rule Level</b></li> </ul> |

Table 3-3 (Cont.) Field Description

| Field Name  | Description  |
|---|--|
| <b>Approval Flow</b>                                | <p>Display the Approval workflow type, Possible values will be</p> <ul style="list-style-type: none"> <li>– <b>Sequential</b></li> <li>– <b>Parallel</b></li> <li>– <b>No Approval</b></li> </ul> <p>This field is enabled if <b>Corporate Level</b> option is selected in <b>Workflow Preferences</b> field.</p>  |
| <b>Approval Routing Type</b>                        | <p>Displays the approval routing type. Possible value will be</p> <ul style="list-style-type: none"> <li>– <b>Auto</b></li> <li>– <b>Manual</b></li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>In case system resolves multiple rules with different min-max slabs, then as per rule resolution logic, it will resolve the rule which has the nearest 'max' value in the defined slab.</p> </div> |
| <b>Release Facility</b>                             | Displays the whether the release functionality is enabled or disabled at Group Corporate level.  |
| <b>Corporate Administrator Facility</b>             | Displays the flag if Corporate Administration facility is maintained for the Group Corporate.  |
| <b>Accessible Roles for Corporate Administrator</b> | Displays the Roles that made available to Corporate admin for onboarding new users   |

- Click **Cancel** to cancel the transaction.
3. Perform one of the following actions:
    - Click **Next** to proceed to the next logical step.
    - Click **Cancel** to cancel the transaction.

## 3.5 Step 2: Party Account Access

This topic details the ability of corporate administrators to view Party Account Access maintenance created by either the bank administrator or another corporate administrator.

User can also maintain (Add/Modify) Party Account access for all the parties available under a group corporate.

### Pre-requisites

- Party preferences should be created for the party for which access is to be maintained
- Channel Access should be enabled for party for which account access is to be maintained
- Transaction access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.

## Features Supported In Application

The following options are available as part of this maintenance:

- [Party Account Access - Mapping](#)
- [Party Account Access – View](#)
- [Party Account Access - Edit](#)
- [Party Account Access - Delete](#)

1. Perform the following navigation to access the **Party Account Access** section.  
From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**.

Under **Menu** , **Group Corporate Onboarding**, then click **Party Account Access** tab.

The **Group Corporate Onboarding - Party Account Access** tab appears.

- [Party Account Access – Create](#)  
This topic provides the systematic instructions for corporate administrators to manage account and transaction access for corporate parties under a specific Group Corporate ID.
- [Party Account Access - View](#)  
This topic provides the systematic instructions for viewing granted access to a party's accounts and transaction.
- [Party Account Access- Edit](#)  
This topic provides the systematic instructions for corporate administrators to edit account and transaction access for a party.
- [Party Account Access- Delete](#)  
This topic provides the systematic instructions to delete party account mappings.

### 3.5.1 Party Account Access – Create

This topic provides the systematic instructions for corporate administrators to manage account and transaction access for corporate parties under a specific Group Corporate ID.

**To provide the corporate party (Associated to Group Corporate) with account and transaction access:**

1. Navigate to the **Party Account Access** screen.
2. From the **Mapping Summary** of Party dropdown list, select the corporate party id.
3. For a searched party, summary screen will be displayed with total accounts associated with corporate party, status of the accounts mapped for the internet banking, modified accounts if any and Auto account mapping status .

Figure 3-8 Party Account Access – Create

**Note**

The fields which are marked as Required are mandatory.

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

Table 3-4 Party Account Access – Create- Field Description

| Field Name                      | Description   |
|---------------------------------|---|
| <b>Mapping Summary of Party</b> | The corporate party for which Party accounts access is being viewed |
| <b>Modules</b>                  | Banking Module names  |
| <b>Total Accounts</b>           | Total number of accounts available under the party.                 |
| <b>Mapped Accounts</b>          | Number of accounts mapped to the particular account type.           |
| <b>Modified Accounts</b>        | Number of accounts modified for the particular account type.        |

**Table 3-4 (Cont.) Party Account Access – Create- Field Description**

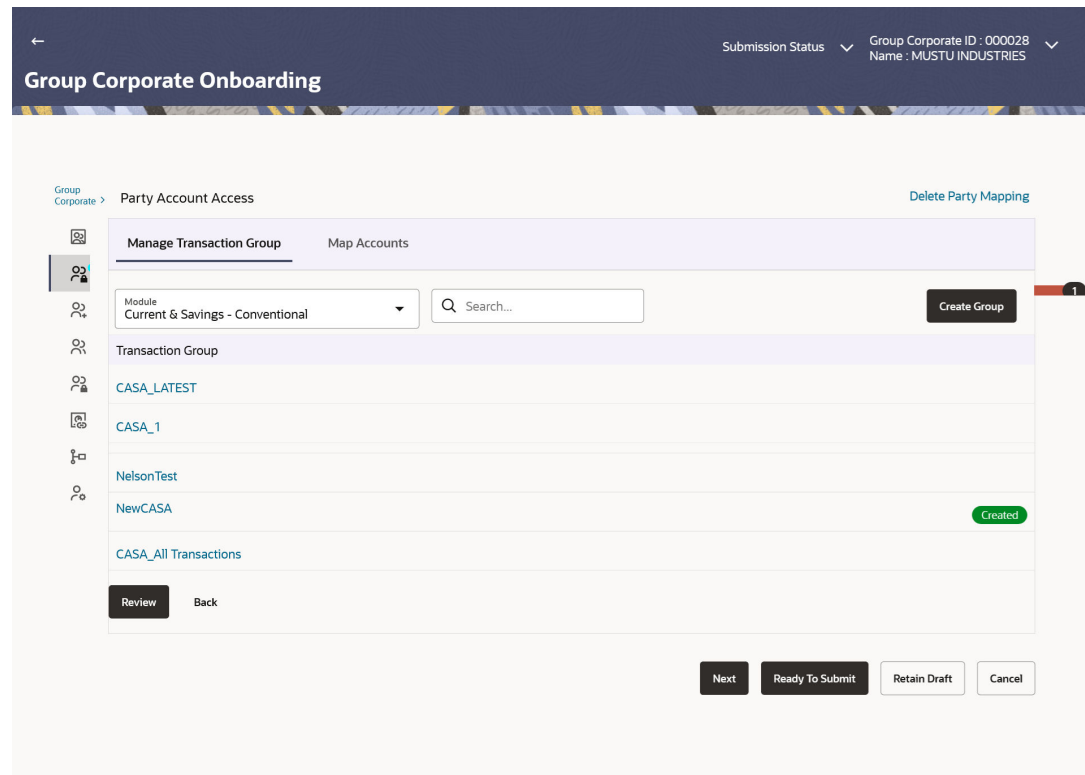
| Field Name                  | Description  |
|-----------------------------|--|
| <b>Auto Mapped Accounts</b> | Mapping status of the accounts.<br>The options can be: <ul style="list-style-type: none"> <li><b>Auto:</b> gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future.</li> <li><b>Manual:</b> gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided</li> </ul> |
| <b>Edit or Map</b>          | Click on the icon next to every module or click on Map button to edit party account access   |

If there is no mapping done for a party, the count for the **Mapped Accounts** will be '0'.

All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories i.e. Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.

- Perform one of the following actions:
  - Click **Map** or **Edit** (available across each banking module).  
The **Party Account Access - Create** screen appears.
  - Click **Cancel** to cancel the transaction.

**Figure 3-9 Party Account Access (Create) – Manage Transaction Group tab**



**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-5 Party Account Access (Create) – Manage Transaction Group tab- Field Description**

| Field Name   | Description   |
|--|---|
| <b>Manage Transaction Group</b>  |   |
| <b>Modules</b>   | Select Banking Module to setup account access.  |
| <b>Select Transaction Groups</b>   | Select the Transaction group to map transactions and maintaining access in Account Access screens.  |
| <b>Add Transaction Group</b>   | <p>Create a new transaction group by clicking the 'ADD' button.</p> <div data-bbox="776 814 883 844" data-label="Section-Header"><b>Note</b></div> <ul style="list-style-type: none"> <li>• A new group can also be created by cloning/copying an existing transaction group</li> <li>• Multiple transaction groups can be created.</li> <li>• Transaction groups of one Group Corporate will be available for selection only for that Group Corporate</li> </ul> |
| Following fields appears in overlay window when user click on <b>Add</b> to add new transaction group. |   |
| <b>Name of Transaction Group</b>   | Specify the new transaction group to map transactions. Click <b>Verify</b> to check the availability the specific Transaction Group name.   |

Figure 3-10 Party Account Access (Create) – Map Accounts tab

**Note**


The fields which are marked as Required are mandatory.

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

Table 3-6 Party Account Access (Create) – Map Accounts tab- Field Description

| Field Name              | Description                                    |
|-------------------------|--|
| <b>Map Accounts tab</b> |  |
| <b>Party</b>            | Select the party to map accounts.              |
| <b>Module</b>           | Select Banking Module to setup account access. |

**Table 3-6 (Cont.) Party Account Access (Create) – Map Accounts tab- Field Description**

| Field Name               | Description  |
|--------------------------|--|
| <b>Auto Map</b>          | <p>Mapping status of the accounts.<br/>The options can be:</p> <ul style="list-style-type: none"> <li>• <b>Auto:</b> gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future.</li> <li>• <b>Manual:</b> gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided</li> </ul>   |
| <b>Action</b>            | <p>Select the action to be done for selected transaction group.<br/>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Map Transaction Group:</b> Select Transaction Group, then select the account numbers and then click on Save to map the transaction groups to the selected accounts. Multiple transactions can be mapped</li> <li>• <b>Unmap:</b> Select Unmap option, specify the transaction group to be unmapped and then select the accounts. On clicking Save, the selected transaction group will be unmapped from the account/accounts..</li> </ul> <div data-bbox="967 1041 1463 1255" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p> <b>Note</b></p> <p>Only one transaction group can be unmapped at a time. A transaction group can be unmapped from All Accounts or Selected Accounts.</p> </div> |
| <b>Transaction Group</b> | <p>Select one or multiple transaction group/s to be mapped to the selected accounts.<br/>Select one transaction group to be unmapped from the selected account/accounts.</p>   |

**Table 3-6 (Cont.) Party Account Access (Create) – Map Accounts tab- Field Description**

| Field Name                  | Description  |
|-----------------------------|--|
| <b>Account Selection</b>    | <p>Select the account numbers to be mapped to the Transaction groups. User can select all the accounts available under selected party ID or click on filter and select the specific accounts.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>a. System will show a tag as 'Modified' followed by the transaction group name after the account number.</li> <li>b. System displays the Account Number along with the Account Name, Account Currency, and Branch Code.</li> </ul> </div> |
| <b>Delete Party Mapping</b> | Click on <b>Delete Party Mapping</b> to delete all the Transaction and party account access maintenance done for corporate party all at once   |

The **Party Account Access** screen has two tabs. Header of the screen shows the Group Corporate Name and Group ID. The manage Transaction Group tab lists down all the **modules, transaction groups** created.

5. Navigate and select specific **module** tab (Including viz. Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.) in the first column for which account and transaction access mapping maintenance need to be setup.
6. Perform one of the following actions:
  - Create a new **transaction group** by clicking the **ADD** button.

On clicking **Add**, a new overlay will open where all the transactions and inquiries will be listed.

User can provide a name the group and select the required transactions and inquiries and click the **Save** button.

A new group can also be created by **cloning/copying an existing transaction group**.
  - Click **Reset** to clear added details in overlay screen.
7. Selects an existing **transaction group**.

The system will populate the screen with the transactions selected in the copied group in editable mode.

User can select or deselect some of the transactions as per his requirements and create a new group by providing a different transaction group name.

There will be one factory shipped **Transaction group** for each module, which will have all transactions and inquiries grouped together.

**Note**

Factory shipped user group cannot be deleted or modified.

8. Upon the transaction group/s are created, user can map these transaction groups to one or multiple accounts .
  - Click on **Map Accounts** tab and select Party, then select Transaction Groups, select the account numbers and then click on **Save** to map the transaction groups to the selected accounts.
9. Click on the **Transaction Group** link, to view the list of transactions within the mapped transaction group in an overlay.
10. Perform one of the following actions:
  - Select **All Accounts** option to map/ unmap transaction groups from all accounts.
  - If specific accounts are required to be mapped, then select the respective check boxes preceding the account number.

Upon the user maps the accounts, system will show a tag as **Modified** followed by the transaction group name after the account number.

11. Map the new accounts by toggling the relevant setting in the **Auto Map** option  
Perform one of the following actions:
  - Select **Auto** if you wish to allow access to all future Accounts across banking module.
  - Select **Manual** if you wish to explicitly map new accounts and transactions.

**Note**

- User can unmap the transaction groups by selecting accounts and then clicking on **Save** to reset their mapping.
- User can click on **Delete Party Mapping** to delete all the Transaction and account access maintenance done for corporate party in one step.
- User can drill down his search by applying Filter to search an account basis on the account number, transaction group, account access status, account status and currency.

12. Perform one of the following actions:
  - Click **Save** to save the maintenance.  
The **Review** screen appears.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.

**Note**

Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

**13.** Perform one of the following actions:

- Verify the details, and click **Submit**.

The success message of party account access creation appears along with the transaction reference number.

- Click **Edit** to modify the details entered.
- Click **Next** to proceed to next step.
- Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.
- Click **Cancel** to cancel the transaction.

**14.** Click **OK** to complete the transaction.

## 3.5.2 Party Account Access - View

This topic provides the systematic instructions for viewing granted access to a party's accounts and transaction.

**To Search and view the party account and transaction access:**

1. Navigate to the **Party Account Access** screen.
2. From the **Mapping Summary** of Party dropdown list, select the corporate party id.
3. Search the party.

The summary screen will be displayed with total accounts associated with corporate party, status of the accounts mapped for the internet banking, modified accounts if any and Auto account mapping status .

**4.** Perform one of the following actions:

- Click the link under the total **Mapped accounts** or **Modified accounts**.

The **Party Account Access – View** (Transaction Mapping) screen appears. The search result according to the search criteria appears.

- Click **Cancel** to cancel the transaction.

**Figure 3-11 Party Account Access - Summary Results**

**Note**  
The fields which are marked as Required are mandatory.

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

**Table 3-7 Party Account Access - Summary Results- Field Description**

| Field Name               | Description  |
|--------------------------|--|
| <b>Modules</b>           | Banking Module names   |
| <b>Total Accounts</b>    | Total number of accounts available under the party.          |
| <b>Mapped Accounts</b>   | Number of accounts mapped to the particular account type.    |
| <b>Modified Accounts</b> | Number of accounts modified for the particular account type. |

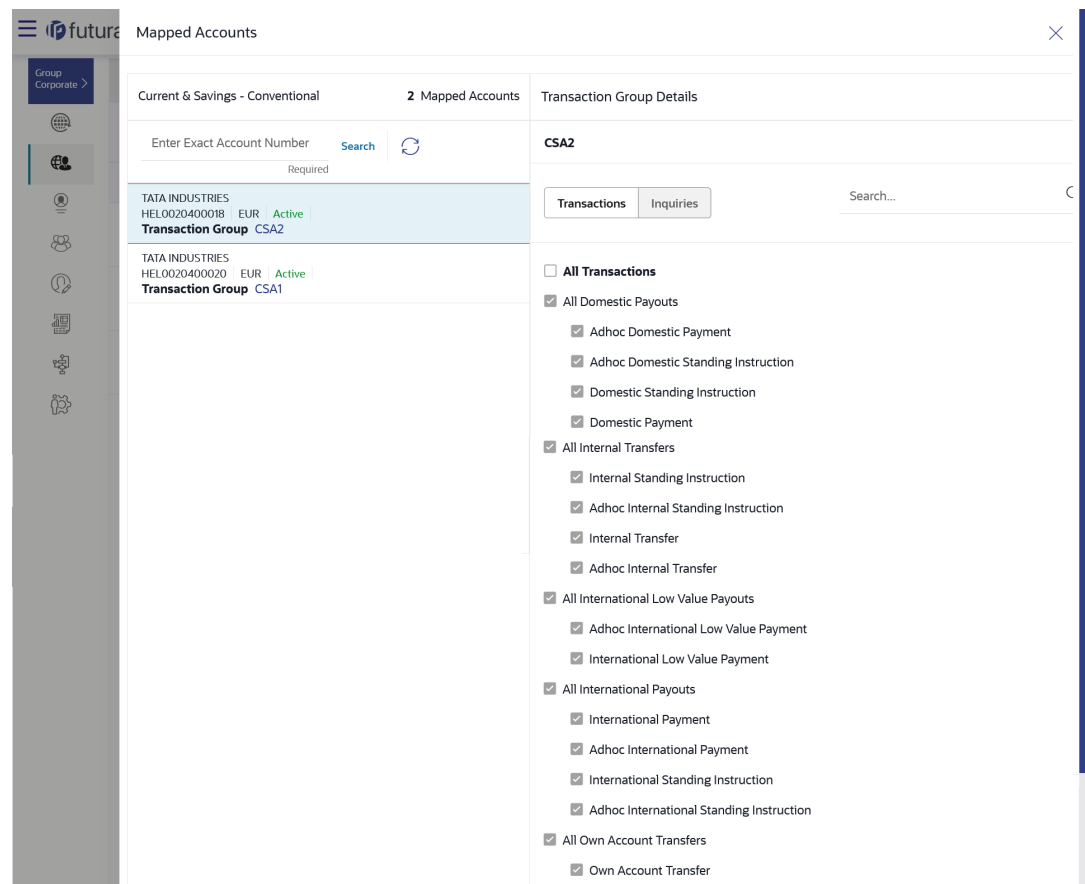
**Table 3-7 (Cont.) Party Account Access - Summary Results- Field Description**

| Field Name                  | Description  |
|-----------------------------|--|
| <b>Auto Mapped Accounts</b> | Mapping status of the accounts.<br>The options can be: <ul style="list-style-type: none"> <li><b>Auto:</b> gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future.</li> <li><b>Manual:</b> gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided</li> </ul> |
| <b>Edit or Map</b>          | Click on the icon next to every module or click on Map button to edit party account access   |

If there is no mapping done for a party, the count for the **Mapped Accounts** will be **0**.

All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories.

**Figure 3-12 Party Account Access – View**



**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-8 Party Account Access – View- Field Description**

| Field Name                        | Description  |
|-----------------------------------|--|
| <b>Modules</b>                    | Display name of the product for which account access is being viewed.  |
| <b>Mapped Accounts</b>            | Display Account number associated with corporate party, and the mapped transaction groups <ul style="list-style-type: none"> <li>• Display account number along with the name, currency and status of the account as Active or Inactive. The mapped transaction group names can also be viewed against each account</li> </ul> |
| <b>Transaction Groups Details</b> | Display the Transaction group details which are mapped to each account of the selected party. The details of the transaction group includes information related to transactions and inquiries.   |

The Party Account Access details screen has two sections. First column lists down all the Account numbers mapped with the corporate party, including Status of the account (Active or Inactive) and transaction group name.

5. Perform one of the following actions:
  - In the second column, user can view the **transaction group** details with all the transactions and inquiries access.
  - Click **Cancel** to cancel the transaction.
6. Perform one of the following actions:
  - Click **Edit / Map** to update the **Party Account Access** account mapping for new accounts and existing accounts.
  - Click **Cancel** to cancel the transaction.
7. Perform one of the following actions:
  - Click **Next** to proceed to next step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.
  - Click **Cancel** to cancel the operation.

### 3.5.3 Party Account Access- Edit

This topic provides the systematic instructions for corporate administrators to edit account and transaction access for a party.

**To Search and Edit the party account and transaction access:**

1. Navigate to the **Party Account Access** screen.
2. From the **Mapping Summary of Party** dropdown list, select the corporate party id.
3. For a searched party, summary screen will be displayed with total accounts associated with corporate party, status of the accounts mapped for the internet banking, modified accounts if any and Auto account mapping status .

4. Perform one of the following actions:
  - Click the link under the total **Mapped accounts** or **Modified accounts**.

The **Party Account Access – View** (Transaction Mapping) screen appears. The search result according to the search criteria appears.

- Click **Cancel** to cancel the transaction.

If there is no mapping done for a party, the count for the **Mapped Accounts** will be **0**.

All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories.

5. Perform one of the following actions:
  - Click **Map** or **Edit** (available across each banking module).

The **Party Account Access - Edit** screen appears.

- Click **Cancel** to cancel the transaction.

**Figure 3-13 Party Account Access – Edit**

Party Account Access

Submission Status Group Corporate ID : 000654 Name : ACME Group

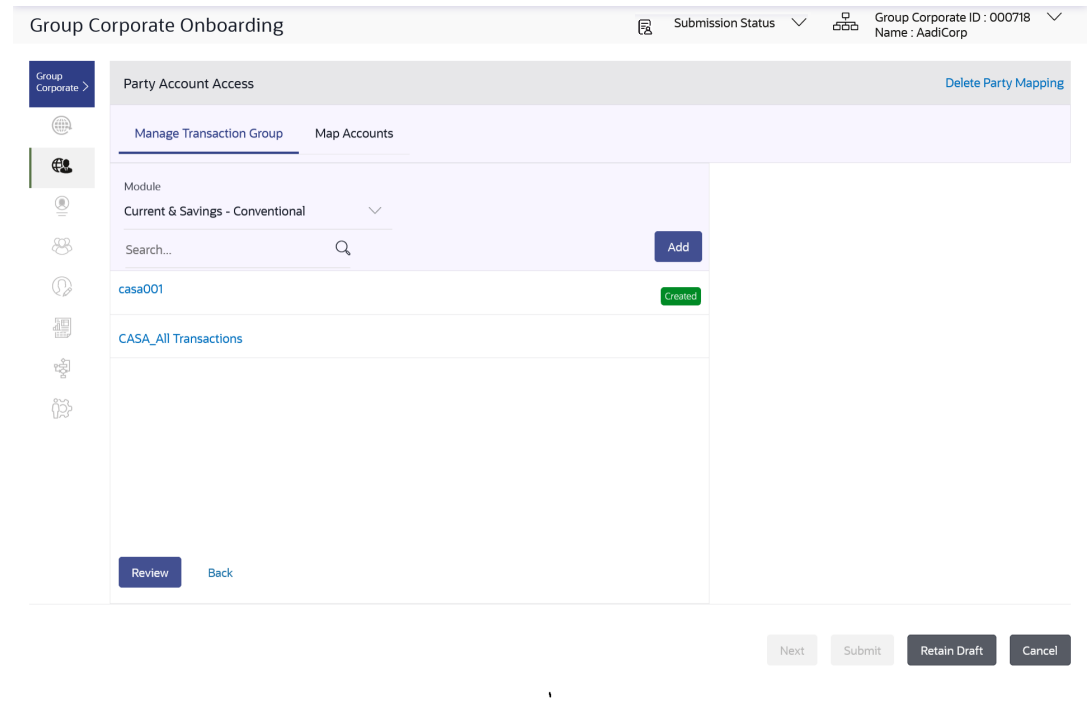
Group Corporate

Mapping Summary of Party \*\*\*216 | A JRELimó | UBS OBPM 14.4 HE...

| Modules                                    | Total Accounts | Mapped Accounts | Modified Accounts | Auto Mapped Accounts         | Edit                 |
|--|----------------|-----------------|-------------------|------------------------------|----------------------|
| Current & Savings - Conventional           | 2              | 0               | 0                 | <input type="checkbox"/> Off | <a href="#">Edit</a> |
| Current & Savings - Islamic                | 0              | 0               | 0                 | <input type="checkbox"/> Off | <a href="#">Edit</a> |
| Loan                                       | 0              | 0               | 0                 | <input type="checkbox"/> Off | <a href="#">Edit</a> |
| Term Deposit                               | 0              | 0               | 0                 | <input type="checkbox"/> Off | <a href="#">Edit</a> |
| Credit Card                                | 10             | 0               | 0                 | <input type="checkbox"/> Off | <a href="#">Edit</a> |
| Virtual Account Management - Real Accounts | 0              | 0               | 0                 | <input type="checkbox"/> Off | <a href="#">Edit</a> |
| Liquidity Management                       | 0              | 0               | 0                 | <input type="checkbox"/> Off | <a href="#">Edit</a> |
| Virtual Account                            | 0              | 0               | 0                 | <input type="checkbox"/> Off | <a href="#">Edit</a> |

Map

Next Submit Retain Draft Cancel

**Figure 3-14 Party Account Access – Edit Details**

The **Party Account Access** screen has two tabs.

Header of the screen shows the Group Corporate Name and Group ID. The manage Transaction Group tab lists down all the **modules, transaction groups** created.

6. Navigate and select specific **module** tab (Including viz. Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.) in the first column for which account and transaction access mapping maintenance need to be setup.
7. Perform one of the following actions:
  - The user can create a new **transaction group** by clicking the **ADD** button.  
On clicking **ADD**, a new overlay will open where all the transactions and inquiries will be listed.
    - a. User can provide a name the group and select the required transactions and inquiries and click the **Save** button.
  - Click **Reset** to clear added details in overlay screen.

A new group can also be created by **cloning/copying** an existing transaction group.

Upon selecting an existing **transaction group**, system will populate the screen with the transactions selected in the copied group in editable mode.

8. Select or deselect some of the transactions as per requirements and create a new group by providing a different transaction group name.

There will be one factory shipped **Transaction group** for each module, which will have all transactions and inquiries grouped together.

**Note**

Factory shipped user groups cannot be deleted or modified.

**9.** Perform one of the following actions:

- Upon creating the transaction groups, user can select specific module, along with the transaction groups and select **All Accounts** to map the selected transaction group/s to all the existing accounts under the selected party.
- If transaction groups need to be mapped to specific accounts, then the user needs to select the respective check boxes preceding the account number.

Once the user maps the accounts, system will show a tag as **Modified** followed by the transaction group name after the account number.

**10.** Perform one of the following actions:

- Map the new accounts by toggling the relevant setting in the **Auto Map** option.  
Select **Auto** if you wish to allow access to all future Accounts across banking module.
- Select **Manual** if you wish to explicitly map new accounts and transactions.

**Note**

- User can unmap the transaction groups by selecting accounts and then clicking on **Save** to reset their mapping.
- User can click on **Delete Party Mapping** to delete all the Transaction and account access maintenance done for corporate party in one step.
- User can drill down his search by applying Filter to search an account basis on the account number, transaction group, account access status, account status and currency.

**11.** Perform one of the following actions:

- Click **Save** to save the maintenance.  
The **Review** screen appears.
- Click **Next** to proceed to the next logical step.
- Click **Submit** to submit the steps performed so far for approval.
- Click **Retain Draft** to save the details entered as draft.
- Click **Cancel** to cancel the transaction.

**12.** The **Review** screen appears.

Perform one of the following actions:

- Verify the details, and click **Submit**

The success message of updation appears along with the transaction reference number.

**Note**

Following flow explains the Drill down options to search by applying Filter to search an account for Virtual Accounts Management & Liquidity Management module.

**Figure 3-15 Virtual Account Management (Real Account ) Tab-**

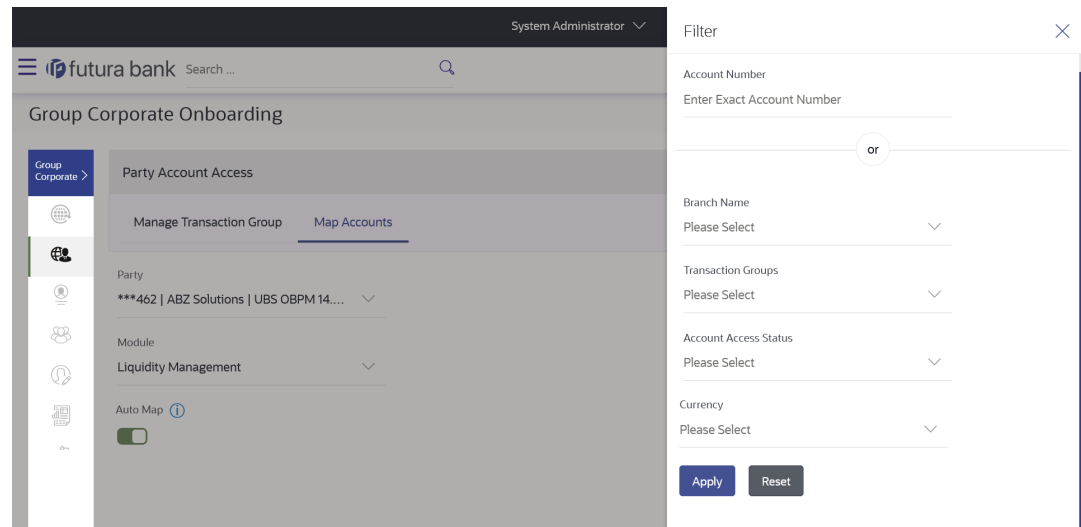
- Click **Edit** to modify the details entered.
- Click **Next** to proceed to next step.
- Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.
- Click **Cancel** to cancel the transaction.
- Click **Submit** to submit the steps performed so far for approval.
- Click **Cancel** to cancel the transaction.

**To view Virtual Account Management - Real Accounts:**

13. Navigate to the **Party Account Access** screen.
14. Perform one of the following actions:
  - In the **Account Number** field, enter the exact Real Account number.
  - From the **Branch name** drop down, select the Branch name.
  - From the **Transaction groups**, select the transaction group.
  - From the **Account Access Status** field, select an appropriate status.
  - From the **Currency** field, select the required currency.
15. Perform one of the following actions:
  - Click **Apply** to Apply the filter.
  - Click **Reset** to reset the entered data.
16. The user can filter through two sections :
  - On the basis of the Account Number.
  - A combination of branch name, currency filters and other parameters .

After the OR division, the user can use these search parameters alone or in a combination to filter search results.

**Figure 3-16 Liquidity Management Tab**



**To view Liquidity Management Accounts:**

17. Navigate to the **Party Account Access** screen.
18. Perform one of the following actions:
  - In the **Account Number** field, enter the exact Real Account number.
  - From the **Branch name** drop down, select the Branch name.
  - From the **Transaction groups**, select the transaction group.
  - From the **Account Access Status** field, select an appropriate status.
  - From the **Currency** field, select the required currency.
19. Perform one of the following actions:
  - Click **Apply** to Apply the filter.
  - Click **Reset** to reset the entered data.
20. The user can filter through two sections :
  - On the basis of the Account Number.
  - A combination of branch name, currency filters and other parameters .

After the OR division, the user can use these search parameters alone or in a combination to filter search results.

Figure 3-17 Virtual Accounts Tab

The screenshot displays the 'Party Account Access' interface for 'futura bank'. The main content area is titled 'Map Accounts' and shows a list of accounts with the following details:

| Account Selection                   | Account Number | Currency | Transaction Group    |
|-------------------------------------|----------------|----------|----------------------|
| <input checked="" type="checkbox"/> | HEL0253100032  | GBP      | VAM_All Transactions |
| <input checked="" type="checkbox"/> | HEL0253100010  | EUR      | VAM_All Transactions |
| <input type="checkbox"/>            | HEL0253100043  | EUR      | VAM_All Transactions |

The 'Filter' sidebar on the right includes the following fields:

- Virtual Account Number: Enter Exact Account Number
- Virtual Account Name: Enter Virtual Account Name
- Virtual Entity: Search... (with magnifying glass icon)
- Branch Name: Please Select (dropdown)
- Transaction Groups: Please Select (dropdown)
- Account Access Status: Please Select (dropdown)
- Account Status: Please Select (dropdown)
- Account Currency: Please Select (dropdown)

Buttons at the bottom of the filter are 'Apply' and 'Reset'. The main screen has 'Save', 'Review', and 'Back' buttons at the bottom.

**To view Virtual Accounts:**

21. Navigate to the **Party Account Access** screen.
22. Perform one of the following actions:
  - In the **Virtual Account Number** field, enter the exact Virtual Account number.
  - In the **Virtual Account Name** field, enter the Virtual Account Name.
  - From the **Virtual Entity** search, select the Virtual Entity name.
  - From the **Branch** name drop down, select the Branch name.
  - From the **Transaction groups**, select the transaction group.
  - From the **Account Access Status** field, select an appropriate status.
  - From the **Status** drop down, select the status.
  - From the **Currency** field, select the required currency.
23. Perform one of the following actions:
  - Click **Apply** to Apply the filter.
  - Click **Reset** to reset the entered data.
24. The user can filter through two sections :

- On the basis of the Account Number.
- A combination of branch name, currency filters and other parameters .

After the OR division, the user can use these search parameters alone or in a combination to filter search results .

### 3.5.4 Party Account Access- Delete

This topic provides the systematic instructions to delete party account mappings.

#### To delete account and transaction access for the party:

1. Navigate to the **Party Account Access** screen.
2. From the **Mapping Summary of Party** dropdown list, select the corporate party id.  
For a searched party, summary screen will be displayed with total accounts associated with corporate party, status of the accounts mapped for the internet banking, modified accounts if any and Auto account mapping status .
3. Perform one of the following actions:
  - Click the link under the total **Mapped accounts** or **Modified accounts**.  
The **Party Account Access – View** (Transaction Mapping) screen appears. The search result according to the search criteria appears.
  - All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories
4. Perform one of the following actions:
  - Click **Map** or **Edit** (available across each banking module).  
The **Party Account Access - Edit** screen appears.
  - Click **Cancel** to cancel the transaction.
5. Click the **Delete Party Mapping** to delete all the Transaction and account access maintenance done for corporate party in one-step.  
The application prompt the administrator with a message Are you sure you want to delete Party Account Access setup for linked Party ID – Party name with an option of Yes / No.
6. Perform one of the following actions:
  - Click **Yes** to proceed with the deletion request.  
It will navigate to confirmation page with a success message and the status.
  - Click **No** if you do not wish to proceed with deletion.
7. Click **OK** to complete the transaction.
8. Perform one of the following actions:
  - Click **Save** to save the maintenance, and redirect to the review page.
  - Click **Cancel** to cancel the transaction.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.
9. The **Review** screen appears.

Perform one of the following actions:

- Verify the details, and click **Submit**.

The success message of user creation appears along with the transaction reference number.

- Click **Edit** to modify the details entered.
- Click **Next** to proceed to next step.
- Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.
- Click **Cancel** to cancel the transaction.

## 3.6 Step 3: User Onboarding

This topic describes the user creation function, which allows manual data entry or copying from an existing user.

User Management function enables system/ bank/corporate administrator to onboard and manage users and their login credentials for channel banking access. The corporate administrators can define various touch points from which the user can access the channel banking and limit package applicable for the same. In a multi entity scenario, this function will enable corporate administrator to provide access to multiple entities to users.

You can view/modify only those users who have subset of accesses of corporate administrator. Extending access of any newly added parties under the Group Corporate to the corporate administrators needs to be handled operationally.

Corporate administrators can access the corporate users onboarded by the bank administrators or by another corporate administrator under the Group Corporate mapped. Corporate administrators can create a new user and even modify existing users.

### Note

- User is created first in IDCS and then onboard in OBDX
- When an administrator creates/modifies a user through User Management either via Group Corporate onboarding (for corporate user) or via standalone screens (for administrator and retail user), the global roles would be available for assignment to the user in the same manner as is available in the current system, however, the entity specific roles would be listed in Entity-specific sections for each user. Administrator will be able to map multiple roles to the user under each entity.

A DND (do not disturb) flag is also enabled at User Onboarding level. It allows Corporate Administrator to enable/disable Do not disturb (DND) Flag for Mandatory Alerts. User will not receive any alerts for the transactions marked as DND. User will receive the alerts only after performing any transactions of respective category post removing DND flag.

### Internal Users

- Corporate Administrator

### External Users

- Corporate User

- Non Customer- Corporate users
- Corporate Administrator

#### Pre-requisites

- User Segment and Application roles are maintained
  - Transactions are associated with each Application role
  - Transaction (User Management) access is provided to Corporate Administrator.
  - Approval rule set up for Corporate administrator to perform the actions.
  - Party Preference is maintained for corporate user
1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**.  
Under **Menu** , **Group Corporate Onboarding**, then click **User Onboarding** tab.  
The **Group Corporate Onboarding - User Onboarding** tab appears.

## 3.7 Step 4: User Group Maintenance

This topic describes the User Group maintenance option for corporate users.

As user groups are maintained at the Group Corporate level, the corporate administrator can view all user groups but only add/delete the users belonging to his accessible parties available under the Group Corporate. Also, administrator can view summary of all users available in the group, however complete details of the user can be viewed only if user has access to all the party IDs mapped to the corporate user.

#### Pre-requisites:

- Transaction access is provided to Corporate Administrator.
- Multiple corporate users are maintained.
- Approval rule set up for Corporate administrator to perform the actions.
- Party preference for which the groups are to be created is maintained and is active.

#### Features Supported In Application

User Group Management allows Bank Administrator to:

- [Create User Groups](#)
  - [View User Groups](#)
  - [Modify User Groups](#)
1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**.  
Under **Menu** , **Group Corporate Onboarding**, then click **User Group** tab.  
The **Group Corporate Onboarding - User Group** tab appears.
    - [User Groups – Create](#)  
This topic provides the systematic instructions for corporate administrators to create new User Groups for a given Group Corporate ID.
    - [User Groups – Summary & View](#)  
This topic provides the systematic instructions for searching for a User Group Code.
    - [User Groups – Edit](#)  
This topic provides the systematic instructions for editing existing user group descriptions.

### 3.7.1 User Groups – Create

This topic provides the systematic instructions for corporate administrators to create new User Groups for a given Group Corporate ID.

Only the users of single Group Corporate ID can be clubbed together in a User Group. Administrator can create multiple user groups and one user can be part of multiple user groups. Corporate Administrator will be allowed to create user group even without adding a single user.

#### To create a user group:

1. Navigate to the **User Group** screen.
2. Select the appropriate option.

**Figure 3-18 User Group - Create**

#### **Note**

The fields which are marked as Required are mandatory.

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

**Table 3-9 User Group - Create- Field Description**

| Field Name               | Description   |
|--------------------------|---|
| <b>Group Code</b>        | To specify User Group code.   |
| <b>Group Description</b> | To specify User Group description.                                    |
| <b>User Information</b>  | Search and select user to map with User Group which is being created. |

**Figure 3-19 Search User**
**Note**

The fields which are marked as Required are mandatory.


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

**Table 3-10 Search User- Field Description**

| Field Name           | Description   |
|----------------------|---|
| <b>Search User</b>   |   |
| <b>User ID</b>       | Search User by using User ID to map with user group   |
| <b>First Name</b>    | Search and select user by using First name and add a user to the user group.<br>Users belonging to the same Group Corporate will be listed. |
| <b>Last Name</b>     | Search and select user by using Last name and add a user to the user group.<br>Users belonging to the same Group Corporate will be listed.  |
| <b>Search Result</b> |   |
| <b>User ID</b>       | Display user ID of the searched user  |
| <b>First Name</b>    | Display First name of the searched user   |
| <b>Last Name</b>     | Display Last name of the searched user  |

3. Click **Create**.
4. In the **Group Code** field, enter the group code.
5. In the **Group Description** field, enter the group name.
6. In the **User Group** section, Click **Add** to add the selected user in the User Group.

Once added, the user name will be removed from the user drop-down to avoid duplication of users.

Click  icon to remove a user from the User Group.

7. Perform one of the following actions:
  - Click **Save** to save the maintenance.

The **Review** screen appears.

- Click **Next** to proceed to the next logical step.
- Click **Submit** to submit the steps performed so far for approval.
- Click **Retain Draft** to save the details entered as draft.
- Click **Cancel** to cancel the transaction.

#### **Note**

Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

#### 8. Perform one of the following actions from the **Review** screen:

- Verify the details, and click **Submit**.

The success message of user group creation appears along with the transaction reference number.

- Click **Add Another** to add another maintenance of the same step.
- Click **Edit** to modify the details entered.
- Click **Next** to proceed to next step.
- Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.
- Click **Cancel** to cancel the transaction.

#### **Note**

You can click  icon to delete a record.

## 3.7.2 User Groups – Summary & View

This topic provides the systematic instructions for searching for a User Group Code.

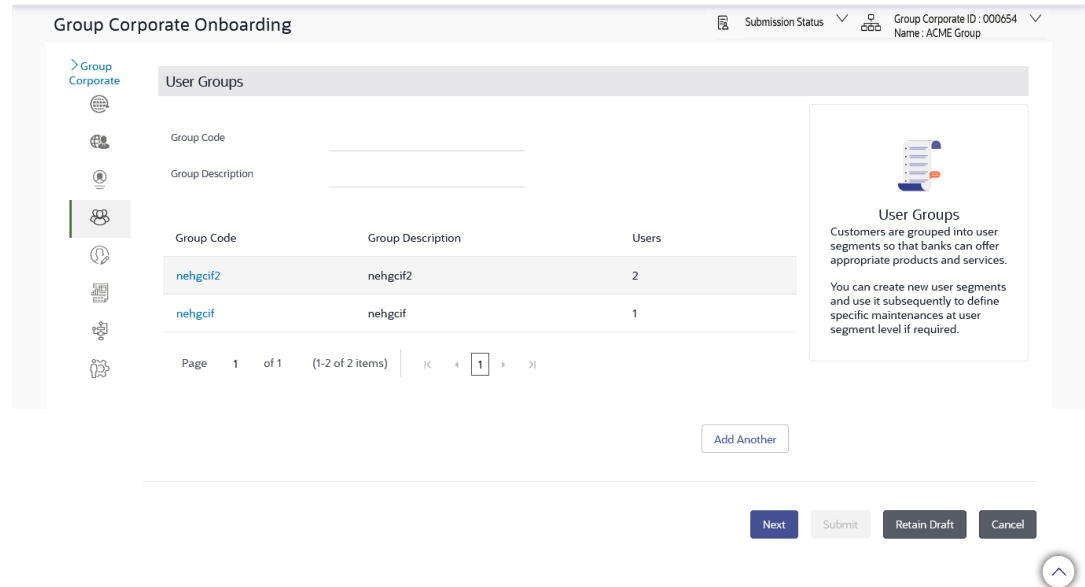
User groups maintained if any under the Group Corporate would be displayed on the screen. User can opt to view the details of existing user groups.

The summarized view of all the user groups created (if any) for the Group corporate is displayed on the screen. Further drill down is given on each user group to view the details of the users who are part of the user group.

#### **To search and view User Group details of the Group Corporate:**

1. Navigate to the **User Group** screen.
2. In **User Group Management** screen, in the **Group Code** or in **Group Description** enter the Respective details.
3. Click **Search**. **User groups maintained** if any under the **Group Code** or **Group Description** are displayed on the screen.

**Figure 3-20 User Groups – Summary**



**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-11 User Groups – Summary- Field Description**

| Field Name               | Description  |
|--------------------------|--|
| <b>Search User Group</b> |  |
| <b>Group Code</b>        | Enter User group code                                |
| <b>Group Description</b> | Enter Description provided to the user group.        |
| <b>Search Result</b>     |  |
| <b>Group Code</b>        | Display user group code                              |
| <b>Group Description</b> | Display description provided to the user group       |
| <b>User Count</b>        | Display Number of users available in each user group |

- Click the **Group Code** hyperlink to view details of list of users associated with entered user group.

**Figure 3-21 User Group – View**
**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-12 User Group – View- Field Description**

| Field Name               | Description   |
|--------------------------|---|
| <b>Group Code</b>        | Display user group code   |
| <b>Group Description</b> | Display description provided to the user group                  |
| <b>User Information</b>  |   |
| <b>User ID</b>           | User ID of the user who is part of the user group is displayed. |
| <b>Name</b>              | Display name of the User  |
| <b>Mobile Number</b>     | Display Mobile Number of the user that maintain with bank       |

5. Perform one of the following actions:
  - Click **Back** to navigate back to previous screen.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.

### 3.7.3 User Groups – Edit

This topic provides the systematic instructions for editing existing user group descriptions.

Bank Administrator can also add new users and remove existing users of the user group as part of this function.

A check is performed on minimum and maximum number of users allowed as a part of user group while adding or removing the users from the user group.

#### To edit or update a user group:

1. Navigate to the **User Group** screen.
2. In **User Group Management** screen, in the **Group Code** or in **Group Description** enter the respective details.
3. Click **Search**. **User groups maintained** if any under the **Group Code** or **Group Description** are displayed on the screen.

**Figure 3-22 User Group - Search Result**

The screenshot shows the 'Group Corporate Onboarding' interface. At the top right, it displays 'Submission Status' and 'Group Corporate ID : 000654' with 'Name : ACME Group'. The main area is titled 'User Groups' and contains a search form with 'Group Code' and 'Group Description' fields. Below the form is a table with the following data:

| Group Code | Group Description | Users |
|------------|-------------------|-------|
| nehgcif2   | nehgcif2          | 2     |
| nehgcif    | nehgcif           | 1     |

Below the table, it shows 'Page 1 of 1 (1-2 of 2 items)' and navigation arrows. To the right of the table is an informational box titled 'User Groups' with the text: 'Customers are grouped into user segments so that banks can offer appropriate products and services. You can create new user segments and use it subsequently to define specific maintenances at user segment level if required.' At the bottom right, there are buttons for 'Add Another', 'Next', 'Submit', 'Retain Draft', and 'Cancel'.

#### Note

The fields which are marked as Required are mandatory. For more information on fields, refer to the field description table.

**Table 3-13 User Group - Search Result- Field Description**

| Field Name               | Description  |
|--------------------------|--|
| <b>Search User Group</b> |  |
| <b>Group Code</b>        | Enter User group code                                |
| <b>Group Description</b> | Enter Description provided to the user group.        |
| <b>Search Result</b>     |  |
| <b>Group Code</b>        | Display user group code                              |
| <b>Group Description</b> | Display description provided to the user group       |
| <b>User Count</b>        | Display Number of users available in each user group |

4. Click the **Group Code** link to view details of list of users associated with entered user group.

5. Perform one of the following actions:
  - Click **Edit** to edit the user group.  
The **User Groups - Edit** screen displays the mapping of the user group.
  - Click **Cancel** to cancel the transaction.

**Figure 3-23 User Group – Edit**


**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-14 User Group – Edit- Field Discription**

| Field Name               | Description   |
|--------------------------|---|
| <b>Group Code</b>        | Display user group code   |
| <b>Group Description</b> | Enter Description provided to the user group.                   |
| <b>User Information</b>  | The below fields provides information on User Information.      |
| <b>User ID</b>           | User ID of the user who is part of the user group is displayed. |

6. In the **User Group** section, Click **Add** to add the selected user in the User Group.  
Upon added, the user name will be removed from the user drop-down to avoid duplication of users.  
Click  icon to remove a user from the User Group.
7. Perform one of the following actions:
  - Click **Save** to save the maintenance.  
The **Review** screen appears.

- Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.
8. Perform one of the following actions from the **Review** screen:
- Verify the details, and click **Confirm**.  
The success message of user group updation appears along with the transaction reference number.
  - Click **Add Another** to add another maintenance of the same step.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous screen.

## 3.8 Step 5: User Account Access

This topic describes the option for corporate administrators to manage user access to accounts and transactions.

This maintenance can be done only after the Party Account Access is setup for the parent party of the user(s). The user level mapping of accounts and transactions must be done to provide access to the accounts for performing transactions to the specific user.

Corporate administrator can copy mapping from another user. The mapping of only those party's accounts will be copied to which the user has access. The corporate administrator will be able to maintain the account access of users who have subset of accesses of corporate administrator.

### Note

The corporate administrator will be able to maintain the account access of all the users available under the Group Corporate.

### Pre-requisites

- Account Access should be maintained for the corporate party of the user for which access is to be maintained
- Account Access for the party should be maintained for associated party accounts if the user needs access to associated party accounts.
- Party preferences should be created for the party of the user for which access is to be maintained
- Channel Access should be enabled for party of the user for which account access is to be maintained
- Transaction access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.

### Features supported in Application:

The following options are available as part of this maintenance:

- [User Account Access - Mapping](#)

- [User Account Access – View](#)
  - [User Account Access - Edit](#)
  - [User Account Access - Delete](#)
1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**.  
Under **Menu** , **Group Corporate Onboarding**, then click **User Account Access** tab.  
The **Group Corporate Onboarding - User Account Access** tab appears.
- [User Account Access – Create](#)  
This topic provides the systematic instructions for corporate administrators to control user access to accounts and transactions within a specific group.
  - [User Account Access – View](#)  
This topic provides the systematic instructions to corporate administrators to view granted access for a user's accounts and transactions.
  - [User Account Access – Edit](#)  
This topic provides the systematic instructions for bank administrators to receive access modification requests for a selected user.
  - [User Account Access – Delete](#)  
This topic provides the systematic instructions for deleting user access and account mapping.

### 3.8.1 User Account Access – Create

This topic provides the systematic instructions for corporate administrators to control user access to accounts and transactions within a specific group.

This option lets the administrator to provide account access to specific users of a party.

**To provide the user with account and transaction access:**

1. Navigate to the **User Account Access** screen.
2. Perform one of the following actions:
  - In the **User Search** field search users for whom Transaction Account access need to be maintained.
  - Select the user from list displayed.
3. Select the user ID and click the **Map** to navigate to **Account Access summary**

Figure 3-24 User Account Access – Search and Search Result

Group Corporate Onboarding

Submission Status Group Corporate ID : 000842 Name : nehgcif

User Account Access

Search...

User List

| User ID   | User Name         | Copy Mapping from User | Status  |
|---|-------------------|------------------------|---------|
| <input checked="" type="radio"/> ajcorpadminchecker | AjCorp AdminMaker | -                      | Created |
| <input type="radio"/> rwsuer5                       | SWAT CHECKER      | Please Select          | -       |
| <input type="radio"/> ADMINMAKER2531                | SWAT MAKER        | Please Select          | -       |
| <input type="radio"/> rwcheckerC                    | rw checkerC       | -                      | Mapped  |
| <input type="radio"/> rwcheckerB                    | rw checkerB       | -                      | Mapped  |
| <input type="radio"/> rwcheckerA                    | rw checkerA       | -                      | Mapped  |
| <input type="radio"/> ADMINCHECKER2531              | SWAT CHECKER      | -                      | Mapped  |
| <input type="radio"/> ajcorpadminmaker              | AjCorp Adminmaker | Please Select          | -       |
| <input type="radio"/> BrandonR5                     | S Kinitiator      | -                      | Mapped  |
| <input type="radio"/> rrmaker                       | AjCorp Adminmaker | Please Select          | -       |

Page 1 of 2 (1-10 of 16 items)

Map

Next Submit Retain Draft Cancel

**Note**

The fields which are marked as Required are mandatory.

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

Table 3-15 User Account Access – Search and Search Result- Field Description

| Field Name                    | Description   |
|-------------------------------|---|
| <b>Search (User)</b>          | User quick search panel so search user for setting up the account access.   |
| <b>Search Result</b>          |   |
| <b>User ID</b>                | User ID the corporate user  |
| <b>User Name</b>              | User name of the corporate user   |
| <b>Copy Mapping from User</b> | Select this to Inherit and copy account maintenance from already setup user to new user   |
| <b>Status</b>                 | Displays the account mapping status for the corporate user. <ul style="list-style-type: none"> <li><b>Mapped:</b> Corporate user for which accounts mapping is being done and authorized.</li> <li><b>Modified:</b> Corporate user for which accounts mapping is being done but pending approval by authorizer.</li> <li><b>Deleted:</b> Corporate user for which accounts mapping is deleted.</li> </ul> |

4. Perform one of the following actions:

- From the **Mapping Summary of Party** dropdown list, select the corporate party id associated with Corporate User.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to the previous screen.
5. Search the user.

The summary screen will be displayed with total accounts associated with corporate party of that user, status of the accounts mapped for the internet banking for user, modified accounts if any and Auto account mapping status.

**Figure 3-25 User Account Access – Summary**

The screenshot displays the 'User Account Access' summary screen. At the top, it shows 'Group Corporate Onboarding' and 'Submission Status'. The user details include 'User ID: ajcorpadminchecker' and 'User Name: AjCorp AdminMaker'. The 'Mapping Summary of Party' dropdown is set to '002531 | Columbia Pictures Incorpor...'. Below this is a table of account modules with columns for 'Total Accounts', 'Mapped Accounts', 'Modified Accounts', 'Auto Mapped Accounts', and 'Edit'. The 'Auto Mapped Accounts' column contains toggle switches. At the bottom, there is a 'Mapping Summary of Modified Transaction Groups' table and buttons for 'Map', 'Back', 'Next', 'Submit', 'Retain Draft', and 'Cancel'.

| Modules                                    | Total Accounts | Mapped Accounts | Modified Accounts | Auto Mapped Accounts | Edit |
|--|----------------|-----------------|-------------------|----------------------|------|
| Current & Savings - Conventional           | 5              | 0               | 8                 | On                   |      |
| Current & Savings - Islamic                | 2              | 0               | 0                 | Off                  |      |
| Virtual Account Management - Real Accounts | 3              | 0               | 0                 | Off                  |      |
| Liquidity Management                       | 0              | 0               | 0                 | Off                  |      |
| External Accounts                          | 0              | 0               | 0                 | Off                  |      |
| Loans - Conventional                       | 0              | 0               | 0                 | Off                  |      |
| Loans - Islamic                            | 0              | 0               | 0                 | Off                  |      |
| Credit Cards                               | 0              | 0               | 0                 | Off                  |      |
| Virtual Accounts                           | 6              | 0               | 0                 | Off                  |      |
| Term Deposits - Conventional               | 0              | 0               | 0                 | Off                  |      |
| Term Deposits - Islamic                    | 0              | 0               | 0                 | Off                  |      |

| Modules                          | Modified Groups |
|----------------------------------|-----------------|
| Current & Savings - Conventional | 1               |
| Virtual Accounts                 | 4               |

**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-16 User Account Access – Summary- Field Description**

| Field Name   | Description  |
|--|--|
| <b>User ID</b>                                       | User ID the corporate user   |
| <b>User Name</b>                                     | User name of the corporate user  |
| <b>Mapping Summary of Party</b>                      | The corporate party for which Party accounts access is being viewed  |
| <b>Modules</b>                                       | Banking module names.  |
| <b>Total Accounts</b>                                | Total number of accounts available under the party that can be map with corporate user.  |
| <b>Mapped Accounts</b>                               | Number of accounts mapped to the particular account type of corporate user.  |
| <b>Modified Accounts</b>                             | Number of accounts modified for the particular account type of corporate user.   |
| <b>Auto Mapped Accounts</b>                          | Mapping status of the accounts.<br>The options can be: <ul style="list-style-type: none"> <li><b>Auto</b>: gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future.</li> <li><b>Manual</b>: gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided</li> </ul> |
| <b>Mapping Summary of Modified Transaction Group</b> |  |
| <b>Modules</b>                                       | Banking module names.  |
| <b>Modified Groups</b>                               | Number of transaction groups modified for the particular module.   |
| <b>Edit or Map</b>                                   | Click on the icon next to every module or click on Map button to edit User account access  |

If there is no **mapping done** for a user, the count for the Mapped Accounts will be **0**.

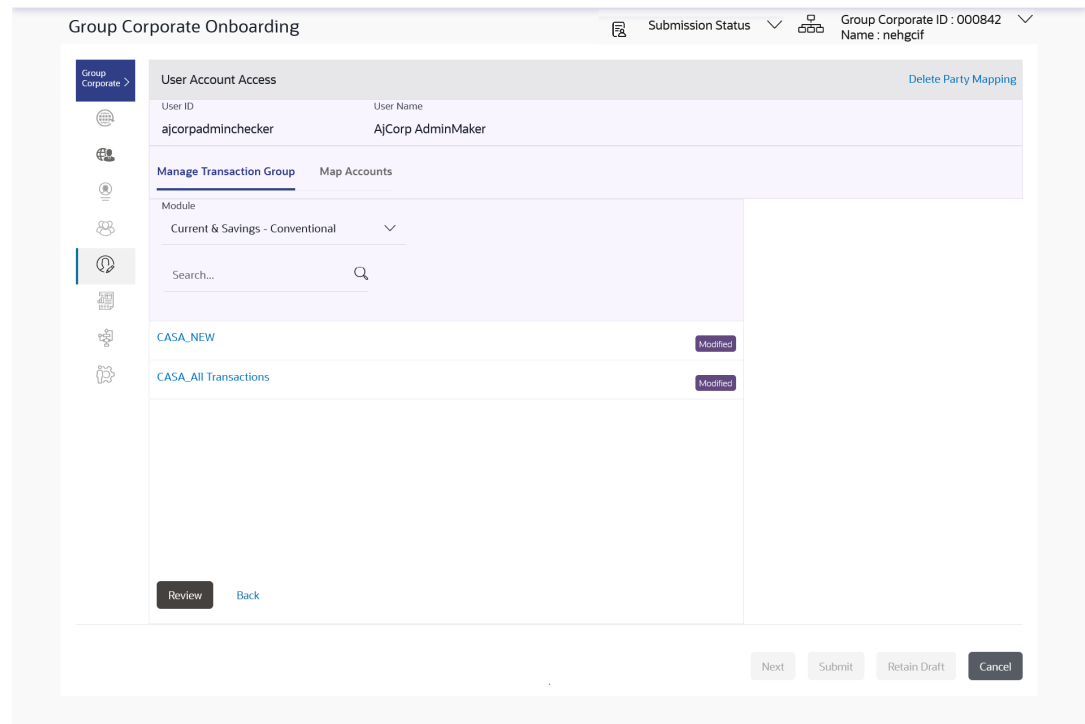
All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories that is Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.

- Perform one of the following actions:
  - User account access inherits party-level access set during onboarding. (party association will be done at the time of user onboarding in user management screen).

The screen will show the inherited Maintenance in **User Account Access** screen. In the **Auto Mapped Accounts** field, toggled **ON** to allow access to all future Accounts across banking module.

- In the **Auto Mapped Accounts** field, toggled **OFF** to explicitly map new accounts and transactions manually.
7. Perform one of the following actions:
- Click **Map** or **Edit** (available across each banking module).  
The **User Account Access - Create** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to the previous screen.

**Figure 3-26 User Account Access – Manage Transaction Group**



**Note**  
The fields which are marked as Required are mandatory.

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

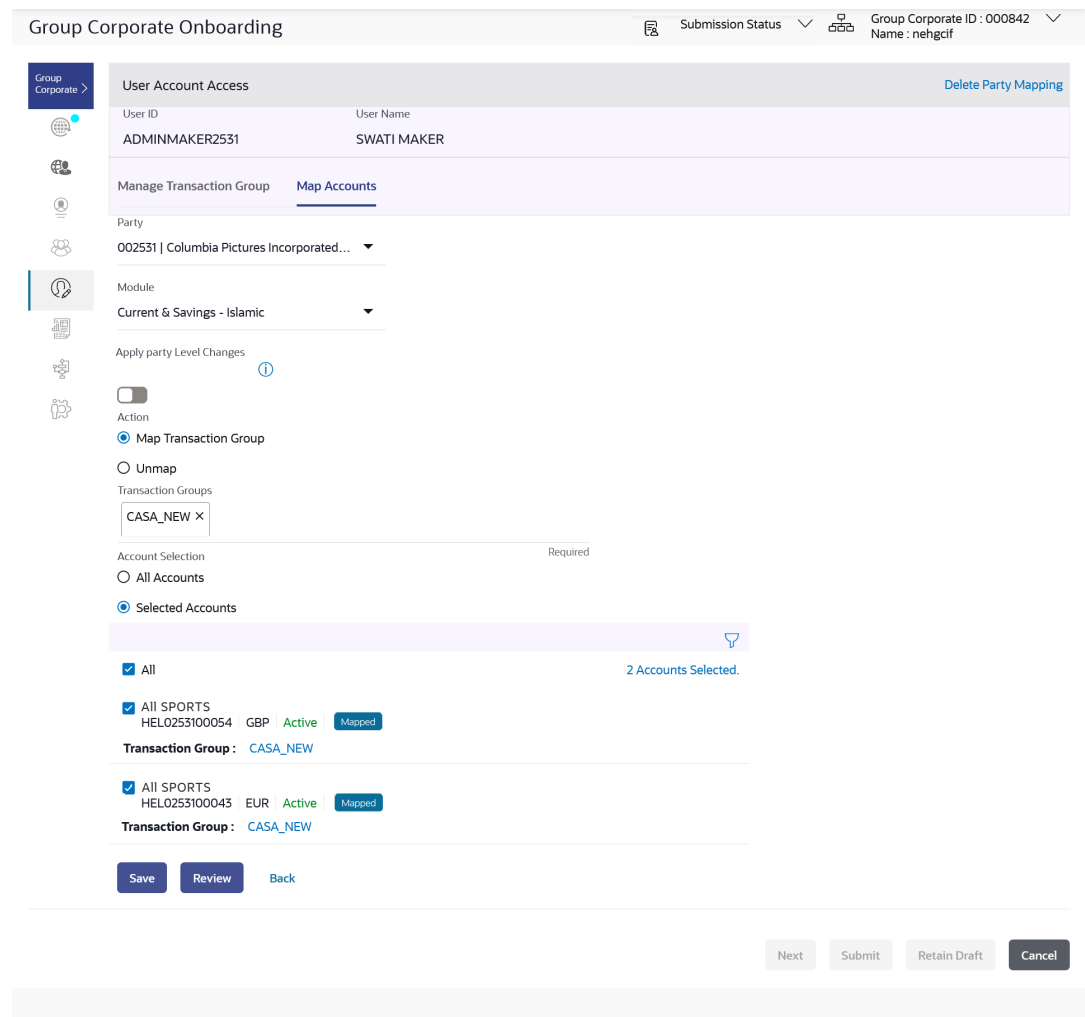
**Table 3-17 User Account Access – Manage Transaction Group- Field Description**

| Field Name                          | Description  |
|-------------------------------------|--|
| <b>User ID</b>                      | User ID the corporate user for whom account access in being setup. |
| <b>User Name</b>                    | User name of the corporate user.                                   |
| <b>Manage Transaction Group tab</b> |  |

**Table 3-17 (Cont.) User Account Access – Manage Transaction Group- Field Description**

| Field Name                       | Description  |
|----------------------------------|--|
| <b>Module</b>                    | Select Banking Module types available under the selected party to setup account access.  |
| <b>Select Transaction Groups</b> | Select the Transaction group to map transactions and maintain access in Account Access screens.<br><br><div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>a. Transaction groups mapped to the accounts at party level will be shown on this screen.</li> <li>b. In user account access, the accounts can be mapped to the same transaction group to which the accounts are mapped at the party level</li> </ul> </div> |
| <b>Transactions Groups</b>       | Search and add the transaction groups.   |

**Figure 3-27 User Account Access – Map Accounts Tab**



**Note**

The fields which are marked as Required are mandatory.


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

**Table 3-18 User Account Access – Map Accounts Tab - Field Description**

| Field Name                       | Description  |
|----------------------------------|--|
| <b>Mapping Summary of Party</b>  | The corporate party for which user accounts access is being viewed.  |
| <b>Modules</b>                   | Select Banking Module available under the selected party to setup account access.  |
| <b>Apply Party level Changes</b> | Toggle to enable to apply party level changes automatically.   |
| <b>Action</b>                    | <p>Option to map/unmap the transactions and maintain access in Account Access screens of Transaction Groups.<br/>The options are:</p> <ol style="list-style-type: none"> <li>a. <b>Map Transaction Group</b></li> <li>b. <b>Unmap</b></li> </ol> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>Only one transaction group can be unmapped at a time. A transaction group can be unmapped from All Accounts or Selected Accounts.</p> </div>                         |
| <b>Transaction Groups</b>        | <p>Select one or multiple Transaction group/s to map transactions and maintain access in Account Access screens.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <ol style="list-style-type: none"> <li>a. Transaction groups mapped to the accounts at party level will be shown on this screen.</li> <li>b. In user account access, the accounts can be mapped to the same transaction group to which the accounts are mapped at the party level</li> </ol> </div> |
| <b>Account Selection</b>         | <p>Select accounts to map the transaction groups.<br/>The options are:</p> <ul style="list-style-type: none"> <li>• <b>All Accounts</b></li> <li>• <b>Selected Accounts</b></li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>System will show a tag as 'Modified' followed by the transaction group name after the account number</p> </div>  |

**Table 3-18 (Cont.) User Account Access – Map Accounts Tab - Field Description**

| Field Name                         | Description   |
|------------------------------------|---|
| <b>All Accounts</b>                | Click to select all the accounts available under the selected module.   |
| <b>Selected Accounts</b>           |   |
| <b>Selected Accounts</b>           | Select the desired accounts to map the transaction group.   |
| <b>Number of Accounts Selected</b> | Number of accounts selected under the particular module selected transaction group of the module.                                       |
| <b>Delete Party Mapping</b>        | Click on <b>Delete Party Mapping</b> to delete all the Transaction and account access maintenance done for corporate users in one step. |

8. In the **Manage Transaction Group** tab;
  - a. Select specific **module** tab (Including viz. Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.) for which account and transaction access mapping maintenance need to be setup.
  - b. Click the  icon to search & select the **Transaction group/s** under selected module. User can modify the transaction group other than the factory shipped to select or deselect the transaction access.
  - c. Click on the **Transaction Group** link, the **Transaction Group Details** overlay screen appears.
    - i. Click **Edit** to modify the transaction/ inquires.
    - ii. Click **Save** to save the changes.
9. In the **Map Accounts** tab;
  - a. From the **Module** list, select the factory shipped **Transaction group** under selected module which will have all transactions and inquiries grouped together.


 **Note**

Factory shipped user group cannot be deleted or modified.

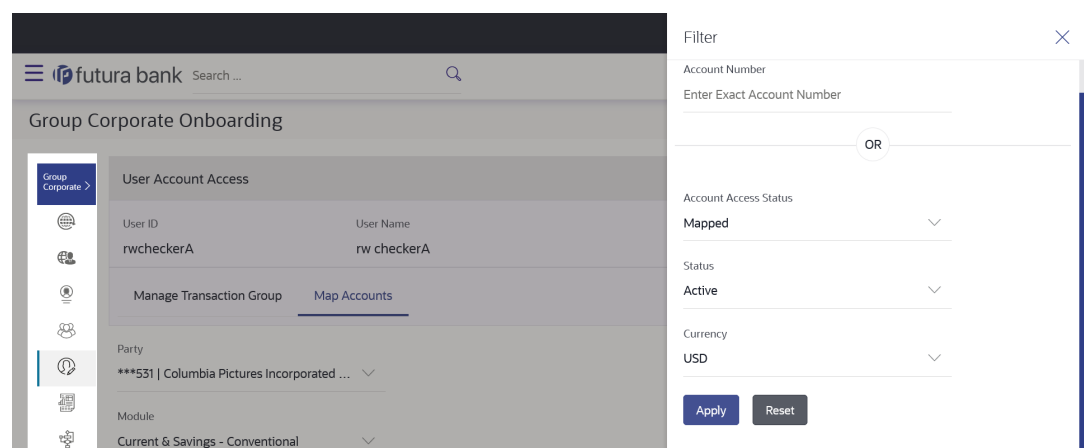
- b. In the **Apply Party Level Changes** field, toggle to enable to apply party level changes automatically.
- c. In **Action** field, select the desired option to map/ unmap the Transaction Group.
- d. If the **Map Transaction Group** option is selected;
- e. In the **Transaction Groups** list, select the transaction Group/s to map / unmap from the drop-down list.
- f. In **Account Selection** field, select the option to map the transaction groups to all the accounts or specific accounts..
- g. Upon creation of the transaction group/s.

The user can map these transaction groups to one or multiple accounts .

Click on **Map Accounts** tab and select Party, then select Transaction Groups, select the account numbers and then click on **Save** to map the transaction groups to the selected accounts.

- h. Click on the **Transaction Group link** to view the list of transactions within the mapped transaction group in an overlay.
  - i. Perform one of the following actions:
    - Select **All Accounts** option to map/ unmap transaction groups from all accounts.
    - If specific accounts are required to be mapped, then select the respective check boxes preceding the account number.
  - j. Upon mapping of the account.  
The system will show a tag as **Modified** followed by the transaction group name after the account number.
  - k. Perform one of the following actions:
    - To map the new accounts, select appropriate option from **Auto Map** toggle button; Select **Auto** if you wish to allow access to all future Accounts across banking module.
    - Select **Manual** if you wish to explicitly map new accounts and transactions.
10. Upon mapping of the account.  
The system will show a tag as **Modified** followed by the transaction group name after the account number.
11. If the **Unmap** option is selected;
- a. User can **unmap** the accounts by selecting accounts and then clicking on **Unmap** button to reset their mapping with Group Corporate.
12. User can click on **Delete Party Mapping** to delete all the Transaction and account access maintenance done for corporate user in one step.
13. Click the  icon to further drill down by applying new search criteria in **Filter** overlay screen on basis of Account Number, Transaction Group, Currency, Mapping Status.

**Figure 3-28 User Account Access – Filter Criteria**



- a. Perform one of the following actions:
  - Click **Apply** to apply the filter.
  - Click **Reset** to reset the entered data.

14. Perform one of the following actions:
  - Click **Save** to save the maintenance.
  - Click **Review** screen appears.
  - Click **Back** to navigate back to previous screen.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.

**Note**

Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

15. Perform one of the following actions from the **Review** screen:
  - Verify the details, and click **Submit**.

The success message of user creation appears along with the transaction reference number.
  - Click **Edit** to modify the details entered.
  - Click **Next** to proceed to next step.
  - Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.
  - Click **Cancel** to cancel the transaction.

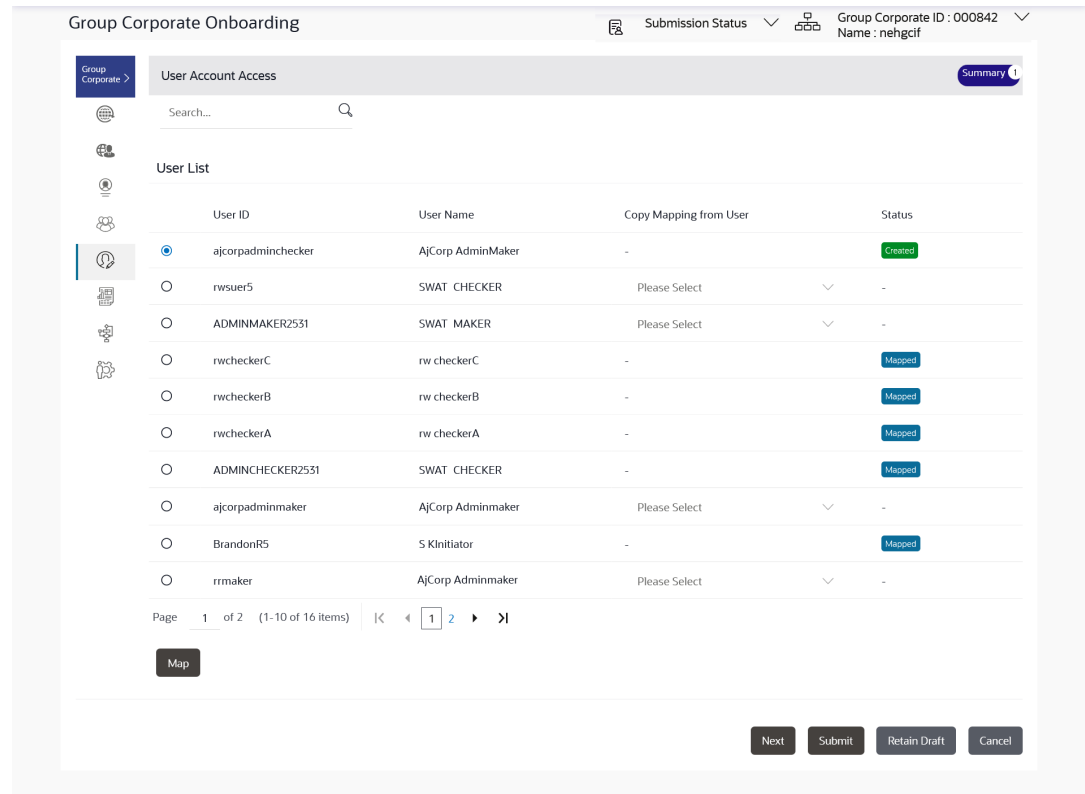
## 3.8.2 User Account Access – View

This topic provides the systematic instructions to corporate administrators to view granted access for a user's accounts and transactions.

**To view the account and transaction access:**

1. Navigate to the **User Account Access** screen.
2. Perform one of the following actions:
  - In the **User Search** field search users for whom Transaction Account access is being viewed.
  - Select the user from list displayed .
3. Select the user ID and click on **Map** to navigate to **Account Access summary**.

**Figure 3-29 User Account Access – Search and Search Result**



**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-19 User Account Access – Search and Search Result- Field Description**

| Field Name                    | Description   |
|-------------------------------|---|
| <b>Search (User)</b>          | User quick search panel so search user for setting up the account access.   |
| <b>Search Result</b>          |   |
| <b>User ID</b>                | User ID the corporate user  |
| <b>User Name</b>              | User name of the corporate user   |
| <b>Copy Mapping from User</b> | Select this to Inherit and copy account maintenance from already setup user to new user   |
| <b>Status</b>                 | Displays the account mapping status for the corporate user. <ul style="list-style-type: none"> <li><b>Mapped:</b> Corporate user for which accounts mapping is being done and authorized.</li> <li><b>Modified:</b> Corporate user for which accounts mapping is being done but pending approval by authorizer.</li> <li><b>Deleted:</b> Corporate user for which accounts mapping is deleted.</li> </ul> |

4. Perform one of the following actions:

- From the **Mapping Summary of Party** dropdown list, select the corporate party id associated with Corporate User.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to the previous screen.
5. Search the user.

The summary screen will be displayed with total accounts associated with corporate party of that user, status of the accounts mapped for the internet banking for user, modified accounts if any and Auto account mapping status.

**Figure 3-30 User Account Access – Summary**

The screenshot displays the 'User Account Access' summary screen. At the top, it shows 'Group Corporate Onboarding' and 'Submission Status'. The user details are: User ID: ajcorpadminchecker, User Name: AjCorp AdminMaker. The 'Mapping Summary of Party' dropdown is set to '002531 | Columbia Pictures Incorpor...'. Below this is a table of account modules with the following data:

| Modules                                    | Total Accounts | Mapped Accounts | Modified Accounts | Auto Mapped Accounts | Edit                 |
|--|----------------|-----------------|-------------------|----------------------|----------------------|
| Current & Savings - Conventional           | 5              | 0               | 8                 | On                   | <a href="#">Edit</a> |
| Current & Savings - Islamic                | 2              | 0               | 0                 | Off                  | <a href="#">Edit</a> |
| Virtual Account Management - Real Accounts | 3              | 0               | 0                 | Off                  | <a href="#">Edit</a> |
| Liquidity Management                       | 0              | 0               | 0                 | Off                  | <a href="#">Edit</a> |
| External Accounts                          | 0              | 0               | 0                 | Off                  | <a href="#">Edit</a> |
| Loans - Conventional                       | 0              | 0               | 0                 | Off                  | <a href="#">Edit</a> |
| Loans - Islamic                            | 0              | 0               | 0                 | Off                  | <a href="#">Edit</a> |
| Credit Cards                               | 0              | 0               | 0                 | Off                  | <a href="#">Edit</a> |
| Virtual Accounts                           | 6              | 0               | 0                 | Off                  | <a href="#">Edit</a> |
| Term Deposits - Conventional               | 0              | 0               | 0                 | Off                  | <a href="#">Edit</a> |
| Term Deposits - Islamic                    | 0              | 0               | 0                 | Off                  | <a href="#">Edit</a> |

Below the table is a 'Mapping Summary of Modified Transaction Groups' section with the following data:

| Modules                          | Modified Groups |
|----------------------------------|-----------------|
| Current & Savings - Conventional | 1               |
| Virtual Accounts                 | 4               |

At the bottom, there are buttons for 'Map', 'Back', 'Next', 'Submit', 'Retain Draft', and 'Cancel'.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-20 User Account Access – Summary- Field Description**

| Field Name                      | Description  |
|---------------------------------|--|
| <b>User ID</b>                  | User ID the corporate user   |
| <b>User Name</b>                | User name of the corporate user  |
| <b>Mapping Summary of Party</b> | The corporate party for which Party accounts access is being viewed  |
| <b>Modules</b>                  | Banking module names.  |
| <b>Total Accounts</b>           | Total number of accounts available under the party that can be map with corporate user.  |
| <b>Mapped Accounts</b>          | Number of accounts mapped to the particular account type of corporate user.  |
| <b>Modified Accounts</b>        | Number of accounts modified for the particular account type of corporate user.   |
| <b>Auto Mapped Accounts</b>     | Mapping status of the accounts.<br>The options can be: <ul style="list-style-type: none"> <li>• <b>Auto</b>: gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future.</li> <li>• <b>Manual</b>: gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided</li> </ul> |
| <b>Edit or Map</b>              | Click on the icon next to every module or click on Map button to edit User account access  |

If there is no **mapping done** for a user, the count for the Mapped Accounts will be **0**.

All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories

**Figure 3-31 User Account Access – View**

The screenshot displays the 'Transaction Group Details' interface for 'CASA\_All Transactions'. The left sidebar shows navigation options: 'Manage Transaction Group' and 'Map Accounts'. The main area is titled 'CASA\_All Transactions' and includes a search bar and tabs for 'Transactions' and 'Inquiries'. Below this is a list of transaction types with associated permissions:

- All Transactions
- All Domestic Payouts
  - Adhoc Domestic Payment
    - Perform
    - View
    - Approve
  - Adhoc Domestic Standing Instruction
    - Perform
    - View
    - Approve
  - Domestic Standing Instruction
    - Perform
    - View
    - Approve
  - Domestic Payment
    - Perform
    - View
    - Approve
  - Outward Bank Guarantee Cancellation
    - Perform
    - View
    - Check
    - Approve
    - Release
  - Initiate Outward Guarantee
    - Perform
    - View
    - Check
    - Approve
    - Release
  - Outward Bank Guarantee Cancellation-Islamic
    - Perform
    - View
    - Check
    - Approve
    - Release
  - Initiate Guarantee Claim Lodgment
    - Perform
    - View
    - Check
    - Approve
    - Release
- Domestic Draft
  - Domestic Demand Draft Pay Later
    - Perform
  - Create Domestic Draft
    - Perform
- EDX File Upload
  - EDX Record Level Approval
    - Perform
    - View
    - Approve
  - EDX File Level Approval
    - Perform
    - View
    - Approve
- Electronic Bill Payment
  - Create Bill Payment
    - Perform
    - View
    - Check
    - Approve
    - Release
- International Draft
  - International Demand Draft Pay Now
    - Perform
  - International Demand Draft Pay Later
    - Perform

At the bottom of the page, there are 'Save' and 'Reset' buttons.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-21 User Account Access – View - Field Discription**

| Field Name                        | Description   |
|-----------------------------------|---|
| <b>Modules</b>                    | Display name of the product for which account access is being viewed.   |
| <b>Mapped Transaction Group</b>   | Display the transaction groups selected to setup the user account access.   |
| <b>Transaction Groups Details</b> | Display the Transaction group details with which user account access is maintained along with transaction and inquiries mapped to it. |

The User Account Access details screen has two section. First section displays the lists down all the transaction groups mapped.

In the second column, user can view the **transaction group** details with all the transactions and inquiries access.

6. Perform one of the following actions:
  - Click **Edit / Map** to update the **User Account Access** account mapping for new accounts and existing accounts.
  - Click **Back** to navigate to the previous screen.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.

### 3.8.3 User Account Access – Edit

This topic provides the systematic instructions for bank administrators to receive access modification requests for a selected user.

#### To Search and Edit the User account and transaction access:

1. Navigate to the **User Account Access** screen.
2. Perform one of the following actions:
  - In the **User Search** field search users for whom Transaction Account access is being viewed.
  - Select the user from list displayed.
3. Select the user ID and click the **Map** to navigate to **Account Access summary**.
4. From the **Mapping Summary of Party** dropdown list, select the corporate party id.
5. Search the user.

The screen will be displayed with total accounts associated with corporate party of that user, status of the accounts mapped for the internet banking for user, modified accounts if any and Auto account mapping status.

6. Perform one of the following actions:
  - Click the link under the total **Mapped accounts** or **Modified accounts**.

The **User Account Access – View** (Transaction Mapping) screen appears. . The search result according to the search criteria appears.

- Click **Cancel** to cancel the transaction.

If there is no **mapping done** for a user, the count for the Mapped Accounts will be **0**.

All the accounts held by the selected user as a relationship with the bank as available in the core banking system or the respective mid-office system will be fetched and displayed in the respective categories.

- Click **Map** or **Edit** (available across each banking module).  
The **User Account Access - Edit** screen appears.

**Figure 3-32 User Account Access – Search and Search Result**

Group Corporate Onboarding

Submission Status Group Corporate ID : 000842  
Name : nehgcif

Group Corporate > User Account Access Summary 1

Search...

User List

| User ID   | User Name         | Copy Mapping from User | Status  |
|---|-------------------|------------------------|---------|
| <input checked="" type="radio"/> ajcorpadminchecker | AjCorp AdminMaker | -                      | Created |
| <input type="radio"/> rwsuer5                       | SWAT CHECKER      | Please Select          | -       |
| <input type="radio"/> ADMINMAKER2531                | SWAT MAKER        | Please Select          | -       |
| <input type="radio"/> rwcheckerC                    | rw checkerC       | -                      | Mapped  |
| <input type="radio"/> rwcheckerB                    | rw checkerB       | -                      | Mapped  |
| <input type="radio"/> rwcheckerA                    | rw checkerA       | -                      | Mapped  |
| <input type="radio"/> ADMINCHECKER2531              | SWAT CHECKER      | -                      | Mapped  |
| <input type="radio"/> ajcorpadminmaker              | AjCorp Adminmaker | Please Select          | -       |
| <input type="radio"/> BrandonR5                     | S KInitiator      | -                      | Mapped  |
| <input type="radio"/> rrmaker                       | AjCorp Adminmaker | Please Select          | -       |

Page 1 of 2 (1-10 of 16 items) < 1 2 >

Map

Next Submit Retain Draft Cancel

Figure 3-33 User Account Access – Summary

Group Corporate Onboarding Submission Status ▼ Group Corporate ID : 000842 ▼  
Name : nehgcif

Group Corporate ▶

### User Account Access

User ID: **ajcorpadminchecker**      User Name: **AjCorp AdminMaker**

**Mapping Summary of Party** 002531 | Columbia Pictures Incorpor... ▼

| Modules                                    | Total Accounts | Mapped Accounts | Modified Accounts | Auto Mapped Accounts                   | Edit              |
|--|----------------|-----------------|-------------------|--|-------------------|
| Current & Savings - Conventional           | 5              | 0               | 8                 | <input checked="" type="checkbox"/> On | <a href="#">✎</a> |
| Current & Savings - Islamic                | 2              | 0               | 0                 | <input type="checkbox"/> Off           | <a href="#">✎</a> |
| Virtual Account Management - Real Accounts | 3              | 0               | 0                 | <input type="checkbox"/> Off           | <a href="#">✎</a> |
| Liquidity Management                       | 0              | 0               | 0                 | <input type="checkbox"/> Off           | <a href="#">✎</a> |
| External Accounts                          | 0              | 0               | 0                 | <input type="checkbox"/> Off           | <a href="#">✎</a> |
| Loans - Conventional                       | 0              | 0               | 0                 | <input type="checkbox"/> Off           | <a href="#">✎</a> |
| Loans - Islamic                            | 0              | 0               | 0                 | <input type="checkbox"/> Off           | <a href="#">✎</a> |
| Credit Cards                               | 0              | 0               | 0                 | <input type="checkbox"/> Off           | <a href="#">✎</a> |
| Virtual Accounts                           | 6              | 0               | 0                 | <input type="checkbox"/> Off           | <a href="#">✎</a> |
| Term Deposits - Conventional               | 0              | 0               | 0                 | <input type="checkbox"/> Off           | <a href="#">✎</a> |
| Term Deposits - Islamic                    | 0              | 0               | 0                 | <input type="checkbox"/> Off           | <a href="#">✎</a> |

**Mapping Summary of Modified Transaction Groups**

| Modules                          | Modified Groups |
|----------------------------------|-----------------|
| Current & Savings - Conventional | 1               |
| Virtual Accounts                 | 4               |

[Map](#)
[Back](#)

Next
Submit
Retain Draft
Cancel

Figure 3-34 User Account Access – Manage Transaction Group

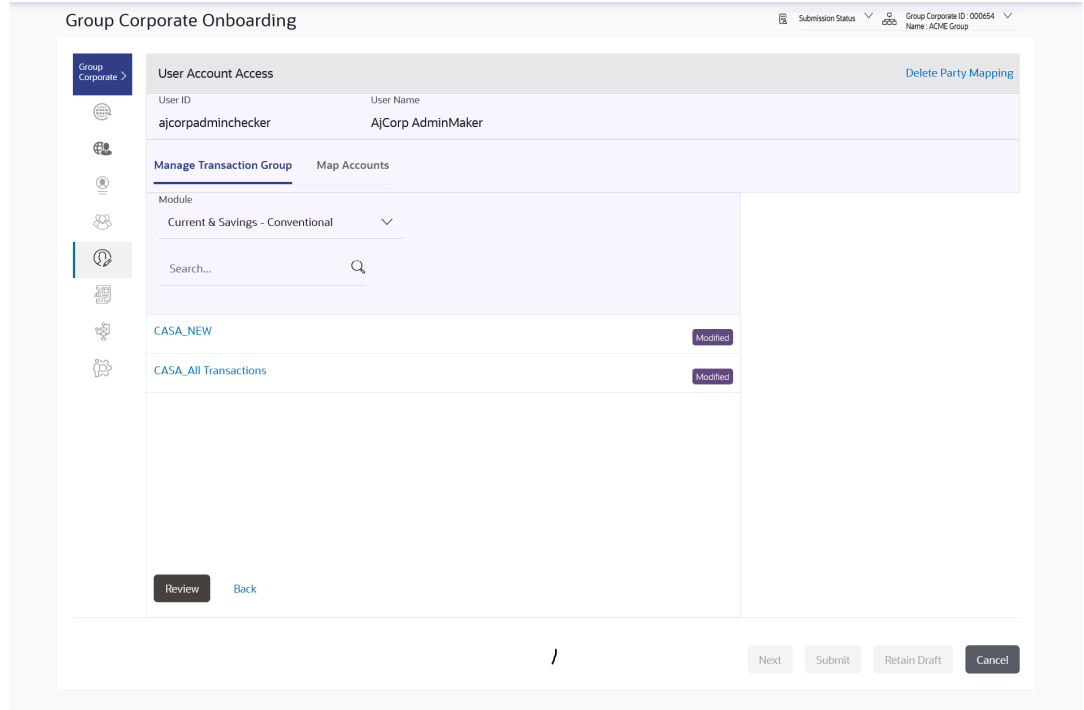


Figure 3-35 User Account Access – Map Accounts Tab

Group Corporate Onboarding Submission Status Group Corporate ID : 000842 Name : nehgcif

**User Account Access** Delete Party Mapping

| User ID        | User Name   |
|----------------|-------------|
| ADMINMAKER2531 | SWATI MAKER |

Manage Transaction Group **Map Accounts**

Party: 002531 | Columbia Pictures Incorporated...

Module: Current & Savings - Islamic

Apply party Level Changes ?

Action:  Map Transaction Group  Unmap

Transaction Groups: CASA\_NEW

Account Selection:  Selected Accounts Required

All 2 Accounts Selected.

All SPORTS HEL0253100054 GBP Active Mapped  
Transaction Group: CASA\_NEW

All SPORTS HEL0253100043 EUR Active Mapped  
Transaction Group: CASA\_NEW

Save Review Back

Next Submit Retain Draft Cancel

The User Account Access screen has four section. Header of the screen shows the User ID and User Name. First column lists down all the **modules** in tabular form, second column list down the **transaction groups** and third column list down banking module wise **account number**.

- Navigate and select specific **module** tab (Including viz. Current and Savings Accounts for both Conventional and Islamic, Credit Card, Term Deposit, Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.) in the first column for which account and transaction access mapping maintenance need to be setup. In the second column, There will be one factory shipped **Transaction group** for each module, which will have all transactions and inquiries grouped together.

**Note**

Factory shipped user group cannot be deleted or modified.

- Perform one of the following actions:
  - Upon the transaction groups creation,

The user can select specific module, along with the transaction groups and can select **All Accounts** to map the selected transaction group/s to all the existing accounts under the selected party.

- If transaction groups need to be mapped to specific accounts, then the user needs to select the respective check boxes preceding the account number.

10. Upon mapping of the accounts,

The system will show a tag as **'Modified'** followed by the transaction group name after the account number.

11. Perform one of the following actions:

- To map the new accounts, select appropriate option from **Auto Map** toggle button; select **Auto** if you wish to allow access to all future Accounts across banking module.
- Select **Manual** if you wish to explicitly map new accounts and transactions.

12. User can **unmap** the transaction groups by selecting accounts and then clicking on **Save** to reset their mapping with Group Corporate

13. User can click on **Delete Party Mapping** to delete all the Transaction and account access maintenance done for corporate user in one step.

14. User can drill down his search by applying Filter to search an account basis on Transaction Group, currency, mapping status

15. Perform one of the following actions:

- Click **Save** to save the maintenance.

The **Review** screen appears.

- Click **Next** to proceed to the next logical step.
- Click **Submit** to submit the steps performed so far for approval.
- Click **Retain Draft** to save the details entered as draft.
- Click **Cancel** to cancel the transaction.

**Note**

Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

16. Perform one of the following actions from the **Review** screen:

Perform one of the following actions:

- Verify the details, and click **Submit**.

The success message of user creation appears along with the transaction reference number.

**Note**

Following flow explains the Drill down options to search by applying Filter to search an account for Virtual Accounts Management & Liquidity Management module.

- Click **Edit** to modify the details entered.
- Click **Next** to proceed to next step.
- Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.
- Click **Cancel** to cancel the transaction.

**Figure 3-36 Virtual Account Management (Real Account) Tab**

The screenshot displays the 'Virtual Account Management - Real Accounts' tab in the 'futura bank' system. The interface includes a search bar at the top right. A 'Filter' panel is open on the right side, containing the following fields:

- Account Number:** Enter Exact Account Number
- Branch Name:** Please Select
- Account Access Status:** Please Select
- Account Currency:** Please Select

The main content area shows the following options:

- Module:** Virtual Account Management - Real ...
- Apply party Level Changes:** (Toggle switch)
- Action:** Map Transaction Group (selected), Unmap
- Transaction Groups:** VAM\_All Transactions X
- Account Selection:** All Accounts, Selected Accounts (selected)

Buttons for 'Apply' and 'Reset' are visible at the bottom of the filter panel.

**To view Virtual Account Management - Real Accounts:**

1. Navigate to the **User Account Access** screen.
2. Perform one of the following actions:
  - In the **Account Number** field, enter the exact Real Account number.
  - From the **Branch** name drop down, select the Branch name.
  - From the **Account Access Status** field, select an appropriate status.
  - From the **Currency** field, select the required currency.
3. The user can filter through two sections :
  - a. On the basis of the Account Number .
  - b. A combination of branch name, currency filters and other parameters. The user can use these search parameters alone or in a combination to filter search results.

**Figure 3-37 Liquidity Management Tab**

The screenshot shows the 'Group Corporate Onboarding' interface. The 'User Account Access' section is active, displaying user details for 'Michael Lamb' (User ID: LMIN01). A 'Mapping Summary of Party' is shown as '\*\*\*857 | Linked Cust | UBS OBPM 14.4 H...'. The 'Select Module' section lists various account types, with 'Liquidity Management' selected. The 'Select Transaction Groups' section shows 'LM\_All Transactions' selected. A 'Filter' overlay is present on the right, with fields for 'Account Number', 'Branch Name', 'Account Access Status', and 'Currency'. The 'Apply' and 'Reset' buttons are visible at the bottom of the filter overlay.

**To view Liquidity Management Accounts:**

1. Navigate to the **User Account Access** screen.
2. Perform one of the following actions:
  - In the **Account Number** field, enter the exact Real Account number.
  - From the **Branch name** drop down, select the Branch name.
  - From the **Account Access Status** field, select an appropriate status.
  - From the **Currency** field, select the required currency.
3. Perform one of the following actions:
  - Click **Apply** to Apply the filter.
  - Click **Reset** to reset the entered data.
4. The user can filter through two sections :
  - a. On the basis of the Account Number.
  - b. A combination of branch name, currency filters and other parameters. The user can use these search parameters alone or in a combination to filter search results.

Figure 3-38 Virtual Accounts Tab

The screenshot displays the 'User Account Access' screen for 'Group Corporate Onboarding'. The main interface shows a user profile for 'nehvam30' (nehal joshi) and a 'Mapping Summary of Party' for '\*\*\*023 | Rudolf Creations | UBS OBPM1...'. Below this, there are sections for 'Select Module' and 'Select Transaction Groups'. The 'Virtual Account' module is selected. A 'Filter' dialog is open on the right, allowing users to search for virtual accounts by number or name. The dialog includes fields for 'Virtual Account Number', 'Virtual Account Name', 'Virtual Entity', 'Branch Name', 'Account Access Status', 'Status', and 'Currency'. It also features 'Apply' and 'Reset' buttons.

**To view Virtual Accounts:**

1. Navigate to the **User Account Access** screen.
2. Perform one of the following actions:
  - In the **Virtual Account Number** field, enter the exact Virtual Account number.
  - In the **Virtual Account Name** field, enter the Virtual Account Name.
  - From the **Virtual Entity** search, select the Virtual Entity name.
  - From the **Branch name** drop down, select the Branch name.
  - From the **Account Access Status** field, select an appropriate status.
  - From the **Status** drop down, select the status.
  - From the **Currency** field, select the required currency.
3. Perform one of the following actions:
  - Click **Apply** to Apply the filter.
  - Click **Reset** to reset the entered data.
4. The user can filter through two sections :
  - a. On the basis of the Account Number.

- b. A combination of branch name, currency filters and other parameters. The user can use these search parameters alone or in a combination to filter search results.

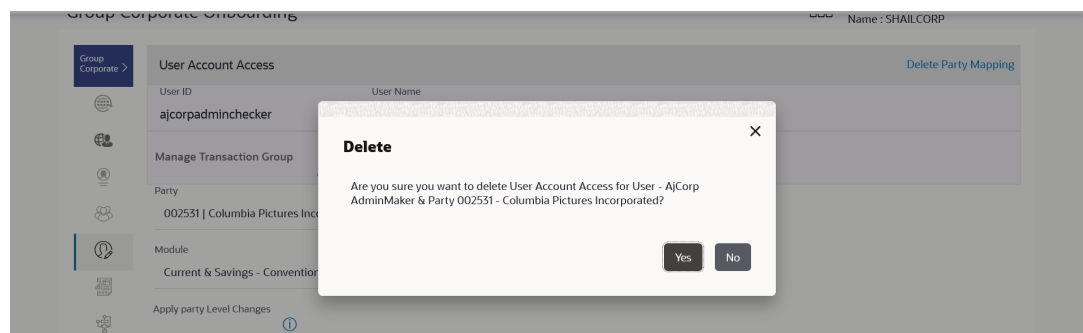
### 3.8.4 User Account Access – Delete

This topic provides the systematic instructions for deleting user access and account mapping.

#### To delete account and transaction access for the User:

1. Navigate to the **User Report Mapping** screen.
2. Perform one of the following actions:
  - In the **User Search** field search users for whom Transaction Account access is to modify.
  - Select the user from list displayed.
3. Select the user ID and click on **Map** to navigate to **Account Access summary**.
4. From the **Mapping Summary of Party** dropdown list, select the corporate party id.
5. For a searched user, summary screen will be displayed with total accounts associated with corporate party of that user, status of the accounts mapped for the internet banking for user, modified accounts if any and Auto account mapping status .
6. Perform one of the following actions:
  - Click the link under the total **Mapped accounts** or **Modified accounts**.  
The **User Account Access – View** (Transaction Mapping) screen appears.  
The search result based on the search criteria appears.
  - Click **Cancel** to cancel the transaction.
7. Click on **Delete Party Mapping** to delete all the Transaction and account access maintenance done for corporate user in one step.

**Figure 3-39 User Account Access – Delete party Mapping**



8. Perform one of the following actions:
  - Click **Yes** to delete the party mapping.
  - Click **No** to cancel the process.
9. Perform one of the following actions:
  - Click **Save** to save the maintenance.  
The **Review** screen appears.

- Click **Next** to proceed to the next logical step.
- Click **Submit** to submit the steps performed so far for approval.
- Click **Retain Draft** to save the details entered as draft.
- Click **Cancel** to cancel the transaction.

#### **Note**

Admin can submit the maintenance after any step. Maintenances saved so far will be sent for approval in one flow. Admin would not be able to make any changes or maintain another step for the same Group Corporate till the time the approval of the wizard is not done.

#### 10. Perform one of the following actions from the **Review** screen:

- Verify the details, and click **Submit**.

The success message of user creation appears along with the transaction reference number.

- Click **Edit** to modify the details entered.
- Click **Next** to proceed to next step.
- Click **Retain Draft** to save all the steps completed so far, and allow Admin resume the same application.
- Click **Cancel** to cancel the transaction.

#### 11.

## 3.9 Step 6: User Report Mapping

This topic describes user report mapping maintenance, which allows assigning or removing report access at the user or group level.

The corporate users can generate and view the reports to which they have an access.

Corporate administrator will be permitted to create, edit or view the report mapping maintenance at Group Corporate Level (Enabling/Disabling reports at GCIF level and updation of auto-mapping flag) only if he has access to all the Party IDs. The corporate administrator will not be permitted to map/un-map the reports to self or to another corporate administrator. However, bank administrator will be able to map the administrative reports to the corporate administrator.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**.

Under **Menu** , **Group Corporate Onboarding**, then click **Report Mapping tab** tab.

The **Group Corporate Onboarding - Report Mapping** tab appears.

- [User Report Mapping – Search & View](#)  
This topic provides the systematic instructions to corporate administrators for searching and viewing the reports mapped to a specific user.
- [User Report Mapping - Edit](#)  
This topic provides the systematic instructions for corporate administrators to edit or remove report mappings for individual corporate users.

- [User Report Mapping - Create](#)  
This topic provides the systematic instructions for corporate administrators to map reports to specific corporate users.

### 3.9.1 User Report Mapping – Search & View

This topic provides the systematic instructions to corporate administrators for searching and viewing the reports mapped to a specific user.

#### To search and view the reports mapping:

1. Navigate to the **Group Corporate Profiling** screen.
2. In the **Map Report to** field, select the appropriate option whose mapped reports to be viewed.

Perform one of the following actions:

- If you select **Group Corporate** option;  
The system displays the report mapping summary at group corporate level.
- If you select **User** option;
  - a. Enter the search criteria, click **Search**.

The **User Report Mapping** screen with search results appears.

OR

Click **Clear** to clear the search parameters.

OR

Click **Cancel** to cancel the transaction.

**Figure 3-40 User Report Mapping - Mapping Summary (User Level)**

User Report Mapping
Submission Status ▼
Group Corporate ID : GCIF000451  
Name : AlibabaGCIF ▼

Group Corporate >

### Report Mapping

Map Report to  Group Corporate  User

User ID

First Name

Last Name

Email

Mobile Number

Party ID

Search Party Name

Less Search Options ^

Search
Cancel
Clear

Note

The report mapping feature enables you to map reports first at the Group Corporate level and then at the User level. You can map one or all the available reports at Group Corporate level. If 'map to all users' option is enabled, then the reports mapped at Group Corporate level will be automatically mapped to all the users in the Group Corporate. If disabled, you can select the users and map the reports manually.

If there is an exclusive mapping available at User level, then it will continue to hold good provided all the reports mapped to the user are enabled at the Group Corporate level.

| SA | sunauto        | sunny augusty   | ✓  |
|----|----------------|-----------------|----|
| SA | Sunchecker     | Sun Approver    | ⚙️ |
| KP | SunCheckerUser | Khushbu Patidar | ✓  |
| SM | Sunmaker       | Sun maker       | ✓  |
| KP | SunMakerUser   | khushbu Patidar | ⚙️ |

Page 1 of 1 (1-5 of 5 items) |< < 1 > >|

Next
Submit
Retain Draft
Cancel

i **Note**



The fields which are marked as Required are mandatory.

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

**Table 3-22 User Report Mapping - Mapping Summary (User Level)- Field Description**

| Field Name   | Description   |
|--|---|
| <b>Map Report to</b>   | Select the appropriate option whose mapped reports to be viewed. The options are: <ul style="list-style-type: none"> <li><b>Group Corporate</b></li> <li><b>User</b></li> </ul> |
| Below fields appears if you select <b>User</b> option in the <b>Map Report to</b> field. |   |
| <b>User ID</b>   | To search the user with the user ID. Partial search is allowed.   |

**Table 3-22 (Cont.) User Report Mapping - Mapping Summary (User Level)- Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>First Name</b>    | To search the user with the user first name. Partial search is allowed.  |
| <b>Last Name</b>     | To search the user with the user last name. Partial search is allowed.   |
| <b>Email</b>         | To search the user with the email address of the user. Partial search is allowed.  |
| <b>Mobile Number</b> | To search the user with the mobile number of the user. Partial search is allowed.<br><br><div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Note</b></p> <p>User can select international subscriber dialing (ISD) code (country code) while selecting mobile number.</p> </div>   |
| <b>Party ID</b>      | To search the user with the party ID. Partial search is allowed.   |
| <b>Search Result</b> |  |
| <b>Initials</b>      | The initials of the user.  |
| <b>User ID</b>       | User Id of the corporate user.   |
| <b>User Details</b>  | Name of the corporate user.  |
| <b>Mapping</b>       | Displays whether the file identifier is mapped to the user. <ul style="list-style-type: none"> <li>•  - denotes that the report is mapped to the user</li> <li>•  - denotes that the report is not mapped to the user.</li> </ul> |

3. Click on the record to view the details.

The **User Report Mapping - View** screen appears.

**Figure 3-41 User Report Mapping – Mapping Summary (Group Corporate Level)**

Group Corporate Onboarding

Submission Status

Group Corporate ID : 000834  
Name : RichardSonnun

Report Mapping

Map Report to:  Group Corporate  User

| Report Id                              | Description                                     | Formats |
|--|---|---------|
| <input checked="" type="checkbox"/> U3 | Daily Balance Position Report                   | PDF     |
| <input checked="" type="checkbox"/> C5 | File Identifier wise Party User Mapping Report  | PDF,CSV |
| <input type="checkbox"/> C6            | Party User wise File Identifiers Mapping Report | PDF     |
| <input checked="" type="checkbox"/> C5 | Party wise File Identifiers Mapping Report      | PDF,CSV |
| <input type="checkbox"/> C4            | Party wise Payee Maintenance Report             | PDF     |
| <input type="checkbox"/> U2            | Party wise Payee Maintenance Report             | PDF     |
| <input type="checkbox"/> C7            | Party wise User Groups Report                   | PDF     |
| <input type="checkbox"/> C1            | Party wise Workflows Report                     | PDF     |
| <input type="checkbox"/> U4            | Transaction Summary Report                      | PDF,CSV |
| <input type="checkbox"/> C9            | User Entitlement Report                         | PDF,CSV |

Page 1 of 1 (1-10 of 10 items)

Do you wish to map Group Corporate Reports with all users?  On ⓘ

Edit

Next Submit Retain Draft Cancel

**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-23 User Report Mapping – Mapping Summary (Group Corporate Level)-Field Description**

| Field Name             | Description                                 |
|------------------------|---|
| <b>User ID</b>         | User Id of the corporate user.              |
| <b>Mapping Summary</b> |   |
| <b>Report ID</b>       | Unique id assigned to the mapped report.    |
| <b>Description</b>     | Description of the report.                  |
| <b>Formats</b>         | Formats in which a report can be generated. |

- Perform one of the following actions:
  - Click **Edit** to update the user report mapping.
  - Click **Back** to navigate back to previous screen.

- Click **Next** to proceed to the next logical step.
- Click **Submit** to submit the steps performed so far for approval.
- Click **Retain Draft** to save the details entered as draft.
- Click **Cancel** to cancel the transaction.

## 3.9.2 User Report Mapping - Edit

This topic provides the systematic instructions for corporate administrators to edit or remove report mappings for individual corporate users.

### To edit a User Report Mapping:


1. Navigate to the **User Report Mapping** screen.
2. Perform one of the following actions:
  - Enter the search criteria, click **Search**.  
The **User Report Mapping** screen with search results appears.
  - Click **Clear** to clear the search parameters.
  - Click **Cancel** to cancel the transaction.
3. Click the  icon against the record for which you want to view the details.  
The **User Report Mapping - View** screen appears.
4. Click **Edit**.  
The **User Report Mapping - Edit** screen appears.

Figure 3-42 User Report Mapping - Edit

Group Corporate Onboarding Submission Status ▼ Group Corporate ID : 000834 ▼  
Name : RichardSonn

**Report Mapping**  
Map Report to  Group Corporate  User

**Mapping Summary**

| <input type="checkbox"/>            | Report Id | Description                                     | Formats |
|-------------------------------------|-----------|---|---------|
| <input checked="" type="checkbox"/> | U3        | Daily Balance Position Report                   | PDF     |
| <input checked="" type="checkbox"/> | C5        | File Identifier wise Party User Mapping Report  | PDF,CSV |
| <input checked="" type="checkbox"/> | C6        | Party User wise File Identifiers Mapping Report | PDF     |
| <input checked="" type="checkbox"/> | C3        | Party wise File Identifiers Mapping Report      | PDF,CSV |
| <input checked="" type="checkbox"/> | C4        | Party wise Payee Maintenance Report             | PDF     |
| <input type="checkbox"/>            | U2        | Party wise Payee Maintenance Report             | PDF     |
| <input type="checkbox"/>            | C7        | Party wise User Groups Report                   | PDF     |
| <input type="checkbox"/>            | C1        | Party wise Workflows Report                     | PDF     |
| <input type="checkbox"/>            | U4        | Transaction Summary Report                      | PDF,CSV |
| <input type="checkbox"/>            | C9        | User Entitlement Report                         | PDF,CSV |

Page 1 of 1 (1-10 of 10 items) < 1 >

Do you wish to map Group Corporate Reports with all users?  On ⓘ

**Save**

**Note**

The report mapping feature enables you to map reports first at the Group Corporate level and then at the User level. You can map one or all the available reports at Group Corporate level. If 'map to all users' option is enabled, then the reports mapped at Group Corporate level will be automatically mapped to all the users in the Group Corporate. If disabled, you can select the users and map the reports manually.

If there is an exclusive mapping available at User level, then it will continue to hold good provided all the reports mapped to the user are enabled at the Group Corporate level.

Next
Submit
Retain Draft
Cancel

5. Perform one of the following actions:
  - View the details of report mapping already saved. and select or de-select the report id record to map / un-map a report to a user.
  - Click **Cancel** to cancel the transaction.
6. Perform one of the following actions:
  - Click **Save** to save the maintenance.

The **Review** screen appears.

  - Click **Back** to navigate to previous screen.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.
7. Perform one of the following actions from the **Review** screen:
  - Verify the details, and click **Confirm**.


The success message appears along with the transaction reference number and status of the transaction.

- Click **Back** to navigate to previous screen.
- Click **Cancel** to cancel the transaction.

### 3.9.3 User Report Mapping - Create

This topic provides the systematic instructions for corporate administrators to map reports to specific corporate users.

#### To setup a Group Corporate Profiling:

1. Navigate to the **User Report Mapping** screen.
2. Perform one of the following actions:
  - Enter the search criteria, click **Search**.
  - Click **Clear** to clear the search parameters.
  - Click **Cancel** to cancel the transaction.
3. Click the  icon of user record, for which you want to map the report/ s. The **User Report Mapping** screen to create the report mapping appears.

**Figure 3-43 User Report Mapping - Create**

Group Corporate Onboarding
Submission Status ▼
Group Corporate ID : 000834 ▼

Group Corporate ▶
Report Mapping

Map Report to

 Group Corporate
  User ?

**Mapping Summary**


|                                     | Report Id | Description                                     | Formats |
|-------------------------------------|-----------|---|---------|
| <input type="checkbox"/>            | U3        | Daily Balance Position Report                   | PDF     |
| <input checked="" type="checkbox"/> | C5        | File Identifier wise Party User Mapping Report  | PDF,CSV |
| <input type="checkbox"/>            | C6        | Party User wise File Identifiers Mapping Report | PDF     |
| <input checked="" type="checkbox"/> | C3        | Party wise File Identifiers Mapping Report      | PDF,CSV |
| <input type="checkbox"/>            | C4        | Party wise Payee Maintenance Report             | PDF     |
| <input type="checkbox"/>            | U2        | Party wise Payee Maintenance Report             | PDF     |
| <input type="checkbox"/>            | C7        | Party wise User Groups Report                   | PDF     |
| <input type="checkbox"/>            | C1        | Party wise Workflows Report                     | PDF     |
| <input type="checkbox"/>            | U4        | Transaction Summary Report                      | PDF,CSV |
| <input type="checkbox"/>            | C9        | User Entitlement Report                         | PDF,CSV |

Page 1 of 1 (1-10 of 10 items)
 
 < < 1 > >

Do you wish to map Group Corporate Reports with all users ?

On ?

Save



**Note**

The report mapping feature enables you to map reports first at the Group Corporate level and then at the User level. You can map one or all the available reports at Group Corporate level. If 'map to all users' option is enabled, then the reports mapped at Group Corporate level will be automatically mapped to all the users in the Group Corporate. If disabled, you can select the users and map the reports manually.

If there is an exclusive mapping available at User level, then it will continue to hold good provided all the reports mapped to the user are enabled at the Group Corporate level.

Next
Submit
Retain Draft
Cancel

**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-24 User Report Mapping - Create- Field Description**

| Field Name             | Description  |
|------------------------|--|
| <b>User Name</b>       | Name of the corporate user.  |
| <b>User ID</b>         | User ID of the corporate user.   |
| <b>Mapping Summary</b> |  |
| <b>Report ID</b>       | Unique id assigned to a report.  |
| <b>Description</b>     | Description of the report.   |
| <b>Formats</b>         | The format in which the report is to be generated.<br>The format could be PDF, XLSX. |

4. In the **Mapping Summary** section, select the report id of the report which you want to map to the user.
5. Perform one of the following actions:
  - Click **Save** to save the maintenance.  
The **Review** screen appears.
  - Click **Back** to navigate to previous screen.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.
6. Perform one of the following actions from the **Review** screen:
  - Verify the details, and click **Confirm**.  
The success message appears along with the transaction reference number and status of the transaction.
  - Click **Add Another** to add another maintenance of the same step.
  - Click **Back** to navigate to previous screen.
  - Click **Cancel** to cancel the transaction.
- 7.

## 3.10 Step 7: Workflow Management

This topic describes the creation of approval and release workflows to manage multi-level approvals and transaction releases.

Each workflow can be configured to have up to N number levels of approval with a specific user or a user group configured at each level. The number of levels can be configured.

Workflows can be created independently and can be attached to a specific transaction/maintenance as part of the Rule configuration. The corporate administrator can create the approval and release workflows.

Since Workflows are maintained at the Group Corporate level, the corporate administrator will be able to add the users/user groups belonging to all parties available under the Group Corporate.

The approver is responsible for giving formal authorization to proceed with a transaction. The approver decides to approve or reject the transaction based on its validity and compliance with regulations.

The checker is responsible for verifying the accuracy and completeness of the transaction details before they are approved or released. The checker reviews supporting documents and ensures all information is correct and complete.

The releaser is responsible for the final step of authorizing and executing the transaction, often after it has been checked and approved. The releaser initiates the actual release of funds or completion of the transaction.

**Workflow Type:** The workflow can be created for Approval or Release types of flows.

Within the **Approval** workflow type, user can configure either an approver or checker at each level. The Approval workflow can be setup with a specific user or a user group configured at each level. The number of levels is configurable for **Approval** workflow type. There is no restriction on the count of checkers/approvers within an 'Approval' workflow type.

Within the **Release** workflow type, user can configure a releaser workflow. The Release workflow can be setup with a specific user or a user group configured at a single level. Only 1 level can be configured for 'Release' workflow type.

#### Pre-requisites

- Transaction access is provided to Corporate Administrator.
  - Party preference is maintained.
  - Multiple users are maintained under a party or as Corporate Administrators
  - Approval rule set up for Corporate Administrator to perform the actions.
  - Necessary user groups are maintained using User Group Management.
1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**.

Under **Menu**, **Group Corporate Onboarding**, then click **Workflow Management** tab.

The **Group Corporate Onboarding - Workflow Management** tab appears.

- [Workflow Management – Summary](#)  
This topic provides the systematic instructions to corporate administrators to view existing workflows and create new ones via this screen, subject to the selected workflow type.
- [Workflow Management – View](#)  
This topic provides the systematic instructions to corporate administrators to drill down into each workflow to view participating users and user groups.
- [Workflow Management – Create](#)  
This topic provides the systematic instructions to corporate administrators for creating approval workflows for users, with one to five approval levels.
- [Workflow Management - Edit](#)  
This topic provides the systematic instructions to corporate administrators for updating workflow descriptions and manage approval levels by adding or removing them.

### 3.10.1 Workflow Management – Summary

This topic provides the systematic instructions to corporate administrators to view existing workflows and create new ones via this screen, subject to the selected workflow type.

#### To setup a Group Corporate Profiling:

1. Navigate to the **Workflow Management** screen.

**Figure 3-44 Workflow Management – Summary**

The screenshot displays the 'Workflow Management' interface. It includes a search form with the following fields:

- Workflow Code:** DEEAUTHWF1
- Workflow Description:** Updated
- Workflow Type:** Approval (selected)

The search results table is as follows:

| Workflow Code     | Description    | Count | Status   | Type     |
|-------------------|----------------|-------|----------|----------|
| DEEAUTHWF1        | DEEAUTHWF1     | 3     | Modified | APPROVAL |
| RunitFlow285710   | Updated        | 2     |          | APPROVAL |
| RunitFlow222551   | testingRunits  | 1     |          | APPROVAL |
| WorkflowTest79990 | testingRunits  | 1     |          | APPROVAL |
| RUnitsFlowTest    | RUnitsFlowTest | 1     |          | APPROVAL |
| RunitFlow271795   | testingRunits  | 1     |          | APPROVAL |
| WorkflowTest51952 | testingRunits  | 1     |          | APPROVAL |
| WorkflowTest73559 | testingRunits  | 1     |          | APPROVAL |
| RunitFlow247990   | testingRunits  | 1     |          | APPROVAL |
| RunitFlow234588   | testingRunits  | 1     |          | APPROVAL |

Additional elements include a 'Workflow Management' informational box on the right and a 'Next' button at the bottom right.

2. In the **Workflow Code** field, enter the approval workflow code to be searched.
3. In the **Workflow Description** field, enter the description of the approval workflow to be searched.
4. In the **Workflow Type** field, select the type of workflow to be searched.
5. Click the **Search**.

The **Workflow Management** screen with search results appears based on the searched criteria.

6. Perform one of the following actions:
  - Click the **Workflow Code** link to view details of the selected Approval Workflow.

The **Workflow Management - View** screen appears.

- Click **Create**.  
The **Workflow Management - Create** screen appears.
- Click **Cancel** to cancel the transaction.
- Click **Back** to navigate back to previous screen.

### 3.10.2 Workflow Management – View

This topic provides the systematic instructions to corporate administrators to drill down into each workflow to view participating users and user groups.

#### To view the approval workflow for corporate users:

1. Navigate to the **Workflow Management** screen.
2. In the **Workflow Management** screen, enter the search parameters and click **Search**.

The **Workflow Management** screen with search results appears based on the searched criteria.

3. Click the **Workflow Code** link to view details of the selected Approval Workflow.

The **Workflow Management - View** screen appears.

**Figure 3-45 Workflow Management – View**

Group Corporate Onboarding

Submission Status | Group Corporate ID : 000842 | Name : nehgcif

Group Corporate > Workflow Management

Workflow Code: RUnitsFlowTest

Workflow Description: RUnitsFlowTest

Workflow Type:  Approval  Release

Approval Details

| Level   | User/Group                  |
|---------|-----------------------------|
| Level 1 | Cristiano Ronaldo psAbzAuth |
| Level 2 | UserGroupRUnit201           |

Workflow Management

You can now create workflows with multiple levels of approvals. Each workflow can be configured to have up to five levels of approval with a specific user or a user group configured at each level.

Workflows can be created independently and can be attached to a specific transaction/maintenance as part of the approval rule configuration. Ensure to maintain necessary users groups before you proceed.

Next | Submit | Retain Draft | Cancel

#### Note

The fields which are marked as Required are mandatory.

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

**Table 3-25 Workflow Management – View- Field Description**

| Field Name                  | Description  |
|-----------------------------|--|
| <b>View</b>                 |  |
| <b>Workflow Code</b>        | Workflow code is displayed.  |
| <b>Workflow Description</b> | Workflow description is displayed.   |
| <b>Workflow Type</b>        | The type of workflow i.e. whether it is for approval or release.   |
| <b>Approval Details</b>     |  |
| <b>Approval Level</b>       | User / user group maintained at each approval level.   |
| <b>User / User Group</b>    | User or a user group maintained at each level of approval.<br>On Approval -Workflow screen, Admin User can click on the Name of the user group that is part of the workflow to see the list of users which are part of that Group.<br>User can search specific user name, by using the search window on Group Details overlay. |
| <b>Release Details</b>      |  |
| <b>User / User Group</b>    | Displays the user or a user group maintained to release the transaction.   |

4. Perform one of the following actions:
  - Click **Edit** to edit the workflow.  
The **Workflow Management - Edit** screen with values in editable form appears.
  - Click **Save** to save the maintenance, and redirect to the review page.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.

### 3.10.3 Workflow Management – Create

This topic provides the systematic instructions to corporate administrators for creating approval workflows for users, with one to five approval levels.

Corporate admin can also create workflow for release if the Release Facility is enabled at Group Corporate Level. Admin can specify user or user group who will release the transaction. All the users and user groups created under the Corporate Group will be made available for mapping.

If level type is Approver, the user can provide multiple levels within the workflow. Each level can be specified as an Approver or Checker and for each level (approver or checker), the type can be selected as User or User Group.

**Note**

1. Release functionality can be configured only for corporate user's transactions.
2. Only one level of releaser can be configured in the workflow.
3. The same user can act on the same transaction only once in a particular role (checker or approver). For example, the same user can check the same transaction only once as a checker.
4. The bank needs to operationally ensure that approver levels are also added. If only checkers are added and no approver is added, then the transaction will be processed without an approver.

Administrator can set either an individual user or user group of a corporate as part of each approval level. Approval type (sequential/non-sequential/no authorization) is defined at the party preference.

**To create an approval workflow:**

1. Navigate to the **Workflow Management** screen.

**Figure 3-46 Workflow Management – Create**

The screenshot displays the 'Workflow Management' configuration interface for 'Group Corporate Onboarding'. The main form fields are:

- Workflow Code:** DEEAUTHWF1
- Workflow Description:** DEEAUTHWF1
- Workflow Type:**  Approval  Release

The **Approval Details** section shows three levels of approval:

- Level 1:** Role:  Approver  Checker. User Group: UserGroupRUnit4218.
- Level 2:** Role:  Approver  Checker. User Group: psAugAuth.
- Level 3:** Role:  Approver  Checker. User Group: AugSuppgcif.

Each level includes a 'Select User' button and a trash icon. At the bottom, there are 'Add', 'Save', 'Next', 'Submit', 'Retain Draft', and 'Cancel' buttons. A 'Summary' tab is visible in the top right corner.

**Note**


The fields which are marked as Required are mandatory.

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

**Table 3-26 Workflow Management – Create- Field Description**

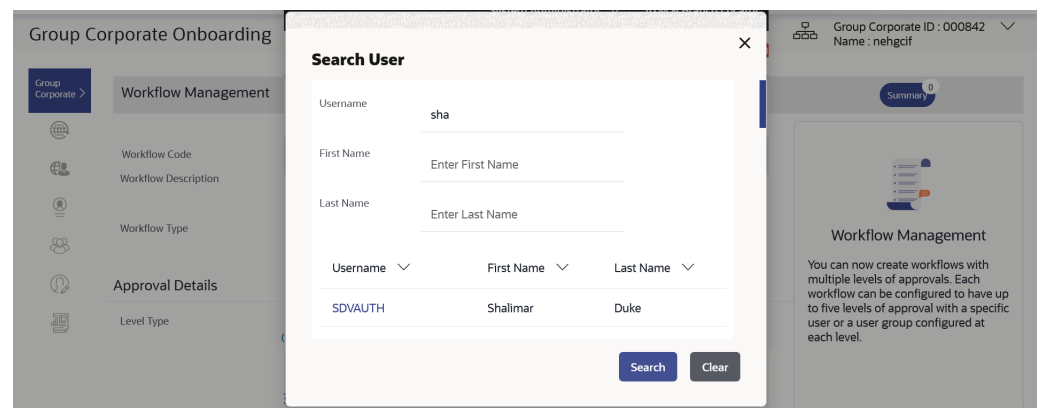
| Field Name                  | Description   |
|-----------------------------|---|
| <b>Workflow Code</b>        | To specify approval workflow code.  |
| <b>Workflow Description</b> | To specify approval workflow description.   |
| <b>Workflow Type</b>        | Specify whether the workflow which the administrator is creating are for approval or for release functionality.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Approval</b></li> <li>• <b>Release</b></li> </ul>   |
| <b>Approval Details</b>     | Below fields appears if you select <b>Approval</b> option in the <b>Workflow Type</b> field.  |
| <b>Level Type</b>           | Specify the level type for the workflow.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Approver</b></li> <li>• <b>Checker</b></li> </ul>  |
| <b>Level</b>                | Approval levels for a user / user group. User can click Add for multi-level approval process.   |
| <b>User / User Group</b>    | To select specific user or a user group at each level of approval. <div data-bbox="755 1102 1461 1260" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>All the users and user groups created under the Group Corporate will be made available for mapping.</p> </div>   |
| <b>Release Details</b>      | Below fields appears if you select <b>Release</b> option in the <b>Workflow Type</b> field.   |
| <b>User / User Group</b>    | To select specific user or a user group to release the transaction. <div data-bbox="755 1438 1461 1690" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <ol style="list-style-type: none"> <li>a. All the users and user groups created under the Group Corporate will be available for mapping.</li> <li>b. Only one level of releaser can be configured in the workflow.</li> </ol> </div> |

2. In the **Workflow Code** field, enter the workflow code.
3. In the **Workflow Description** field, enter the name of the workflow.
4. If you have selected **Approval** option in the **Workflow Type** field;
  - a. In the **Level Type** field, specify the level type for workflow.

- b. In the **Level 1** field, select the appropriate user / user group in the Approval Details section.
- c. Click the  icon to add appropriate user / user group.

The **User Search** popup appears. All the users and User groups created under the Group Corporate will be available for assigning at various approval levels.

**Figure 3-47 Workflow Management – User Search**




**Note**

The fields which are marked as Required are mandatory.


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



**Table 3-27 Workflow Management – User Search- Field Description**

| Field Name            | Description   |
|-----------------------|---|
| <b>Search</b>         |   |
| <b>User Name</b>      | To search the user with the user name. Partial search is allowed. |
| <b>First Name</b>     | Allows to search based on first name or given name of the user.   |
| <b>Last Name</b>      | Allows to search based on last name/ surname of the user.         |
| <b>Search Results</b> |   |
| <b>User ID</b>        | User ID of the user.  |
| <b>Full Name</b>      | Full Name of the user.  |
| <b>Last Name</b>      | Last Name of the user   |

- d. Perform one of the following actions:
  - From the **User Name / User Groups** list, click & select the approver user name at specific level of approval.
  - Click the  icon to remove user/ user group.

**Note**

Click the  icon to refresh the detail entered.

- e. Perform one of the following actions:
  - Click **Add** to add the selected user/ user group at specific level of approval.
  - Click the  icon to remove specific approval level.
5. If you have selected **Release** option in the **Workflow Type** field;
  - a. In the **Level 1** field, select the appropriate user / user group in the **Approval Details** section.
  - b. Click the  icon to add appropriate user / user group.
 

The **User Search** popup appears. All the users and User groups created under the Group Corporate will be available for assigning at various approval levels.
6. Perform one of the following actions:
  - Click **Save** to save the maintenance.
 

The **Review** screen appears.
  - Click **Back** to navigate back to previous screen.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.
7. Perform one of the following actions from the **Review** screen:
  - Verify the details, and click **Confirm**.
 

The success message of saving the created approval workflow appears along with the transaction reference number and status.
  - Click **Add Another** to add another maintenance of the same step.
  - Click **Edit** to modify the details entered.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous screen.

### 3.10.4 Workflow Management - Edit

This topic provides the systematic instructions to corporate administrators for updating workflow descriptions and manage approval levels by adding or removing them.

Edited workflows are applicable for new transactions initiated post workflow update, whereas the previously initiated and pending approval transactions pending will follow the old workflow.

**To edit an approval workflow:**

1. Navigate to the **Workflow Management** screen.
2. In the **Workflow Management** screen, enter the search parameters and click **Search**.

The **Workflow Management** screen with search results appears based on the searched criteria.

3. Click the **Workflow Code** link to view details of the selected Approval Workflow.

The **Workflow Management - View** screen appears.

4. Perform one of the following actions:

- Click **Edit** to edit the workflow.

The **Workflow Management - Edit** screen with values in editable form appears.

- Click **Cancel** to cancel the transaction.
- Click **Back** to navigate to the previous screen.

**Figure 3-48 Workflow Management - Edit**

Group Corporate Onboarding

Submission Status Group Corporate ID : 000842  
Name : nehgcif

Group Corporate > Workflow Management Summary 0

Workflow Code RunitFlow285710

Workflow Description Runitflow

Workflow Type  Approval  Release

Approval Details

Level Type  Approver  Checker

Level 1

User User Group

psAbzAuth

Select User

Level Type  Approver  Checker

Level 2

User User Group

UserGroupRUnit201

User Group

Add

Save

Next Submit Retain Draft Cancel

**Workflow Management**

You can now create workflows with multiple levels of approvals. Each workflow can be configured to have up to five levels of approval with a specific user or a user group configured at each level.

Workflows can be created independently and can be attached to a specific transaction/maintenance as part of the approval rule configuration. Ensure to maintain necessary users groups before you proceed.


**Note**

The fields which are marked as Required are mandatory.

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

Table 3-28 Workflow Management - Edit- Field Description

| Field Name                     | Description   |
|--------------------------------|---|
| <b>Edit</b>                    | Workflow code is displayed.   |
| <b>Workflow Code</b>           | Workflow code is displayed.   |
| <b>Workflow Description</b>    | Workflow description is displayed in editable form.   |
| <b>Workflow Type</b>           | Type of workflow can be selected as Approval or Release.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Approval</b></li> <li>• <b>Release</b></li> </ul>  |
| <b>Approval Details</b>        | Below fields appears if you select <b>Approval</b> option in the <b>Workflow Type</b> field.  |
| <b>Level Type</b>              | Specify the level type for the workflow.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Approver</b></li> <li>• <b>Checker</b></li> </ul>  |
| <b>Level</b>                   | Approval levels for a user / user group.<br>Administrator can remove or add approval levels in a workflow.  |
| <b>User Name / User Groups</b> | User or a user group maintained at each level of approval.<br>Administrator can edit an existing user/user group maintained at each level and can also specify user/user group for additional approval level.   |
| <b>Release Details</b>         | Below fields appears if you select <b>Release</b> option in the <b>Workflow Type</b> field.   |
| <b>User / User Group</b>       | To select specific user or a user group to release the transaction. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>All the users and user groups created under the Group Corporate will be made available for mapping.</p> </div> |

5. Edit the required details.
6. Perform one of the following actions:
  - Click **Add** to add the selected user/ user group at specific level of approval.
  - Click the  icon to remove specific approval level.
7. Perform one of the following actions:
  - Click **Save** to save the maintenance.  
The **Review** screen appears.
  - Click **Back** to navigate back to previous screen.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.
8. Perform one of the following actions from the **Review** screen:

- Verify the details, and click **Confirm**.  
The success message of saving the approval workflow modification appears along with the transaction reference number and status.
  - Click on **Add Another** to add new Workflow.
  - Click **Back** to navigate back to previous screen.
  - Click **Cancel** to cancel the transaction.
9. Click **OK** to complete the transaction.

## 3.11 Step 8: Approval Rules

This topic describes the function for configuring approval and release conditions based on corporate requirements.

A rule can be set up for financial, non-financial, non-account financial transactions and for maintenance.

Corporate administrators are not be permitted to maintain administrative approval rules for the same group corporate.

### Pre-requisites

- Transaction access is provided to Corporate Administrator
- Party preference is maintained for setting up rules for corporates
- Corporate and Administrator users are maintained
- Workflow configuration is maintained if approval required is to be set as 'Yes'
- Approval rule set up for Corporate Administrator to perform the actions
- Necessary user groups and approval workflows are maintained

### Features supported in application

The Approval Rule maintenances allow the Corporate administrator to:

- [Create Approval Rules](#)
  - [View Approval Rules](#)
  - [Edit Approval Rules](#)
  - Delete Approval Rules
1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**.

Under **Menu** , **Group Corporate Onboarding**, then click **Approval Rules** tab.

The **Group Corporate Onboarding - Approval Rules** tab appears.

- [Approval Rules – Summary](#)  
This topic provides the systematic instructions of viewing existing approval rules and create new ones via this screen.
- [Approval Rules - View](#)  
This topic provides the systematic instructions of searching in the **Rules Management** menu displays a summary of existing approval rules.
- [Approval Rules - Edit](#)  
This topic provides the systematic instructions of updating approval rule descriptions and parameters.

- [Approval Rule – Create](#)  
This topic provides the systematic instructions of creating approval rules for corporate users.

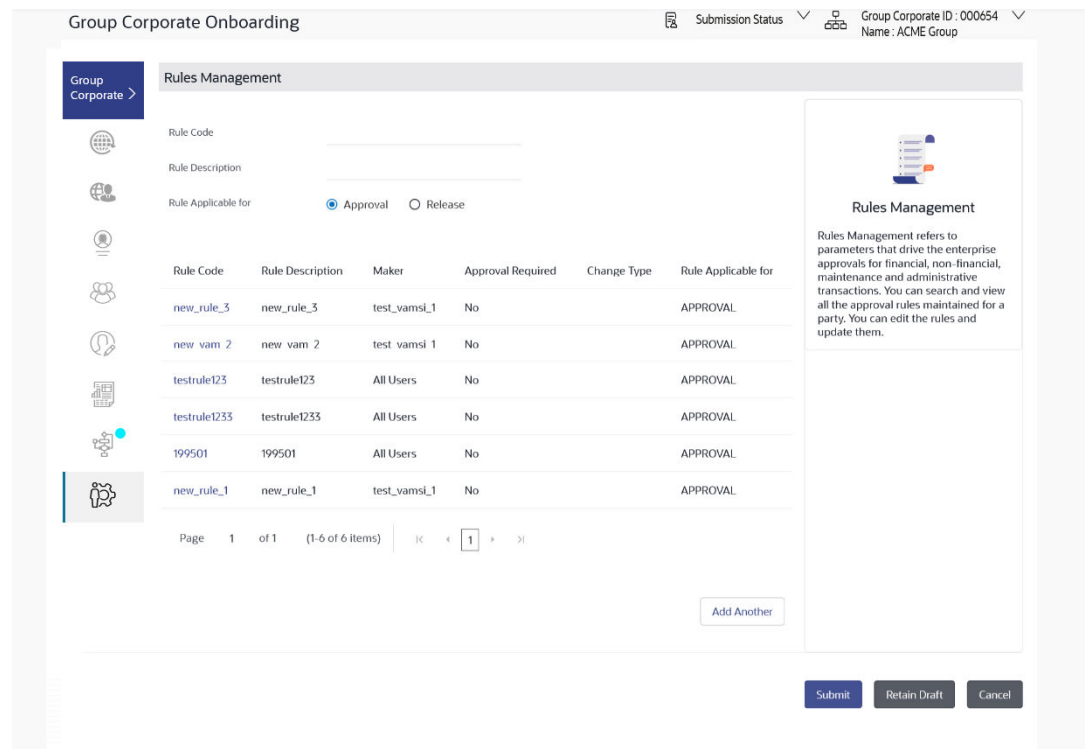
### 3.11.1 Approval Rules – Summary

This topic provides the systematic instructions of viewing existing approval rules and create new ones via this screen.

Corporate Administrator logs into the system and navigates to the **Rules Management** screen.

1. Navigate to the **Approval Rules** screen.

**Figure 3-49 Rules Management – Summary**



**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-29 Rules Management – Summary- Field Description**

| Field Name              | Description                            |
|-------------------------|--|
| <b>Rule Code</b>        | Search with Approval rule code.        |
| <b>Rule Description</b> | Search with Approval rule description. |

**Table 3-29 (Cont.) Rules Management – Summary- Field Description**

| Field Name                 | Description   |
|----------------------------|---|
| <b>Rule Applicable For</b> | Search whether rule is applicable for Release or Approval.  |
| <b>Search Result</b>       |   |
| <b>Rule Code</b>           | The Approval rule code.   |
| <b>Rule Description</b>    | The Approval rule description.  |
| <b>Maker</b>               | Initiator type (User ID or User Group Code) of the transaction. This field will be displayed only if existing approval rules are available. |
| <b>Approval Required</b>   | Whether approval is required for each rule maintained.  |
| <b>Change Type</b>         | Displays the status of the record i.e. if it is created or modified.  |
| <b>Rule Applicable for</b> | Displays the whether the approval rule is applicable for Release or Approval.   |

2. In the **Rule Code** field, enter the approval Rule code to be searched.
3. In the **Rule Description** field, enter the description of the approval Rule to be searched.
4. In the **Rule Applicable For** field, specify whether the approval rule is applicable for Release or Approval.
5. Click **Search**.
6. Perform one of the following actions:  
The **Rule Management** screen with search results appears based on the searched criteria.
7. Perform one of the following actions:
  - Click the **Rule code** link, to view details of the selected Approval Rule.  
The **Approval Rules - View** screen appears.
  - Click on **Add Another** to Add the **Approval Rules**.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to the previous screen.
  - Click **Create** to create new Approval Rule for corporate users.

### 3.11.2 Approval Rules - View

This topic provides the systematic instructions of searching in the **Rules Management** menu displays a summary of existing approval rules.

Further drill down is given on each rule to view the details of approval rule.

**To view the approval rules for corporate users:**

1. Navigate to the **Approval Rules** screen.
2. In the **Approval Rules** screen, enter the search parameters and click **Search**.  
The **Approval Rules** screen with search results appears based on the searched criteria.
3. Click the **Rule Code** link, for which you want to view the details.  
The **Approval Rules - View** screen appears.

Figure 3-50 Approval Rules - View

Group Corporate Onboarding
Submission Status
Group Corporate ID : 000842  
Name : nehgcif

Group Corporate >

Rules Management

Summary 0

|  |                     |   |
|--|---------------------|---|
|  | Rule Type           | Financial   |
|  | Rule Code           | SDVMAKERFina  |
|  | Rule Description    | SDVMAKERFina  |
|  | Rule Applicable For | <input checked="" type="radio"/> Approval <input type="radio"/> Release |

Initiator

|  |                |  |
|--|----------------|--|
|  | Initiator Type | <div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">User</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">User Group</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">All Users</div> </div> |
|  |                | SDVMAKER   |
|  | Party ID       | 000462 ABZ Solutions   |

Transactions

|              |   |
|--------------|---|
| Transactions | <input checked="" type="radio"/> All Transactions<br><input type="radio"/> Select Specific Transactions |
|--------------|---|

Accounts

|          |   |
|----------|---|
| Accounts | <input checked="" type="radio"/> All Accounts<br><input type="radio"/> Select Specific Accounts |
|----------|---|

Currency

|          |     |
|----------|-----|
| Currency | GBP |
|----------|-----|

Amount Range

|             |            |
|-------------|------------|
| From Amount | GBP 1.00   |
| To Amount   | GBP 100.00 |

Workflow Details

|                   |   |
|-------------------|---|
| Approval Required | <div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Yes</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">No</div> </div> |
| Workflow          | SDVCHECKERWFL1  |

Level 1

Approver

Mac Olivier  
SDVGCHECKER

Edit

Delete

Submit

Retain Draft

Cancel

### Rules Management

Rules Management refers to parameters that drive the enterprise approvals for financial, non-financial, maintenance and administrative transactions. You can search and view all the approval rules maintained for a party. You can edit the rules and update them.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-30 Approval Rules - View- Field Description**

| Field Name                     | Description  |
|--------------------------------|--|
| <b>Rule Type</b>               | Transaction rule type for which the approval rule is set up.<br>The transaction rule for corporate user are: <ul style="list-style-type: none"> <li>• <b>Financial</b></li> <li>• <b>Non Financial</b></li> <li>• <b>Maintenance</b></li> <li>• <b>Non Account Financial</b></li> </ul>  |
| <b>Rule Code</b>               | Approval rule code.  |
| <b>Rule Description</b>        | Approval rule description.   |
| <b>Rule Applicable For</b>     | Displays for which the rule is set up.<br>It could be: <ul style="list-style-type: none"> <li>• <b>Approval</b></li> <li>• <b>Releaser</b></li> </ul>  |
| <b>Initiator</b>               |  |
| <b>Initiator Type</b>          | Initiator type specified while creating a rule. <div data-bbox="753 1035 1466 1192" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note</b></p> <p><b>All Users</b> will be displayed for Initiator Type if rule is created with Initiator type as <b>All Users</b>.</p> </div>   |
| <b>User Name / User Groups</b> | Name of the user or user group defined as initiator for the rule condition.  |
| <b>Party ID</b>                | Displays one or multiple Party IDs mapped to the selected Group Corporate ID.  |
| <b>Transactions</b>            | Select the transactions for which the rule is being set up.<br>The options are: <ul style="list-style-type: none"> <li>• <b>All Transactions</b></li> <li>• <b>Select Specific Transactions</b></li> </ul>   |
| <b>Accounts</b>                | Field will display the accounts along with their names mapped based on the Party ID selection for which rule being viewed is set up.<br>The options are: <ul style="list-style-type: none"> <li>• <b>All Accounts</b></li> <li>• <b>Select Specific Accounts</b></li> </ul> <p>This field appears if you select <b>Financial</b> and <b>Non Financial</b> in the <b>Rule Type</b> field.</p> |

Table 3-30 (Cont.) Approval Rules - View- Field Description

| Field Name                    | Description   |
|-------------------------------|---|
| <b>Currency</b>               | <p>Currency type in which the financial approval rule for a corporate is defined.<br/>This field appears if you select <b>Financial</b> and <b>Non Account Financial</b> in the <b>Rule Type</b> field.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>a. Entity's base currency (maintained in System Configuration) will be defaulted in the currency field.</li> <li>b. User will be able to select the currency other than the default currency from the currency list.</li> </ul> </div> |
| <b>Amount Range</b>           |   |
| <b>From Amount/ To Amount</b> | <p>Transactions allowed for the user between the amount range.<br/>This field appears if you select <b>Financial</b> and <b>Non Account Financial</b> in the <b>Rule Type</b> field.</p>  |
| <b>Workflow Details</b>       |   |
| <b>Approval Required</b>      | <p>Field displays whether approval is required or not.<br/>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>   |
| <b>Approval Type</b>          | <p>Displays the Approval workflow type.<br/>Possible value will be:</p> <ul style="list-style-type: none"> <li>• <b>Sequential</b></li> <li>• <b>Parallel</b></li> </ul> <p>This field is displayed if <b>Yes</b> option is selected in <b>Approval Required</b> field and when workflow preference is set at <b>Rule Level</b> in <b>Group Corporate Profiling</b> setup.</p>  |
| <b>Workflow</b>               | <p>Displays the approval workflow details along with the defined approval levels. For release, it displays the release workflow details.<br/>This field appears if you select <b>Yes</b> in the <b>Approval Required</b> field.</p>   |

4. Perform one of the following actions:
  - Click **Edit** to edit the approval rule.  
The **Approval Rule - Edit** screen with values in editable form appears.
  - Click **Delete** to delete the approval rule.
  - Click **Back** to navigate back to previous screen.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.

### 3.11.3 Approval Rules - Edit

This topic provides the systematic instructions of updating approval rule descriptions and parameters.

Corporate Administrator can edit the approval rules. Edited rules are applicable for new transactions initiated post rule update. Previously initiated transactions which are pending approval will follow a rule which was applied at the time of transaction initiation.

**To edit an approval workflow:**

1. Navigate to the **Approval Rules** screen.
2. In the **Approval Rules** screen, enter the search parameters and click Search.  
The **Approval Rules** screen with search results appears based on the searched criteria.
3. Click the **Rule Code** link, for which you want to view the details.  
The **Approval Rules - View** screen appears.
4. Click **Edit** to edit the approval rule.  
The **Approval Rule - Edit** screen with values in editable form appears.

Figure 3-51 Approval Rules - Edit

Group Corporate Onboarding
Group Corporate ID : 000842  
Name : nehgcf

Group Corporate >

Rules Management

Summary 0

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li> Rule Type</li> <li> Rule Code</li> <li> Rule Description</li> <li> Rule Applicable For</li> <li> Initiator</li> <li> Party ID</li> <li> Transactions</li> <li> Accounts</li> <li> Currency</li> <li> Amount Range</li> <li> Workflow Details</li> </ul> | <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p><b>Rule Type</b> <span style="float: right;">Financial</span></p> <p><b>Rule Code</b> <span style="float: right;">SDVMAKERFina</span></p> <p><b>Rule Description</b> <span style="float: right;">sdmaker</span></p> <p><b>Rule Applicable For</b> <span style="float: right;"><input checked="" type="radio"/> Approval <input type="radio"/> Release</span></p> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p><b>Initiator</b></p> <p><b>Initiator Type</b></p> <div style="display: flex; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <span>User</span> <span>User Group</span> <span>All Users</span> </div> <p>SDVAUTH</p> <p><b>Party ID</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">000462 ABZ Solutions X</div> <div style="border: 1px solid #ccc; padding: 2px;">004265 Santa Corp X</div> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p><b>Transactions</b></p> <p><b>Transactions</b></p> <p><input type="radio"/> All Transactions</p> <p><input checked="" type="radio"/> Select Specific Transactions</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="text-align: right; margin: 0;">🔍</p> <ul style="list-style-type: none"> <li> <input type="checkbox"/> Term Deposits (Financial)           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Top Up</li> <li><input checked="" type="checkbox"/> Redeem TD</li> <li><input checked="" type="checkbox"/> New Deposit</li> </ul> </li> <li><input type="checkbox"/> AccountAggregation</li> <li><input checked="" type="checkbox"/> Credit Card Financial</li> <li><input checked="" type="checkbox"/> Loans</li> <li><input type="checkbox"/> File Upload</li> <li><input type="checkbox"/> Virtual Account Management Transactions</li> <li><input type="checkbox"/> Payments</li> </ul> </div> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p><b>Accounts</b></p> <p><b>Accounts</b></p> <p><input checked="" type="radio"/> All Accounts</p> <p><input type="radio"/> Select Specific Accounts</p> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p><b>Currency</b></p> <p><b>Currency</b> <span style="float: right;">GBP</span></p> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p><b>Amount Range</b></p> <p><b>From Amount</b></p> <p>GBP 10.00</p> <hr/> <p><b>To Amount</b></p> <p>GBP 10,000,000.00</p> </div> <div style="padding-bottom: 10px;"> <p><b>Workflow Details</b></p> <p><b>Approval Required</b></p> <div style="display: flex; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <span>Yes</span> <span>No</span> </div> <p><b>Workflow</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">RunitFlow222551</div> </div> |
|---|--|

**Rules Management**

Rules Management refers to parameters that drive the enterprise approvals for financial, non-financial, maintenance and administrative transactions. You can search and view all the approval rules maintained for a party. You can edit the rules and update them.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 3-31 Approval Rules - Edit- Field Description**

| Field Name                     | Description  |
|--------------------------------|--|
| <b>Rule Type</b>               | Transaction rule type for which the approval rule is set up will be displayed.<br>The transaction rule for corporate user are: <ul style="list-style-type: none"> <li>• <b>Financial</b></li> <li>• <b>Non Financial</b></li> <li>• <b>Maintenance</b></li> <li>• <b>Non Account Financial</b></li> </ul>  |
| <b>Rule Code</b>               | Approval rule code provided by the user.   |
| <b>Rule Description</b>        | Approval rule description provided by the user in editable form.   |
| <b>Rule Applicable For</b>     | The rule applicable for Release or Approval in editable form.  |
| <b>Initiator</b>               |  |
| <b>Initiator Type</b>          | Initiator type who initiates the transaction will be displayed in editable form. <div data-bbox="753 995 1463 1157" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>If 'All Users' is selected, then the rule being created is applicable for all users of Corporate Party</p> </div>  |
| <b>User Name / User Groups</b> | Name of the user or user group as initiator will be displayed in editable form.<br>If initiator is selected as User, then all the users belonging to the party will be listed for selection.<br>If initiator is selected as User Group, then all the user groups belonging to the party will be listed for selection.  |
| <b>Party ID</b>                | The one or multiple Party IDs mapped to the selected Group Corporate ID will be displayed in editable form.  |
| <b>Transactions</b>            | The transactions to set the approval rules will be displayed in editable form.<br>Type of transactions depends on the selection of rule type.<br>The options are: <ul style="list-style-type: none"> <li>• <b>All Transactions</b> – If selected, the rule can be setup for all transactions</li> <li>• <b>Select Specific Transactions</b> – Specific transactions can be selected for which the rule is applicable. The transaction type and names are listed for selection</li> </ul> |

Table 3-31 (Cont.) Approval Rules - Edit- Field Description

| Field Name                    | Description  |
|-------------------------------|--|
| <b>Accounts</b>               | Type of accounts based on the Party ID selection will be displayed in editable form.<br>The options are: <ul style="list-style-type: none"> <li>• <b>All Accounts</b> – If selected, the rule can be setup for all accounts within the selected Party IDs</li> <li>• <b>Select Specific Accounts</b> – Specific accounts can be selected for which the rule is applicable. The Party ID, Account Type and Account Numbers along with their names are listed for selection</li> </ul> This field appears if you select <b>Financial and Non Account Financial</b> in the <b>Rule Level</b> field. |
| <b>Currency</b>               | Currency type in which the financial approval rule for a corporate is defined.   |
| <b>Amount Range</b>           |  |
| <b>From Amount/ To Amount</b> | Transactions allowed for the user between the defined amounts ranges will be displayed in editable form.<br>This field appears if you select <b>Financial and Non Account Financial</b> in the <b>Rule Level</b> field.  |
| <b>Workflow Details</b>       |  |
| <b>Approval Required</b>      | Whether approval is required will be displayed in editable form.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>   |
| <b>Approval Type</b>          | Define the Approval workflow type. Possible value will be <ul style="list-style-type: none"> <li>• <b>Sequential</b></li> <li>• <b>Parallel</b></li> </ul> This field is enabled if <b>Yes</b> option is selected in <b>Approval Required</b> field and when workflow preference is set at <b>Rule Level</b> in Group Corporate Profiling setup.   |
| <b>Workflow</b>               | Details of the approval workflow within which different levels are available for approver and checker will be displayed in editable form.<br>For release, the release workflow can be selected.<br>This field appears if you select <b>Yes</b> in the <b>Approval Required</b> field.  |

5. Edit the required details.
6. Perform one of the following actions:
  - Click **Save** to save approval rule.  
The **Review** screen appears.
  - Click **Back** to navigate back to previous screen.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.
  - Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.
7. Perform one of the following actions:
  - Verify the details, and click **Confirm**.

The success message of saving the approval rule modification appears along with the transaction reference number and status.

- Click on **Add Another** to add the **Approval Rule**.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous screen.
8. Click **OK** to complete the transaction.

### 3.11.4 Approval Rule – Create

This topic provides the systematic instructions of creating approval rules for corporate users.

In Approval Rules, Corporate Administrator can define the rule conditions for various type of transactions.

Approval rules can be setup based on the following parameters.

Type of Transaction:

- Financial Transactions
  - This option is used to setup approval rules for the transactions, this involves exchange of money.
  - E.g. Money Transfer, Draft Issuance, Redeem Term Deposit etc.
- Non Financial Transactions
  - This option is used to setup approval rules for the transaction which are for an account but does not involve exchange of money.
  - Example Cheque Book Request, Statement Request, Stop Cheque etc.
- Maintenance
  - This option is used to setup approval rules for the transaction which are at the party level and not for a specific account
  - Example Payee Maintenance, Biller Maintenance etc.
- Non Account Financial Transactions:
  - This option is used to setup approval rules for the transaction with amount range and no debit account
  - Example Initiate LC, Supply Chain Finance related transactions like create Invoice.
- Initiator
  - Specific User
  - User Group
  - All Users
- Party ID
  - This option allows to select one or multiple Party IDs
- Accounts
  - All Accounts based on party selection
  - Select Specific Accounts based on party selection
- Transactions
  - All Transactions
  - Select Specific Transactions

- Currency
- Amount Range

Administrator can create multiple approval rules for corporate users. In a scenario when a transaction is initiated and multiple rules are applicable as per set conditions, then the most applicable rule amongst all the resolved rules is applied for approval.

User can further define if for a condition, the transactions should be auto approved (which means there is no approval workflow and the transactions gets approved as soon as initiator submits the transactions) or should follow a set approval workflow and should get approved by the defined set of approvers. The same is achieved by attaching a workflow maintained for the corporate party.

**To create an approval rule for corporate user:**

1. Navigate to the **Approval Rules** screen.

Figure 3-52 Approval Rules – Corporate User - Create

Group Corporate Onboarding
Submission Status
Group Corporate ID : 000842  
Name : nehgcif

Group Corporate >

- Home
- Rules Management
- Users
- Groups
- Transactions
- Accounts
- Currency
- Amount Range
- Workflow

### Rules Management

Summary 0

Rule Type: Financial

Rule Code: SDVMAKERFina

Rule Description: sdmaker

Rule Applicable For:  Approval  Release

#### Initiator

Initiator Type: User User Group All Users

SDVAUTH

Party ID: 000462|ABZ Solutions X 004265|Santa Corp X

#### Transactions

Transactions:  All Transactions  Select Specific Transactions

Term Deposits (Financial)

- Top Up
- Redeem TD
- New Deposit

AccountAggregation

- Credit Card Financial
- Loans

File Upload

Virtual Account Management Transactions

Payments

#### Accounts

Accounts:  All Accounts  Select Specific Accounts

#### Currency

Currency: GBP

#### Amount Range

From Amount: GBP 10.00

To Amount: GBP 10,000,000.00

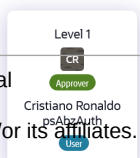
#### Workflow Details

Approval Required: Yes No

Workflow: RunitFlow222551

**Rules Management**

Rules Management refers to parameters that drive the enterprise approvals for financial, non-financial, maintenance and administrative transactions. You can search and view all the approval rules maintained for a party. You can edit the rules and update them.



**Note**

The fields which are marked as Required are mandatory.

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


**Table 3-32 Approval Rules – Corporate User - Create- Field Description**

| Field Name                 | Description  |
|----------------------------|--|
| <b>Rule Type</b>           | Transaction rule type for which the approval rule needs to be set up.<br>The transaction rule for corporate user are: <ul style="list-style-type: none"> <li>• <b>Financial</b></li> <li>• <b>Non Financial</b></li> <li>• <b>Maintenance</b></li> <li>• <b>Non Account Financial</b></li> </ul>   |
| <b>Rule Code</b>           | To specify approval rule code.   |
| <b>Rule Description</b>    | To specify approval rule description.  |
| <b>Rule Applicable For</b> | Specify the rule applicable for Release or Approval.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Approval</b></li> <li>• <b>Release</b></li> </ul>   |
| <b>Initiator</b>           |  |
| <b>Initiator Type</b>      | Initiator type who initiates the transaction.<br>The options are: <ul style="list-style-type: none"> <li>• <b>User</b> - For creating an approval rule for a single user. A lookup will be provided to search for a specific user</li> <li>• <b>User Group</b> - For creating an approval rule for a User Group</li> <li>• <b>All Users</b> - For creating an approval rule of all the users of the Group Corporate</li> </ul> |
| <b>User / User Group</b>   | Name of the user or user group as initiator.<br>If initiator is selected as User, then all the users belonging to the party will be listed for selection.<br>If initiator is selected as User Group, then all the user groups belonging to the party will be listed for selection.<br>If Initiator is selected as 'All Users', then the rule being created is applicable for all users of Corporate Party.                     |
| <b>Party ID</b>            | The one or multiple Party IDs to be mapped to the selected Group Corporate ID.   |
| <b>Transactions</b>        | Select the transactions for which the rule is being set up.<br>The options are: <ul style="list-style-type: none"> <li>• <b>All Transactions</b> – Allow to select all the transactions within module</li> <li>• <b>Select Specific Transactions</b> – Allow to select specific transactions within each module</li> </ul> Type of transactions available depends on the selection of rule type.                               |

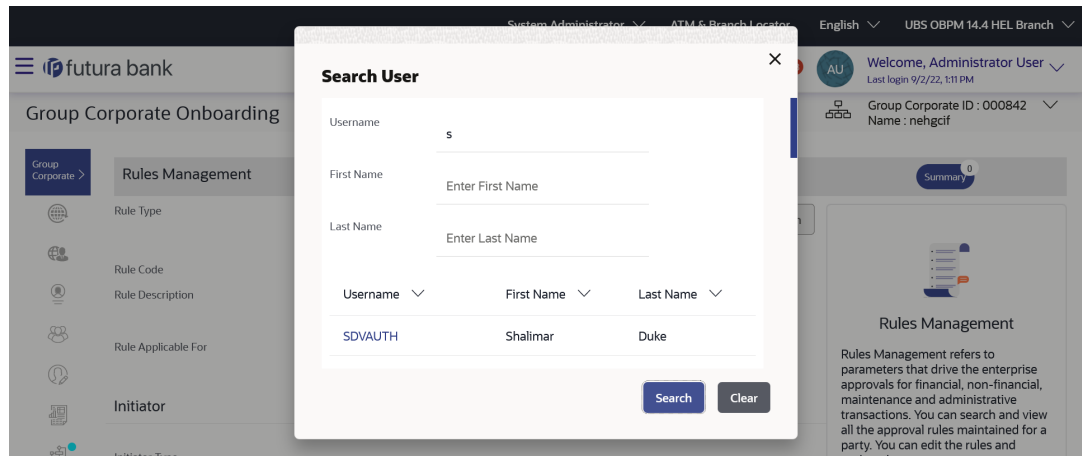
Table 3-32 (Cont.) Approval Rules – Corporate User - Create- Field Description

| Field Name                       | Description  |
|----------------------------------|--|
| <b>Accounts</b>                  | <p>Specify the accounts mapped based on the Party ID selection for which rule being viewed is set up.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>All Accounts</b> - Allow to select all the accounts of the selected Party ID</li> <li>• <b>Select Specific Accounts</b> - Allow to select specific accounts within each party ID</li> </ul> <p>Based on the Party ID selection, accounts associated to the party ID are available for selection.</p> <p>This field appears if you select <b>Financial and Non Financial</b> in the <b>Rule Type</b> field.</p> |
| <b>Counts of Accounts Mapped</b> | Displays the number of accounts mapped to the Group Corporate.   |
| <b>Currency</b>                  | <p>Currency type in which the financial approval rule for a corporate is defined.</p> <p>This field appears if you select <b>Financial and Non Account Financial</b> in the <b>Rule Type</b> field.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>a. Entity's base currency (maintained in system configuration) will be defaulted in the currency field.</li> <li>b. User will be able to select the currency other than the default currency from the currency list.</li> </ul> </div>              |
| <b>Amount Range</b>              |  |
| <b>From Amount/ To Amount</b>    | Transactions allowed for the user between the amount range. This field appears if you select <b>Financial and Non Account Financial</b> in the <b>Rule Type</b> field.   |
| <b>Workflow Details</b>          |  |
| <b>Approval Required</b>         | <p>Option to decide whether approval is required or not for the set condition.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>   |
| <b>Approval Type</b>             | <p>Define the Approval workflow type. Possible value will be</p> <ul style="list-style-type: none"> <li>• <b>Sequential</b></li> <li>• <b>Parallel</b></li> </ul> <p>This field is enabled if <b>Yes</b> option is selected in <b>Approval Required</b> field and when workflow preference is set at <b>Rule Level</b> in Group Corporate Profiling setup.</p>   |
| <b>Workflow</b>                  | <p>All workflows maintained for the party are listed here along with the defined approval level for each of them.</p> <p>Select one workflow within which different levels are available for approver and checker.</p> <p>For release, the release workflow can be selected.</p> <p>This field appears if you select <b>Yes</b> in the <b>Approval Required</b> field.</p>   |

2. In the **Rule Type** field, select the appropriate transaction rule type.

3. In the **Rule Code** field, enter the code.
4. In the **Rule Description** field, enter the rule name.
5. In the **Rule Applicable For** field, specify the rule applicable for Release or Approval.
6. From the **Initiator Type** field, click appropriate user / user group and select the user/ user group or Select **All Users**.
7. Click the  icon to add appropriate user / user group.  
The **Search User to Copy Mapping** popup appears.

**Figure 3-53 Approval Rules – Search User**




**Note**

The fields which are marked as Required are mandatory.

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



**Table 3-33 Approval Rules – Search User- Field Description**

| Field Name            | Description   |
|-----------------------|---|
| <b>Search</b>         |   |
| <b>User ID</b>        | To search the user with the user ID. Partial search is allowed. |
| <b>First Name</b>     | Allows to search based on first name or given name of the user. |
| <b>Last Name</b>      | Allows to search based on last name/ surname of the user.       |
| <b>Search Results</b> |   |
| <b>User ID</b>        | User ID of the user.  |
| <b>Full Name</b>      | Full Name of the user.  |


- a. Perform one of the following actions:
  - From the **User Name / User Groups** list, click & select the user ID.
  - Click the  icon to remove user/ user group.

**Note**

Click  icon to refresh the detail entered.

8. Perform one of the following actions:
  - Click **Add** to add the selected user/ user group as a initiator.
  - Click  icon to remove specific initiator.
9. From the **Party ID** list, click and select one or multiple Party IDs to be mapped to the selected Group Corporate ID.
10. From the **Transaction** list, select the transactions to be mapped to the rule.
  - If you have selected Select **Specific Transactions** option, select one or multiple transactions within modules to mapped to the selected Group Corporate ID.  
Click the  icon to search and add specific transaction from the search lookup.
11. If you have selected **Financial** option in the **Rule Type** field;
  - a. From the **Accounts** list, select the appropriate accounts.
    - i. If you have selected **Select Specific Accounts** option;
      - i. Click the Party ID whose accounts needs to be mapped, and then select one or multiple accounts to mapped to the selected Group Corporate. System displays the count of accounts selected.

**Note**

Click  icon to search and add specific account from the search lookup.

- b. From the **Currency** list, select the appropriate account currency.
12. If you have selected **Financial** and **Non Account Financial** option in the **Rule Type** field;
  - In the **Amount Range** section, enter the appropriate amount.
13. In the **Workflow Details** section, select whether approval is required for the mapped transactions.
  - If you select **Yes** option,
    - i. In the **Approval Type** field, select approval workflow type.
    - ii. From the **Workflow** list, select the appropriate Workflow.
14. Perform one of the following actions:
  - Click **Save** to save approval rule.  
The **Review** screen appears.
  - Click **Back** to navigate back to previous screen.
  - Click **Next** to proceed to the next logical step.
  - Click **Submit** to submit the steps performed so far for approval.

- Click **Retain Draft** to save the details entered as draft.
  - Click **Cancel** to cancel the transaction.
15. Perform one of the following actions:
- Verify the details, and click **Confirm**.  
The success message of saving the created approval rule appears along with the transaction reference number and status.
  - Click on **Add Another** to add the **Approval Rule**.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous screen.

## 3.12 Send to Modify

This topic provides the systematic instructions for approvers to reject Group Corporate Onboarding maintenance and request modifications.

Approver dashboard is available for Corporate administrator users whose main responsibility is of approving the transactions initiated by Corporate administrator in maker role. Approver has the responsibility to ensure correctness of the maintenances as per the bank and corporate mandate, to ensure speedy and accurate processing.

When the transaction is sent back for modification, then all the users who have access to perform modifications on GCIF onboarding will be able to view the maintenance in their activity log. Any of the users can pick up the transaction and make the necessary modification.

### Note

During **Send to Modify**, the comments capture by approver are optional. the bank needs to handle operationally to ensure that specific comments are captured during send for modification.

1. Login to OBDX internet banking application as an approver.
2. Navigate to **Group Corporate Onboarding** screen.

**Figure 3-54 Send to Modify**

Review Group Corporate Profiling

Submission Status Group Corporate ID : 000654  
Name : ACME Group

Approve Reject Send to Modify Lock

Group Corporate

Group Corporate Name: newGciftestYY

| Bank Roles  | newGciftestYY                                  |
|---|--|
| <input type="checkbox"/> checkerReliance1           | <input type="checkbox"/> CorporateAdminChecker |
| <input checked="" type="checkbox"/> Viewer          | <input checked="" type="checkbox"/> Checker    |
| <input type="checkbox"/> NonCustomerChecker         | <input type="checkbox"/> CorporateAdminMaker   |
| <input type="checkbox"/> Tst123                     | <input type="checkbox"/> NonCustomerViewer     |
| <input type="checkbox"/> dcglobalCASA               | <input type="checkbox"/> tabissue              |
| <input type="checkbox"/> AllCorpRolesExceptPayments | <input type="checkbox"/> TestTestRTM           |
| <input type="checkbox"/> CorporateGlobalRoleTest    | <input type="checkbox"/> ccxxxccggg            |
| <input type="checkbox"/> ccxxxcc                    | <input type="checkbox"/> corpGlobalTest        |
| <input type="checkbox"/> ISCHECKER                  | <input type="checkbox"/> testAbilMakerRoleNew  |
|   | <input type="checkbox"/> ISVIEWER              |
|   | <input type="checkbox"/> Islamic_Maker         |
|   | <input type="checkbox"/> GLOBALHEADCEO         |

3. Click **Send to Modify** to send the Group Corporate Onboarding maintenance back to maker for modification.  
A popup appears.
4. Click **Send to Modify** option.
5. Enter the comments while sending for modification to specify the reason for sending the maintenance for modification.
6. Perform one of the following actions:
  - Click **Save** to save the comments and send the maintenance to maker for modification.
  - Click **Clear** to reset the data entered.
7. Click **Send and Back** to send back to maker.
8. Login to **OBDX** internet banking application as an maker.
9. View the Group Corporate Onboarding maintenance in **Activity Log**, and make the necessary modifications and send back to approver.
10. On re-login as approver, then the modified data will be highlighted for the approver to understand the changes.

**Note**

- a. The modification will be shown post comparison with the last “approved” value only.
- b. Click on the **View Updates** to view the new changes in case the field has multiple values.

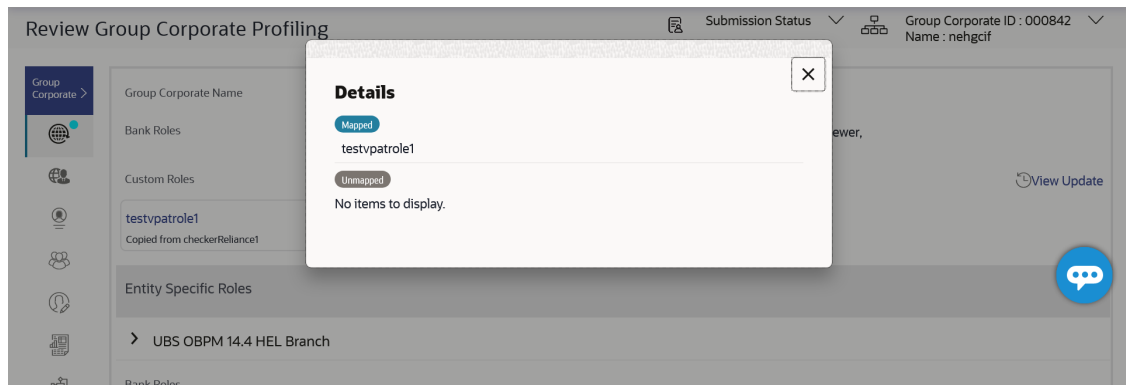
**Figure 3-55 View Updates**

Figure 3-56 Modified data with highlight

The screenshot shows a web interface titled "Modified Accounts" with a close button (X) in the top right. The interface is divided into several sections:

- Header:** "Credit Card" and "10 Modified Accounts".
- Search Section:** "Enter Exact Account Number" with a "Search" button and a refresh icon. A "Required" label is below the input field.
- Account List:** A table listing accounts with columns for account number, currency (GBP), and status (Active/Inactive). The first row is highlighted in blue. Each row includes a "Transaction Group" label and a "View Update" button.
- Transaction Group Details:** A section titled "Card\_All Transactions" with tabs for "Transactions" and "Inquiries". It includes a search bar and a list of checked options:
  - All Transactions
  - Credit Card Financial
    - Card Payment
      - Perform
      - View
      - Approve
  - Credit Card Inquiries
    - Fetch CC Bill Cycle
      - Perform
  - Credit Card Transactions
- Comments:** A section with "Save" and "Clear" buttons. A comment reads: "Mappings accounts to card txn User level superadmin, 11/25/22, 11:39 AM".

11. Click on highlighted data to view the modifications.
12. Verify the changes and approve the transaction.

## 3.13 FAQ

### Step 1: Group Corporate Profiling

1. **Can administrator modify Bank role before assigning to Group Corporate?**  
No, if the Administrator assigns a Bank role to Group Corporate, all the entitlements available in the selected roles will be assigned at Group Corporate level. Any modification required in the bank roles can be done using Role transaction mapping screen. If in future bank assigns a new transaction access in the bank role (from Role transaction mapping screen), it will automatically be given to the all the Group Corporates having that roles mapped
2. **Is mapping of custom role is mandatory?**  
No. Administrator can select and assign the roles available at enterprise level as is, or he can create a custom role as per his requirement for the Group corporate by cloning a role available at Group Corporate level.  
  
Admin will be able to assign a mix of bank roles and custom roles to a Group Corporate.
3. **Are the Customize bank roles will be applicable across the application?**  
No, The Customize bank role will be available only for the Group Corporate for which it was created. Any changes done in the bank roles, from which this custom role has been created, will not have any impact on the custom created roles
4. **What is sequential and parallel type of approval flow?**  
Under Sequential approval flow, the approval can be done only in the sequence as mentioned in approval workflow. It is "Non-Sequential" type of approval flow, which does not follow any specific sequence. Any user (who is part of the approval flow) from any approval level can pick up the transaction/maintenance and approve it. This will be applicable across Group Corporate
5. **What is the approval currency?**  
Approval Currency is the preferred currency for setting up the approval rules.

**6. How can the user define Sequential or Parallel approval flow at the Corporate Level and Rule Level?**

During Group Corporate Profiling setup, the user has an option to select the workflow preference at Corporate Level or Rule Level. If Corporate Level is specified, then the approval flow (Sequential/Parallel/No Approval) can be captured on the same screen. If Rule Level is selected, then the approval flow (Sequential/Parallel) must be specified during rule creation.

**Step 2: Party Account Access**

**1. Is it necessary to setup Party Account Access Management before setting up User Account Access for Group Corporate?**

Yes. For the Group Corporate, the party account access setup must be done before the user level mapping of accounts and transactions

**2. What is the significance of Transactions or Inquiry Group?**

Transaction groups are for the purpose of grouping transactions and maintaining access in Account Access screens.

There will be one factory shipped Transaction group for each module, which will have all transactions and inquiries grouped together. Factory shipped user group cannot be deleted or modified.

A new group can also be created by cloning/copying an existing transaction group. Deletion of custom transaction group will be allowed.

Transaction groups of one Group Corporate will be available for selection only for that Group Corporate

**3. Can we setup Party Account Access for multiple corporate parties associated with Group Corporate in single flow?**

Yes, All the party ID mapped under Group Corporate will be listed in the dropdown. Admin can select one party at a time and setup the party account access for the same. Once he is done he can follow the same flow by selecting another party for Account maintenance before final submission.

OR

He can save the application in draft for further modification.

**4. What is the significance of Auto and Manual option in 'Map Accounts'?**

This feature allows the administrator to configure access policies for accounts and associated transactions, which may get added subsequently in the future.

Auto: Gives access to the newly added accounts and transactions of the party as soon as the account is opened. This option can be selected whenever bank administrator wishes to provide access by default

Manual: Denies the newly added accounts and transactions by default. This is to ensure that access to accounts and transactions is provided only upon receiving specific instructions from corporates

**5. Will Party Account Access – Deletion for a party (Own/Linked) lead to automatic deletion of User Account Access?**

Yes. Deletion of account access for a party will lead to automatic deletion of access for the users of that party.

**Step 3: User Onboarding**

**1. Who can create / update the user at Group Corporate level?**

System administrator bank administrator and Corporate administrators can create or edit the users.

**2. Does the application allows admin to create new user by cloning the exiting one?**

Yes. An option to create a new user from by copying an existing user is provided.

If 'Copy' is selected, admin will be able to select an already created user (user created under the same Group Corporate) and screen will be displayed the copied data for all the sections except Personal and Contact information. Admin will be require to fill Personal and Contact information and he can make the changes in the copied data as well.

**3. Can one assign multiple Application roles to a user?**

Yes, multiple Application roles can be assigned to the user. All the Roles (both Enterprise and Customer) mapped at the Group Corporate level will be available for selection while setting up the user management.

**4. What is the significance of primary and Accessible parties?**

Corporate users at Group Corporate level will have one primary party and multiple assessable parties for each entity. Show primary party selected on the top will by default as selected under Primary Party for that Entity.

**5. Can I update the limit package associated with a user, If Yes, what will happen to the in-flight transactions?**

Yes, new limit package can be mapped to a user. Limits get applied from an immediate effect if the effective date is less than or equal to current date. And if the effective date is future date, the limit package will be applied from the date available in the package.

Corporate Administrator will be able to assign the limit packages created by any corporate administrators under the mapped GCIF. Corporate Administrartor, will not be allowed to access the packages created by the Bank Administrator.

**6. If I update the child role associated to a user, what will happen to the in-flight transactions?**

In case of any update of child roles mapped to the user as edit user functionality, the privileges associated with new child roles get applied to the user with an immediate effect.

So if any transaction is pending with approver for approval, user can view and approve those transactions only if checker role is mapped to him. As soon as checker role is unmapped, then user will not be able to view and approve the transactions which were pending for his approval.

**Step 4: User Group Maintenance**

**1. Is the user selection for user group maintenance is depends on the parent party?**

No, user selection is not dependent on the parent corporate party. Application will list down the entire user associated with group corporate for user group creation irrespective of parent party.

**2. Can a user be the part of multiple user groups created under a Group Corporate?**

Yes, same user can be part of multiple user groups under group corporate. Whereas, User Group would be allowed to create even without adding a single user.

**3. Can I delete an existing user group?**

No, user groups cannot be deleted but can be edited. Administrator can add new users and remove existing users of the user group.

**Step 5: User Account Access**

**1. If user is associated with one parent corporate party and multiple accessible parties, then will he be allowed to setup account access for the corporate parties in single flow?**

Yes, All the party ID mapped under Group Corporate and associated with corporate user will be listed in the dropdown. Admin can select one party at a time and setup the user account access for the same .Once he is done he can follow the same flow by selecting another party for user Account maintenance before final submission.

OR

He can save the application in draft for further modification.

2. **Will Party Account Access – Deletion for a party lead to automatic deletion of User Account Access?**  
Yes, deletion of account access for a party will lead to automatic deletion of access for the users of that party.
3. **If I remove access of account(s) and transaction(s) for a party, will it lead to automatic access removal for the users of that party?**  
Yes, access removal at party level for an account and/or transaction will automatically remove access at user level of the selected party.
4. **Have mapped/edited/deleted user account access for a party but it is not reflecting in the system even after a successful maintenance save message?**  
There is a possibility that the maintenance is saved but the status is 'Pending Approval'. For the maintenance, if there is an approval required then the changes will reflect only once the approver(s) approve the submitted request. If the setup does not require an approval workflow or is self / auto approved, then the same will reflect immediately.

#### **Step 6: User Report Mapping**

1. **What is the significance of user report mapping?**  
The user report mapping maintenance allows the Corporate Administrators to map the report or set of reports to a specific corporate user. The corporate users can generate and view the reports to which they have an access.
2. **Is the user selection for user report mapping maintenance is depends on the parent party?**  
No, user selection is not depend upon the parent corporate party. Application will list down the entire user associated with group corporate for user report mapping irrespective of parent party.

#### **Step 7: Workflow Management**

1. **Is the user selection for workflow maintenance is depends on the parent party?**  
No, user selection is not dependent upon the parent corporate party. Application will list down the entire user associated with group corporate for workflow maintenance irrespective of parent party.
2. **What is approval workflow maintenance?**  
Approval workflows are created to support requirements where multiple levels of approval are required in a specific sequence for a transaction/maintenance. Each workflow can be configured to have up to five levels of approval with a specific user or a user group configured at each level.
3. **How many approval levels can I set up in the system?**  
Administrator can set up minimum one and maximum five levels of approvals as a part of approval workflow, however this can be configured as a Day 0 set up. .
4. **Can I get the list of users associated with a group from workflow management screen?**  
Yes, list of the users associated with a group can be viewed using workflow management screen.

#### **Step 8: Approval Rules**

1. **Is the user selection for workflow maintenance is depends on the parent party?**  
No, user selection is not dependent upon the parent corporate party. Application will list down the entire user associated with group corporate for approval -rules maintenance irrespective of parent party.
2. **How many approval levels can I set up in the system?**

---

Administrator can set up minimum one and maximum five levels of approvals as a part of approval workflow. Whereas, maximum levels of approvals that the user can set is configurable as Day0.

**3. What happens if the transaction is initiated in the currency in which approval rule is not maintained?**

If the rule is not maintained in specific currency, then the application will check the preferred currency selected while setting up the group corporate.

# 4

## User Management

This topic describes the User Management function, which enables corporate administrators to view user details, including login credentials, for channel banking access.

This module facilitates channel banking access to corporate users of group corporate that the Corporate Administrator belongs to.

### Note

User is created first in IDCS and then onboard in OBDX.

### Pre-requisites:

- Application roles and child roles are maintained
- Transactions are associated with each Application role
- Corporate Administrator is maintained for a GCIF.
- Transaction (User Management) access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.
- Party Preference is maintained and GCIF onboarding is complete for a GCIF

### Features supported in application

The User Management module allows the Corporate Administrator to:

- [Search User](#)
1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**.  
Under **Menu**, click **User Management**.

The **User Management** screen appears.

- [User Management – Search/ View User](#)  
This topic provides the systematic instructions to corporate administrators for searching and viewing the details of existing users.
- [FAQ](#)

## 4.1 User Management – Search/ View User

This topic provides the systematic instructions to corporate administrators for searching and viewing the details of existing users.

Administrator can search only those users who are associated with the same party ID mapped to them. Corporate administrators can also change the user status or the channel access permission for a user using this screen.

Default search is available with User Name, whereas user can be searched by providing other details also.

**To search and view details of the existing users**

1. Navigate to the **User Management** screen.

**Figure 4-1 User Management - Search User**
**Note**

The fields which are marked as Required are mandatory.

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

**Table 4-1 Field Description**

| Field Name        | Description   |
|-------------------|---|
| <b>User Type</b>  | User type is always defaulted to 'Corporate User'.          |
| <b>Party Name</b> | Enter the user ID /User name.<br>Partial search is allowed. |

2. Click **Search User**, then click the **More Search Options** link.  
The screen will be displayed with additional user search criteria.

**Figure 4-2 User Management – Search User - More Search Options**

The screenshot shows a search form titled 'User Management'. It includes the following fields:
 

- User Type:** A dropdown menu currently set to 'Corporate User'.
- Username:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- Email:** A text input field.
- Mobile Number:** A section with a 'Code' dropdown and a 'Mobile Number' text input field.
- Channel Access:** A dropdown menu set to 'Please Select'.

 Below the fields is a link 'Less Search Options ^' and three buttons: 'Search', 'Cancel', and 'Clear'.

**Note**  
The fields which are marked as Required are mandatory.

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

**Table 4-2 User Management – Search User - More Search Options - Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>User Type</b>     | User type is always defaulted to 'Corporate User'.   |
| <b>User Name</b>     | To search the user with the user name/user ID. Partial search is allowed.  |
| <b>First Name</b>    | Allows to search based on first name of the user.  |
| <b>Last Name</b>     | Allows to search based on last name of the user.   |
| <b>Email</b>         | Allows to search based on email id of the user.  |
| <b>Mobile Number</b> | Allows to search based on mobile number of the user.<br><br><div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Note</b><br/>User can select international subscriber dialing (ISD) code (country code) while selecting mobile number.</p> </div> |
| <b>User Type</b>     | User type is always defaulted to Corporate User.   |

3. Perform one of the following actions:

- **Enter** the search criteria, click **Search**.

The search results appear on the User Management screen based on the search parameters.

- Click **Cancel** to cancel the operation and navigate back to Dashboard.
- Click **Clear** to clear the input search parameters.

**Figure 4-3 User Management - Search Results**

The screenshot shows the 'User Management' interface. At the top, there is a search filter for 'User Type' set to 'Corporate User' and a search input field containing 'a'. Below the search input are 'Search' and 'Clear' buttons. The 'Search Results' section displays a table with 10 rows of user data. Each row includes the user's name, their username, and their status (Unlocked or Granted). At the bottom of the search results, there is a pagination control showing 'Page 1 of 2 (1-10 of 20 items)' and a 'Cancel' button.

| Full Name        | User Name                  | Status   |
|------------------|----------------------------|----------|
| Poonam Singhania | nzcorpadmin                | Unlocked |
| Mustu Auto       | MustuCorpAdmAuto           | Unlocked |
| Amit Jadhav      | rejectmaker                | Unlocked |
| Praveen T        | praveent                   | Unlocked |
| Rahul Kandula    | rahulreddykandulacorpuser1 | Unlocked |
| Rahul Kandula    | rahulreddyworkcorpuser6    | Unlocked |
| Rahul Kandula    | rahulreddyworkcorpuser1    | Unlocked |
| Rishad K         | rishadk2                   | Unlocked |
| Rahul Kandula    | newcomponentfinaltesting3  | Unlocked |
| Pratibha         | Pratibha_321               | Unlocked |

**Note**


The fields which are marked as Required are mandatory.

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

**Table 4-3 User Management - Search Results- Field Description**

| Field Name                     | Description                             |
|--------------------------------|---|
| <b>Search ResultsFull Name</b> |   |
| <b>Full Name</b>               | First name and last name of the user.   |
| <b>User Name</b>               | User Name of the user.                  |
| <b>Status</b>                  | Status of the user, Locked or Unlocked. |

**Table 4-3 (Cont.) User Management - Search Results- Field Description**

| Field Name            | Description  |
|-----------------------|--|
| <b>Channel Access</b> | Indicates whether channel access is granted. Click to grant / revoke access rights.<br><br><div style="border: 1px solid #ccc; padding: 10px;"><p> <b>Note</b></p><p>Channel access feature will only be available with DB authenticator as Identity Management System.</p></div> |

If the search results are more than five, pagination will be enabled.

4. Click the **User Name** link to view the user details.

**To view the user details:**

5. In **The User Management - Search Results** section, click the **User Name** link of the record for which you want to view the details.

The **User Management - View** screen appears.

Figure 4-4 User Management – View

←
User Management

[Download profile](#)

|                    |                |
|--------------------|----------------|
| User Type          | Corporate User |
| Group Corporate ID | 000028         |
| Party ID           | 000142         |
| Party Name         | ASHOK JAIN     |

### Personal Information

|               |           |
|---------------|-----------|
| Username      | rishadk2  |
| Title         | Mr        |
| First Name    | Rishad    |
| Middle Name   | K         |
| Last Name     | K         |
| Date Of Birth | 12/9/1992 |

### Contact Details

|                           |                     |
|---------------------------|---------------------|
| Email ID                  | rishad.k@oracle.com |
| Contact Number (Mobile)   | 91-9605512713       |
| Contact Number (Landline) | -                   |
| Address Line 1            | A                   |
| Address Line 2            | B                   |
| Address Line 3            | c                   |
| Address Line 4            | d                   |
| Country                   | India               |
| City                      | Kerala              |
| Zip Code                  | 123456              |

### User Groups And Global Roles

|             |                                     |
|-------------|-------------------------------------|
| User Groups | No User Groups Assigned to the user |
| Roles       | Checker, Viewer, and Maker          |

### Device Registration

|                 |     |
|-----------------|-----|
| Android Devices | Off |
| iOS Devices     | Off |

### Push Notification

|                 |     |
|-----------------|-----|
| Android Devices | Off |
| iOS Devices     | Off |

### DND Alerts

### Primary Entity

|                      |   |
|----------------------|---|
| Entity Name          | UBS OBPM 14.4 HEL Branch  |
| <b>Map Parties</b>   |   |
| Primary Party        | 000142 ASHOK JAIN UBS OBPM 14.4 HEL Branch  |
| Accessible Parties   | 002238 ROSNEFT UBS OBPM 14.4 HEL Branch, 003707 ROSNEFT22 UBS OBPM 14.4 HEL Branch, and 005705 ROSNEFT20 UBS OBPM 14.4 HEL Branch |
| <b>Limits</b>        |   |
| No Limits To Display |   |
| Touch Points         | Internet, Mobile Application, and Mobile (Responsive)   |
| Roles                | -   |

Reset Password
Back

**Note**

The fields which are marked as Required are mandatory.

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

**Table 4-4 User Management – View- Field Description**

| Field Name                         | Description  |
|------------------------------------|--|
| <b>User Type</b>                   | User type is always defaulted to 'Corporate User'.   |
| <b>Party ID</b>                    | Party ID mapped to the user.<br>Party ID is defaulted to the mapped Party ID of the Corporate Administrator.   |
| <b>Party Name</b>                  | Party name of Party ID mapped to the user.<br>Party name of Party ID mapped to the logged in Corporate Administrator.  |
| <b>Personal Information</b>        |  |
| <b>User Name</b>                   | Name (login ID) of the user.   |
| <b>Title</b>                       | Title of the user. <ul style="list-style-type: none"> <li>• <b>Mr</b></li> <li>• <b>Mrs</b></li> <li>• <b>Miss</b></li> <li>• <b>Ms</b></li> <li>• <b>Dr</b></li> <li>• <b>Master</b></li> </ul> |
| <b>First Name</b>                  | First name of the user.  |
| <b>Middle Name</b>                 | Middle name of the user.   |
| <b>Last Name</b>                   | Last name/ surname of the user.  |
| <b>Date of Birth</b>               | Date of birth of the user.   |
| <b>Contact Details</b>             |  |
| <b>Email ID</b>                    | Email id of the user.  |
| <b>Contact Number (Mobile)</b>     | Displays mobile number of the user alongwith an international subscriber dialing (ISD) code.   |
| <b>Contact Number (Land Line)</b>  | Phone number (land line) number of the user.   |
| <b>Address Line 1-4</b>            | Address of the user.   |
| <b>Country</b>                     | Country of the user.   |
| <b>City</b>                        | City in which the user resides.  |
| <b>Zip Code</b>                    | The postal code of the city in which the user resides.   |
| <b>Limits &amp; Roles</b>          |  |
| <b>User Groups</b>                 | Displays the user groups that are assigned to the user.  |
| <b>Limits – Touch Point/ Group</b> | If limit check is required, assigned limit packages for applicable touch points get displayed here.  |
| <b>Touch Points/ Group</b>         | Name of touch points/ groups maintained for which the limit packages are mapped.   |
| <b>Package</b>                     | Name of the limit package mapped against specific touch points / touch point groups  |
| <b>Roles</b>                       | Application roles mapped to the user.  |
| <b>Touch Points</b>                |  |

Table 4-4 (Cont.) User Management – View- Field Description

| Field Name                 | Description  |
|----------------------------|--|
| <b>Select Touch Points</b> | <p>The touch points (banking channels) allows a user to perform transactions using the touch points.<br/>The touch points could be:</p> <ul style="list-style-type: none"> <li>• <b>Mobile Application</b></li> <li>• <b>Mobile (Responsive)</b></li> <li>• <b>Internet</b></li> <li>• <b>Missed Call Banking</b></li> <li>• <b>SMS Banking</b></li> <li>• <b>Wearables</b></li> <li>• <b>Snapshot</b></li> <li>• <b>Siri / Chatbot</b></li> <li>• <b>API Access</b></li> <li>• <b>Soft Token Application</b></li> </ul> |
| <b>Device Registration</b> |  |
| <b>Android Devices</b>     | <p>This option lets the administrator to deregister the android devices/s. Enabling of the device happens when the user installs and registers on the app on the android device. Administrator cannot manually enable the device.<br/>If the Administrator deregisters the device, the user gets logged out from all the android devices and his alternate login gets disabled from all the android devices on which the user has installed the application.</p>   |
| <b>iOS Devices</b>         | <p>This option lets the administrator to deregister the iOS devices/s. Enabling of the device happens when the user installs and registers on the app on the iOS device. Administrator cannot manually enable the device.<br/>If the Administrator deregisters the device, the user gets logged out from all the iOS devices and his alternate login gets disabled from all the iOS devices on which the user has installed the application.</p>   |
| <b>Push Notifications</b>  |  |
| <b>Android Devices</b>     | <p>This option lets the administrator disable push notifications for android devices. Enabling of the push notification is done by user himself and administrator cannot do the same.<br/>If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.</p>   |
| <b>iOS Devices</b>         | <p>This option lets the administrator disable push notifications for iOS devices. Enabling of the push notification is done by user himself and administrator cannot do the same.<br/>If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.</p>   |

**Note**

To receive push notifications (for both iOS and android) user will have to allow the same on the device settings

6. Perform one of the following actions:
  - Click **Edit** to edit the user details.

The **User Management - Edit User** screen appears.

- Click **Reset Password** to reset user's password. A warning message **Do you want to reset the password?** appears on the screen.

If user clicks **Yes**, a reset password confirmation screen is displayed. New password gets communicated to the user on registered email address (if the alert for the same is maintained) and the record for that user gets available in the Print password screen, from where it can be printed.

If user clicks **No**, the action gets cancelled.

- Click **Cancel** to cancel the operation and navigate back to Dashboard.
- Click **Back** to go back to the previous screen.

- Click the  **Download Profile** to download the user details.

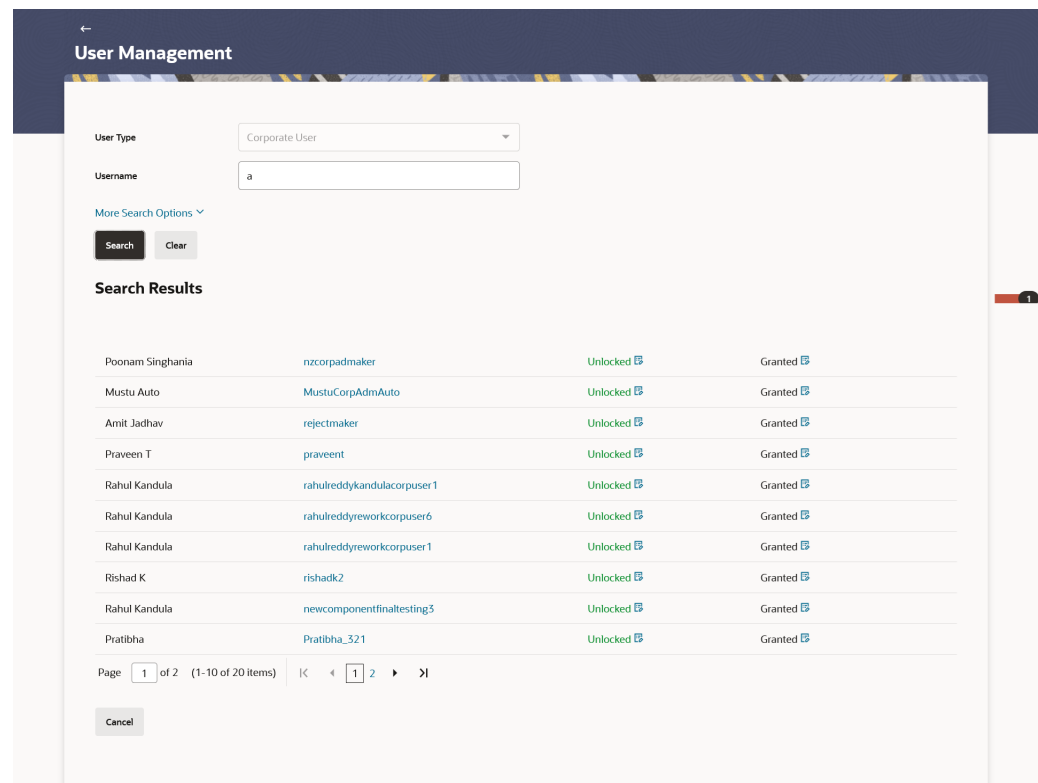
### User Management - Change user status

This section allows you to lock and unlock a user.

#### To lock or unlock a user:

- Enter the search criteria, click **Search**.  
The search results appear on the **User Management** screen based on the search parameters.

**Figure 4-5 Lock / Unlock User**



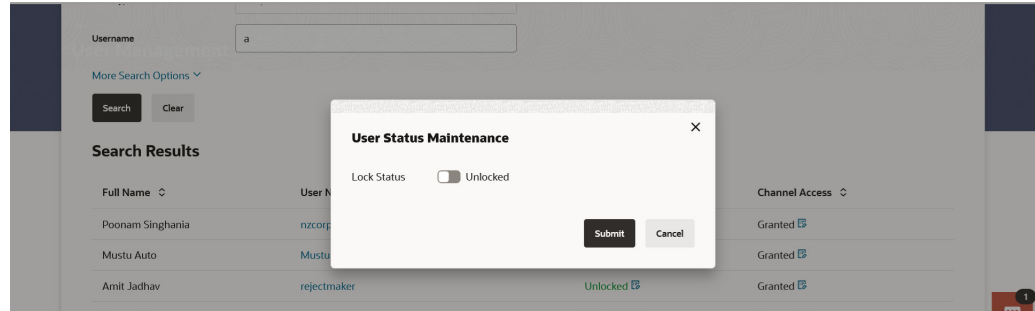
- Click the



in the Status column to lock / unlock a user.

The **User Status Maintenance** window appears.

**Figure 4-6 User Status Maintenance**



- c. In the **Lock Status** field move the slider to lock / unlock a user.
- d. In the **Reason** field enter the appropriate description.
- e. Perform one of the following actions:
  - Click **Submit** to save.
  - Click **Cancel** to close.

#### User Management - Channel Access Permission

This section allows the administrator to grant / revoke channel access for a user. In case administrator changes the channel access from grant to revoke; user will not be able to access his channel banking.

#### **Note**

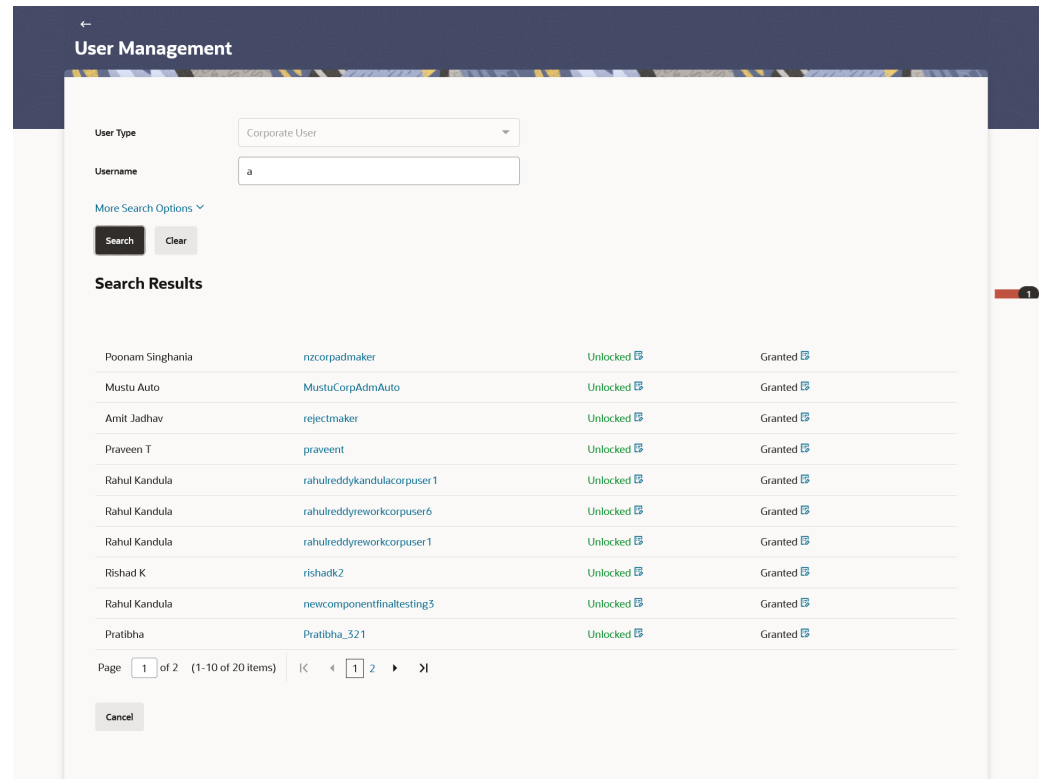
Channel Access feature is only available and displayed if the Application is configured on DB Authenticator as Identity Management system.

#### To grant or revoke channel access:

- a. Enter the search criteria, click **Search**.

The search **results** appear on the **User Management** screen based on the search parameters.

Figure 4-7 Channel Access



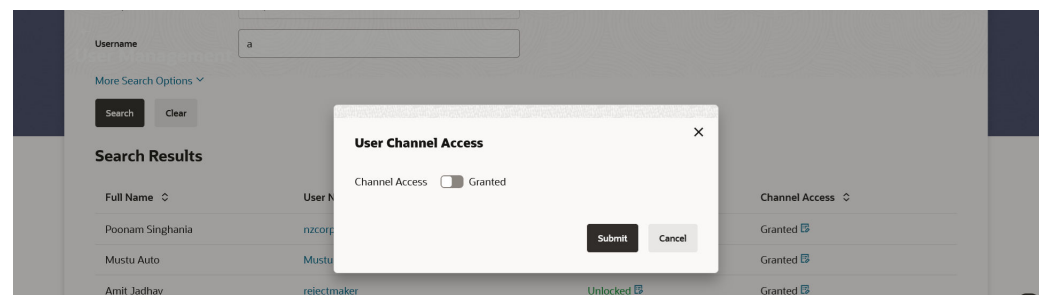
- b. Click the



in the **Channel Access** column to grant / revoke channel access to a user.

The **User Channel Access** screen appears.

Figure 4-8 User Channel Access



- c. In the **Channel Access** field move the slider to grant / revoke channel access rights for a user.
- d. In the **Reason** field enter the appropriate description.
- e. Perform one of the following actions:
- Click **Submit** to save.

- Click **Cancel** to close.

## 4.2 FAQ

- 1. Can I edit the party id mapped to the user?**  
No, party ID mapped to the user cannot be edited. It is defaulted to the party id mapped to Corporate Administrator.
- 2. When does the system update a user status as 'locked'?**  
When administrator needs to temporarily block access for any user, 'Lock user' functionality can be used. Also if there are multiple unsuccessful login attempts, the user's status will get updated as 'Locked'.
- 3. Can one assign multiple Application roles to a user?**  
Yes, multiple Application roles can be assigned to the user.  
  
e.g. Corporate user is acting as maker of few transactions and approver of few other transactions.
- 4. Can a corporate administrator create a corporate user and assign multiple entities?**  
Yes corporate administrator can create corporate users with multiple entities. The same can be done using Group Corporate Onboarding Menu option. .
- 5. If a user's User ID is locked and he/she has requested for a reset password, does the admin needs to unlock it separately?**  
Yes, you will be able to view and modify the limit packages created by you or any other corporate administrator under your GCIF provided necessary accesses are assigned to you.

# 5

## Limits Definition

This topic describes the process by which banks define transaction limits, establishing restrictions based on both amount and duration, for user-initiated transactions.

As part of limits definition maintenance, following limits can be defined:

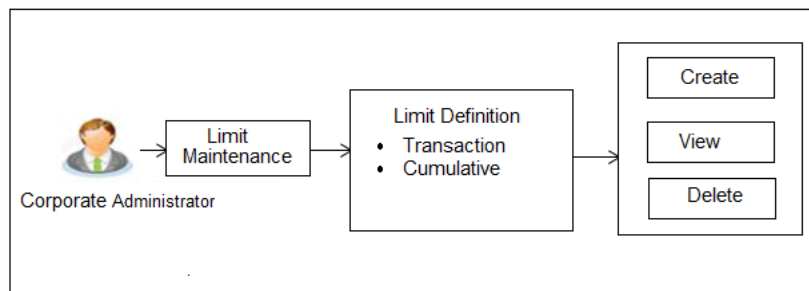
- Transaction: It is the initiation limit with minimum and maximum amount defined
- Cumulative: It is the collective transaction amount limit for all the transactions that can be performed during a day and maximum number of transaction in a day

Limit package maintenance allows the administrator to map these definitions to every transaction.

### Pre-requisites

- Transaction access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.

**Figure 5-1 Workflow**



### Features supported in application

Using this option Corporate Administrator can perform the following actions:

- [Search/ View Limits](#)
  - [Create Limit](#)
  - [Delete Limits](#)
1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Onboarding**.

Under **Limits**, click **Limits Definition**.

- [Limits Definition - View](#)  
This topic provides the systematic instructions for corporate administrators to locate specific limits based on various search parameters.
- [Limits Definition - Create](#)  
This topic provides the systematic instructions for corporate administrators to create limits as needed.

- [Limits Definition - Delete Limit](#)  
This topic provides the systematic instructions for corporate administrators to delete created limits, with the restriction that a limit definition can only be deleted if it is not currently in use or included in any limit package.

## 5.1 Limits Definition - View

This topic provides the systematic instructions for corporate administrators to locate specific limits based on various search parameters.

The search results display a list of limits filtered according to the selected criteria.

### To search and view limits:

1. Navigate to the **Limits Definition** screen.
2. Perform one of the following actions:
  - Enter the search parameters and click **Search**.

The **Limits Definition** screen with search results appears based on the searched criteria.

- Click **Cancel** to cancel the search process.
- Click **Clear** to reset the search parameters.

**Figure 5-2 Limits Definition - Search**

Limit Definition

Limit Code: LIMIT 10

Limit Description: \_\_\_\_\_

Limit Type:  Transaction  Cumulative  Cooling Period

Updated On: From Date  To Date

**Search** Clear

| Limit Code | Limit Description | Limit Type  | Updated On  |
|------------|-------------------|-------------|-------------|
| Limit 100  | Limit 10          | Transaction | 11 May 2020 |

Page 1 of 1 (1 of 1 items)

**Cancel**

**Limit Definition**

Transaction limits can be defined to set up amount and duration based restrictions on transactions that can be carried out by the customers. This maintenance allows you to search and view limit definitions. Also, you can create new and delete existing limit definitions. Search limit definitions based on different search parameters and the matching result will be listed.

**Create**

### **Note**

The fields which are marked as Required are mandatory.

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

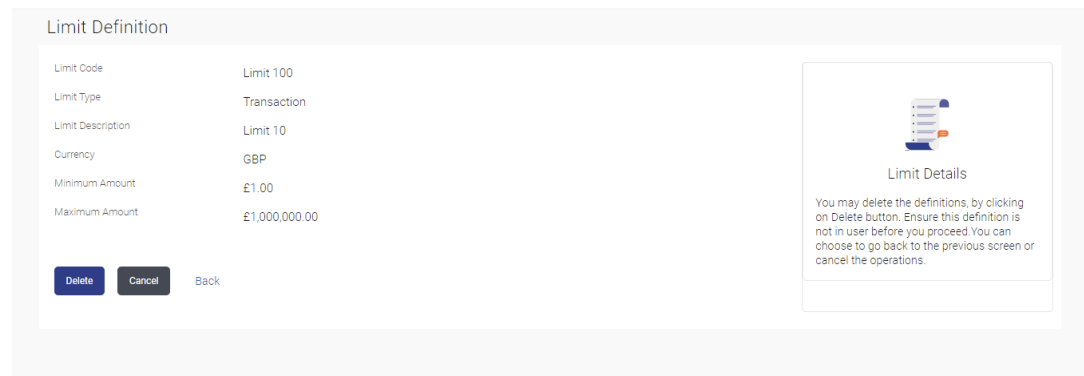
Table 5-1 Field Description

| Field Name               | Description   |
|--------------------------|---|
| <b>Limit Code</b>        | Name/unique identifier of the limit.  |
| <b>Limit Description</b> | Description of the limit.   |
| <b>Limit Type</b>        | Types of limits are: <ul style="list-style-type: none"> <li>• <b>Transaction</b> – It is the initiation limit with minimum and maximum amount</li> <li>• <b>Cumulative</b> – It is a duration based limit with maximum amount and number of transactions for a day / month</li> </ul> |
| <b>Search Results</b>    |   |
| <b>Limit Code</b>        | Name/unique identifier of the limit.  |
| <b>Limit Description</b> | Description of the limit.   |
| <b>Limit Type</b>        | The limit type are: <ul style="list-style-type: none"> <li>• <b>Transaction</b> – It is the initiation limit with minimum and maximum amount</li> <li>• <b>Cumulative</b> – It is a duration based limit with max amount</li> </ul>   |

3. Click the **Limit Code** of the record for which you want to view the details.

The **Limits Definition -View** screen appears.

Figure 5-3 Limits Definition - View



4. Perform one of the following actions:
  - Click **Delete** to delete the limit.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate back to previous screen.

## 5.2 Limits Definition - Create

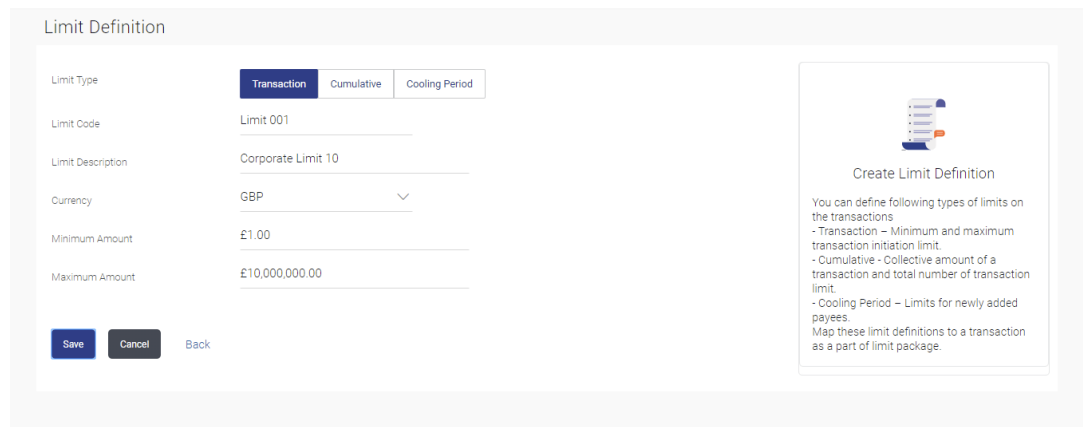
This topic provides the systematic instructions for corporate administrators to create limits as needed.

### To create a transaction limit:

1. Navigate to the **Limits Definition** screen.
2. Click **Create**.

The **Limits Definition - Create** screen with **Transaction** tab appears.

Figure 5-4 Limits Definition - Transaction - Create


**Note**

The fields which are marked as Required are mandatory.

**Note**

The fields which are marked as Required are mandatory.

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

Table 5-2 Limits Definition - Transaction - Create- Field Description

| Field Name               | Description  |
|--------------------------|--|
| <b>Limit Type</b>        | The limit type for selection are: <ul style="list-style-type: none"> <li><b>Transaction</b> – It is the initiation limit with minimum and maximum amount</li> <li><b>Cumulative</b> – It is a duration based limit with maximum amount and number of transactions for a day / month</li> </ul> |
| <b>Limit Code</b>        | Name/unique identifier of the limit.   |
| <b>Limit Description</b> | Description of the limit.  |
| <b>Currency</b>          | The currency to be set for the limit.  |
| <b>Minimum Amount</b>    | The minimum amount for a transaction in local currency.  |
| <b>Maximum Amount</b>    | The maximum amount for a transaction in local currency.  |

3. In the **Transaction** tab screen, enter the code in the **Limit Code** field.
4. In the **Limit Description** field, enter the description of the limit.
5. From the **Currency** field, select the appropriate currency for the limits.
6. In the **Minimum Amount** and **Minimum Amount** field, enter the minimum and maximum amount for a transaction in local currency.
7. Perform one of the following actions:
  - Click **Save** to save the maintenance.

The **Review** screen appears.

- Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
8. Perform one of the following actions from the **Review** screen:
- Verify the details, and click **Confirm**.

The success message of transaction submission appears.

**Figure 5-5 Limits Definition - Cumulative - Create**

The screenshot shows the 'Limit Definition' form with the following details:

- Limit Type:** Transaction, Cumulative (selected), Cooling Period
- Limit Code:** Limit 002
- Limit Description:** Limit 02
- Frequency:** Daily, Monthly (selected)
- Currency:** GBP
- Cumulative Transaction Amount:** £100,000,000.00
- Maximum Transactions:** 100

Buttons: Save, Cancel, Back

**Create Limit Definition**

You can define following types of limits on the transactions

- Transaction – Minimum and maximum transaction initiation limit.
- Cumulative - Collective amount of a transaction and total number of transaction limit.
- Cooling Period – Limits for newly added payees.

Map these limit definitions to a transaction as a part of limit package.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 5-3 Limits Definition - Cumulative - Create - Field Description**

| Field Name                           | Description  |
|--------------------------------------|--|
| <b>Limit Type</b>                    | Limit type for selection are: <ul style="list-style-type: none"> <li>– <b>Transaction</b> – It is the initiation limit with minimum and maximum amount</li> <li>– <b>Cumulative</b> – It is a duration based limit with maximum amount and number of transactions for a day / month</li> </ul> |
| <b>Limit Code</b>                    | Name/unique identifier of the limit.   |
| <b>Limit Description</b>             | Description of the limit.  |
| <b>Frequency</b>                     | The specific duration for which the limits can be utilized and available.<br>The options are: <ul style="list-style-type: none"> <li>– <b>Daily</b></li> <li>– <b>Monthly</b></li> </ul>   |
| <b>Currency</b>                      | The currency to be set for the limit.  |
| <b>Cumulative Transaction Amount</b> | The collective amount in local currency for transactions that can be performed in a day.   |

**Table 5-3 (Cont.) Limits Definition - Cumulative - Create - Field Description**

| Field Name                  | Description   |
|-----------------------------|---|
| <b>Maximum Transactions</b> | The maximum number of transactions that can be performed per day. |

- Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
9. Click **OK** to complete the transaction.
- To create a cumulative limit:**
10. In the **Cumulative** tab screen,  
Enter the relevant information in **Limit Code** and **Limit Description** field.
11. From the **Frequency** field, select the appropriate duration for the limits.
12. From the **Currency** field, select the appropriate currency for the limits.
13. In the **Cumulative Transaction Amount** field, enter the collective amount of transaction in local currency.
14. In the **Maximum Transactions** field, enter the value for maximum number of transactions.
15. Perform one of the following actions:
- Click **Save** to save the created limit.  
The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
16. Perform one of the following actions:
- Verify the details, and click **Confirm**.  
The success message of transaction submission appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
17. Click **OK** to complete the transaction.

## 5.3 Limits Definition - Delete Limit

This topic provides the systematic instructions for corporate administrators to delete created limits, with the restriction that a limit definition can only be deleted if it is not currently in use or included in any limit package.

### To delete a limit:

1. Navigate to the **Limits Definition** screen.
2. Perform one of the following actions:
  - Enter the search parameters and click **Search**.  
The **Limits Definition** screen with search results appears based on the searched criteria.
  - Click **Cancel** to cancel the search process.

- Click **Clear** to reset the search parameters.

**Figure 5-6 Limits Definition - Search**

Limit Definition

Limit Code: LIMIT 10

Limit Description: \_\_\_\_\_

Limit Type:  Transaction  Cumulative  Cooling Period

Updated On: From Date  To Date

**Search** Clear

| Limit Code | Limit Description | Limit Type  | Updated On  |
|------------|-------------------|-------------|-------------|
| Limit 100  | Limit 10          | Transaction | 11 May 2020 |

Page 1 of 1 (1 of 1 items) | < 1 >

**Cancel**

**Limit Definition**

Transaction limits can be defined to set up amount and duration based restrictions on transactions that can be carried out by the customers. This maintenance allows you to search and view limit definitions. Also you can create new and delete existing limit definitions. Search limit definitions based on different search parameters and the matching result will be listed.

**Create**

3. Click the **Limit Code** of the record for which you want to view the details.  
The **Limits Definition -View** screen appears.

**Figure 5-7 Limits Definition - View**

Limit Definition

Limit Code: Limit 100

Limit Type: Transaction

Limit Description: Limit 10

Currency: GBP

Minimum Amount: £1.00

Maximum Amount: £1,000,000.00

**Delete** **Cancel** Back

**Limit Details**

You may delete the definitions, by clicking on Delete button. Ensure this definition is not in user before you proceed. You can choose to go back to the previous screen or cancel the operations.

4. Perform one of the following actions:
  - Click **Delete**.

The **Delete Warning** message appears.

**Figure 5-8 Delete Limit**

Limit Definition

Limit Code: Limit 100

Limit Type: Transaction

Limit Description: Limit 10

Currency: GBP

Minimum Amount: £1.00

Maximum Amount: £1,000,000.00

**Delete** **Cancel** Back

**Limit Deletion**

Are you sure you want to delete this Limit?

**Yes** **No**

**Limit Details**

You may delete the definitions, by clicking on Delete button. Ensure this definition is not in user before you proceed. You can choose to go back to the previous screen or cancel the operations.

Perform one of the following actions:

- Click **Yes** to confirm the deletion.

The success message of transaction appears.

- Click **No** to cancel the deletion process.
  - Click **Cancel** to cancel the search process.
  - Click **Clear** to reset the search parameters.
5. Click **OK** to complete the transaction.

# 6

## Limits Package Management

This topic describes the process within limit package management by which defined limits, created via Limit Definition, are mapped to individual transactions or transaction groups established through Transaction Group Maintenance.

Limit package is a group of transaction limits. Each package is associated with a specific channel/touch point or with a group of touch points.

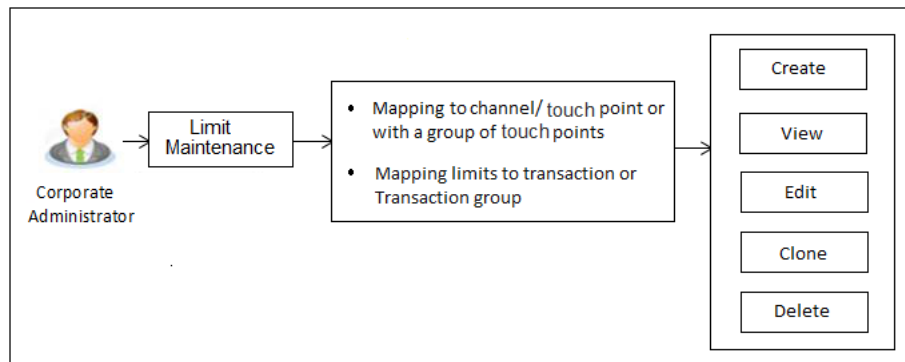
The limits packages once created can be mapped to

- User Type – using System Rules maintenance
- Group Corporate Onboarding (Cumulative User Limits and Cumulative Customer limits)
- User – using Group Corporate Onboarding - User Management

### Pre-rRequisites

Required Limits (i.e. Transaction/ Cumulative) should be defined for association to transactions in limits package

**Figure 6-1 Workflow**



### Features supported in application

The administrator can perform the following actions:

- [Search/ View Limit Package](#)
- [Create Limit Package](#)
- [Edit Limit Package](#)
- [Clone Limit Package](#)
- [Delete Limit Package](#)

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Onboarding**.

Under **Limits**, click **Limit Package** .

The **Limit Package Management** screen appears.

- [Limit Package Management - View](#)  
This topic provides the systematic instructions for corporate administrators to search for specific limit packages created for a particular channel or touch point, utilizing various search parameters.
- [Limit Package Management - Create](#)  
This topic provides the systematic instructions for corporate administrators to create limit packages for specific channels or touch points, based on the information provided in the designated fields.
- [Limit Package Management - Edit](#)  
This topic provides the systematic instructions for corporate administrators to update or edit limit packages.
- [Limit Package Management - Clone](#)  
This topic provides the systematic instructions for corporate administrators to clone or copy existing limit packages to expedite the creation of new limit packages.
- [Limit Package Management - Delete](#)  
This topic provides the systematic instructions for corporate administrators to delete limit packages.
- [FAQ](#)

## 6.1 Limit Package Management - View

This topic provides the systematic instructions for corporate administrators to search for specific limit packages created for a particular channel or touch point, utilizing various search parameters.

The search results displays a list or particular limit package based on different search filters selected.

If the search parameters are not specified, records of all the packages maintained in the application are displayed.

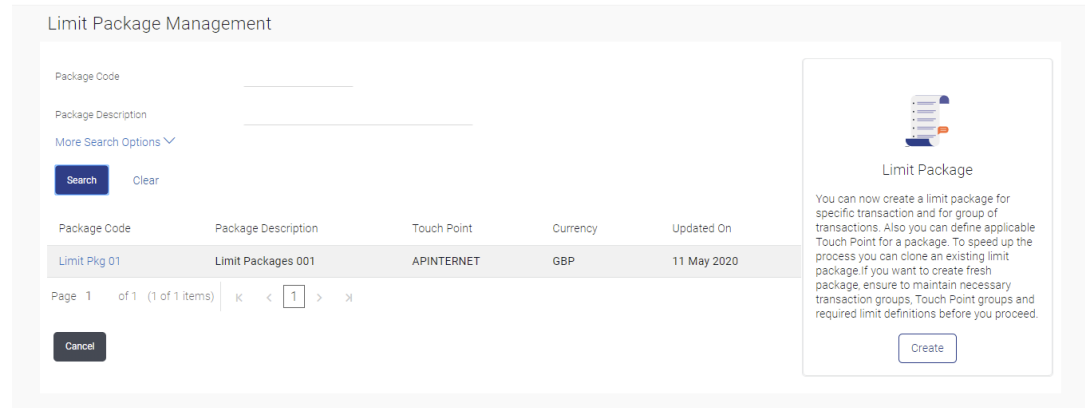
### To search and view limit package:

1. Navigate to the **Limit Package Management** screen.
2. Perform one of the following actions:
  - Click **Search**.

The **Limits Package Management** screen with search results appears based on the searched criteria.

- Click **Clear** to reset the search parameters.
- Click **Cancel** to cancel the search process.

**Figure 6-2 Limit Package Management - Search**



**Note**

The fields which are marked as Required are mandatory.

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

**Table 6-1 Limit Package Management - Search- Field Description**

| Field Name                             | Description   |
|--|---|
| <b>Package Code</b>                    | The unique code /name of the limit package.   |
| <b>Package Description</b>             | Description of the limit package.   |
| <b>Touch Point / Touch Point Group</b> | Touch Point and the group of Touch Points mapped with the limit package.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Touch Point</b></li> <li>• <b>Touch Point Group</b></li> </ul> |
| <b>Currency</b>                        | Currency in which the limit package is created.   |
| <b>Updated On</b>                      | Date range in which limit package were updated.   |
| <b>Search Results</b>                  |   |
| <b>Package Code</b>                    | The unique code of the limit package.   |
| <b>Package Description</b>             | Description of the limit package.   |
| <b>Touch Point</b>                     | Name of the touch point mapped to the limit package.  |
| <b>Currency</b>                        | Currency in which the limit package is created.   |
| <b>Updated On</b>                      | Date on which limit package was updated.  |

3. Click the **Limit Package Code** of the record for which you want to view the details.  
The **Limits Package Management - View** screen appears.

**Figure 6-3 Limit Package Management - View**

Limit Package Management

Limit Package Code: Limit Pkg 01

Limit Package Description: Limit Packages 001

Touch Point: Internet

Currency: GBP

Transaction Name: Create Forex Deal

Cumulative Limit Daily: CLDAJzGBP - CLDAJzGBP

Cumulative Limit Monthly: CLMAJzGBP - CLMAJzGBP

Transaction Limit: TLAJzGBP - TLAJzGBP

Cooling Limit: coolLimit - coolLimit

Clone

Edit Delete Cancel Back

**Limit Package Details**

You can edit the parameters set for each transaction available in a package or can delete the package by clicking on Delete button. Ensure this package is not in user before you proceed to delete. To speed up the process you can clone an existing limit package. You may also choose to go back to the previous screen or cancel the operation.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 6-2 Limit Package Management - View- Field Description**

| Field Name                                       | Description   |
|--|---|
| <b>Limit Package Code</b>                        | The unique code /name of the limit package.   |
| <b>Limit Package Description</b>                 | Description of the limit package.   |
| <b>Touch Point Group</b>                         | Name of the Touch Point or Touch Point group mapped to the limit package.   |
| <b>Currency</b>                                  | The currency to be set for the limit package.   |
| <b>Transaction Name / Transaction Group Name</b> | Name of the transaction/transaction group that is mapped to the limit package.                                    |
| <b>Effective Date</b>                            | The date from which the limit package is effective for the transaction.   |
| <b>Cumulative Limit Daily</b>                    | Daily Cumulative Limit Definition set for the specific transaction. It displays the limit name and description.   |
| <b>Cumulative Limit Monthly</b>                  | Monthly Cumulative Limit Definition set for the specific transaction. It displays the limit name and description. |
| <b>Transaction Limit</b>                         | Transaction Limit Definition set for the specific transaction. It displays the limit name and description.        |
| <b>Cooling Limit</b>                             | The cooling limit set for the specific transaction.   |

4. Perform one of the following actions:
  - Click **Clone** to make another copy of details.
  - Click **Edit** to edit the limit package.
  - Click **Delete** to delete the limit package.
  - Click **Cancel** to cancel the transaction.

- Click **Back** to navigate to previous screen.

## 6.2 Limit Package Management - Create

This topic provides the systematic instructions for corporate administrators to create limit packages for specific channels or touch points, based on the information provided in the designated fields.

### To create a limit package:

1. Navigate to the **Limit Package Management** screen.
2. Click **Create**.

The **Limit Package Management - Create** screen appears.

**Figure 6-4 Limit Package Management - Create**

Limit Package Management

Limit Package Code: Limit Pkg 02

Limit Package Description: Limit Package 002

Touch Point:  Touch Point  Touch Point Group  Global

Touch Point: Mobile Applica...

Currency: GBP

Transaction Name: V2 Fund Transfer Delete Transaction

Effective Date: 11 May 2020

Cumulative Limit Daily: CLDAJzGBP - CLDAJzGBP

Cumulative Limit Monthly: bulkcummonth - bulkcummonth

Transaction Limit: InvoiceTransaction - Invoice Transa... Delete Transaction

Cooling Limit: coolLimit - coolLimit Delete Transaction

Transaction Name: Create Bill Payment Delete Transaction

Effective Date: 11 May 2020

Cumulative Limit Daily: cumDlimit - cumulatibe daily limit

Cumulative Limit Monthly: InvoiceMonthlyCum - Invoice Trans...

Transaction Limit: TLAJzGBP - TLAJzGBP

Cooling Limit: CPLAJzGBP - CPLAJzGBP Delete Transaction

Add Transaction | Add Transaction Group

**Save** Cancel Back

**Edit Package Details**

You can remove the transaction from the limit package or can delete/modify the limit definitions mapped against each transaction. You can also add new transaction(s) as part of this limits package.

### Note

The fields which are marked as Required are mandatory.

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

**Table 6-3 Limit Package Management - Create- Field Description**

| Field Name  | Description   |
|---|---|
| <b>Limit Package Code</b>                           | The unique code /name of the limit package.   |
| <b>Limit Package Description</b>                    | Description of the limit package.   |
| <b>Touch Point</b>                                  | Touch points and the group of touch points mapped with the limit package.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Touch Point</b></li> <li>• <b>Touch Point Group</b></li> <li>• <b>Global:</b> This a group of touch points created automatically (default touch point group has all internal and external touch points).</li> </ul> |
| <b>Touch Point</b>                                  | Touch points mapped to the limit package.<br>This field is displayed and enabled if you select <b>Touch Point</b> option in the <b>Touch Point</b> field.   |
| <b>Touch Point Group</b>                            | Touch point group mapped to the limit package.<br>This field is displayed and enabled if you select <b>Touch Point Group</b> option in the <b>Touch Point</b> field.  |
| <b>Currency</b>                                     | The currency to be set for the limit package.   |
| <b>Transaction Name/<br/>Transaction Group Name</b> | Transaction or Transaction Group name, to which the limit has to be assigned.   |
| <b>Effective Date</b>                               | The effective date of the limit package, for the selected transaction.  |
| <b>Cumulative Limit Daily</b>                       | Select the Cumulative Limit Definition for the selected transaction/ transaction group for daily limits.  |
| <b>Cumulative Limit Monthly</b>                     | Select the Cumulative Limit Definition for the selected transaction/ transaction group for monthly limits.  |
| <b>Transaction Limit</b>                            | Select the Transaction Limit Definition for the selected transaction/ transaction group for daily limits.   |

3. In the **Limit Package Code** field, enter the code for the limit package.
4. In the **Limit Package Description** field, enter the description of the limit package.
5. In the **Touch Point** field, select the appropriate option.

Perform one of the following actions:

- If you select **Touch Point**;
    - a. From the **Touch Point** list, select the appropriate option.
  - If you select **Touch Point Group**;
    - From the **Touch Point Group** list, select the appropriate option.
6. From **Currency list**, select the appropriate currency to be associated with the Limit Package.  
It enables the **Transactions / Transaction Group - Limits** section.
  7. Click the **Add Transaction Group** link to assign limits to a transaction group. By default system displays Transactions option for assigning the limit.
  8. From the **Transaction Name/Transaction Group Name** list, select the appropriate option.

**Note**  
Click **View Details** link to view transaction group details.

**Figure 6-5 View Details -Transaction Group Details**

View Details
✕

Group Code                   OBPMTxns  
Group Description       All Txns for OBPM

| Sr No. <span style="font-size: small;">▼</span> | Transactions                         |
|---|--------------------------------------|
| 1   | Self Transfer                        |
| 2   | Internal Transfer                    |
| 3   | International Transfer               |
| 4   | Domestic Draft                       |
| 5   | International Draft                  |
| 6   | Domestic SEPA Payment - CARD         |
| 7   | Domestic SEPA Payment - CREDIT       |
| 8   | Adhoc Domestic Payment - SEPA Credit |
| 9   | Adhoc Domestic Payment - SEPA Card   |

**Note**  
The fields which are marked as Required are mandatory.

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

**Table 6-4 View Details -Transaction Group Details- Field Description**


| Field Name               | Description                                |
|--------------------------|--|
| <b>Group Code</b>        | Unique code/name of the transaction group. |
| <b>Group Description</b> | Description of the transaction group.      |

**Table 6-4 (Cont.) View Details -Transaction Group Details- Field Description**

| Field Name           | Description  |
|----------------------|--|
| List of Transactions | It lists all the transactions available under the transaction group. |

9. Select the **Effective Date** from the calendar for the limit package in the **Transactions / Transaction Group - Limits** section.
10. From the **Cumulative Limit Daily, Cumulative Limit Monthly, Transaction Limit** and **Cooling Limit** lists, select the appropriate limits.
11. Perform one of the following actions:
  - Click **Add Transaction** and repeat the steps 4 to 6, if you want to assign limits for more transactions.
  - Click **Add Transaction Group** and repeat the steps 4 to 6, if you want to assign limits for more transactions groups.
  - Click **Back** to navigate to previous screen.
12. Perform one of the following actions:
  - Click **Save** to save the maintenance.  
The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
13. Perform one of the following actions from the **Review** screen:
  - Verify the details, and click **Confirm**.  
The success message of transaction submission appears.

 **Note**

You can click  to delete a transaction limit of a transaction.

- Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
14. Click **OK** to complete the transaction.

## 6.3 Limit Package Management - Edit

This topic provides the systematic instructions for corporate administrators to update or edit limit packages.

### To edit a limit package:

1. Navigate to the **Limit Package Management** screen.
2. Perform one of the following actions:
  - Click **Search**.

The **Limits Package Management** screen with search results appears based on the searched criteria.

- Click **Clear** to reset the search parameters.
- Click **Cancel** to cancel the search process.

**Figure 6-6 Limit Package Management - Search**

Limit Package Management

Package Code \_\_\_\_\_

Package Description \_\_\_\_\_

More Search Options ▾

**Search** Clear

| Package Code | Package Description | Touch Point | Currency | Updated On  |
|--------------|---------------------|-------------|----------|-------------|
| Limit Pkg 01 | Limit Packages 001  | APINTERNET  | GBP      | 11 May 2020 |

Page 1 of 1 (1 of 1 items) | < 1 >

**Cancel**

**Limit Package**

You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package. If you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.

**Create**

3. Click the **Limit Package Code** of the record for which you want to view the details. The **Limits Management-View** screen appears.

**Figure 6-7 Limit Package Management - View**

Limit Package Management

Limit Package Code: Limit Pkg 01

Limit Package Description: Limit Packages 001

Touch Point: Internet

Currency: GBP

Transaction Name: Create Forex Deal

Cumulative Limit Daily: CLDAJzGBP - CLDAJzGBP

Cumulative Limit Monthly: CLMAJ2zGBP - CLMAJ2zGBP

Transaction Limit: TLAJzGBP - TLAJzGBP

Cooling Limit: coolLimit - coolLimit

**Clone**

**Edit** **Delete** **Cancel** Back

**Limit Package Details**

You can edit the parameters set for each transaction available in a package or can delete the package by clicking on Delete button. Ensure this package is not in user before you proceed to delete. To speed up the process you can clone an existing limit package. You may also choose to go back to the previous screen or cancel the operation.

4. Click **Edit**. The **Limit Package Management - Edit** screen appears.

**Figure 6-8 Limit Package Management - Edit**
**Note**

The fields which are marked as Required are mandatory.

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

**Table 6-5 Limit Package Management - Edit- Field Description**

| Field Name  | Description  |
|---|--|
| <b>Limit Package Code</b>                           | The unique code /name of the limit package.  |
| <b>Limit Package Description</b>                    | Description of the limit package.  |
| <b>Currency</b>                                     | Currency in which the limit package is created.  |
| <b>Transaction Name/<br/>Transaction Group Name</b> | Name of the Transaction/ transaction group that is mapped to the limit package.  |
| <b>Effective Date</b>                               | The date from which the limit package is effective for the transaction.  |
| <b>Expiry Date</b>                                  | Expiry date of a specific limit linked to a transaction.<br>This field will be displayed only if expiry date is maintained for each transaction. |
| <b>Cumulative Limit Daily</b>                       | Daily Cumulative Limit definition set for the specific transaction.<br>It displays the limit name and description.                               |
| <b>Cumulative Limit Monthly</b>                     | Monthly Cumulative Limit definition set for the specific transaction   |
| <b>Transaction Limit</b>                            | Transaction Limit definition set for the specific transaction.<br>It displays the limit name and description.                                    |

5. Edit the required details.

**Note**  
Click **View Details** link to view transaction group details.

**Figure 6-9 View Details -Transaction Group Details**

View Details ✕

Group Code: OBPMTxns  
Group Description: All Txns for OBPM

| Sr No. <span>▼</span> | Transactions                         |
|-----------------------|--------------------------------------|
| 1                     | Self Transfer                        |
| 2                     | Internal Transfer                    |
| 3                     | International Transfer               |
| 4                     | Domestic Draft                       |
| 5                     | International Draft                  |
| 6                     | Domestic SEPA Payment - CARD         |
| 7                     | Domestic SEPA Payment - CREDIT       |
| 8                     | Adhoc Domestic Payment - SEPA Credit |
| 9                     | Adhoc Domestic Payment - SEPA Card   |

**Note**  
The fields which are marked as Required are mandatory.


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

**Table 6-6 View Details -Transaction Group Details- Field Description**

| Field Name               | Description                                 |
|--------------------------|---|
| <b>Group Code</b>        | Unique Code/Name of the Transaction Groups. |
| <b>Group Description</b> | Description of the transaction group.       |

**Table 6-6 (Cont.) View Details -Transaction Group Details- Field Description**

| Field Name           | Description  |
|----------------------|--|
| List of Transactions | List of all the transaction names available under the transaction group. |

6. Perform one of the following actions:
  - Click **Add Transaction**, if you want to add a new transaction.
  - Click **Add Transaction Group**, if you want to add a new transaction group.
  - Click  icon to delete an existing transaction.
7. Perform one of the following actions:
  - Click **Save** to save the maintenance.  
The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
8. Perform one of the following actions from the **Review** screen:
  - Verify the details, and click **Confirm**.  
The success message of transaction submission appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
9. Click **OK** to complete the transaction.

## 6.4 Limit Package Management - Clone

This topic provides the systematic instructions for corporate administrators to clone or copy existing limit packages to expedite the creation of new limit packages.

Administrator is allowed to make changes in it and save with different name.

### To clone a limit package:

1. Navigate to the **Limit Package Management** screen.
2. Perform one of the following actions:
  - Click **Search**.  
The **Limits Package Management** screen with search results appears based on the searched criteria.
  - Click **Clear** to reset the search parameters.
  - Click **Cancel** to cancel the search process.

**Figure 6-10 Limit Package Management - Search**

Limit Package Management


Package Code

Package Description

More Search Options ▼

| Package Code | Package Description | Touch Point | Currency | Updated On  |
|--------------|---------------------|-------------|----------|-------------|
| Limit Pkg 01 | Limit Packages 001  | APINTERNET  | GBP      | 11 May 2020 |

Page 1 of 1 (1 of 1 items)

  
**Limit Package**

You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package. If you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.

3. Click the **Limit Package Code** of the record for which you want to clone the details. The **Limits Management-View** screen appears.

**Figure 6-11 Limit Package Management - View**

Limit Package Management

Limit Package Code: Limit Pkg 01

Limit Package Description: Limit Packages 001

Touch Point: Internet

Currency: GBP

---


Transaction Name: Create Forex Deal

Cumulative Limit Daily: CLDAJzGBP - CLDAJzGBP

Cumulative Limit Monthly: CLMAJ2zGBP - CLMAJ2zGBP

Transaction Limit: TLAJzGBP - TLAJzGBP

Cooling Limit: coolLimit - coolLimit

  
**Limit Package Details**

You can edit the parameters set for each transaction available in a package or can delete the package by clicking on Delete button. Ensure this package is not in user before you proceed to delete. To speed up the process you can clone an existing limit package. You may also choose to go back to the previous screen or cancel the operation.

4. Click **Clone**. The **Limit Package Management - Create** screen appears with existing limit package details.

**Figure 6-12 Limit Package Management - Create**

Limit Package Management

Limit Package Code: Limit Pkg 02

Limit Package Description: Limit Package 002

Touch Point:  Touch Point  Touch Point Group  Global

Touch Point: Mobile Applica... ▾

Currency: GBP ▾

Transaction Name: V2 Fund Transfer ▾ [Delete Transaction](#)

Effective Date: 11 May 2020

Cumulative Limit Daily: CLDAJzGBP - CLDAJzGBP ▾

Cumulative Limit Monthly: bulkcummonth - bulkcummonth ▾

Transaction Limit: InvoiceTransaction - Invoice Transa... ▾

Cooling Limit: coolLimit - coolLimit ▾

Transaction Name: Create Bill Payment ▾ [Delete Transaction](#)

Effective Date: 11 May 2020

Cumulative Limit Daily: cumDlimit - cumulatibe daily limit ▾

Cumulative Limit Monthly: InvoiceMonthlyCum - Invoice Trans... ▾

Transaction Limit: TLAJzGBP - TLAJzGBP ▾

Cooling Limit: CPLAJzGBP - CPLAJzGBP ▾

[Add Transaction](#) | [Add Transaction Group](#)

[Save](#) [Cancel](#) [Back](#)

**Edit Package Details**

You can remove the transaction from the limit package or can delete/modify the limit definitions mapped against each transaction. You can also add new transaction(s) as part of this limits package.

5. Update limit package with required changes.
6. Perform one of the following actions:
  - Click **Save** to save the maintenance.  
The **Review** screen appears.
  - Click **Cancel** to cancel the transaction
  - Click **Back** to navigate to previous screen.
7. Perform one of the following actions from the **Review** screen:
  - Verify the details, and click **Confirm**.  
The success message of transaction submission appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
8. Click **OK** to complete the transaction.

## 6.5 Limit Package Management - Delete

This topic provides the systematic instructions for corporate administrators to delete limit packages.

### To delete a limit package:

1. Navigate to the **Limit Package Management** screen.
2. Perform one of the following actions:
  - Click **Search**.

The **Limits Package Management** screen with search results appears based on the searched criteria.

- Click **Clear** to reset the search parameters.
- Click **Cancel** to cancel the search process.

**Figure 6-13 Limit Package Management - Search**

Limit Package Management

Package Code \_\_\_\_\_

Package Description \_\_\_\_\_

More Search Options ▾

**Search** Clear

| Package Code | Package Description | Touch Point | Currency | Updated On  |
|--------------|---------------------|-------------|----------|-------------|
| Limit Pkg 01 | Limit Packages 001  | APINTERNET  | GBP      | 11 May 2020 |
| Limit 003    | Limit 03            | APINTERNET  | GBP      | 11 May 2020 |

Page 1 of 1 (1-2 of 2 items) ⏪ < 1 > ⏩

**Cancel**

**Limit Package**

You can now create a limit package for specific transaction and for group of transactions. Also you can define applicable Touch Point for a package. To speed up the process you can clone an existing limit package. If you want to create fresh package, ensure to maintain necessary transaction groups, Touch Point groups and required limit definitions before you proceed.

**Create**

3. Click the **Limit Package Code** of the record for which you want to view the details. The **Limits Management-View** screen appears.

**Figure 6-14 Limit Package Management - View**

Limit Package Management

Limit Package Code: Limit Pkg 01

Limit Package Description: Limit Packages 001

Touch Point: Internet

Currency: GBP

---

Transaction Name: Create Forex Deal

Cumulative Limit Daily: CLDAJzGBP - CLDAJzGBP

Cumulative Limit Monthly: CLMAJzGBP - CLMAJzGBP

Transaction Limit: TLAJzGBP - TLAJzGBP

Cooling Limit: coolLimit - coolLimit

**Clone**

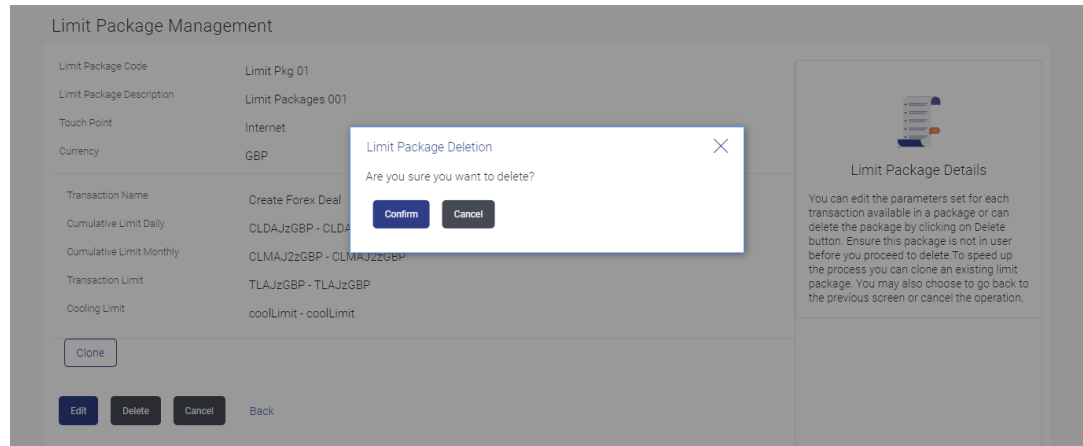
**Edit** **Delete** **Cancel** Back

**Limit Package Details**

You can edit the parameters set for each transaction available in a package or can delete the package by clicking on Delete button. Ensure this package is not in user before you proceed to delete. To speed up the process you can clone an existing limit package. You may also choose to go back to the previous screen or cancel the operation.

- Click **Delete**.  
The **Delete Warning** screen appears.

**Figure 6-15 Delete Limit Package**



- Perform one of the following actions:
  - Click **Confirm** to confirm the deletion.  
The success message of transaction submission appears.
  - Click **Cancel** to cancel the deletion process.
- Click **OK** to complete the transaction.

## 6.6 FAQ

- Can I delete transaction and/ or cumulative limits against a transaction in limit package?**  
No, existing limits against a transaction cannot be deleted; it can only be edited if effective date is starting from a future date.
- Why am I unable to delete a limit through limit definition screen?**  
There is a possibility that the limit that you are trying to delete is associated in the limit package against a transaction(s) and therefore the system is not allowing you to delete the same.
- Why am I unable to delete limits package through limit Package?**  
There is a possibility that the limit package that you are trying to delete is associated with a user.
- As part of edit, what can I update in the limits package maintenance?**  
You can edit the transaction and/ or cumulative limits against the transaction.  
  
You can delete the transaction(s) from the limits package and/or you can also add new transaction(s) as part of the limits package?
- Have created/ edited/ deleted Limits and/ or Limits package but it is not reflecting in the system even after a successful maintenance save message?**  
There is a possibility that the maintenance is saved but the status is 'Pending Approval'.  
  
For the maintenance, if there is an approval required then the changes will reflect only once the approver(s) approve the submitted request.

---

If the setup does not require an approval workflow or is self / auto approved, then the same will reflect immediately.

**6. Can I view or modify the limit packages created by the bank administrator?**

No, you will not be able to access the limit packages created by the Bank Administrator.

**7. Can I view or modify the limit packages created by the other corporate administrator under the same GCIF?**

Yes, you will be able to view and modify the limit packages created by you or any other corporate administrator under your GCIF provided necessary accesses are assigned to you.

# 7

## File Upload Maintenance

This topic describes how corporate administrators use the File Upload setup to create file identifiers and map them to users.

File Uploads facilitates processing of multiple transactions through a single file. This is a faster way of processing transactions than entering transactions one after another. Salary payments, fund transfers, vendor payments are few examples of financial transactions that can be supported through file upload. A non-financial transaction to facilitate upload of multiple payee details, at a single instance, is also possible through file upload.

The File Upload functionality enables users to process:

- Internal payments (within the bank)
- Domestic payments (within the country)
- International payments (cross border)
- Mixed payments
- Create Payees / Beneficiaries
- Create Virtual Accounts, Structure & Identifiers

Oracle Banking Digital Experience File Upload module enables Corporates to process files of payments according to agreed operational and business rules and save time. File Uploads facility is simple to use, has daily transaction limits and comes with the security of dual / multi signatory approvals.

# 8

## File Identifier Maintenance

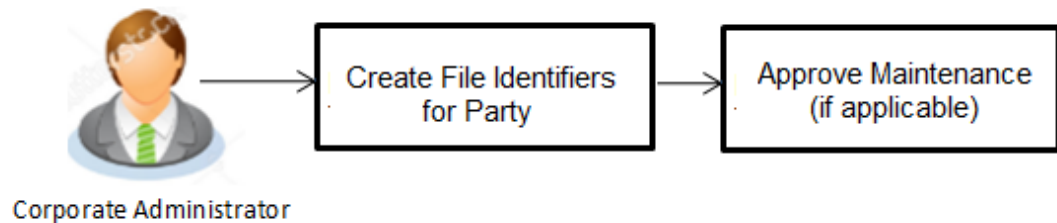
This topic describes the ability of Corporate Administrators to generate file identifiers (FIs) for their organization.

This enables the corporate to process file uploads. A File Identifier is always mapped to a specific single file template. It permits configuration of corporate preferences like approval type (file level/ record level) for a particular type of file.

### Pre-requisites

- Party Preferences is maintained for Corporate
- Party and Account access has been set for corporate and its users
- Approval Rules are setup for the corporate

**Figure 8-1 Workflow**



### Features Supported In Application

- [View File Identifier](#)
  - [Create File Identifier](#)
  - [Edit File Identifier](#)
1. Perform anyone of the following navigation to access the **File Identifier Maintenance** screen.
    - From **Corporate Administrator Dashboard**, under **Quick Links**, click **File Upload**, and then click **File Identifier Maintenance**
    - From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **File Upload**. Under **File Upload**, click **File Identifier Maintenance**.
  - [File Identifier Maintenance - Summary](#)  
This topic provides the systematic instructions to user for viewing previously created file identifiers for their organization on the File Identifier Maintenance screen.
  - [File Identifier Maintenance - Create](#)  
This topic provides the systematic instructions to user for creating a file identifier.
  - [File Identifier Maintenance - Edit](#)  
This topic provides the systematic instructions to users for updating previously created file identifiers for their organization on the File Identifier Maintenance screen.

- [FAQ](#)

## 8.1 File Identifier Maintenance - Summary

This topic provides the systematic instructions to user for viewing previously created file identifiers for their organization on the File Identifier Maintenance screen.

### To view the file identifiers:

1. Navigate to the **File Identifier Maintenance** screen.
2. Perform one of the following actions:
  - View **File Identifier Maintenance** screen with FI's mapped to the users.
  - Click **Cancel** to cancel the transaction.

**Figure 8-2 File Identifier Maintenance - Summary**

File Identifier Maintenance

Party ID: \*\*\*308  
Party Name: Sunrise Coffee

File Identifiers

| Sr. no. | File Identifier   | Description       | Transaction Type        | Approval Type |
|---------|-------------------|-------------------|-------------------------|---------------|
| 1       | Bhavns            | Bhavns            | Internal Funds Transfer | File          |
| 2       | InternalFTDeISDMC | InternalFTDeISDMC | Internal Funds Transfer | File          |
| 3       | InternalFTMDMC    | InternalFTMDMC    | Internal Funds Transfer | Record        |

Cancel

**Note**  
Assignment of file identifiers to different parties can be done. Approval type needs to be set as whether it would be record level or file level. File template can be selected for the maintenance. Once this is created for a party, account level changes can be done from User File Identifier mapping screen.

Create

### **Note**

The fields which are marked as Required are mandatory.

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

**Table 8-1 File Identifier Maintenance - Summary- Field Description**

| Field Name              | Description   |
|-------------------------|---|
| <b>Party ID</b>         | Party ID of the corporate.  |
| <b>Party Name</b>       | Party name corresponding to the party ID.   |
| <b>File Identifiers</b> |   |
| <b>Sr. No.</b>          | Serial number of the record.  |
| <b>File Identifier</b>  | Unique code/ name assigned for the party preferences for handling of payment files. |
| <b>Description</b>      | File name / code description corresponding to the file upload code.                 |

**Table 8-1 (Cont.) File Identifier Maintenance - Summary- Field Description**

| Field Name              | Description   |
|-------------------------|---|
| <b>Transaction Type</b> | Type of transaction:<br>The Transaction type can be: <ul style="list-style-type: none"> <li>• <b>Internal funds Transfer</b></li> <li>• <b>Domestic Funds Transfer</b></li> <li>• <b>International Funds Transfer</b></li> <li>• <b>Mixed Transfer</b></li> <li>• <b>Internal Payee</b></li> <li>• <b>Domestic Payee</b></li> <li>• <b>International Payee</b></li> <li>• <b>Mixed Payee</b></li> <li>• <b>Demand Draft Payee</b></li> <li>• <b>Create Virtual Accounts</b></li> <li>• <b>Create Virtual Account Structure</b></li> <li>• <b>Create Virtual Identifiers</b></li> <li>• <b>Delete Virtual Accounts</b></li> <li>• <b>Mixed Payments</b></li> <li>• <b>Create Invoices</b></li> </ul> |
| <b>Approval Type</b>    | The approval type is at file level or record level.   |

3. Click the **File Identifier Record**, for which you want to view the details. The **File Identifier Maintenance - View** screen appears.

**Figure 8-3 File Identifier Maintenance - View**

File Identifier Maintenance

---

Details

|                       |  |
|-----------------------|--|
| Party Id              | ***308   |
| Party Name            | Sunrise Coffee   |
| File Identifier       | InternalFTDeISDMC  |
| Description           | InternalFTDeISDMC  |
| File Template         | Internal Funds Transfer Delimited SDMC   |
| Maximum No Of Records | 100  |
| Transaction Type      | Internal Funds Transfer  |
| Accounting Type       | Single Debit Multiple Credit   |
| File Type             | DELIMITED  |
| Format Type           | CSV,XML,XLS,XLSX   |
| Approval Type         | <input type="button" value="Record Level"/> <input checked="" type="button" value="File Level"/> |

**Note**

The fields which are marked as Required are mandatory.

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

**Table 8-2 File Identifier Maintenance - View- Field Description**

| Field Name                              | Description   |
|---|---|
| <b>Party ID</b>                         | Party ID of the corporate.  |
| <b>Party Name</b>                       | Party name corresponding to the party ID.   |
| <b>Details</b>                          |   |
| <b>File Identifier</b>                  | Unique code assigned to the uploaded file.  |
| <b>Description</b>                      | Descriptions corresponding to the file upload code.   |
| <b>File Template</b>                    | <p>Predefined file templates.<br/>Few examples of file templates are:</p> <ul style="list-style-type: none"> <li>• <b>Internal funds Transfer</b></li> <li>• <b>Domestic Funds Transfer</b></li> <li>• <b>International Funds Transfer</b></li> <li>• <b>Mixed Transfer</b></li> <li>• <b>Internal Payee</b></li> <li>• <b>Domestic Payee</b></li> <li>• <b>International Payee</b></li> <li>• <b>Mixed Payee</b></li> <li>• <b>Demand Draft Payee</b></li> <li>• <b>Create Virtual Accounts</b></li> <li>• <b>Create Virtual Accounts Structure</b></li> <li>• <b>Create Virtual Identifier</b></li> <li>• <b>Create Invoices</b></li> </ul> |
| <b>Maximum No of Records</b>            | Maximum number of records in the uploaded file.   |
| <b>Partial Processing Tolerance (%)</b> | <p>The partial processing tolerance for a file (in percentage terms). Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.</p> <p>This field is applicable only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.</p>   |
| <b>Debit Account Number</b>             | <p>Debit account number.</p> <p>This field appears only for file templates having <b>Account ID defined at FI level</b>.</p>  |
| <b>Transaction Type</b>                 | Type of transaction.  |
| <b>File Type</b>                        | The file type - delimited or fixed length.  |
| <b>Format Type</b>                      | <p>The format in which file is uploaded.</p> <p>The format could be CSV, XML, XLS, XLSX.</p>  |
| <b>Approval Type</b>                    | <p>The approval type is at file level or record level.</p> <ul style="list-style-type: none"> <li>• <b>File Level</b> - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse.</li> <li>• <b>Record Level</b> - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>  |

4. Perform one of the following actions:
  - Click **Edit** to modify the file identifier.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.

## 8.2 File Identifier Maintenance - Create

This topic provides the systematic instructions to user for creating a file identifier.

### To create a file identifier:

1. Navigate to the **File Identifier Maintenance** screen.
2. Perform one of the following actions:
  - Click **Create**.

The **File Identifier Maintenance - Create** screen appears.

- Click **Cancel** to cancel the transaction.
- Click **Back** to navigate to the previous screen.

**Figure 8-4 File Identifier Maintenance - Create**

### **Note**

The fields which are marked as Required are mandatory.

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

**Table 8-3 File Identifier Maintenance - Create- Field Description**

| Field Name        | Description                               |
|-------------------|---|
| <b>Party ID</b>   | Party ID of the corporate.                |
| <b>Party Name</b> | Party name corresponding to the party ID. |

Table 8-3 (Cont.) File Identifier Maintenance - Create- Field Description

| Field Name                              | Description   |
|---|---|
| <b>Details</b>                          |   |
| <b>File Identifier</b>                  | Unique code assign to the uploaded file.  |
| <b>Description</b>                      | Descriptions corresponding to the file upload code.   |
| <b>File Template</b>                    | <p>Predefined file templates.<br/>Few examples of file templates are:</p> <ul style="list-style-type: none"> <li>• <b>Internal funds Transfer</b></li> <li>• <b>Domestic Funds Transfer</b></li> <li>• <b>International Funds Transfer</b></li> <li>• <b>Mixed Transfer</b></li> <li>• <b>Internal Payee</b></li> <li>• <b>Domestic Payee</b></li> <li>• <b>International Payee</b></li> <li>• <b>Mixed Payee</b></li> <li>• <b>Demand Draft Payee</b></li> <li>• <b>Create Virtual Accounts</b></li> <li>• <b>Create Virtual Accounts Structure</b></li> <li>• <b>Create Virtual Identifier</b></li> <li>• <b>Create Invoices</b></li> </ul>   |
| <b>Maximum No of Records</b>            | Maximum number of records in the uploaded file.   |
| <b>Partial Processing Tolerance (%)</b> | <p>The partial processing tolerance for a file (in percentage terms).<br/>Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.</p> <p>This field will be displayed only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.</p>   |
| <b>Debit Account Number</b>             | <p>Account number of the account to be debited.<br/>This field appears only for file templates having <b>Account ID defined at FI level</b>.</p>  |
| <b>Transaction Type</b>                 | <p>Type of transaction:<br/>The transaction type can be:</p> <ul style="list-style-type: none"> <li>• <b>Internal funds Transfer</b></li> <li>• <b>Domestic Funds Transfer</b></li> <li>• <b>International Funds Transfer</b></li> <li>• <b>Mixed Transfer</b></li> <li>• <b>Internal Payee</b></li> <li>• <b>Domestic Payee</b></li> <li>• <b>International Payee</b></li> <li>• <b>Mixed Payee</b></li> <li>• <b>Demand Draft Payee</b></li> <li>• <b>Create Virtual Accounts</b></li> <li>• <b>Create Virtual Account Structure</b></li> <li>• <b>Create Virtual Identifiers</b></li> <li>• <b>Delete Virtual Accounts</b></li> <li>• <b>Mixed Payments</b></li> <li>• <b>Create Invoices</b></li> </ul> |
| <b>File Type</b>                        | The file type - delimited or fixed length.  |
| <b>Format Type</b>                      | <p>The format in which file is uploaded.<br/>The format could be CSV, XML, XLS, XLSX.</p>   |

**Table 8-3 (Cont.) File Identifier Maintenance - Create- Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Approval Type</b> | <p>The approval type is at file level or record level.</p> <ul style="list-style-type: none"> <li>• <b>File Level</b> - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse</li> <li>• <b>Record Level</b> - The approver could approve some records, and rejects others. Payments are processed only for approved records</li> </ul> |

3. In the **File Identifier** field, enter the code of the file to be uploaded.
4. In the **Description** field, enter the file description corresponding to the file code.
5. From the **File Template** list, select the file template.
  - If you select a file templates having Account ID defined at FI level, enter the Debit Account Number.
6. Select the appropriate **Approval Type**.
7. Perform one of the following actions:
  - Click **Save**.  
The **Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
8. Perform one of the following actions:
  - Verify the details and click **Confirm**.  
The success message appears along with the transaction reference number and status.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
9. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## 8.3 File Identifier Maintenance - Edit

This topic provides the systematic instructions to users for updating previously created file identifiers for their organization on the File Identifier Maintenance screen.

### To edit file identifier:

1. Navigate to the **File Identifier Maintenance** screen.
2. Click the **File Identifier** record, for which you want to view the details.  
The **File Identifier Maintenance - View** screen appears.
3. Click **Edit** to edit the file identifier mapping.  
The **File Identifier Maintenance - Edit** screen appears.

**Figure 8-5 File Identifier Maintenance - Edit**

File Identifier Maintenance

---

Details

|                       |  |
|-----------------------|--|
| Party Id              | ***308   |
| Party Name            | Sunrise Coffee   |
| File Identifier       | InternalFTDeISDMC  |
| Description           | InternalFTDeISDMC  |
| File Template         | Internal Funds Transfer Delimited SDMC   |
| Maximum No Of Records | 1000   |
| Transaction Type      | Internal Funds Transfer  |
| Accounting Type       | Single Debit Multiple Credit   |
| File Type             | DELIMITED  |
| Format Type           | CSV,XML,XLS,XLSX   |
| Approval Type         | <input type="button" value="Record Level"/> <input checked="" type="button" value="File Level"/> |

**Note**

The fields which are marked as Required are mandatory.

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

**Table 8-4 File Identifier Maintenance - Edit- Field Description**

| Field Name                              | Description   |
|---|---|
| <b>Party ID</b>                         | Party ID of the file identifier is displayed.   |
| <b>Party Name</b>                       | Party name corresponding to the party ID is displayed.  |
| <b>Details</b>                          |   |
| <b>File Identifier</b>                  | Unique code assign to the uploaded file is displayed.   |
| <b>Description</b>                      | Descriptions corresponding to the file upload code.   |
| <b>File Template</b>                    | Predefined file templates is displayed.   |
| <b>Maximum No of Records</b>            | Maximum number of records in the uploaded file.   |
| <b>Partial Processing Tolerance (%)</b> | <p>The partial processing tolerance for a file (in percentage terms). Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.</p> <p>This field will be displayed only when approval is Record Type and for certain file formats – namely when accounting type is a) Single Debit Single Credit or b) Multi Debit Multi Credit.</p> |
| <b>Debit Account Number</b>             | <p>Account number of the account to be debited is displayed.</p> <p>This field appears only for file templates having <b>Account ID defined at FI level.</b></p>  |

Table 8-4 (Cont.) File Identifier Maintenance - Edit- Field Description

| Field Name              | Description   |
|-------------------------|---|
| <b>Transaction Type</b> | Type of transaction is displayed.<br>The Transaction type can be: <ul style="list-style-type: none"> <li>• <b>Internal funds Transfer</b></li> <li>• <b>Domestic Funds Transfer</b></li> <li>• <b>International Funds Transfer</b></li> <li>• <b>Mixed Payments</b></li> <li>• <b>Internal Payee</b></li> <li>• <b>Domestic Payee</b></li> <li>• <b>International Payee</b></li> <li>• <b>Mixed Payee</b></li> <li>• <b>Demand Draft Payee</b></li> <li>• <b>Create Virtual Accounts</b></li> <li>• <b>Create Virtual Accounts Structure</b></li> <li>• <b>Create Virtual Identifier</b></li> <li>• <b>Delete Virtual Accounts</b></li> <li>• <b>Create Invoices</b></li> </ul> |
| <b>File Type</b>        | The file type is displayed.   |
| <b>Format Type</b>      | The format in which file is uploaded is displayed.<br>The format could be CSV, XML, XLS, XLSX.  |
| <b>Approval Type</b>    | The approval type is at file level or record level is displayed. <ul style="list-style-type: none"> <li>• <b>File Level</b> - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse.</li> <li>• <b>Record Level</b> - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>  |

- Edit the required file identifiers. e.g. Description, Maximum Number of Records, and Partial Processing Tolerance – if required.
- Perform one of the following actions:
  - Click **Save** to save the modified details.  
The **File Identifier Maintenance – Edit - Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
- Perform one of the following actions:
  - Verify the details, and click **Confirm**.  
The success message of saving the file identifier modification appears along with the transaction reference number and status.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.
- Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## 8.4 FAQ

- What are the different types of transaction types, accounting types, and file formats supported?**

The following table details the different transaction types, accounting types, and file formats supported. A file template supports each of the combination.

| Sr No. | Parameter        | Types  |
|--------|------------------|--|
| 1      | Transaction Type | Internal funds Transfer<br>Domestic Funds Transfer<br>International Funds Transfer<br>Mixed Transfer<br>Payee Files<br>Create Virtual Accounts, Structure, Identifier<br>Create Invoices |
| 2      | Accounting Type  | Single Debit, Single Credit (SDSC)<br>Single Debit, Multi Credit (SDMC)<br>Multi Debit, Multi Credit (MDMC)  |
| 3      | Approval Type    | File Level<br>Record Level   |
| 4      | Format Type      | CSV, XML, XLS, XLSX  |

## 2. What is the business rationale of having different accounting types?

Find below the accounting types catered through file templates, and business examples:

| Sr No. | Accounting Type                    | Business Example   | Approval Type            |
|--------|------------------------------------|--|--------------------------|
| 1      | Single Debit, Single Credit (SDSC) | A corporate may want to make monthly payments to its various vendors from one central account. So though the debit account is the same across all records, the credit accounts are different and the debit accounting entry is not consolidated. | Record Type or File Type |
| 2      | Single Debit, Multi Credit (SDMC)  | A corporate may want to make monthly salary payments to all its employees. A single consolidated debit entry is passed, against multiple credits to different accounts.  | File Type                |

| Sr No. | Accounting Type                 | Business Example   | Approval Type |
|--------|---------------------------------|--|---------------|
| 3      | Multi Debit, Multi Credit (MDC) | This file format caters to a lot of one to one transfers between two parties for various payments. Organizations that are brokers or intermediaries in trade contracts, may find this format more suitable for their business needs. | Record Type   |

**3. What is the business rationale of having different approval types?**

A record type approval, gives more flexibility to the corporate user – in the sense, that even if some records are not validated, the file could still be processed (only those records that have passed validations) and file type approval, gives more control to the corporate user. Since all records in the file have to pass validations, before a file is processed.

**4. What is the role of an administrator in file upload?**

The administrator is from the corporate side, who creates file identifiers, for his party.

**5. What is a 'File Upload Template'?**

A template that is used to upload a file, distinguishes one file from another, depending on the transaction type of the payment, format of the file to be uploaded, approval type set-up for the file, and accounting type of a payment file is known as 'File Upload Template.

# 9

## User File Identifier Mapping

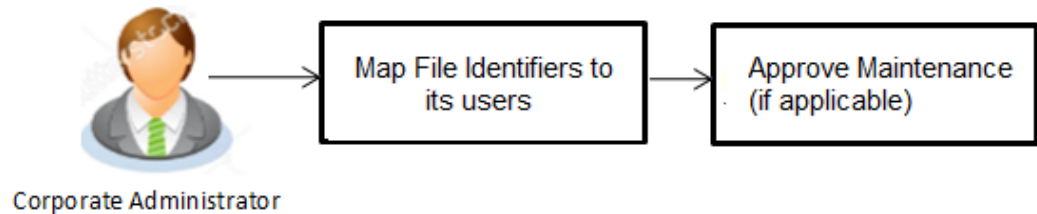
This topic describes the functionality that enables corporate administrators to map desired file identifiers to corporate users.

This mapping enables corporate users to upload and view specific bulk files.

### Pre-requisites:

- Party Preferences is maintained for Corporate
- Party and Account access has been set for corporate and its users
- Set-up Transaction and account access
- Approval Rules are setup for the corporate File Identifier Maintenance is done

**Figure 9-1 Workflow**



### Features Supported In Application

This option allows the corporate administrator to:

- [View User File Identifier Mapping](#)
  - [Create User File Identifier Mapping](#)
  - [Edit User File Identifier Mapping](#)
1. Perform anyone of the following navigation to access the **User File Identifier Mapping** screen.
    - From **Corporate Administrator Dashboard**, under **Quick Links**, click **File Upload**, and then click **User File Identifier Mapping**.
    - From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **File Upload**.

Under **File Upload**, click **User File Identifier Mapping**.

The **User File Identifier Mapping** screen appears.


- [User File Identifier Mapping - Create](#)  
This topic provides the systematic instructions to corporate administrators for mapping the file identifiers to a specific user.

- [User File Identifier Mapping - Details](#)  
This topic provides the systematic instructions to corporate administrators for viewing the file identifiers mapped to their respective users.
- [User File Identifier Mapping - Create](#)  
This topic provides the systematic instructions to corporate administrators for mapping the file identifiers to a specific user.
- [User File Identifier Mapping – Edit](#)  
This topic provides the systematic instructions to corporate administrators for updating user file identifier mappings.
- [FAQ](#)

## 9.1 User File Identifier Mapping - Create

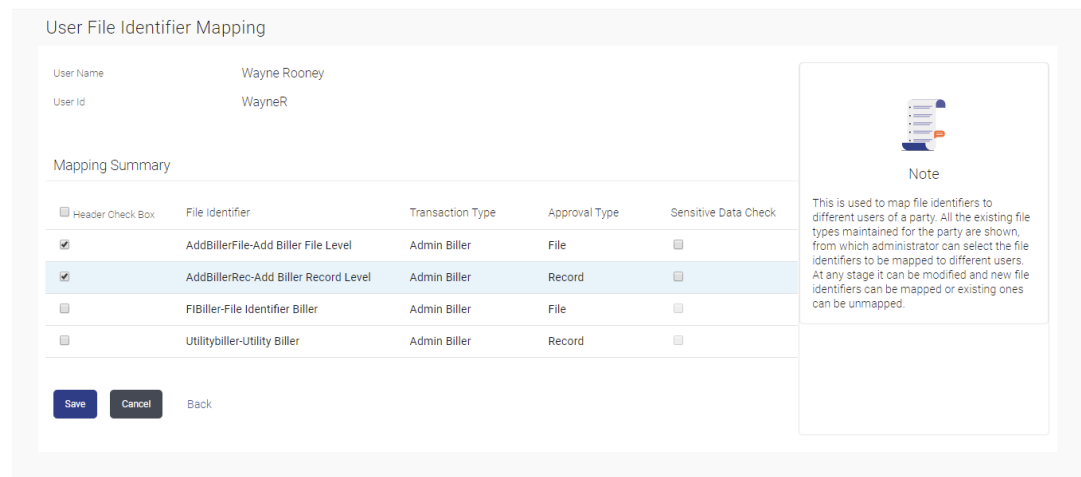
This topic provides the systematic instructions to corporate administrators for mapping the file identifiers to a specific user.

### To map a user to a file identifier:

1. Navigate to the **User File Identifier Mapping - View** screen.
2. Click the  icon of file identifier record, for which you want to map the user.

The **User File Identifier Mapping - Create** screen appears.

**Figure 9-2 User File Identifier Mapping - Create**



User File Identifier Mapping

User Name: Wayne Rooney  
User Id: WayneR

Mapping Summary

| <input type="checkbox"/> Header Check Box | File Identifier                    | Transaction Type | Approval Type | Sensitive Data Check     |
|---|------------------------------------|------------------|---------------|--------------------------|
| <input checked="" type="checkbox"/>       | AddBillFile-Add Biller File Level  | Admin Biller     | File          | <input type="checkbox"/> |
| <input checked="" type="checkbox"/>       | AddBillRec-Add Biller Record Level | Admin Biller     | Record        | <input type="checkbox"/> |
| <input type="checkbox"/>                  | FIBiller-File Identifier Biller    | Admin Biller     | File          | <input type="checkbox"/> |
| <input type="checkbox"/>                  | Utilitybiller-Utility Biller       | Admin Biller     | Record        | <input type="checkbox"/> |

**Note**

This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which administrator can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

### Note

The fields which are marked as Required are mandatory.

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

**Table 9-1 User File Identifier Mapping - Create - Field Description**

| Field Name                  | Description   |
|-----------------------------|---|
| <b>User Name</b>            | User name of the corporate user.  |
| <b>User Id</b>              | User ID of the user.  |
| <b>Mapping Summary</b>      |   |
| <b>File Identifier</b>      | Unique code assigned to the uploaded file.  |
| <b>Transaction Type</b>     | Type of transaction:<br>The Transaction type can be: <ul style="list-style-type: none"> <li>• <b>Internal funds Transfer,</b></li> <li>• <b>Domestic Funds Transfer,</b></li> <li>• <b>International Funds Transfer,</b></li> <li>• <b>Mixed Transfer</b></li> <li>• <b>Internal / Domestic / International / Mixed Payees</b></li> <li>• <b>Create Virtual Accounts</b></li> <li>• <b>Create Virtual Accounts Structure</b></li> <li>• <b>Create Virtual Identifier</b></li> <li>• <b>Create Invoices</b></li> </ul> |
| <b>Approval Type</b>        | The approval type is at file level or record level. <ul style="list-style-type: none"> <li>• <b>File Level</b> - The approver accepts or rejects the entire file, and all records are either processed or rejected.</li> <li>• <b>Record Level</b> - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>  |
| <b>Sensitive Data Check</b> | If selected, the users are barred from viewing the contents of the file.  |

3. In the **Mapping Summary** section, select the file identifier which you want to map to the user.
4. Perform one of the following actions:
  - Click **Save**.  
The **User File Identifier Mapping – Create - Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to the previous screen.
5. Perform one of the following actions:
  - Verify the details and click **Confirm**.  
The success message of submitting the File Identifier Mapping appears along with the transaction reference number and status.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to the previous screen.
6. Click **OK** to complete the transaction and navigate back to Dashboard.

## 9.2 User File Identifier Mapping - Details

This topic provides the systematic instructions to corporate administrators for viewing the file identifiers mapped to their respective users.

1. Navigate to the **User File Identifier Mapping** screen.

**Figure 9-3 User File Identifier Mapping - Details**

**User File Identifier Mapping**

Party ID: \*\*\*411  
Party Name: Test CL & CF Linked

**Users List**

| Initials | User Details              | Contact Details                      | Mapping |
|----------|---------------------------|--------------------------------------|---------|
| SC       | Sweta Corpadmin sweadmin2 | sweta.a.thakur@oracle.com 9999999999 |         |
| SO       | Sweta OBCL sweobcl1       | sweta.a.thakur@oracle.com 9999999999 |         |
| SO       | Sweta obcl sweobcl2       | sweta.a.thakur@oracle.com 9999999999 |         |
| SO       | sweta obcl3 sweobcl3      | sweta.a.thakur@oracle.com 9999999999 |         |

Cancel

**Note**  
This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which administrator can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 9-2 User File Identifier Mapping - Details - Field Description**

| Field Name             | Description  |
|------------------------|--|
| <b>Party ID</b>        | Party ID of the corporate.   |
| <b>Party Name</b>      | Party name corresponding to the party ID.  |
| <b>Users List</b>      |  |
| <b>Initials</b>        | The initials of the user id.   |
| <b>User Details</b>    | The details of the user like user name or user id.   |
| <b>Contact Details</b> | Contact number of the user.  |
| <b>Mapping</b>         | <p>Displays whether the file identifier is mapped to the user.</p> <ul style="list-style-type: none"> <li> - denotes that the file identifier is mapped to the user.</li> <li></li> <li></li> </ul> <p>- denotes that the file identifier is not mapped to the user.</p> |

- Click the file identifier record for which you want to view the details.

The **User File Identifier Mapping - View** screen appears.

**Figure 9-4 User File Identifier Mapping - View**

User File Identifier Mapping

User Name: Amit Jadhav  
User Id: trmaker4308

Mapping Summary

| <input type="checkbox"/> Header Check Box | File Identifier                   | Transaction Type        | Approval Type | Sensitive Data Check     |
|---|-----------------------------------|-------------------------|---------------|--------------------------|
| <input checked="" type="checkbox"/>       | Bhavns-Bhavns                     | Internal Funds Transfer | File          | <input type="checkbox"/> |
| <input checked="" type="checkbox"/>       | InternalFTDeSDMC-InternalFTDeSDMC | Internal Funds Transfer | File          | <input type="checkbox"/> |
| <input checked="" type="checkbox"/>       | InternalFTMDMC-InternalFTMDMC     | Internal Funds Transfer | Record        | <input type="checkbox"/> |

**Note**  
This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which administrator can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 9-3 User File Identifier Mapping - View - Field Description**

| Field Name                  | Description   |
|-----------------------------|---|
| <b>User Name</b>            | User name of the corporate user   |
| <b>User Id</b>              | User ID of the user.  |
| <b>Mapping Summary</b>      |   |
| <b>File Identifier</b>      | Unique code assigned to the uploaded file.  |
| <b>Transaction Type</b>     | Type of transaction:<br>The Transaction type can be: <ul style="list-style-type: none"> <li>• <b>Internal funds Transfer,</b></li> <li>• <b>Domestic Funds Transfer,</b></li> <li>• <b>International Funds Transfer,</b></li> <li>• <b>Mixed Transfer</b></li> <li>• <b>Internal / Domestic / International / Mixed Payees</b></li> <li>• <b>Create Virtual Accounts</b></li> <li>• <b>Create Virtual Accounts Structure</b></li> <li>• <b>Create Virtual Identifier</b></li> </ul> |
| <b>Approval Type</b>        | The approval type is at file level or record level. <ul style="list-style-type: none"> <li>• <b>File Level</b> - The approver accepts or rejects the entire file, and all records are either processed or rejected.</li> <li>• <b>Record Level</b> - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>  |
| <b>Sensitive Data Check</b> | If selected, the users are barred from viewing the contents of the file.  |


- Perform one of the following actions:
  - Click **Edit** to modify the user file identifier mapping.
  - Click **Back** to navigate to the previous screen.

- Click **Cancel** to cancel the transaction.

## 9.3 User File Identifier Mapping - Create

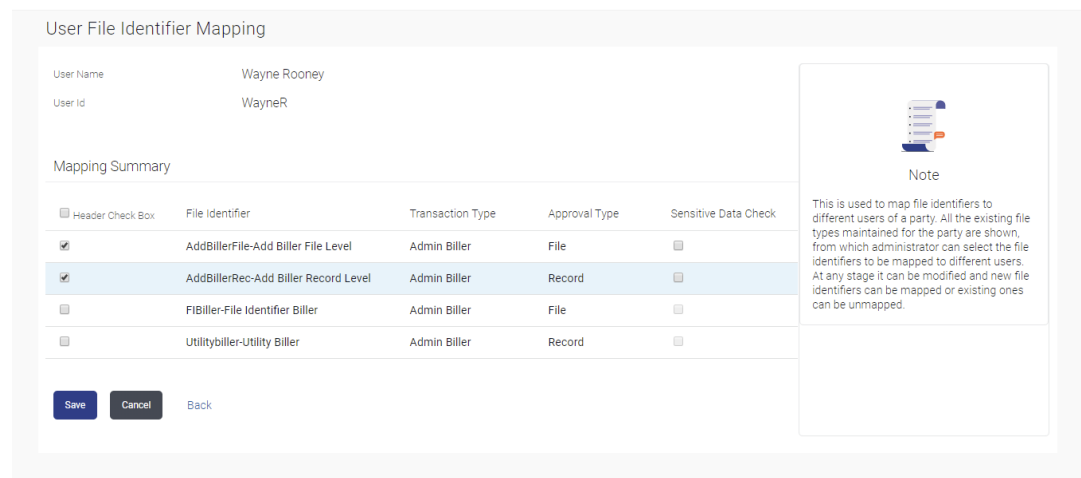
This topic provides the systematic instructions to corporate administrators for mapping the file identifiers to a specific user.

### To map a user to a file identifier:

1. Navigate to the **User File Identifier Mapping - View** screen.
2. Click the  icon of file identifier record, for which you want to map the user.

The **User File Identifier Mapping - Create** screen appears.

**Figure 9-5 User File Identifier Mapping - Create**



User File Identifier Mapping

User Name: Wayne Rooney  
User Id: WayneR

Mapping Summary

| <input type="checkbox"/> Header Check Box | File Identifier                      | Transaction Type | Approval Type | Sensitive Data Check     |
|---|--------------------------------------|------------------|---------------|--------------------------|
| <input checked="" type="checkbox"/>       | AddBillFile-Add Biller File Level    | Admin Biller     | File          | <input type="checkbox"/> |
| <input checked="" type="checkbox"/>       | AddBillerRec-Add Biller Record Level | Admin Biller     | Record        | <input type="checkbox"/> |
| <input type="checkbox"/>                  | FIBiller-File Identifier Biller      | Admin Biller     | File          | <input type="checkbox"/> |
| <input type="checkbox"/>                  | Utilitybiller-Utility Biller         | Admin Biller     | Record        | <input type="checkbox"/> |

**Note**

This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which administrator can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

### Note

The fields which are marked as Required are mandatory.

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

**Table 9-4 User File Identifier Mapping - Create - Field Description**

| Field Name             | Description                                |
|------------------------|--|
| <b>User Name</b>       | User name of the corporate user.           |
| <b>User Id</b>         | User ID of the user.                       |
| <b>Mapping Summary</b> |  |
| <b>File Identifier</b> | Unique code assigned to the uploaded file. |

Table 9-4 (Cont.) User File Identifier Mapping - Create - Field Description


| Field Name                  | Description   |
|-----------------------------|---|
| <b>Transaction Type</b>     | Type of transaction:<br>The Transaction type can be: <ul style="list-style-type: none"> <li>• <b>Internal funds Transfer,</b></li> <li>• <b>Domestic Funds Transfer,</b></li> <li>• <b>International Funds Transfer,</b></li> <li>• <b>Mixed Transfer</b></li> <li>• <b>Internal / Domestic / International / Mixed Payees</b></li> <li>• <b>Create Virtual Accounts</b></li> <li>• <b>Create Virtual Accounts Structure</b></li> <li>• <b>Create Virtual Identifier</b></li> <li>• <b>Create Invoices</b></li> </ul> |
| <b>Approval Type</b>        | The approval type is at file level or record level. <ul style="list-style-type: none"> <li>• <b>File Level</b> - The approver accepts or rejects the entire file, and all records are either processed or rejected.</li> <li>• <b>Record Level</b> - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>  |
| <b>Sensitive Data Check</b> | If selected, the users are barred from viewing the contents of the file.  |

- In the **Mapping Summary** section, select the file identifier which you want to map to the user.
- Perform one of the following actions:
  - Click **Save**.  
The **User File Identifier Mapping – Create - Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to the previous screen.
- Perform one of the following actions:
  - Verify the details and click **Confirm**.  
The success message of submitting the File Identifier Mapping appears along with the transaction reference number and status.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to the previous screen.
- Click **OK** to complete the transaction and navigate back to Dashboard.

## 9.4 User File Identifier Mapping – Edit

This topic provides the systematic instructions to corporate administrators for updating user file identifier mappings.

### To edit a file identifier:

- Navigate to the **User File Identifier Mapping - View** screen.
- Click the  icon of file identifier record, for which you want to edit the mapping.  
The **User File Identifier Mapping - Edit** screen appears.

**Figure 9-6 User File Identifier Mapping – Edit**

User File Identifier Mapping

User Name: Wayne Rooney  
User Id: WayneR

Mapping Summary

| <input type="checkbox"/> Header Check Box | File Identifier                      | Transaction Type | Approval Type | Sensitive Data Check     |
|---|--------------------------------------|------------------|---------------|--------------------------|
| <input checked="" type="checkbox"/>       | AddBillerFile-Add Biller File Level  | Admin Biller     | File          | <input type="checkbox"/> |
| <input checked="" type="checkbox"/>       | AddBillerRec-Add Biller Record Level | Admin Biller     | Record        | <input type="checkbox"/> |
| <input type="checkbox"/>                  | FIbiller-File Identifier Biller      | Admin Biller     | File          | <input type="checkbox"/> |
| <input type="checkbox"/>                  | Utilitybiller-Utility Biller         | Admin Biller     | Record        | <input type="checkbox"/> |

Buttons: Save, Cancel, Back

**Note**

This is used to map file identifiers to different users of a party. All the existing file types maintained for the party are shown, from which administrator can select the file identifiers to be mapped to different users. At any stage it can be modified and new file identifiers can be mapped or existing ones can be unmapped.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 9-5 User File Identifier Mapping – Edit - Field Description**

| Field Name                  | Description  |
|-----------------------------|--|
| <b>User Name</b>            | User name of the corporate user.   |
| <b>User ID</b>              | User ID of the user.   |
| <b>Mapping Summary</b>      |  |
| <b>File Identifier</b>      | Unique code assigned to the uploaded file.   |
| <b>Transaction Type</b>     | Type of transaction:<br>The Transaction type can be: <ul style="list-style-type: none"> <li>• <b>Internal funds Transfer,</b></li> <li>• <b>Domestic Funds Transfer,</b></li> <li>• <b>International Funds Transfer,</b></li> <li>• <b>Mixed Transfer</b></li> <li>• <b>Internal / Domestic / International / Mixed Payees</b></li> <li>• <b>Create Virtual Accounts</b></li> <li>• <b>Create Virtual Accounts Structure</b></li> <li>• <b>Create Virtual Identifier</b></li> <li>• <b>Create Invoice</b></li> </ul> |
| <b>Approval Type</b>        | The approval type is at file level or record level. <ul style="list-style-type: none"> <li>• <b>File Level</b> - The approver accepts or rejects the entire file, and all records are either processed or rejected.</li> <li>• <b>Record Level</b> - The approver could approve some records, and rejects others. Payments are processed only for approved records.</li> </ul>   |
| <b>Sensitive Data Check</b> | If selected, the users are barred from viewing the contents of the file.   |

View the details of File Identifier mapping already saved.

3. Select the check box to map / un-map a File Identifier to a user and to enable or disable the **Sensitive Data Check**, select the check box.
4. Perform one of the following actions:
  - Click **Save** to save the modified details.  
The **User File Identifier Mapping – Edit – Review** screen appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to the previous screen.
5. Perform one of the following actions:
  - Verify the details, and click **Confirm**.  
The success message of submitting the File Identifier Mapping appears along with the transaction reference number and status.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to the previous screen.
6. Click **OK** to complete the transaction and navigate back to Dashboard.

## 9.5 FAQ

1. **Can all users of a particular corporate access all file types, mapped to the corporate?**  
No, only users who are mapped to particular File Identifier's can access those files. For example, only the Human Resource Department of a corporate may have access to upload / view and enquire status of salary files.  
Mapping File Identifier's to users thus enables access of certain types of file, to certain users.
2. **If a user is mapped to a File Identifier, and he has uploaded a file – but post this, he is no longer mapped to the File Identifier – can he view the status of the file?**  
No the user will not be able to view the status of the file, if he is not mapped to it, at the point in time when he is checking for the status.

# 10

## Reports

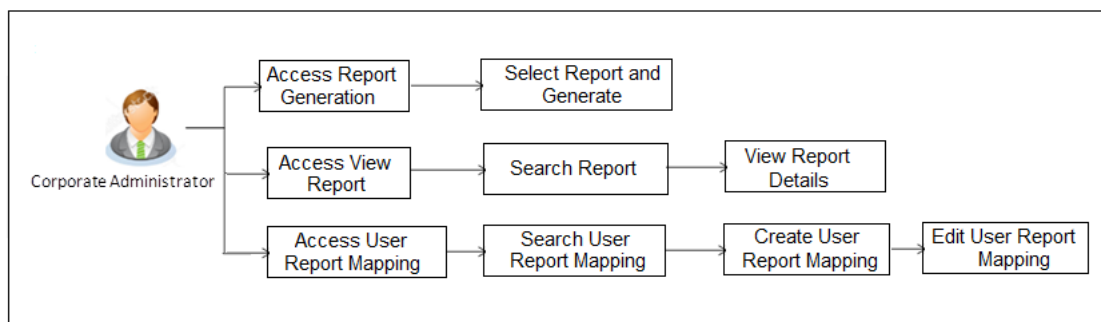
This topic describes the functionality that enables corporate administrators to generate various ad-hoc and scheduled banking reports.

Using this option, Corporate Administrators can generate various adhoc and schedule banking reports. Application provides an option to generate and schedule reports using an internal application.

### Pre-requisites:

- Transaction access is provided to Corporate Administrator.
- Approval rule set up for Corporate Administrator to perform the actions.

**Figure 10-1 Workflow**



### Features supported in application

Report module allows Corporate Administrator to:

- Generate and schedule Customer and Administrative Reports
- View User Report Mapping
- Create User Report Mapping
- Edit User Report Mapping
- View Scheduled Report

# 11

## Report Generation

This topic provides the systematic instructions to the corporate administrators for generating the report.

Corporate Administrator logs into the system and navigates to Report Generation screen. On accessing **Report Generation** menu, Corporate Administrator has to select an option if an adhoc report is to be generated or report needs to be scheduled.

Reports generation is categorized as:

- Adhoc Reports: When a report needs to be generated immediately on a need basis.
- Schedule Reports: When report generation needs to be scheduled at fixed intervals e.g. daily, weekly, monthly etc.

After selecting the report generation category, user has to select a type of a report which needs to be generated. Other reports parameters with respect to each report are displayed on the screen as input fields so that report can be requested with specific data.

### Note

If 2 factor authentication is enabled, the reports get generated only after successful authentication.

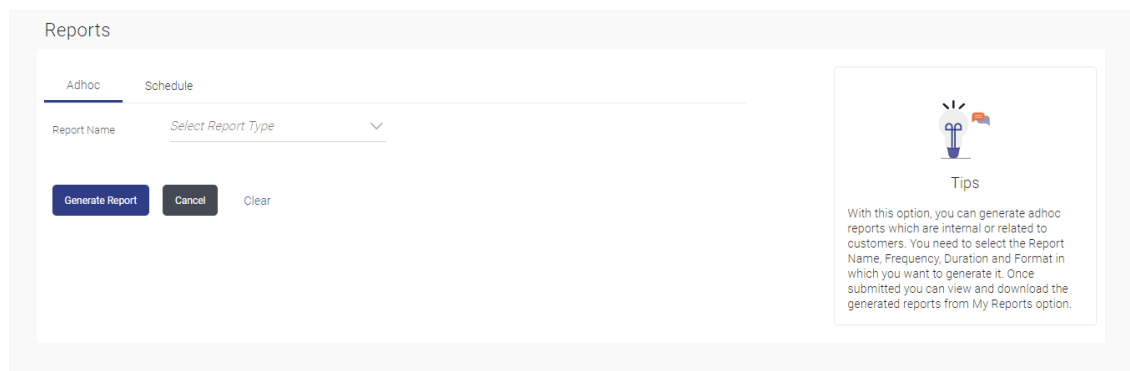
Corporate Administrator can also view all the reports that are scheduled and can view and edit the parameters of the scheduled reports, as per requirement. The changes made will be effective from next report generation cycle. Corporate Administrator approver can approve or reject the maintenance initiated for updating existing report schedule.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Reports**.

Under **Reports**, click **Report Generation**.

The **Reports** screen appears.

**Figure 11-1 Report Generation**



Reports

Adhoc Schedule

Report Name *Select Report Type*

Generate Report Cancel Clear

**Tips**

With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-1 Report Generation - Field Description**

| Field Name  | Description                                |
|-------------|--|
| Report Name | Select the type of report to be generated. |

- [Adhoc Reports](#)  
This topic provides the systematic instructions for generating ad-hoc reports, created on demand or upon request.
- [Schedule Reports](#)  
This topic provides the systematic instructions for the schedule reports to be generated at various intervals, including daily, weekly, monthly, quarterly, and annual schedules.
- [List of Reports](#)
- [File Identifier wise Party User Mapping Report](#)  
This topic describes the File Identifiers wise Party User Mapping report, which provides a summary of user IDs mapped to each file identifier under a specific party ID associated with the corporate entity.
- [Party wise File Identifiers Mapping Report](#)  
This topic describes the Party-wise File Identifier Mapping report, which provides a summary of file identifiers mapped to the party ID of the corporate entity.
- [Party User wise File Identifiers Mapping Report](#)  
This topic describes the Party User File Identifier Mapping Report, which provides a summary of file identifiers mapped to each user within a specific party.
- [Party wise Payee Maintenance Report](#)  
This topic describes the Party-wise Payee Maintenance Report, which provides a summary of account and draft payees maintained under a specific party ID.
- [Party wise User Groups Report](#)  
This topic describes the Party-wise User Group Report, which provides a summary of User Groups created under a specific party ID.
- [User Entitlement Report](#)  
This topic describes the User Entitlement Report, which enables corporate administrators to view the details of corporate user entitlements within the OBDX application.
- [User List Report](#)  
This topic describes the User List Report, which enables corporate administrators to view a list of users belonging to a specific party or corporate group ID.
- [Approval Rule Report](#)  
This topic describes the Approval Rule Report, which provides a list of rules and workflows associated with a group corporate. Generation of this report requires the administrator to specify a party ID.

## 11.1 Adhoc Reports

This topic provides the systematic instructions for generating ad-hoc reports, created on demand or upon request.

Reports can be requested from the **Reports** screen. Generated adhoc reports can be viewed using **My Reports** screen. Navigate to the **Reports** screen.

**Figure 11-2 Adhoc Reports**

### Note

The fields which are marked as Required are mandatory.

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

**Table 11-2 Adhoc Reports - Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Report Name</b>   | Select the type of report to be generated.   |
| <b>Report Format</b> | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>PDF</li> <li>CSV</li> </ul> |

### Note

Other reports parameters with respect to each report are displayed on the screen as input fields except party ID and party name (party ID and party name gets defaulted for the corporate) so that report can be requested with specific data. The input fields for each reports are mentioned under specific reports section.

## 11.2 Schedule Reports

This topic provides the systematic instructions for the schedule reports to be generated at various intervals, including daily, weekly, monthly, quarterly, and annual schedules.

**Figure 11-3 Schedule Reports**

### Note

The fields which are marked as Required are mandatory.

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

**Table 11-3 Schedule Reports - Field Description**

| Field Name                   | Description   |
|------------------------------|---|
| <b>Report Name</b>           | Select the type of report to be generated.  |
| <b>Report Format</b>         | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>PDF</li> <li>CSV</li> </ul>    |
| <b>Select Frequency</b>      | Select the frequency at which the report is to be generated.<br>The options are: <ul style="list-style-type: none"> <li>Once</li> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> </ul> |
| <b>Start Generating</b>      | Start date of the date range from which you want to generate the report.  |
| <b>Stop Generating</b>       | End date of the date range up-to which you want to generate the report.   |
| <b>View Scheduled Report</b> | Link to view all the reports that are scheduled under a party mapped to the logged in user.   |

- [View Scheduled Reports](#)  
 This topic provides the systematic instructions to the corporate administrators for viewing all scheduled reports and their associated details for a party mapped to the user.

- [Edit Scheduled Reports](#)  
This topic provides the systematic instructions to the corporate administrators for modifying the parameters defined for scheduled reports.
- [Delete Scheduled Reports](#)  
This topic provides the systematic instructions to the corporate administrators for deleting the scheduled reports that are no longer required.

## 11.2.1 View Scheduled Reports

This topic provides the systematic instructions to the corporate administrators for viewing all scheduled reports and their associated details for a party mapped to the user.

### To view the scheduled reports:

1. Navigate to the **Report** screen.
2. Perform one of the following actions:
  - Click the **Scheduled** tab.  
The scheduled report generation screen appears.  
Linked party account mapping will only be available if the party to which Corporate Administrator is associated has Party to Party Linkage maintained.
  - Click **Cancel** to cancel the transaction.
  - Click **Clear** to clear the search parameters.
3. Click the **View Scheduled Reports** link.

The **Scheduled Reports** screen appears.

**Figure 11-4 View Scheduled Reports**

The screenshot shows the 'Scheduled Reports' interface. At the top, there is a search filter for 'Report Name' with a dropdown menu currently set to 'Select'. Below the filter are three buttons: 'Search', 'Cancel', and 'Clear'. A table below displays the search results. The table has five columns: 'Report Name', 'Report Id', 'Schedule Frequency', 'Start Date', and 'End Date'. One row is visible, representing a 'Billor Registration Report' with Report Id '300424390012', a 'DAILY' schedule frequency, a start date of '2020-04-30T19:25:00', and an end date of '2020-05-31T19:25:00'. At the bottom of the table, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' with navigation arrows.

| Report Name                | Report Id    | Schedule Frequency | Start Date          | End Date            |
|----------------------------|--------------|--------------------|---------------------|---------------------|
| Billor Registration Report | 300424390012 | DAILY              | 2020-04-30T19:25:00 | 2020-05-31T19:25:00 |


### Note

The fields which are marked as Required are mandatory.

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

**Table 11-4 View Scheduled Reports - Field Description**


| Field Name                | Description  |
|---------------------------|--|
| <b>Search</b>             |  |
| <b>Report Name</b>        | Name of the scheduled reports.   |
| <b>Search Results</b>     |  |
| <b>Report Name</b>        | Name of the scheduled reports.   |
| <b>Report ID</b>          | IDs of the reports that are scheduled.                                     |
| <b>Schedule Frequency</b> | The frequency at which the report is scheduled.                            |
| <b>Start Date</b>         | Date from which the report will be generated as per the frequency defined. |
| <b>End Date</b>           | Date till which the report will be generated as per the frequency defined. |

4. Perform one of the following actions:
  - Click on desired **Report ID** to view the details of the scheduled report.  
The **View Reports Schedule** screen appears.
  - Click the  icon against the **Report ID**, to select the **Report** from the list, which you want to view.  
The searched report appears in the search result section.  
Click the **Report ID** to view the details of the scheduled report.

**Figure 11-5 View Reports Schedule**

View Report Schedule

|                  |  |
|------------------|--|
| Report Name      | File Identifier wise Party User Mapping Report |
| Report Id        | 060622740473                                   |
| Report Format    | PDF  |
| Report Frequency | ONCE   |
| Start Date       | 28 Jun 2018 12:00:00 AM                        |
| Stop Date        | -  |
| Scheduled By     | superadmin                                     |



**Tips**

With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

Edit Delete Cancel Back

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-5 View Reports Schedule - Field Description**

| Field Name              | Description  |
|-------------------------|--|
| <b>Report Name</b>      | Name of the scheduled report.  |
| <b>Report ID</b>        | ID of the scheduled report.  |
| <b>Report Format</b>    | The report format of the scheduled report.                                 |
| <b>Report Frequency</b> | The frequency at which the reports are scheduled to run.                   |
| <b>Start Date</b>       | Date from which the report will be generated as per the frequency defined. |
| <b>Stop Date</b>        | Date till which the report will be generated as per the frequency defined. |
| <b>Scheduled By</b>     | User ID of the user who scheduled the report generation.                   |

## 11.2.2 Edit Scheduled Reports

This topic provides the systematic instructions to the corporate administrators for modifying the parameters defined for scheduled reports.

These changes are applied to generate the reports of next scheduled cycle.

### To edit the scheduled reports:

1. Navigate to the **Reports** screen.
2. Click the **Schedule** tab.  
The scheduled report generation screen appears.
3. Click the **View Scheduled Reports** link.  
The **Scheduled Reports** screen appears.
4. Click on desired **Report ID** to edit the details of the scheduled report.  
The **View Report Schedule** screen appears.
5. Perform one of the following actions:
  - Click **Edit** to modify the report schedule.  
The **Edit Report Schedule** screen appears.
  - Click **Delete** to delete the report schedule.
  - Click **Cancel** to cancel the transaction.
  - Click **Back** to navigate to previous screen.

**Figure 11-6 Edit Reports Scheduled**

**Edit Report Schedule**

Report Name: File Identifier wise Party User Mapping Report  
 Report Id: 060622740473  
 Report Format: PDF  
 Report Frequency: ONCE  
 Start Generating: 06/28/18  
 Scheduled By: superadmin

[Save](#) [Cancel](#) [Back](#)

**Tips**

With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-6 Edit Reports ScheduledField Description**

| Field Name              | Description   |
|-------------------------|---|
| <b>Report Name</b>      | Name of the scheduled reports.<br>Name of the report will be displayed in non-editable form.  |
| <b>Report ID</b>        | ID of the reports that are scheduled.<br>This is a non-editable field.  |
| <b>Report Format</b>    | The report format of the scheduled report.  |
| <b>Report Frequency</b> | The frequency of the scheduled report.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Once</b></li> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Monthly</b></li> </ul> |
| <b>Start Generating</b> | The start date of the scheduled report.<br>This field can be edited only if the date and time is in future.   |
| <b>Stop Generating</b>  | The date till which the report is to be generated.  |
| <b>Scheduled By</b>     | User ID of the user who scheduled the report generation.  |

6. Modify the details, if required. You can modify the Report Format, Report Frequency Start generation date and time (if future date) and Stop Generating date and time.
7. Perform one of the following actions:
  - Click **Save** to save the changes.  
The **Confirm Edit Report Schedule** screen appears.
  - Click **Back** to navigate to previous screen.

- Click **Cancel** to cancel the transaction.
8. Perform one of the following actions:
    - Click **Confirm**.  
The user will be navigated back to the create screen.  
The success message of goal category creation appears.
    - Click **Cancel** to cancel the transaction.
  9. Click **Ok** to close the screen and navigate to the dashboard.

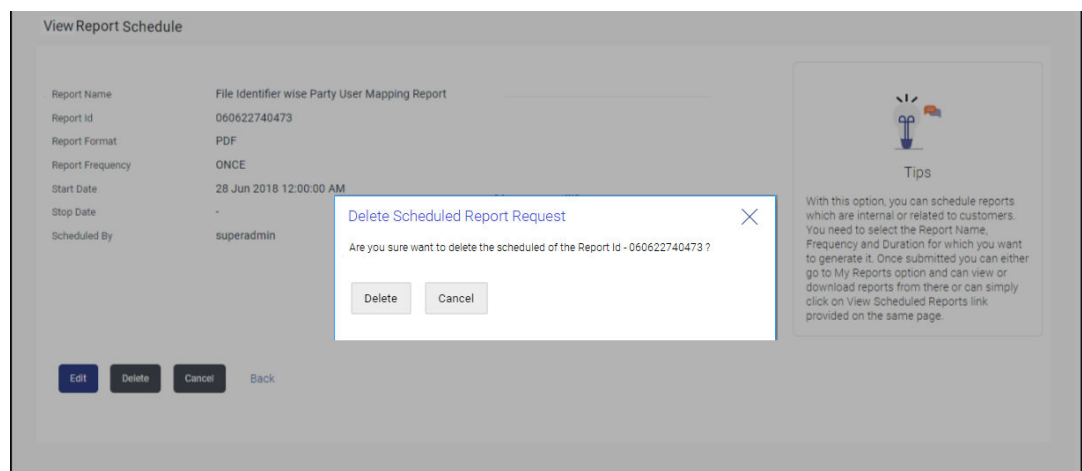
### 11.2.3 Delete Scheduled Reports

This topic provides the systematic instructions to the corporate administrators for deleting the scheduled reports that are no longer required.

#### To delete account and transaction access for the user:

1. Navigate to the **Report** screen.
2. Click the **Scheduled** link.  
The **Scheduled Reports Generation** screen appears.
3. Click the **View Scheduled Reports** link.  
The **Scheduled Reports** screen appears.
4. Click on desired **Report ID** to delete the scheduled report.  
The **View Report Schedule** screen appears.
5. Click **Delete**.  
The application will prompt the administrator with a deletion message.

**Figure 11-7 Delete Reports Scheduled**



6. Click **Confirm** to proceed with the deletion request.  
It will navigate to confirmation page with a success message and the status.
7. Click **OK** to close the screen and navigate to the dashboard.

## 11.3 List of Reports

Below are the list of reports that the corporate admin can schedule for generation or can download on an adhoc basis

- [File Identifier wise Party User Mapping Report](#)
- [Party User wise File Identifiers Mapping Report](#)
- [Party wise File Identifiers Mapping Report](#)
- [Party wise Payee Maintenance Report](#)
- [User Entitlement Report](#)
- [User List Report](#)
- [Approval Rule Report](#)

## 11.4 File Identifier wise Party User Mapping Report

This topic describes the File Identifiers wise Party User Mapping report, which provides a summary of user IDs mapped to each file identifier under a specific party ID associated with the corporate entity.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Reports**.

Under **Reports**, click **Report Generation**.

The **Generate Report** screen appears.

- [File Identifier wise Party User Mapping - Adhoc Report](#)  
This topic provides the systematic instructions to the corporate administrators for generating the file identifier-based party user mapping ad-hoc reports, which are created on demand or upon request.
- [File Identifier wise Party User Mapping - Schedule Report](#)  
This topic provides the systematic instructions to the corporate administrators for generating scheduled reports, which are generated at predetermined intervals, including daily, weekly, monthly, quarterly, and annual frequencies.

### 11.4.1 File Identifier wise Party User Mapping - Adhoc Report

This topic provides the systematic instructions to the corporate administrators for generating the file identifier-based party user mapping ad-hoc reports, which are created on demand or upon request.

Generated reports can be viewed using **My Reports** screen.

**To generate the File Identifier wise Party User Mapping adhoc report:**

1. Navigate to the **Report** screen.
2. Click the **Adhoc** tab.
3. From the **Report Name** list, select the appropriate report to be generated.

The receptive report generation screen appears.

**Figure 11-8 File Identifier wise Party User Mapping - Adhoc Report**

Reports

Adhoc Schedule

Report Name File Identifier wise Party User Ma... ▾

Report Format PDF ▾

Party ID \*\*\*308 Party Name Sunrise Coffee

Generate Report Cancel Clear

**Tips**

With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-7 File Identifier wise Party User Mapping - Adhoc Report - Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Report Name</b>   | Select the type of report to be generated.   |
| <b>Report Format</b> | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul> |
| <b>Party ID</b>      | Party ID of the corporate.   |
| <b>Party Name</b>    | Party name of the corporate.   |

- From the **Report Format** list, select the format in which the report is to be generated.
- Perform one of the following actions:
  - Click **Generate Report** to view and generate the report.  
The success message along with the reference number, status and **Report Request Id** appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Clear** to reset the search parameters.
- Perform one of the following actions:
  - Click **OK** to close the screen and navigate to the dashboard.
  - Click on the **View Reports** link to download the report.  
The user is directed to the **My Reports** screen. The list of reports appears.
  - Click **Generate another report** to generate another report.

- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.

A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**

You can also download the requested report from **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Reports**, and then click **My Reports**

**Figure 11-9** For reference, a specimen of the report generated is given below:

| File Identifier wise Party User Mapping               |           | Transaction Type : International Funds Transfer |  | Approval Type: FILE LEVEL |  |
|---|-----------|---|--|---------------------------|--|
| Party Id: 000981   Party Name: Raytheon Incorporation |           | futura bank                                     |  |                           |  |
| Sr No   | User Name | User Id   |  |                           |  |
| 1   | May Jones | risemaker1                                      |  |                           |  |

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-8 File Identifier wise Party User Mapping - Generated Specimen Report - Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Report Name</b>   | Select the type of report to be generated.   |
| <b>Report Format</b> | Select the format in which the report is to be generated.<br>The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>XLS</b></li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul> |
| <b>Party ID</b>      | Party ID of the corporate.   |
| <b>Party Name</b>    | Party name of the corporate.   |

## 11.4.2 File Identifier wise Party User Mapping - Schedule Report

This topic provides the systematic instructions to the corporate administrators for generating scheduled reports, which are generated at predetermined intervals, including daily, weekly, monthly, quarterly, and annual frequencies.

**To generate the File Identifier wise Party User Mapping schedule report:**

1. Navigate to the **Report** screen.
2. Click the **Schedule** tab.
3. From the **Report Name** list, select the appropriate report to be generated. The receptive report generation screen appears.

**Figure 11-10 File Identifier wise Party User Mapping - Schedule Report**

The screenshot shows the 'Reports' interface with the 'Schedule' tab selected. The form contains the following fields and values:

- Report Name: File Identifier wise Party User Ma...
- Report Format: PDF
- Select Frequency: WEEKLY
- Start Generating: 05/13/20 10:35
- Stop Generating: 05/28/20 10:35
- Party ID: \*\*\*308
- Party Name: Sunrise Coffee

Buttons include 'Schedule Report', 'Cancel', and 'Clear'. A 'View Scheduled Reports' link is also present. A 'Tips' box on the right provides instructions on scheduling reports.

### **Note**

The fields which are marked as Required are mandatory.

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

**Table 11-9 File Identifier wise Party User Mapping - Schedule Report - Field Description**

| Field Name                   | Description   |
|------------------------------|---|
| <b>Report Name</b>           | Select the type of report to be generated.  |
| <b>Report Format</b>         | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul>                      |
| <b>Select Frequency</b>      | Select the frequency at which the report is to be generated.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Once</b></li> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Monthly</b></li> </ul> |
| <b>Start Generating</b>      | Date from which the report is to be generated as per the frequency defined.   |
| <b>Stop Generating</b>       | Date till which the report is to be generated as per the frequency defined.   |
| <b>Party ID</b>              | Party ID of the corporate.  |
| <b>Party Name</b>            | Party name of the corporate.  |
| <b>View Scheduled Report</b> | Link to view all the reports that are scheduled.  |

- From the **Report Format** list, select the format in which the report is to be generated.
- From the **Select Frequency** list, select the appropriate option.
- From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- Perform one of the following actions:
  - Click **Schedule Report** to view and generate the report.  
The success message along with the reference number, status and **Report Request Id** appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Clear** to reset the search parameters.
  - Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.
- Perform one of the following actions:
  - Click **OK** to close the screen and navigate to the dashboard.
  - Click on the **View Reports** link to download the report.  
The user is directed to the **My Reports** screen. The list of reports appears.
  - Click **Schedule another Report** to generate another report.
- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.  
A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

## 11.5 Party wise File Identifiers Mapping Report

This topic describes the Party-wise File Identifier Mapping report, which provides a summary of file identifiers mapped to the party ID of the corporate entity.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Reports**.

Under **Reports**, click **Report Generation**.

The **Generate Report** screen appears.

- [Party wise File Identifiers Mapping - Adhoc Report](#)  
This topic provides the systematic instructions to the corporate administrators for generating the party-wise file identifier mapping ad-hoc reports, which are created on demand or upon request.
- [Party wise File Identifiers Mapping - Schedule Reports](#)  
This topic provides the systematic instructions to the corporate administrators for the scheduled reports, which are generated at predetermined intervals, including daily, weekly, monthly, quarterly, and annual frequencies.

### 11.5.1 Party wise File Identifiers Mapping - Adhoc Report

This topic provides the systematic instructions to the corporate administrators for generating the party-wise file identifier mapping ad-hoc reports, which are created on demand or upon request.

Generated reports can be viewed using **My Reports** screen.

**To generate the Party wise File Identifiers Mapping adhoc report:**

1. Navigate to the **Report** screen.
2. Click the **Adhoc** tab.
3. From the **Report Name** list, select the appropriate report to be generated.

The receptive report generation screen appears.

**Figure 11-11 Party wise File Identifiers Mapping - Adhoc Report**

The screenshot shows the 'Reports' interface with the 'Adhoc' tab active. The form contains the following fields and controls:

- Report Name:** Party wise File Identifiers Mappin... (dropdown menu)
- Report Format:** PDF (dropdown menu)
- Party ID:** \*\*\*308
- Party Name:** Sunrise Coffee
- Buttons:** Generate Report (blue), Cancel (black), Clear (grey)

A 'Tips' box on the right side of the screen contains the following text:

**Tips**

With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-10 Party wise File Identifiers Mapping - Adhoc Report- Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Report Name</b>   | Select the type of report to be generated.   |
| <b>Report Format</b> | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul> |
| <b>Party ID</b>      | Party ID of the corporate.   |
| <b>Party Name</b>    | Party name of the corporate.   |

4. From the **Report Format** list, select the format in which the report is to be generated.
5. Perform one of the following actions:
  - Click **Generate Report** to view and generate the report.  
The success message along with the reference number, status and **Report Request Id** appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Clear** to reset the search parameters.
6. Perform one of the following actions:
  - Click **OK** to close the screen and navigate to the dashboard.
  - Click on the **View Reports** link to download the report.  
The user is directed to the **My Reports** screen. The list of reports appears.
  - Click **Generate another report** to generate another report.
7. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.

A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**

You can also download the requested report from **Administrator Dashboard**, click **Toggle Menu**, then click **Reports**, and then click **My Reports**

**Figure 11-12** For reference, a specimen of the report generated is given below:

| Party wise File Identifiers Mapping                     |                      | futura bank |           |                              |                 |               |               |             |         |
|---|----------------------|-------------|-----------|------------------------------|-----------------|---------------|---------------|-------------|---------|
| Party Id : 000981   Party Name : Raytheon Incorporation |                      |             |           |                              |                 |               |               |             |         |
| Sr No   | File Identifier Code | Description | File Type | Transaction Type             | Accounting Type | Approval Type | File Template | Format Type |         |
| 1   | FI Salary            | FI Salary   | DELIMITED | International Funds Transfer | SDMC            | FILE LEVEL    | International | IFS         | CSV DMC |

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-11 Party wise File Identifiers Mapping - Adhoc Report- Generated Specimen Report - Field Description**

| Field Name                  | Description  |
|-----------------------------|--|
| <b>Report Parameters</b>    |  |
| <b>Party ID</b>             | Party ID of the corporate.                                   |
| <b>Party Name</b>           | Party name of the corporate.                                 |
| <b>Sr. No</b>               | Serial number of the records.                                |
| <b>File Identifier Code</b> | The file identifier codes mapped to the specific party.      |
| <b>Description</b>          | Description of file identifiers mapped to the party.         |
| <b>File Type</b>            | File type of file identifiers mapped to the party.           |
| <b>Transaction Type</b>     | Transaction type of file identifiers mapped to the party.    |
| <b>Accounting Type</b>      | The accounting type of file identifiers mapped to the party. |

**Table 11-11 (Cont.) Party wise File Identifiers Mapping - Adhoc Report- Generated Specimen Report - Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Approval Type</b> | Approval type of file identifiers mapped to the party. |
| <b>File Template</b> | File template of file identifiers mapped to the party. |
| <b>Format Type</b>   | Format type of file identifiers mapped to the party.   |

## 11.5.2 Party wise File Identifiers Mapping - Schedule Reports

This topic provides the systematic instructions to the corporate administrators for the scheduled reports, which are generated at predetermined intervals, including daily, weekly, monthly, quarterly, and annual frequencies.

**To generate the Party wise File Identifiers Mapping schedule report:**

1. Navigate to the **Report** screen.
2. Click the **Schedule** tab.
3. From the **Report Name** list, select the appropriate report to be generated.

The receptive report generation screen appears.

**Figure 11-13 Party wise File Identifiers Mapping - Schedule Report**

### Note

The fields which are marked as Required are mandatory.

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

**Table 11-12 Party wise File Identifiers Mapping - Schedule Report - Field Description**

| Field Name         | Description                                |
|--------------------|--|
| <b>Report Name</b> | Select the type of report to be generated. |

**Table 11-12 (Cont.) Party wise File Identifiers Mapping - Schedule Report - Field Description**

| Field Name                    | Description   |
|-------------------------------|---|
| <b>Report Format</b>          | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul>                      |
| <b>Select Frequency</b>       | Select the frequency at which the report is to be generated.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Once</b></li> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Monthly</b></li> </ul> |
| <b>Start Generating</b>       | Date from which the report is to be generated as per the frequency defined.   |
| <b>Stop Generating</b>        | Date till which the report is to be generated as per the frequency defined.   |
| <b>Party ID</b>               | Party ID of the corporate.  |
| <b>Party Name</b>             | Party name of the corporate.  |
| <b>View Scheduled Reports</b> | Link to view all the reports that are scheduled.  |

- From the **Report Format** list, select the format in which the report is to be generated.
- From the **Select Frequency** list, select the appropriate option.
- From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- Perform one of the following actions:
  - Click **Schedule Report** to view and generate the report.  
The success message along with the reference number, status and **Report Request Id** appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Clear** to reset the search parameters.
  - Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.
- Perform one of the following actions:
  - Click **OK** to close the screen and navigate to the dashboard.
  - Click on the **View Reports** link to download the report.  
The user is directed to the **My Reports** screen. The list of reports appears.
  - Click **Schedule another Report** to generate another report.
- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.  
A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**

You can also download the requested report from **Administrator Dashboard**, click **Toggle Menu**, then click **Reports**, and then click **My Reports**, click **Scheduled Reports**.

## 11.6 Party User wise File Identifiers Mapping Report

This topic describes the Party User File Identifier Mapping Report, which provides a summary of file identifiers mapped to each user within a specific party.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Reports**.

Under **Reports**, click **Report Generation**.

The **Generate Report** screen appears.

- [Party User wise File Identifiers Mapping - Adhoc Report](#)  
This topic provides the systematic instructions to the corporate administrators for generating the party user-based file identifier mapping ad-hoc reports, which are created on demand or upon request.
- [Party User wise File Identifiers Mapping - Schedule Report](#)  
This topic provides the systematic instructions to the corporate administrators for the scheduled reports, which are generated at predetermined intervals, including daily, weekly, monthly, quarterly, and annual frequencies.

### 11.6.1 Party User wise File Identifiers Mapping - Adhoc Report

This topic provides the systematic instructions to the corporate administrators for generating the party user-based file identifier mapping ad-hoc reports, which are created on demand or upon request.

Generated reports can be viewed using **My Reports** screen.

**To generate the Party User wise File Identifiers Mapping adhoc report:**

1. Navigate to the **Report** screen.
2. Click the **Adhoc** tab.
3. From the **Report Name** list, select the appropriate report to be generated.

The receptive report generation screen appears.

**Figure 11-14 Party User wise File Identifiers Mapping - Adhoc Reports**

The screenshot shows a web interface for generating adhoc reports. It has two tabs: 'Adhoc' (selected) and 'Schedule'. Under the 'Adhoc' tab, there are four input fields: 'Report Name' with a dropdown menu showing 'Party User wise File Identifiers M...', 'Report Format' with a dropdown menu showing 'PDF', 'Party ID' with the value '\*\*\*308', and 'Party Name' with the value 'Sunrise Coffee'. Below these fields are three buttons: 'Generate Report' (in blue), 'Cancel', and 'Clear'. To the right of the form is a 'Tips' box with a lightbulb icon and text: 'With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option.'

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-13 Party User wise File Identifiers Mapping - Adhoc Reports - Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Report Name</b>   | Select the type of report to be generated.   |
| <b>Report Format</b> | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul> |
| <b>Party ID</b>      | Party ID of the corporate.   |
| <b>Party Name</b>    | Party name of the corporate.   |

- From the **Report Format** list, select the format in which the report is to be generated.
- Perform one of the following actions:
  - Click **Generate Report** to view and generate the report.  
The success message along with the reference number, status and **Report Request Id** appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Clear** to reset the search parameters.
- Perform one of the following actions:
  - Click **OK** to close the screen and navigate to the dashboard.
  - Click on the **View Reports** link to download the report.  
The user is directed to the **My Reports** screen. The list of reports appears.
  - Click **Generate another report** to generate another report.
- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.

A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**

You can also download the requested report from **Administrator Dashboard**, click **Toggle Menu**, then click **Reports**, and then click **My Reports**

**Figure 11-15** For reference, a specimen of the report generated is given below:

Party wise File Identifiers Mapping  
Party Id : 000981 | Party Name : Raytheon Incorporation

futura bank

| Sr No | File Identifier Code | Description | File Type | Transaction Type             | Accounting Type | Approval Type | File Template        | Format Type |
|-------|----------------------|-------------|-----------|------------------------------|-----------------|---------------|----------------------|-------------|
| 1     | FISalary             | FI Salary   | DELIMITED | International Funds Transfer | SDMC            | FILE LEVEL    | InternationalFTS DMC | CSV         |

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-14** Party User wise File Identifiers Mapping - Generated Report - Field Description

| Field Name        | Description |
|-------------------|-------------|
| Report Parameters |             |

**Table 11-14 (Cont.) Party User wise File Identifiers Mapping - Generated Report - Field Description**

| Field Name           | Description  |
|----------------------|--|
| Party ID             | Party ID of the corporate.                                     |
| Party Name           | Party name of the corporate                                    |
| User Name            | Name of the users to whom the file identifiers are mapped.     |
| User ID              | User ID of the user.   |
| File Identifier Code | The file identifier code mapped to the users.                  |
| Description          | Description of the file identifier mapped to the user.         |
| File Type            | File type of the file identifier mapped to the user.           |
| Transaction Type     | Transaction type of the file identifier mapped to the user     |
| Accounting Type      | The accounting type of the file identifier mapped to the user. |
| Approval Type        | Approval type of the file identifier mapped to the user        |
| File Template        | File template of the file identifier mapped to the user.       |
| Format Type          | Format type of the file identifier mapped to the user.         |

## 11.6.2 Party User wise File Identifiers Mapping - Schedule Report

This topic provides the systematic instructions to the corporate administrators for the scheduled reports, which are generated at predetermined intervals, including daily, weekly, monthly, quarterly, and annual frequencies.

**To generate the Party User wise File Identifiers Mapping schedule report:**

1. Navigate to the **Report** screen.
2. Click the **Schedule** tab.
3. From the **Report Name** list, select the appropriate report to be generated.

The receptive report generation screen appears.

**Figure 11-16 Party User wise File Identifiers Mapping - Schedule Report**

Reports

Adhoc **Schedule**

Report Name Party User wise File Identifiers M... ▾

Report Format PDF ▾

Select Frequency WEEKLY ▾

Start Generating 05/13/20 10:40 🕒 Stop Generating 05/28/20 10:40 🕒

Party ID \*\*\*308 Party Name Sunrise Coffee

[Schedule Report](#) [Cancel](#) [Clear](#)

[View Scheduled Reports](#)

**Tips**

With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-15 Party User wise File Identifiers Mapping - Schedule Report - Field Description**

| Field Name                    | Description   |
|-------------------------------|---|
| <b>Report Name</b>            | Select the type of report to be generated.  |
| <b>Report Format</b>          | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul>                      |
| <b>Select Frequency</b>       | Select the frequency at which the report is to be generated.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Once</b></li> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Monthly</b></li> </ul> |
| <b>Start Generating</b>       | Date from which the report is to be generated as per the frequency defined.   |
| <b>Stop Generating</b>        | Date till which the report is to be generated as per the frequency defined.   |
| <b>Party ID</b>               | Party ID of the corporate.  |
| <b>Party Name</b>             | Party name of the corporate.  |
| <b>View Scheduled Reports</b> | Link to view all the reports that are scheduled.  |

4. From the **Report Format** list, select the format in which the report is to be generated.
5. From the **Select Frequency** list, select the appropriate option.
6. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
7. Perform one of the following actions:
  - Click **Schedule Report** to view and generate the report.  
The success message along with the reference number, status and **Report Request Id** appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Clear** to reset the search parameters.
  - Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.
8. Perform one of the following actions:
  - Click **OK** to close the screen and navigate to the dashboard.
  - Click on the **View Reports** link to download the report.  
The user is directed to the **My Reports** screen. The list of reports appears.
  - Click **Schedule another Report** to generate another report.

9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.

A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

#### Note

You can also download the requested report from **Administrator Dashboard**, click **Toggle Menu**, then click **Reports**, and then click **My Reports**, click **Scheduled Reports**.

## 11.7 Party wise Payee Maintenance Report

This topic describes the Party-wise Payee Maintenance Report, which provides a summary of account and draft payees maintained under a specific party ID.

User has to select a format in which the report needs to be generated. The Corporate administrator can generate reports under the following two categories. The generation of both Adhoc and Scheduled reports are supported.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Reports**.

Under **Reports**, click **Report Generation**.

The **Generate Report** screen appears.

- [Party wise Payee Maintenance Report - Adhoc Report](#)  
This topic provides the systematic instructions to the corporate administrators for generating the party-wise payee maintenance ad-hoc reports, which are created on demand or upon request.
- [Party wise Payee Maintenance - Schedule Report](#)  
This topic provides the systematic instructions to the corporate administrators for the scheduled reports, which are generated at predetermined intervals, including daily, weekly, monthly, quarterly, and annual frequencies.

### 11.7.1 Party wise Payee Maintenance Report - Adhoc Report

This topic provides the systematic instructions to the corporate administrators for generating the party-wise payee maintenance ad-hoc reports, which are created on demand or upon request.

Generated reports can be viewed using **My Reports** screen.

**To generate the Party wise Payee Maintenance adhoc report:**

1. Navigate to the **Report** screen.
2. Click the **Adhoc** tab.
3. From the **Report Name** list, select the appropriate report to be generated.

The receptive report generation screen appears.

**Figure 11-17 Party wise Payee Maintenance - Adhoc Reports**
**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-16 Party wise Payee Maintenance - Adhoc Reports- Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Report Name</b>   | Select the type of report to be generated.   |
| <b>Report Format</b> | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul> |
| <b>Party ID</b>      | Party ID of the corporate.   |
| <b>Party Name</b>    | Party name of the corporate.   |

- From the **Report Format** list, select the format in which the report is to be generated.
- Perform one of the following actions:
  - Click **Generate Report** to view and generate the report.  
The success message along with the reference number, status and **Report Request Id** appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Clear** to reset the search parameters.
- Perform one of the following actions:
  - Click **OK** to close the screen and navigate to the dashboard.
  - Click on the **View Reports** link to download the report.  
The user is directed to the **My Reports** screen. The list of reports appears.
  - Click **Generate another report** to generate another report.
- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.

A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

### Note

You can also download the requested report from **Administrator Dashboard**, click **Toggle Menu**, then click **Reports**, and then click **My Reports**

## 11.7.2 Party wise Payee Maintenance - Schedule Report

This topic provides the systematic instructions to the corporate administrators for the scheduled reports, which are generated at predetermined intervals, including daily, weekly, monthly, quarterly, and annual frequencies.

**To generate the Party wise Payee Maintenance schedule report:**

1. Navigate to the **Report** screen.
2. Click the **Schedule** tab.
3. From the **Report Name** list, select the appropriate report to be generated.

The receptive report generation screen appears.

**Figure 11-18 Party wise Payee Maintenance - Schedule Report**

The screenshot shows the 'Reports' interface with the 'Schedule' tab selected. The form contains the following fields and values:

- Report Name: Party wise Payee Maintenance R... (dropdown)
- Report Format: PDF (dropdown)
- Select Frequency: DAILY (dropdown)
- Start Generating: 05/13/20 10:50 (calendar icon)
- Stop Generating: 05/28/20 10:50 (calendar icon)
- Party ID: \*\*\*308
- Party Name: Sunrise Coffee

Buttons: Schedule Report, Cancel, Clear. Link: View Scheduled Reports.

**Tips**  
With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

### Note

The fields which are marked as Required are mandatory.

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

**Table 11-17 Party wise Payee Maintenance - Schedule Report- Field Description**

| Field Name  | Description                                |
|-------------|--|
| Report Name | Select the type of report to be generated. |

**Table 11-17 (Cont.) Party wise Payee Maintenance - Schedule Report- Field Description**

| Field Name                    | Description   |
|-------------------------------|---|
| <b>Report Format</b>          | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul>                      |
| <b>Select Frequency</b>       | Select the frequency at which the report is to be generated.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Once</b></li> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Monthly</b></li> </ul> |
| <b>Start Generating</b>       | Date from which the report is to be generated as per the frequency defined.   |
| <b>Stop Generating</b>        | Date till which the report is to be generated as per the frequency defined.   |
| <b>Party ID</b>               | Party ID of the corporate.  |
| <b>Party Name</b>             | Party name of the corporate.  |
| <b>View Scheduled Reports</b> | Link to view all the reports that are scheduled.  |

4. From the **Report Format** list, select the format in which the report is to be generated.
5. From the **Select Frequency** list, select the appropriate option.
6. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
7. Perform one of the following actions:
  - Click **Schedule Report** to view and generate the report.  
The success message along with the reference number, status and **Report Request Id** appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Clear** to reset the search parameters.
  - Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.
8. Perform one of the following actions:
  - Click **OK** to close the screen and navigate to the dashboard.
  - Click on the **View Reports** link to download the report.  
The user is directed to the **My Reports** screen. The list of reports appears.
  - Click **Schedule another Report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.  
A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**

You can also download the requested report from **Administrator Dashboard**, click **Toggle Menu**, then click **Reports**, and then click **My Reports**, click **Scheduled Reports**.

## 11.8 Party wise User Groups Report

This topic describes the Party-wise User Group Report, which provides a summary of User Groups created under a specific party ID.

User has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Reports**.

Under **Reports**, click **Report Generation**.

The **Generate Report** screen appears.

- [Party wise User Groups - Adhoc Report](#)  
This topic provides the systematic instructions to the corporate administrators for generating the party-wise user group ad-hoc reports, which are created on demand or upon request.
- [Party wise User Groups - Schedule Report](#)  
This topic provides the systematic instructions to the corporate administrators for the scheduled reports, which are generated at predetermined intervals, including daily, weekly, monthly, quarterly, and annual frequencies.

### 11.8.1 Party wise User Groups - Adhoc Report

This topic provides the systematic instructions to the corporate administrators for generating the party-wise user group ad-hoc reports, which are created on demand or upon request.

Generated reports can be viewed using **My Reports** screen.

**To generate the Party wise User Groups adhoc report:**

1. Navigate to the **Report** screen.
2. Click the **Adhoc** tab.
3. From the **Report Name** list, select the appropriate report to be generated.

The receptive report generation screen appears.

**Figure 11-19 Party wise User Groups - Adhoc Reports**

Reports

Adhoc Schedule

Report Name Party wise User Groups Report

Report Format PDF

Party ID \*\*\*308 Party Name Sunrise Coffee

Generate Report Cancel Clear

**Tips**

With this option, you can generate adhoc reports which are internal or related to customers. You need to select the Report Name, Frequency, Duration and Format in which you want to generate it. Once submitted you can view and download the generated reports from My Reports option.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-18 Party wise User Groups - Adhoc Reports - Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Report Name</b>   | Select the type of report to be generated.   |
| <b>Report Format</b> | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul> |
| <b>Party ID</b>      | Party ID of the corporate.   |
| <b>Party Name</b>    | Party name of the corporate.   |

4. From the **Report Format** list, select the format in which the report is to be generated.
5. Perform one of the following actions:
  - Click **Generate Report** to view and generate the report.  
The success message along with the reference number, status and **Report Request Id** appears.
  - Click **Cancel** to cancel the transaction.
  - Click **Clear** to reset the search parameters.
6. Perform one of the following actions:
  - Click **OK** to close the screen and navigate to the dashboard.
  - Click on the **View Reports** link to download the report.  
The user is directed to the **My Reports** screen. The list of reports appears.
  - Click **Generate another report** to generate another report.
7. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.

A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**

You can also download the requested report from **Administrator Dashboard**, click **Toggle Menu**, then click **Reports**, and then click **My Reports**

**Figure 11-20** For reference, a specimen of the report generated is given below:

| Party wise User Group                            |              |              | futura bank        |
|--|--------------|--------------|--------------------|
| Party Id : 001164   Party Name : Exxon Mobil     |              |              |                    |
| Group Code: rkcorpuser1      Group Description:  |              |              | Number of Users: 1 |
| Sr No  | User Name    | User Id      |                    |
| 1  | Corp User1   | rkcorpuser1  |                    |
| Group Code: rkcorpadmin1      Group Description: |              |              | Number of Users: 1 |
| Sr No  | User Name    | User Id      |                    |
| 1  | Rahul Kamble | rkcorpadmin1 |                    |
| Group Code: rkcorpadmin      Group Description:  |              |              | Number of Users: 1 |
| Sr No  | User Name    | User Id      |                    |
| 1  | Rahul Kamble | rkcorpadmin  |                    |
| Group Code: rkautocorp      Group Description:   |              |              | Number of Users: 1 |
| Sr No  | User Name    | User Id      |                    |
| 1  | Auto Auth    | rkautocorp   |                    |
| Group Code: corpinit1      Group Description:    |              |              | Number of Users: 1 |
| Sr No  | User Name    | User Id      |                    |
| 1  | Corp Init1   | corpinit1    |                    |

**Note**

The fields which are marked as Required are mandatory.

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

**Table 11-19 Party wise User Groups - Generated Specimen Report Field Description**

| Field Name               | Description   |
|--------------------------|---|
| <b>Report Parameters</b> |   |
| <b>Party ID</b>          | Party ID of the corporate.  |
| <b>Party Name</b>        | Party name of the corporate.                                      |
| <b>Group Code</b>        | The group code of the user groups available under a party.        |
| <b>Group Description</b> | The group description of the user groups available under a party. |
| <b>Number of Users</b>   | Count of the users available in a group.                          |
| <b>Sr. No</b>            | Serial number of the records.                                     |
| <b>User Name</b>         | Name of the users available in a user group.                      |
| <b>User ID</b>           | User ID of the users available in a group.                        |

## 11.8.2 Party wise User Groups - Schedule Report

This topic provides the systematic instructions to the corporate administrators for the scheduled reports, which are generated at predetermined intervals, including daily, weekly, monthly, quarterly, and annual frequencies.

**To generate the Party wise User Groups schedule report:**

1. Navigate to the **Report** screen.
2. Click the **Schedule** tab.
3. From the **Report Name** list, select the appropriate report to be generated.

The receptive report generation screen appears.

**Figure 11-21 Party wise User Groups – Schedule Report**

The screenshot shows the 'Reports' interface with the 'Schedule' tab selected. The form contains the following fields and values:

- Report Name: Party wise User Groups Report
- Report Format: PDF
- Select Frequency: WEEKLY
- Start Generating: 05/13/20 11:05
- Stop Generating: 05/29/20 11:05
- Party ID: \*\*\*308
- Party Name: Sunrise Coffee

Buttons: Schedule Report, Cancel, Clear. Link: View Scheduled Reports.

**Tips**  
With this option, you can schedule reports which are internal or related to customers. You need to select the Report Name, Frequency and Duration for which you want to generate it. Once submitted you can either go to My Reports option and can view or download reports from there or can simply click on View Scheduled Reports link provided on the same page.

### **Note**

The fields which are marked as Required are mandatory.

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

**Table 11-20 Party wise User Groups – Schedule Report - Field Description**

| Field Name                    | Description   |
|-------------------------------|---|
| <b>Report Name</b>            | Select the type of report to be generated.  |
| <b>Report Format</b>          | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul>                      |
| <b>Select Frequency</b>       | Select the frequency at which the report is to be generated.<br>The options are: <ul style="list-style-type: none"> <li>• <b>Once</b></li> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Monthly</b></li> </ul> |
| <b>Start Generating</b>       | Date from which the report is to be generated as per the frequency defined.   |
| <b>Stop Generating</b>        | Date till which the report is to be generated as per the frequency defined.   |
| <b>Party ID</b>               | Party ID of the corporate.  |
| <b>Party Name</b>             | Party name of the corporate.  |
| <b>View Scheduled Reports</b> | Link to view all the reports that are scheduled.  |

- From the **Report Format** list, select the format in which the report is to be generated.
- From the **Select Frequency** list, select the appropriate option.
- From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
- Perform one of the following actions:

- Click **Schedule Report** to view and generate the report.

The success message along with the reference number, status and **Report Request Id** appears.

- Click **Cancel** to cancel the transaction.
- Click **Clear** to reset the search parameters.
- Click the **View Scheduled Reports** link to view all the scheduled reports. The Scheduled Reports screen appears.

- Perform one of the following actions:

- Click **OK** to close the screen and navigate to the dashboard.
- Click on the **View Reports** link to download the report.
- Click **Schedule another Report** to generate another report.

The user is directed to the **My Reports** screen. The list of reports appears.

- In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.

A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**

You can also download the requested report from **Administrator Dashboard**, click **Toggle Menu**, then click **Reports**, and then click **My Reports**, click **Scheduled Reports**.

## 11.9 User Entitlement Report

This topic describes the User Entitlement Report, which enables corporate administrators to view the details of corporate user entitlements within the OBDX application.

Corporate Administrator has to select a format in which the report needs to be generated. The User Entitlement Report supports only Adhoc report generation. This report will not be available under **Schedule** option.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Reports**.

Under **Reports**, click **Report Generation**.

The **Generate Reports** screen appears.

## 11.10 User List Report

This topic describes the User List Report, which enables corporate administrators to view a list of users belonging to a specific party or corporate group ID.

Corporate Administrator has to select a format in which the report needs to be generated. The **User List Report** supports only Adhoc report generation. This report will not be available under **Schedule** option.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Reports**.

Under **Reports**, click **Report Generation**.

The **Generate Reports** screen appears.

## 11.11 Approval Rule Report

This topic describes the Approval Rule Report, which provides a list of rules and workflows associated with a group corporate. Generation of this report requires the administrator to specify a party ID.

Corporate Administrator has to select a format in which the report needs to be generated. The report supports only Adhoc report generation. This report will not be available under **Schedule** option.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Reports**.

Under **Reports**, click **Report Generation**.

The **Generate Report** screen appears.

# 12

## My Reports

This topic describes the functionality that enables corporate administrators to download generated reports.

Corporate Administrator logs into the system and navigates to My Reports screen. On accessing 'My Reports' menu, last 10 reports which generated for a party are listed with the respective report status. User can choose to search the specific report using the search criteria or can opt to view/ download detailed report.

Reports are categorized as:

- Adhoc Reports
- Scheduled Reports

Perform anyone of the following navigation to access the **My Reports** screen.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu**, and then click **Reports**.

Under **Reports**, click **My Reports**.

The **My Reports** screen appears.

- [My Reports - Adhoc](#)  
This topic provides the systematic instructions for generating ad-hoc reports, created on demand or upon request.
- [My Reports - Scheduled](#)  
This topic provides the systematic instructions for the schedule reports to be generated at various intervals, including daily, weekly, monthly, quarterly, and annual schedules.
- [FAQ](#)

### 12.1 My Reports - Adhoc

This topic provides the systematic instructions for generating ad-hoc reports, created on demand or upon request.

Reports can be requested from the **Reports** screen. Adhoc reports can be viewed using **My Reports** screen.

#### Note

The fields which are marked as Required are mandatory.

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

**Table 12-1 My Reports- Adhoc- Field Description**


| Field Name                      | Description  |
|---------------------------------|--|
| <b>Search</b>                   |  |
| <b>Report ID</b>                | Report ID to search specific report. All the report IDs will be listed.  |
| <b>Report Name</b>              | Report Name to search specific report. All the reports with the names will be listed.  |
| <b>Generation Date</b>          | To search generated reports between specific date ranges. <ul style="list-style-type: none"> <li><b>From date</b> – to specify the date from which the generated reports to be searched.</li> <li><b>To date</b> – to specify the date till which the generated reports to be searched.</li> </ul> |
| <b>Report List</b>              |  |
| <b>Report Name</b>              | Report Name to search specific report. All the reports with the names will be listed.  |
| <b>Report Sub ID</b>            | Links of view the specific report.   |
| <b>Generation Date and Time</b> | Report generation time and date.   |
| <b>Status</b>                   | Status of generated reported.<br>The status can be: <ul style="list-style-type: none"> <li><b>Processed</b></li> <li><b>Pending</b></li> <li><b>Error</b></li> </ul>   |

**Figure 12-1 My Reports - Adhoc**

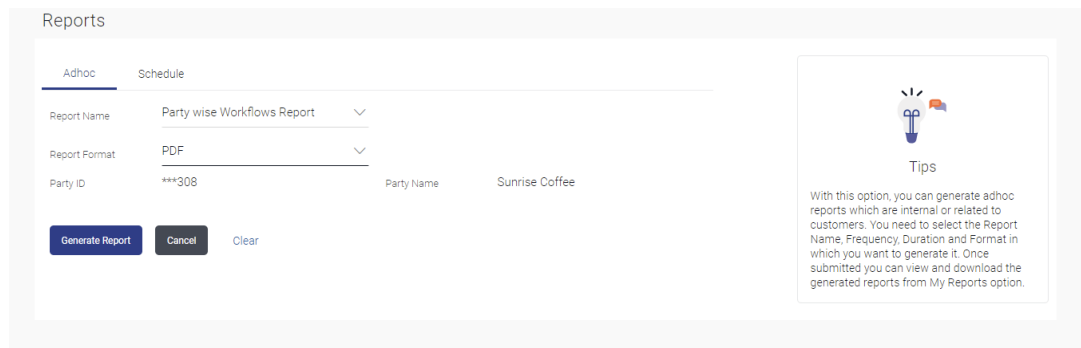
The screenshot displays the 'My Reports' interface with the 'Adhoc' tab selected. It features search filters for Report ID, Report Name, and Generation Date (From Date and To Date). A table lists various reports, all with a status of 'PROCESSED'. A 'Note' box on the right states: 'You can view the list of all adhoc and scheduled reports from here which are already generated, failed or still under processing.' The interface also includes a pagination bar showing 'Page 1 of 5 (1-10 of 46 items)' and a 'Cancel' button.

| Report Name                                    | Report Sub Id    | Generation Date and Time | Status    |
|--|------------------|--------------------------|-----------|
| File Identifier wise Party User Mapping Report | 300468758042-001 | 2020-04-30T14:11:33      | PROCESSED |
| Bill Payment Pay Later Report                  | 300436553909-001 | 2020-04-30T13:54:10      | PROCESSED |
| Date wise User creation Report                 | 290447536562-001 | 2020-04-29T11:43:04      | PROCESSED |
| API Consumption Report                         | 290458144664-001 | 2020-04-29T11:36:53      | PROCESSED |
| Date wise User creation Report                 | 290499418217-001 | 2020-04-29T09:51:32      | PROCESSED |
| Date wise User creation Report                 | 290401411813-001 | 2020-04-29T09:28:33      | PROCESSED |
| API Consumption Report                         | 290448805028-001 | 2020-04-29T06:49:04      | PROCESSED |
| API Consumption Report                         | 290411792479-001 | 2020-04-29T06:49:04      | PROCESSED |
| Date wise User creation Report                 | 280451105013-001 | 2020-04-28T09:54:37      | PROCESSED |
| API Consumption Report                         | 280418710919-001 | 2020-04-28T09:53:09      | PROCESSED |

**To view and download the generated adhoc reports:**

1. Navigate to the **My Reports** screen.
2. Perform one of the following actions:
  - Click the **Adhoc** tab.  
The list of Adhoc reports appears.
  - Click the  icon to search the reports with given search criteria.  
The search results matching to the search criteria are shown on the same screen.
3. Click on **Report Sub ID** hyperlink to view the detailed report. (Refer specimen provided for each report)

**Figure 12-2 Party wise Workflows - Adhoc Reports**



**Note**

The fields which are marked as Required are mandatory.

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

**Table 12-2 Party wise Workflows - Adhoc Reports- Field Description**

| Field Name           | Description  |
|----------------------|--|
| <b>Report Name</b>   | Select the type of report to be generated.   |
| <b>Report Format</b> | Select the format in which the report is to be generated.<br>The options with Oracle Analytics Publisher are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>XLS</b></li> </ul> The options with Internal Reporting Application are: <ul style="list-style-type: none"> <li>• <b>PDF</b></li> <li>• <b>CSV</b></li> </ul> |
| <b>Party ID</b>      | Party ID of the corporate.   |
| <b>Party Name</b>    | Party name of the corporate.   |

4. From the **Report Format** list, select the format in which the report is to be generated.
5. Perform one of the following actions:
  - Click **Generate Report** to view and generate the report.

The success message along with the reference number, status and **Report Request Id** appears.

- Click **Cancel** to cancel the transaction.
  - Click **Clear** to reset the search parameters.
6. Perform one of the following actions:
- Click **OK** to close the screen and navigate to the dashboard.
  - Click on the **View Reports** link to download the report.

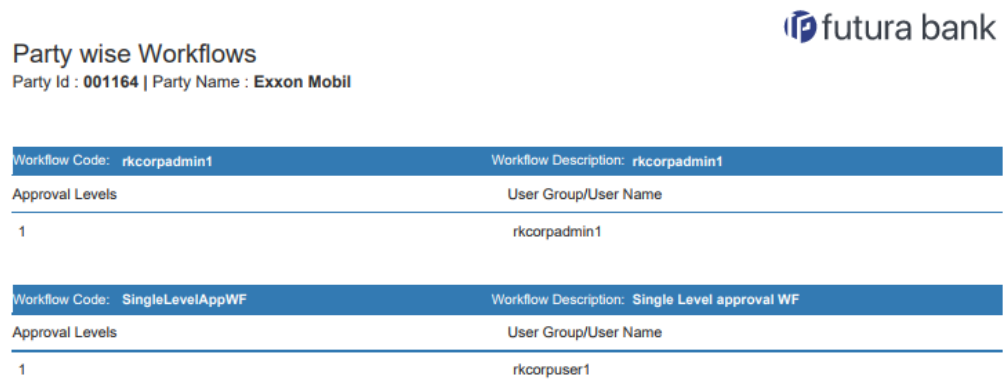
The user is directed to the **My Reports** screen. The list of reports appears.


- Click **Generate another report** to generate another report.
7. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.

A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

 **Note**

You can also download the requested report from **Administrator Dashboard**, click **Toggle Menu**, then click **Reports**, and then click **My Reports**

**Figure 12-3** For reference, a specimen of the report generated is given below:




**Party wise Workflows**  
Party Id : 001164 | Party Name : Exxon Mobil

| Workflow Code: rkcorpadmin1 | Workflow Description: rkcorpadmin1 |
|-----------------------------|------------------------------------|
| Approval Levels             | User Group/User Name               |
| 1                           | rkcorpadmin1                       |

| Workflow Code: SingleLevelAppWF | Workflow Description: Single Level approval WF |
|---------------------------------|--|
| Approval Levels                 | User Group/User Name                           |
| 1                               | rkcorpuser1                                    |

**Table 12-3** Party wise Workflows -Generated Adhoc Reports - Field Description

| Field Name                  | Description  |
|-----------------------------|--|
| <b>Report Parameters</b>    |  |
| <b>Party ID</b>             | Party ID of the corporate.                                       |
| <b>Party Name</b>           | Party name of the corporate.                                     |
| <b>Workflow Code</b>        | Code of the approval workflows maintained under specified party. |
| <b>Workflow Description</b> | Description of the already maintained approval workflow.         |
| <b>Approval levels</b>      | Number of approval levels in each workflow.                      |
| <b>User Group/Name</b>      | User name /group name of the user maintained under a group.      |

## 12.2 My Reports - Scheduled

This topic provides the systematic instructions for the schedule reports to be generated at various intervals, including daily, weekly, monthly, quarterly, and annual schedules.

**Figure 12-4 My Reports - Scheduled**

The screenshot shows the 'My Reports' interface with the 'Scheduled' tab selected. It features a search bar and filters for Report ID, Report Name, and Generation Date. A table lists various reports such as 'File Identifier wise Party User Mapping Report' and 'Date wise User creation Report'. A 'Note' box on the right states: 'You can view the list of all adhoc and scheduled reports from here which are already generated, failed or still under processing.'

**Note**

The fields which are marked as Required are mandatory.

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


**Table 12-4 My Reports - Scheduled- Field Description**

| Field Name         | Description   |
|--------------------|---|
| <b>Search</b>      |   |
| <b>Report ID</b>   | Report ID to search specific report. All the report IDs will be listed.               |
| <b>Report Name</b> | Report Name to search specific report. All the reports with the names will be listed. |

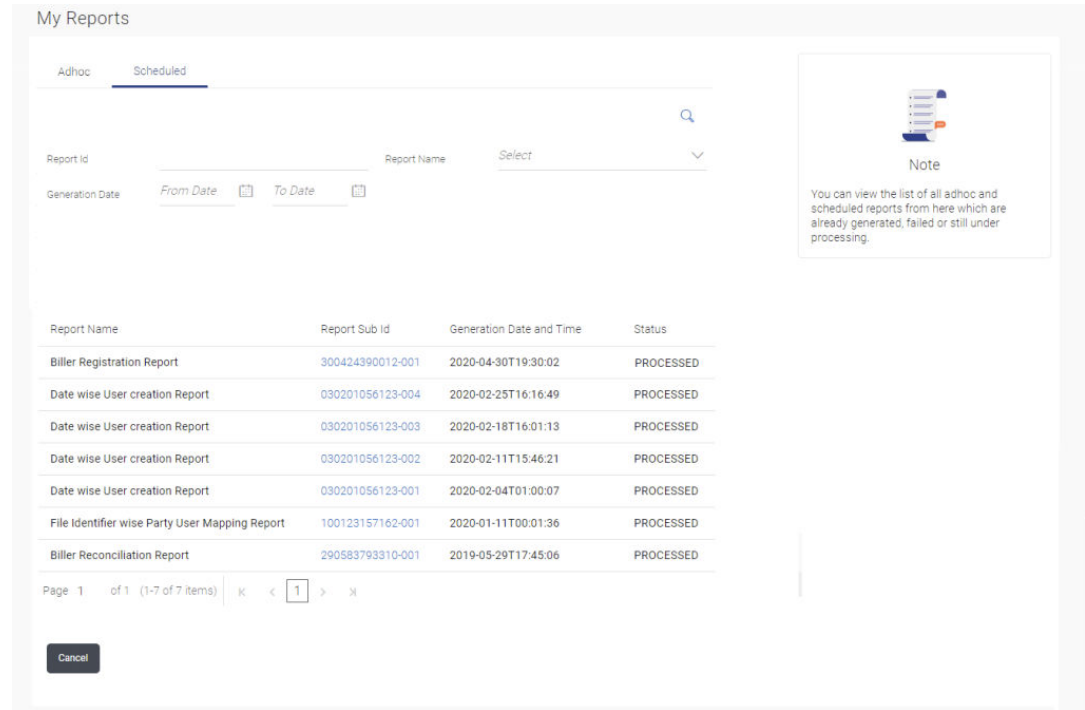
Table 12-4 (Cont.) My Reports - Scheduled- Field Description

| Field Name                      | Description  |
|---------------------------------|--|
| <b>Generation Date</b>          | To search generated reports between specific date ranges. <ul style="list-style-type: none"> <li>• <b>From date</b> – to specify the date from which the generated reports to be searched.</li> <li>• <b>To date</b> – to specify the date till which the generated reports to be searched.</li> </ul> |
| <b>Report List</b>              |  |
| <b>Report Name</b>              | Report Name to search specific report. All the reports with the names will be listed.  |
| <b>Report Sub ID</b>            | Links of view the specific report.   |
| <b>Generation Date and Time</b> | Report generation time and date.   |
| <b>Status</b>                   | Status of generated reported.<br>The status can be: <ul style="list-style-type: none"> <li>• <b>Processed</b></li> <li>• <b>Pending</b></li> <li>• <b>Error</b></li> </ul>   |

**To view and download the generated scheduled reports:**

1. Navigate to the **My Reports** screen.
2. Perform one of the following actions:
  - Click the **Scheduled** tab.  
The list of scheduled reports appears.
  - Click the  icon to search the reports with given search criteria.
  - The search results matching to the search criteria are shown on the same screen.

**Figure 12-5 My Reports - List of Scheduled Reports**



**Note**  
The fields which are marked as Required are mandatory.

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

**Table 12-5 My Reports - List of Scheduled Reports- Field Description**

| Field Name                      | Description  |
|---------------------------------|--|
| <b>Search</b>                   |  |
| <b>Report ID</b>                | Report ID to search specific report. All the report IDs will be listed.  |
| <b>Report Name</b>              | Report Name to search specific report. All the reports with the names will be listed.  |
| <b>Generation Date</b>          | To search generated reports between specific date ranges. <ul style="list-style-type: none"> <li><b>From date</b> – to specify the date from which the generated reports to be searched.</li> <li><b>To date</b> – to specify the date till which the generated reports to be searched.</li> </ul> |
| <b>Report List</b>              |  |
| <b>Report Name</b>              | Report Name to search specific report. All the reports with the names will be listed.  |
| <b>Report ID</b>                | Links of view the specific report.   |
| <b>Generation Date and Time</b> | Report generation time and date.   |

Table 12-5 (Cont.) My Reports - List of Scheduled Reports- Field Description

| Field Name | Description  |
|------------|--|
| Status     | Status of generated reported.<br>The status can be: <ul style="list-style-type: none"><li>• <b>Processed</b></li><li>• <b>Pending</b></li><li>• <b>Error</b></li></ul> |

3. Click on the **Report ID** link to view the detailed report (Refer specimen provided for each report).

## 12.3 FAQ

1. **Can I choose a format in which a report is to be downloaded from My Reports screen?**

A report can be downloaded in a format selected while generating a report.

2. **I can view and download a report which is generated by other administrator users?**

Yes, you can view and download the reports which are generated by other administrator users of the same party using **My Reports** screen.

# 13

## Mailbox


This topic describes the ability of corporate administrators to view all auto-generated alerts generated by the bank in response to various events and transactions performed by the logged-in user.

User can view the alert details but is not allowed reply to the alerts received in his mailbox – Alerts section. Count of unread alerts if any is displayed on the screen.

### Pre-requisites

- Alerts, notifications and the mails to be sent are configured by the bank on various events.

### Features Supported In Application

- View summary of Alerts, Mails, Notifications triggered
  - View specific Alerts, mails, notification details
  - Delete Alerts, mails, notifications
1. Perform anyone of the following navigation to access the **Mailbox** screen.
    - From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu** and then click **Mailbox**.  
  
Under **Mailbox** , click **Mails**.
    - From **Corporate Administrator Dashboard**, click the  icon.

The **Mailbox – Inbox** screen appears.


- [Mails](#)  
This topic describes the features available under Mails.
- [Alerts](#)  
This topic provides the systematic instructions to view all auto-generated alerts that have been sent to the currently logged-in user.
- [Notifications](#)  
This topic provides the systematic instructions to view notifications mailers sent by the bank administrator to the logged-in corporate administrator.
- [FAQ](#)

## 13.1 Mails

This topic describes the features available under Mails.

The following features are available under Mails:

- **Inbox:** This folder displays all the mail messages received by the user.
  - **Sent Mails:** This folder displays the list of mail messages sent by the user to the bank.
  - **Deleted Mails:** This folder contains the list of mail messages deleted by the user from the inbox and the sent mail folders.
1. Perform anyone of the following navigation to access the **Mails** screen.

- From the **Corporate Administrator Dashboard** Dashboard, click **Toggle menu**, click **Menu**, and click **Mailbox**.  
Under **Mailbox**, click **Mails**.
- From **Corporate Administrator Dashboard**, click the  icon, then click **Mails**, and then click **View All**.


The **Mailbox - inbox** screen appears.

## 13.2 Alerts

This topic provides the systematic instructions to view all auto-generated alerts that have been sent to the currently logged-in user.

User is not allowed to reply to the alerts received in his/her mailbox. Number of unread mail count if any will be shown in this section.

### To view the alerts:

1. Perform anyone of the following navigation to access the **Mailbox** screen.
  - From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu** and then click **Mailbox**.  
Under **Mailbox**, click **Alerts**.
  - From **Corporate Administrator Dashboard**, click the  icon, then click **Alerts** and then click **View All**.
  - Access through the kebab menu of any other screens available under **Mailbox**.

**Figure 13-1 Alerts**

| Alerts                   |                               |                         |
|--------------------------|-------------------------------|-------------------------|
| <input type="checkbox"/> | Subject <span>▼</span>        | Received <span>▼</span> |
| <input type="checkbox"/> | Transaction Initiated         | 27 Apr 2022 11:15:42 AM |
| <input type="checkbox"/> | Transaction Approved          | 18 Apr 2022 12:09:25 PM |
| <input type="checkbox"/> | Transaction Processed By Host | 18 Apr 2022 12:09:25 PM |
| <input type="checkbox"/> | Transaction Initiated         | 17 Mar 2022 05:07:48 PM |
| <input type="checkbox"/> | Transaction Initiated         | 15 Feb 2022 07:48:45 PM |
| <input type="checkbox"/> | Transaction Initiated         | 15 Feb 2022 04:37:56 PM |
| <input type="checkbox"/> | Transaction Rejected By Host  | 15 Feb 2022 04:15:50 PM |
| <input type="checkbox"/> | Transaction Processed By Host | 15 Feb 2022 04:15:50 PM |
| <input type="checkbox"/> | Transaction Approved          | 15 Feb 2022 04:15:50 PM |
| <input type="checkbox"/> | Transaction Approved          | 15 Feb 2022 04:15:50 PM |

Page 1 of 39 (1-10 of 385 items) |< < 1 2 3 4 5 ... 39 > >|



**Note**

The fields which are marked as Required are mandatory.

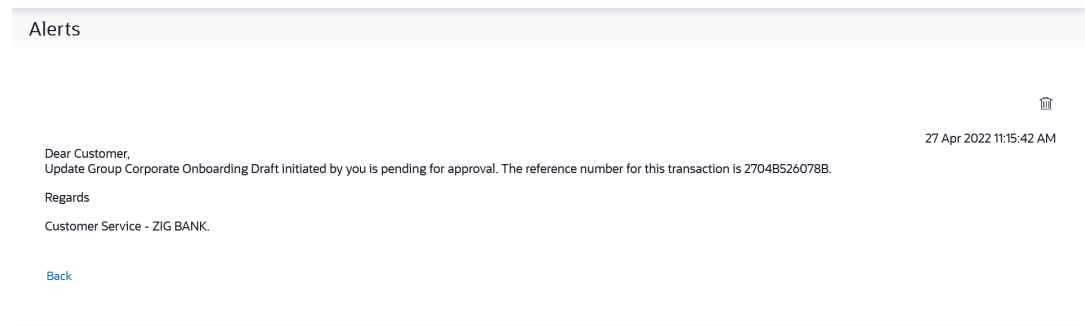
For more information on fields, refer to the field description table.

**Table 13-1 Alerts- Field Description**

| Field Name      | Description   |
|-----------------|---|
| <b>Subject</b>  | The subject of the alert is displayed against the specific alert record.                      |
| <b>Received</b> | The date and time on which the alert was sent is displayed against the specific alert record. |

2. Click on the subject link of an individual message to view the details of that message.
3. Perform one of the following actions:
  - Click an individual alert to view the details of the alert.  
The details of the alert appears.
  - Click  icon to refresh the mailbox.
  - To delete multiple alerts, select the check box (s) against the alert, and click  icon to delete the alert.

**Figure 13-2 Alerts Details**



**Note**

The fields which are marked as Required are mandatory.

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


**Table 13-2 Alerts Details - Field Description**

| Field Name            | Description |
|-----------------------|-------------|
| <b>Alerts Details</b> |             |

**Table 13-2 (Cont.) Alerts Details - Field Description**

| Field Name                      | Description  |
|---------------------------------|--|
| <b>Received Date &amp; Time</b> | The date and time on which the alert was received. |
| <b>Message</b>                  | The content of the alert.                          |

4. Perform one of the following actions:


- Click the  icon to delete the alert.  
The delete warning message appears.
- Click **Back** to navigate back to the previous screen.

## 13.3 Notifications

This topic provides the systematic instructions to view notifications mailers sent by the bank administrator to the logged-in corporate administrator.

The user can view the detailed notifications but cannot reply to these notifications. Number of unread notification count if any will also be shown.

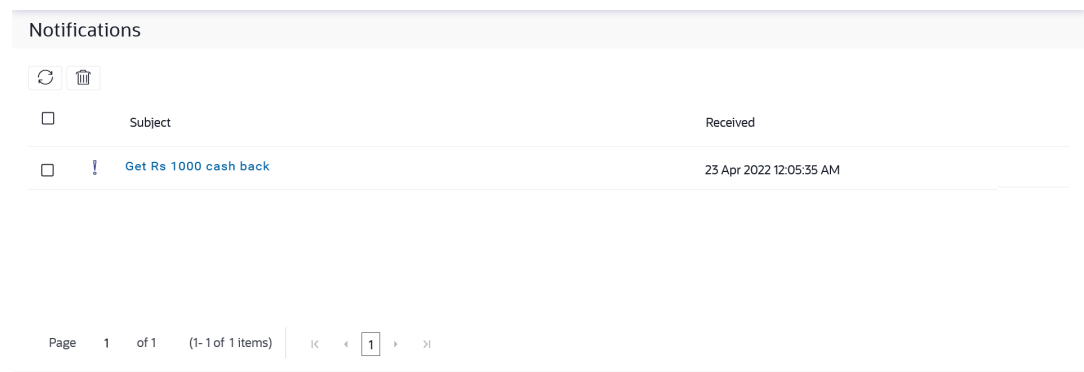
### To view the notifications:

1. Perform anyone of the following navigation to access the **Mailbox** screen.
  - From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu** and then click **Mailbox**.  
Under **Mailbox** , click **Notifications**.
  - From **Corporate Administrator Dashboard**, click the  icon, then click **Notifications** and then click **View All**.
  - Access through the kebab menu of any other screens available under **Mailbox** .

The **Notifications** screen appears.

2. Click the **Notifications** tab.

The notifications section displays list all the notifications.


**Figure 13-3 Notifications**

**Note**



The fields which are marked as Required are mandatory.

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


**Table 13-3 Notifications- Field Description**

| Field Name      | Description  |
|-----------------|--|
| <b>Subject</b>  | Subject of the alert.<br>The  icon against the record denotes that the notification is sent at high priority. |
| <b>Received</b> | Date and time on which the notification was received.  |

3. Perform one of the following actions:

- Click the  icon to refresh the Notifications.
- Click  icon to delete the Notifications.

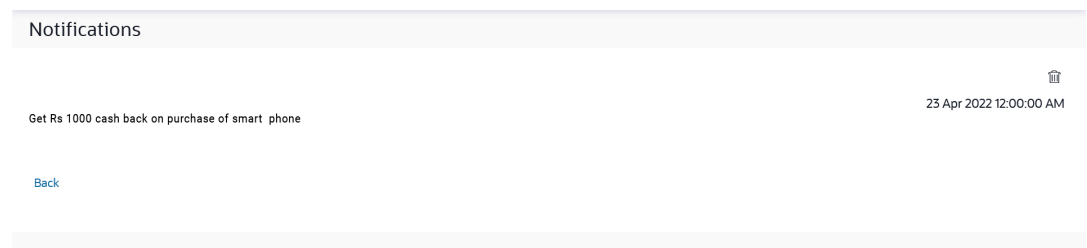
**Note**

For multiple alerts deletion, select the check box (s) against the Notifications, and click the  icon.

4. Click **individual notifications** to view the details.

The details appear depend upon the type of notification being received.

**Figure 13-4 Notifications Details**

**Note**

The fields which are marked as Required are mandatory.

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

**Table 13-4 Notifications Details - Field Description**

| Field Name      | Description   |
|-----------------|---|
| <b>Subject</b>  | Subject of the notification.                          |
| <b>Received</b> | Date and time on which the notification was received. |
| <b>Message</b>  | Message Body of the notification.                     |

5. Perform one of the following actions:
  - Click **Delete** to delete the notification.
  - Click **Back** to navigate to the previous page.

## 13.4 FAQ

1. **Can corporate administrator reply to the alerts received in his mailbox?**  
No, corporate administrator are not allowed to reply to the alerts received in their mailbox.
2. **Can corporate administrator initiate a fresh mail?**  
No, corporate administrator cannot initiate fresh mails using secured mailbox.

# 14

## Profile

This topic provides the systematic instructions to corporate administrators for viewing their profile details.

Details that can be viewed include user name, last login time, email id, phone number, and date of birth and address of the user.

### Pre-requisites

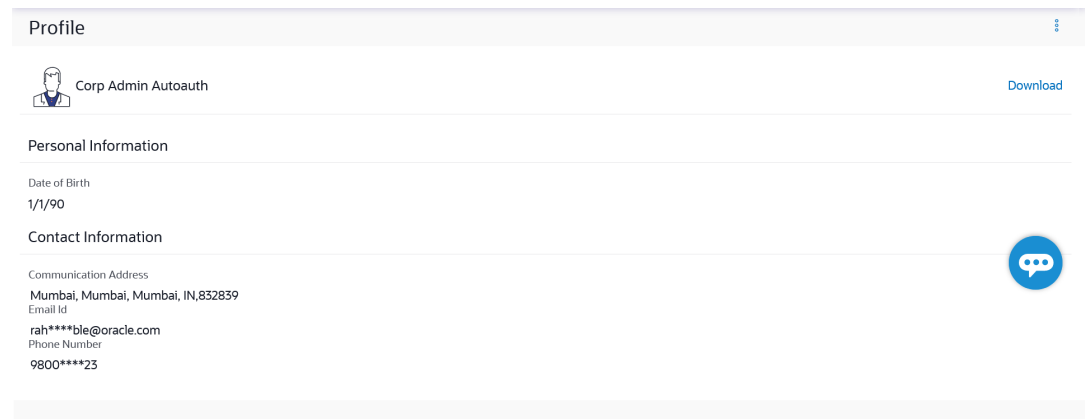
User must have a valid Login credentials.

### Features Supported In Application

- View the profile details of Corporate Administrator user
1. Perform anyone of the following navigation to access the **My Profile** screen.
    - From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu** and then click **Account Setting** .  
  
Under **Account Setting** , click **Profile**.
    - From **User Name** icon (top right corner of the screen), click **Profile**.

The **My Profile** screen appears.

**Figure 14-1 Profile**



### Note

The fields which are marked as Required are mandatory.

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

**Table 14-1 Profile - Field Description**

| Field Name                   | Description                                      |
|------------------------------|--|
| <b>User Name</b>             | First name and last name of the logged in user   |
| <b>Personal Information</b>  |  |
| <b>Date of Birth</b>         | Date of birth of the user.                       |
| <b>Contact Information</b>   |  |
| <b>Communication Address</b> | Address of the user.                             |
| <b>Email</b>                 | Email id of the user, in masked format.          |
| <b>Phone Number</b>          | The mobile number of the user, in masked format. |

2. Perform one of the following actions:
  - Click **OK** to navigate to the previous page.
  - Click the [Download](#) icon to download the user details.
- [FAQ](#)

## 14.1 FAQ

1. **Can the Corporate Administrator user edit his profile information?**  
No, the Corporate Administrator user cannot edit his profile information; he / she can only view the profile details.

# 15

## Session Summary

This topic provides the systematic instructions to user for reviewing a log of their transactions and login details for their previous five login sessions.

The corporate administrator can view the entire session summary of the previous five logins, login and logoff date and time for each session, channel in which transactions are carried out in each session along with the IP address of the channel.

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu** and then click **Account Settings**.

Under **Account Settings** , click **Session Summary**.

The **Session Summary** screen appears.

**Figure 15-1 Session Summary**

| Start Date & Time    | End Date & Time    | Channel  | IP Address |
|----------------------|--------------------|----------|------------|
| ▶ 10/14/22, 2:13 PM  | 10/14/22, 2:13 PM  | Internet | 10.6994.58 |
| ▶ 10/14/22, 12:34 PM | 10/14/22, 12:34 PM | Internet | 10.6994.58 |
| ▶ 10/14/22, 12:30 PM | 10/14/22, 12:30 PM | Internet | 10.6994.58 |

### Note

The fields which are marked as Required are mandatory.

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

**Table 15-1 Session Summary - Field Description**

| Field Name                   | Description   |
|------------------------------|---|
| <b>Start Date &amp; Time</b> | The start date and time of the session.   |
| <b>End Date &amp; Time</b>   | The end date and time of the session.   |
| <b>Channel</b>               | The channel of access for the session (Desktop Browser / Mobile / Application etc.) |
| <b>IP Address</b>            | IP address of the channel.  |

2. Perform one of the following actions:
  - Click the ▶ icon against a specific record to view the details of that session.

The session details appear.

- Click **OK** to navigate to the Dashboard screen.

**Figure 15-2 Session Summary - Details**

Session Summary

| Start Date & Time    | End Date & Time    | Channel  | IP Address |
|----------------------|--------------------|----------|------------|
| ▶ 10/14/22, 2:13 PM  | 10/14/22, 2:13 PM  | Internet | 10.6994.58 |
| ▼ 10/14/22, 12:34 PM | 10/14/22, 12:34 PM | Internet | 10.6994.58 |

| Transaction Name                     | Status  | Transaction Date & Time |
|--------------------------------------|---------|-------------------------|
| List Group Corporate Onboarding Flow | Success | 10/14/22, 7:06 AM       |
| Read Group Corporate Profile         | Success | 10/14/22, 7:11 AM       |

|                      |                    |          |            |
|----------------------|--------------------|----------|------------|
| ▶ 10/14/22, 12:30 PM | 10/14/22, 12:30 PM | Internet | 10.6994.58 |
|----------------------|--------------------|----------|------------|

**Note**

The fields which are marked as Required are mandatory.

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

**Table 15-2 Field Description**

| Field Name                         | Description  |
|------------------------------------|--|
| <b>Start Date &amp; Time</b>       | The start date and time of the session.  |
| <b>End Date &amp; Time</b>         | The end date and time of the session.  |
| <b>Channel</b>                     | The channel of access for the session (Desktop Browser / Mobile / Application etc.). |
| <b>IP Address</b>                  | IP address of the channel.   |
| <b>Session Summary - Details</b>   |  |
| <b>Transaction Name</b>            | Name of the transaction, performed in the session.                                   |
| <b>Status</b>                      | Status of the transaction.   |
| <b>Transaction Date &amp; Time</b> | The date and time of the transaction.  |

# 16

## Manage DND Alerts

This topic provides the systematic instructions to users to enable or disable the Do Not Disturb (DND) flag for mandatory alerts within selected categories.

Day 0 configuration will be provided for the events which are applicable for DND. The bank can create a category of events for which DND needs to be configured.

### Pre-requisites

- The user must have a valid login credential to access the digital banking platform.

### Features Supported In the Application

- Definition of Primary Account Number

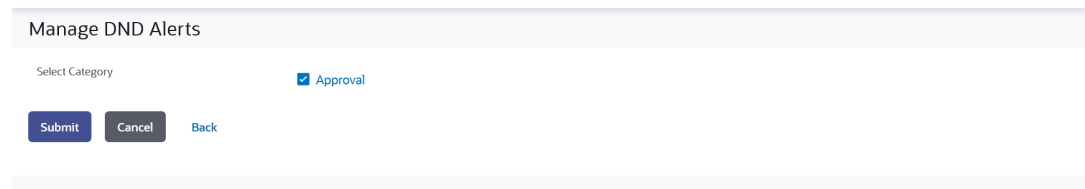
### To set DND alerts to category:

1. From the Dashboard, click **Toggle menu**, click **Menu**, and click **Account Settings** and then click **Preferences**.

Under **Preferences**, click **Manage DND Alerts**.

The **Manage DND Alerts** screen appears.

**Figure 16-1 Manage DND Alerts**



Manage DND Alerts

Select Category  Approval

[Back](#)

### Note

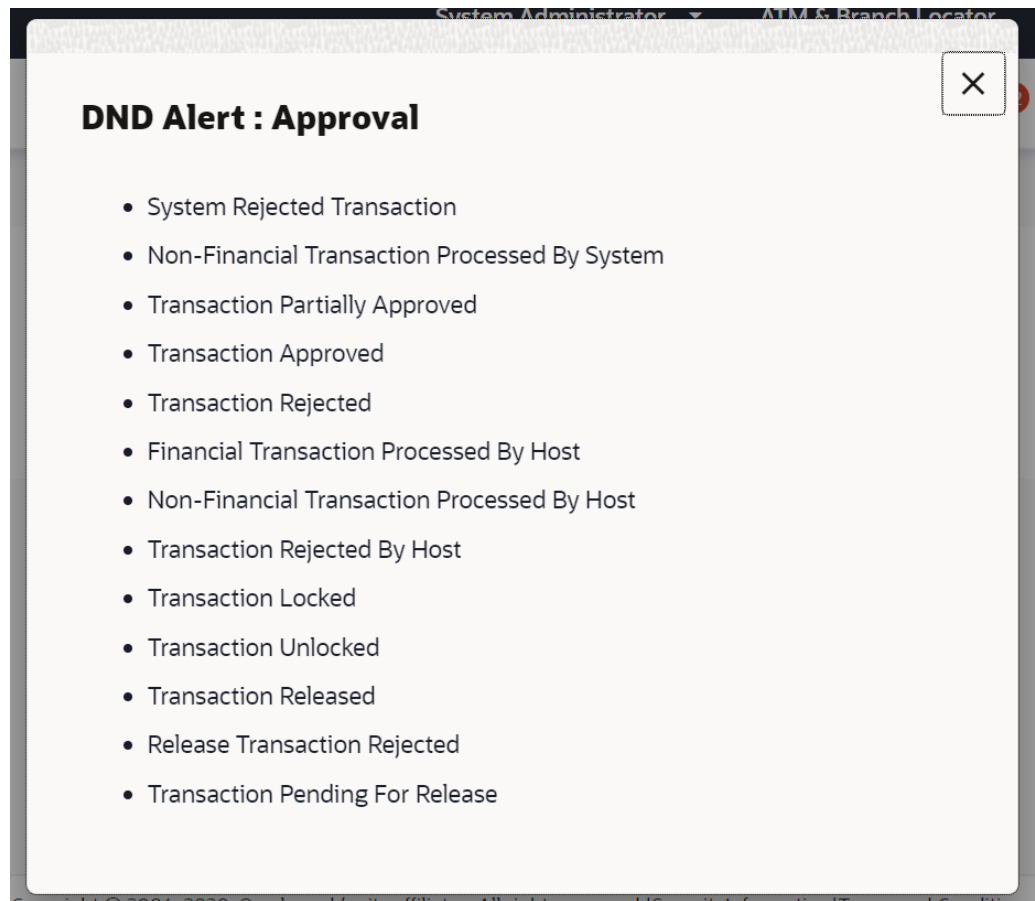
The fields which are marked as Required are mandatory.

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

**Table 16-1 Manage DND Alerts- Field Description**

| Field Name             | Description  |
|------------------------|--|
| <b>Select Category</b> | <p>Select the categories for which DND need to be configured. All the categories for which DND is applicable will be available for selection.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>Click on category link to view list of all the events for which alerts will not be sent to the user.</p> </div> |

2. In the **Select Category** field, select the desired categories for which DND need to be configured.
  - Click on category link to view list of all the events for which alerts will not be sent to the user.

**Figure 16-2 DND Alerts**

3. Perform one of the following actions:
  - Click **Submit**.

A message confirming DND alert set appears.

- Click **Cancel** to cancel the transaction.
- Click **Back** to navigate back to the previous screen.

# ATM & Branch Locator

This topic provides the systematic instructions to user to view the address and location of the ATMs and the branches of the Bank available to serve the user in a certain location.

The user is provided with the options to search for the bank's ATMs and branches in his vicinity by entering a location. The search results display the list of ATMs / branches name and distance from the user's current location.

This feature enables the user to locate the bank's ATMs/ branches available within a specific radius of his current location. The user can select a Branch / ATM from the search list and on clicking the View Details icon; the user will be able to view the address and services provided by the specific ATM/ branch. The additional filter feature is provided to search the ATM/Branch based on their services. In addition the user can view the detailed directions to the ATM/ branch by clicking Get Directions, and will also be able to view its location on a map.

## Features supported in the application

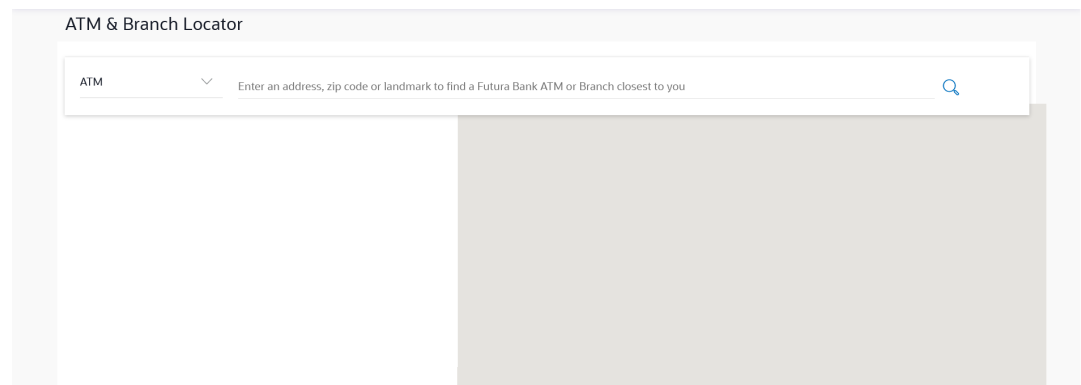
- Locate Branches
- Locate ATMs

## To locate an ATM or Branch:

1. Perform anyone of the following navigation to access the **ATM & Branch Locator** screen:
  - From the OBDX portal landing page, click **ATM & Branch Locator**.
  - From the Dashboard, click **Toggle menu**, click **Menu**, and click **ATM & Branch Locator**.
  - From the Dashboard, click **ATM & Branch Locator**.

The **ATM & Branch Locator** screen appears.

**Figure 17-1 ATM & Branch Locator**



### **Note**

The fields which are marked as Required are mandatory.

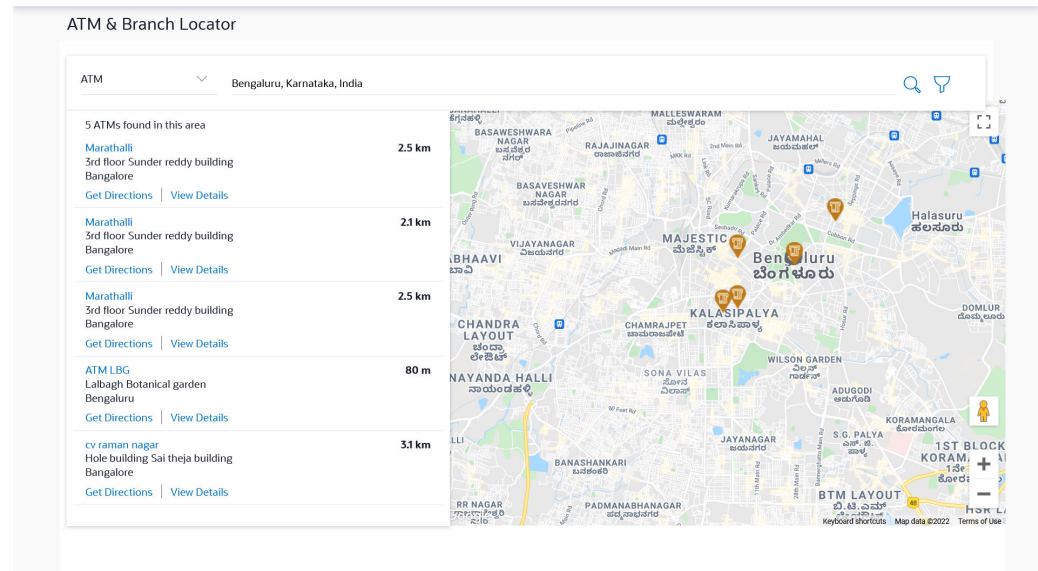
For more information on fields, refer to the field description table.

**Table 17-1 ATM & Branch Locator- Field Description**

| Field Name              | Description   |
|-------------------------|---|
| <b>ATM &amp; Branch</b> | Specify whether you want to search for the bank's ATMs or branches.<br>The options are: <ul style="list-style-type: none"> <li>• <b>ATM</b></li> <li>• <b>Branch</b></li> </ul> |

2. Select the desired option and enter the location in which you wish to locate ATMs or Branches:
  - a. If you select the **Branch** option, the list of all the branches and their locations appear.
  - b. If you select the **ATM** option, the list of all the ATMs and their locations appear.

**Figure 17-2 ATM & Branch Locator - Search**



**Note**

The fields which are marked as Required are mandatory.



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

**Table 17-2 ATM & Branch Locator - Search- Field Description**

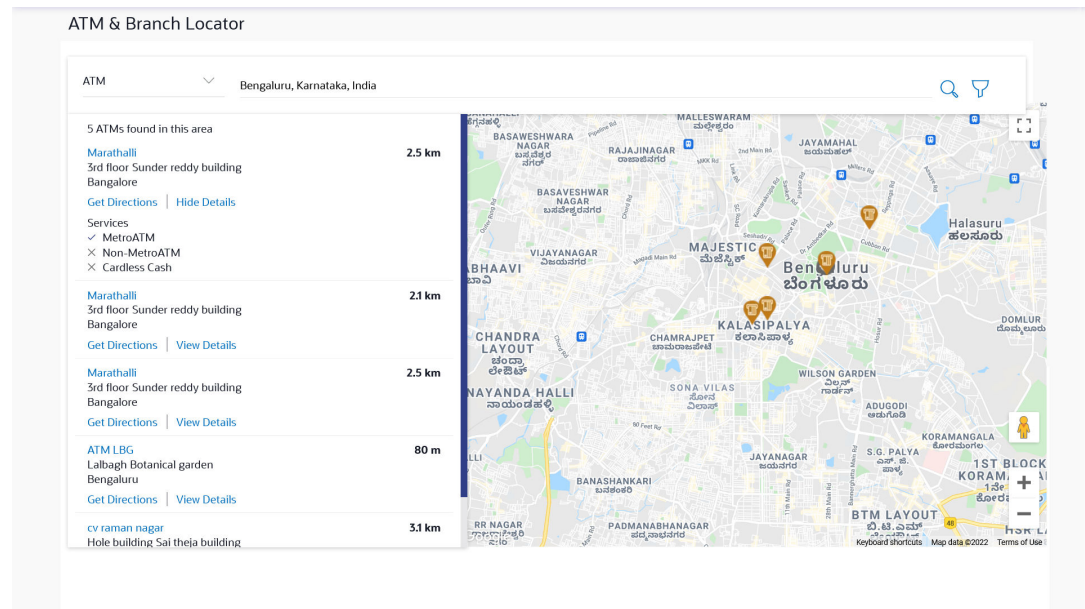
| Field Name                      | Description  |
|---------------------------------|--|
| <b>Location</b>                 | Key in the address/location/pin-code or city to search for an ATM / Branch.                |
| <b>Number of ATMs/ Branches</b> | A statement identifying the number of ATMs/Branches, as the case may be, will be displayed |

**Table 17-2 (Cont.) ATM & Branch Locator - Search- Field Description**


| Field Name   | Description  |
|--|--|
| The following will be displayed per ATM/Branch record: |  |
| <b>Name</b>  | The name of the ATM / branch.  |
| <b>Distance</b>  | The distance of the ATM / branch from the location entered.  |
| <b>Address</b>   | The address of the ATM / branch that you have searched for.  |
| <b>Get Directions</b>                                  | Click the link, to view the directions to the branch / ATM from your current location in the map.  |
| <b>View Details</b>                                    | Clicking this link displays the following details.   |
| <b>Services</b>  | The services offered by the bank's ATM / branch.   |
| <b>Additional Information</b>                          | Any additional information of the bank's ATM/branch as maintained with the bank will be displayed. |

- In the **Search** box, enter the desired location.  
The list of ATMs / branches with Name and Distance details appear.
- Click the  icon to view the ATMs/branches in the location entered.
- Click the **View Details** link, to view the detailed address, phone number (applicable for a branch), work timings (applicable for a branch) and services provided by the bank branch/ ATM.
- Click the  icon to filter ATMs or Branches on the basis of services that the ATMs or Branches provide.

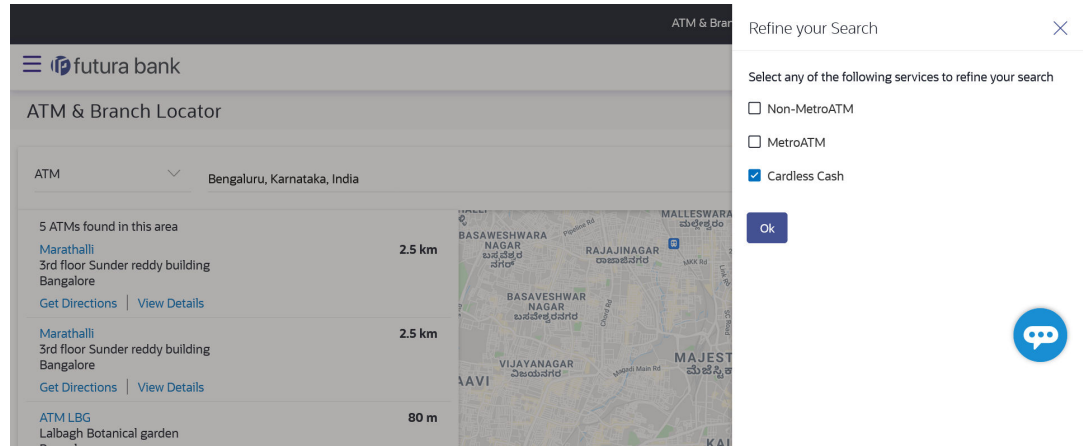
**Figure 17-3 ATM & Branch Locator - View Details**



- Perform one of the following actions:
  - Click on **Hide Details** to hide the details of the specific ATM/branch.
  - Hover over the ATM/branch marker on the map to view the address of the ATM/branch.

- Click the  icon to filter ATMs or Branches on the basis of services that the ATMs or Branches provide.

**Figure 17-4 ATM & Branch Locator – Refine your Search**



**Note**

The fields which are marked as Required are mandatory.

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

**Table 17-3 ATM & Branch Locator – Refine your Search- Field Description**

| Field Name | Description  |
|------------|--|
| Service    | The list of services provided by the bank in the bank's ATMs or Branches will be listed down with checkboxes available against each. Select any checkbox to filter your search for ATMs or Branches on the basis of service. |

8. Select any checkbox to filter your search for ATMs or Branches on the basis of desired service.
9. Click **OK** to search for ATMs or Branches on the basis of the services selected.

The system filters ATMs/Branches on the basis of services selected.

Figure 17-5 ATM &amp; Branch Locator – Get Directions

| 5 ATMs found in this area                                       |        |
|---|--------|
| Marathalli<br>3rd floor Sunder reddy building<br>Bangalore      | 1.9 km |
| <a href="#">Get Directions</a>   <a href="#">View Details</a>   |        |
| Marathalli<br>3rd floor Sunder reddy building<br>Bangalore      | 2.5 km |
| <a href="#">Get Directions</a>   <a href="#">View Details</a>   |        |
| CV raman nagar<br>Hole building Sai theja building<br>Bangalore | 3.1 km |
| <a href="#">Get Directions</a>   <a href="#">View Details</a>   |        |
| Marathalli<br>3rd floor Sunder reddy building<br>Bangalore      | 2.5 km |
| <a href="#">Get Directions</a>   <a href="#">View Details</a>   |        |
| ATM LBG<br>Lalbagh Botanical garden<br>Bangalore                | 80 m   |
| <a href="#">Get Directions</a>   <a href="#">View Details</a>   |        |

10. Hover over the ATM/branch marker on the map to view the address of the ATM/branch.

- [FAQ](#)

## 17.1 FAQ

### 1. Can I view ATM/ Branches of other cities/ states/ countries?

Yes, you can view the ATMs or Branches of the bank located in any city/state or country in the map and also get their details such as address and phone numbers, working hours, services offered, etc.

# 18

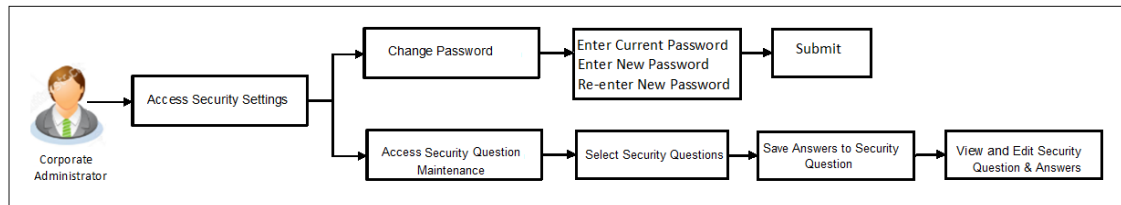
## Security Settings

This topic provides the systematic instructions to user for managing security settings, which include password changes and security question setup.

### Pre-requisites

- User must have a valid Login credentials
- Transaction access is provided to Corporate Administrator
- Approval rule set up for Corporate Administrator to perform the actions

**Figure 18-1 Workflow**



### Features supported in application

The Security Settings maintenance allow the Corporate Administrator to:

- [Changing of old password to new Password](#)
  - [Set Security Questions](#)
  - [View Security Questions](#)
  - [Edit Security Questions](#)
1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu** and then click **Security & Login**.

The **Security & Login** screen appears.

- [Set Security Questions](#)  
This topic provides the systematic instructions to user for configuring the answers to security questions, which subsequently serve as an additional layer of security beyond login credentials.
- [FAQ](#)

## 18.1 Set Security Questions

This topic provides the systematic instructions to user for configuring the answers to security questions, which subsequently serve as an additional layer of security beyond login credentials.

Security Questions are the second layer of authentication mode set by the Bank to complete various transactions.

User will be asked to answer these security questions to complete the transactions for which bank would have set Security Question as the second factor authentication.

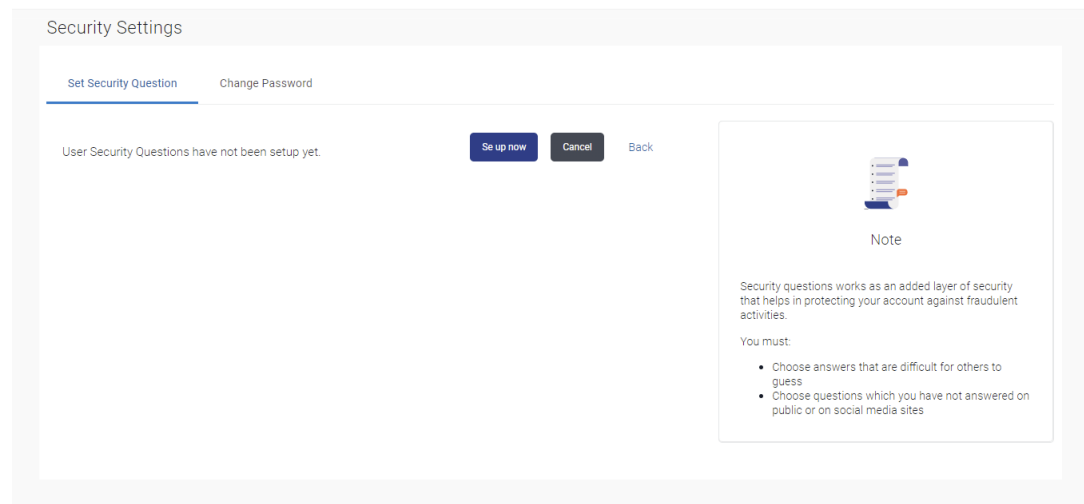
**To set up security questions:**

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu** and then click **Security & Login**.

Under **Security & Login**, click **Set Security Question**.

The **Security Settings - Set Security Question** screen appears.

**Figure 18-2 Set Security Questions**



**Note**

Since security questions have not been set-up by the user, message will be displayed "Security Questions are not set up yet".

2. Click **Set up now** to set-up security questions.

The **User Security Question** screen appears.

**Figure 18-3 User Security Question**

The screenshot shows the 'Security Question Maintenance' page. On the left, there is a form titled 'User Security Questions' with five entries. Each entry consists of a 'Security Question' dropdown menu and an 'Answer' text input field. The questions are: 'What is the brand of your first mobile phone?', 'In what country were you born?', 'How many siblings do you have?', 'What is your favourite teacher's name?', and 'Which sport you like most?'. At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Back'. On the right side of the form, there is a 'Note' box with a blue header and a list of instructions: 'Security questions works as an added layer of security that helps in protecting your account against fraudulent activities. You must: • Choose answers that are difficult for others to guess • Choose questions which you have not answered on public or on social media sites'.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 18-1 User Security Question- Field Description**

| Field Description              | Field Description                                    |
|--------------------------------|--|
| <b>User Security Questions</b> |  |
| <b>Security Question</b>       | Questions available for selection to add to the set. |
| <b>Answer</b>                  | The answers corresponding to the security question.  |

3. From the **Security Questions** list, select the appropriate security question to be added in set.
4. In the **Answers** field, enter the answers corresponding to the security question.
5. Perform one of the following actions:
  - Click **Save** to save the changes made.
 

The **User Security Question – Review** screen appears.
  - Click **Cancel** to cancel the operation and navigate back to Dashboard.
  - Click **Back** to navigate to previous screen.
6. Perform one of the following actions:

- Verify the details, and click **Confirm**.

The success message appears along with the status of transaction.

- Click **Cancel** to cancel the operation and navigate back to Dashboard.
- Click **Back** to navigate to previous screen.

The **User Security Question – Edit** screen with values in editable form screen appears.

7. Click **OK** to complete the transaction and navigate back to Dashboard.

- [View Security Questions](#)

This topic provides the systematic instructions to user to view any existing security questions that have been previously configured.

- [User Security Question - Edit](#)

This topic provides the systematic instructions to user for modifying existing maintenance settings for security questions.

## 18.1.1 View Security Questions

This topic provides the systematic instructions to user to view any existing security questions that have been previously configured.

This topic describes the behavior of the **Manage Security Questions** option.

**To view the existing t security questions maintenance:**

1. Navigate to the **Security Settings** screen.

The **Set Security Question- View** screen appears.

**Figure 18-4 User security questions - View**

The screenshot shows the 'Security Settings' interface. At the top, there are two tabs: 'Set Security Question' (active) and 'Change Password'. Below the tabs is a table of security questions:

|                   |   |
|-------------------|---|
| Security Question | What is the brand of your first mobile? |
| Security Question | How many siblings do you have?          |
| Security Question | In what county were you born?           |
| Security Question | What is your favourite teacher's name?  |
| Security Question | Which sport you like most?              |

At the bottom of the table are three buttons: 'Edit', 'Cancel', and 'Back'. To the right of the table is a 'Note' box with a blue header and a list of instructions:

**Note**

Security questions works as an added layer of security that helps in protecting your account against fraudulent activities.

You must:

- Choose answers that are difficult for others to guess
- Choose questions which you have not answered on public or on social media sites

### **Note**

The fields which are marked as Required are mandatory.

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

**Table 18-2 User security questions - View- Field Description**

| Field Name                            | Description   |
|---------------------------------------|---|
| <b>User Security Questions - View</b> |   |
| <b>Security Questions</b>             | The list of security question, which is the existing set, for the user. |

2. Perform one of the following actions:
  - Click **Edit** to make the changes if any.  
The **User Security Question – Edit** screen with values in editable form appears.
  - Click **Cancel** to cancel the operation and navigate back to Dashboard.
  - Click **Back** to go back to previous screen.

## 18.1.2 User Security Question - Edit

This topic provides the systematic instructions to user for modifying existing maintenance settings for security questions.

Corporate Administrator is allowed to add security questions but cannot delete the existing questions.

### To edit the security questions set:

1. Navigate to the **Security Settings** screen.
2. Click **View** to view the security questions already set.  
The **User Security Questions – View** screen appears.
3. Click **Edit**.  
The **User Security Questions - Edit** screen with values in editable form screen appears.

**Figure 18-5 User Security Questions - Edit**

Security Question Maintenance

User Security Questions

Security Question  
What is the brand of your first mobile? ▾  
Answer  
Apple

Security Question  
How many siblings do you have? ▾  
Answer  
1

Security Question  
In what county were you born? ▾  
Answer  
India

Security Question  
What is your favourite teacher's name? ▾  
Answer  
Joy

Security Question  
Which sport you like most? ▾  
Answer  
Cricket

Submit Cancel Back

**Note**

Security questions works as an added layer of security that helps in protecting your account against fraudulent activities.

You must:

- Choose answers that are difficult for others to guess
- Choose questions which you have not answered on public or on social media sites

**Note**

The fields which are marked as Required are mandatory.

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

**Table 18-3 User Security Questions - Edit - Field Description**

| Field Name                          | Description   |
|-------------------------------------|---|
| <b>User Security Questions-Edit</b> |   |
| <b>Questions</b>                    | The list of security question, which is the existing set, for the user. |
| <b>Answer</b>                       | The answers will appear as blank for security reasons.                  |

4. From the **Security Questions** list, view the existing questions. Modify if required.
5. In the **Answers** field, enter the answers corresponding to the security question.
6. Perform one of the following actions:
  - Click **Save** to save the changes made.  
The **User Security Question – Review** screen appears.  
The **User Security Question – Edit** screen with values in editable form appears.
  - Click **Cancel** to cancel the operation and navigate back to Dashboard.
  - Click **Back** to go back to the previous screen.

7. Perform one of the following actions:
  - Verify the details, and click **Confirm**.  
The success message of security question setup appears along with the transaction reference number.
  - Click **Back** to make the changes if any.
  - Click **Cancel** to cancel the operation and navigate back to Dashboard.
8. Click **OK** to complete the transaction and navigate back to Dashboard.

## 18.2 FAQ

1. **Can I modify the security questions already set by me?**  
Yes, answer to security questions can be modified.

# Index

## A

---

Adhoc Reports, [3](#)  
Alerts, [2](#)  
Approval Rule – Create, [93](#)  
Approval Rule Report, [34](#)  
Approval Rules - Edit, [89](#)  
Approval Rules - View, [85](#)  
Approval Rules – Summary, [84](#)  
ATM & Branch Locator, [1](#)

## C

---

Comments, [4](#)  
Corporate Administrator, [1](#)  
Corporate Administrator Dashboard, [1](#)

## D

---

Delete Scheduled Reports, [9](#)

## E

---

Edit Scheduled Reports, [7](#)

## F

---

FAQ, [102](#), [12](#), [16](#), [9](#), [9](#), [9](#), [6](#), [2](#), [7](#)  
File Identifier Maintenance, [1](#)  
File Identifier Maintenance - Create, [5](#)  
File Identifier Maintenance - Edit, [7](#)  
File Identifier Maintenance - Summary, [2](#)  
File Identifier wise Party User Mapping - Adhoc Report, [10](#)  
File Identifier wise Party User Mapping - Schedule Report, [13](#)  
File Identifier wise Party User Mapping Report, [10](#)  
File Upload Maintenance, [1](#)

## G

---

Group Corporate Onboarding, [1](#)  
Group Corporate Profiling - View, [8](#)

## L

---

Limit Package Management - Clone, [12](#)  
Limit Package Management - Create, [5](#)  
Limit Package Management - Delete, [15](#)  
Limit Package Management - Edit, [8](#)  
Limit Package Management - View, [2](#)  
Limits Definition, [1](#)  
Limits Definition - Create, [3](#)  
Limits Definition - Delete Limit, [6](#)  
Limits Definition - View, [2](#)  
Limits Package Management, [1](#)  
List of Reports, [10](#)

## M

---

Mailbox, [1](#)  
Mails, [1](#)  
Manage DND Alerts, [1](#)  
My Reports, [1](#)  
My Reports - Adhoc, [1](#)  
My Reports - Scheduled, [6](#)

## N

---

Notifications, [4](#)

## P

---

Party Account Access - View, [19](#)  
Party Account Access – Create, [11](#)  
Party Account Access- Delete, [29](#)  
Party Account Access- Edit, [22](#)  
Party User wise File Identifiers Mapping - Adhoc Report, [20](#)  
Party User wise File Identifiers Mapping - Schedule Report, [23](#)  
Party User wise File Identifiers Mapping Report, [20](#)  
Party wise File Identifiers Mapping - Adhoc Report, [15](#)  
Party wise File Identifiers Mapping - Schedule Reports, [18](#)  
Party wise File Identifiers Mapping Report, [15](#)  
Party wise Payee Maintenance - Schedule Report, [27](#)

Party wise Payee Maintenance Report, [25](#)  
Party wise Payee Maintenance Report - Adhoc  
Report, [25](#)  
Party wise User Groups - Adhoc Report, [29](#)  
Party wise User Groups - Schedule Report, [32](#)  
Party wise User Groups Report, [29](#)  
Profile, [1](#)

## R

---

Ready to Submit, [6](#)  
Report Generation, [1](#)  
Reports, [1](#)

## S

---

Schedule Reports, [4](#)  
Security Settings, [1](#)  
Send to Modify, [100](#)  
Session Summary, [1](#)  
Set Security Questions, [1](#)  
Step 1: Group Corporate Profiling, [8](#)  
Step 2: Party Account Access, [10](#)  
Step 3: User Onboarding, [30](#)  
Step 4: User Group Maintenance, [31](#)  
Step 5: User Account Access, [39](#)  
Step 6: User Report Mapping, [64](#)  
Step 7: Workflow Management, [72](#)  
Step 8: Approval Rules, [83](#)

## U

---

User Account Access – Create, [40](#)

User Account Access – Delete, [63](#)  
User Account Access – Edit, [54](#)  
User Account Access – View, [49](#)  
User Entitlement Report, [34](#)  
User File Identifier Mapping, [1](#)  
User File Identifier Mapping - Create, [2](#), [6](#)  
User File Identifier Mapping - Details, [3](#)  
User File Identifier Mapping – Edit, [7](#)  
User Groups – Create, [32](#)  
User Groups – Edit, [36](#)  
User Groups – Summary & View, [34](#)  
User List Report, [34](#)  
User Management, [1](#)  
User Management – Search/ View User, [1](#)  
User Report Mapping - Create, [71](#)  
User Report Mapping - Edit, [69](#)  
User Report Mapping – Search & View, [65](#)  
User Security Question - Edit, [5](#)

## V

---

View Linked Parties under Group Corporate, [3](#)  
View Scheduled Reports, [5](#)  
View Security Questions, [4](#)

## W

---

Workflow Management - Edit, [80](#)  
Workflow Management – Create, [76](#)  
Workflow Management – Summary, [74](#)  
Workflow Management – View, [75](#)