

Oracle® Banking Digital Experience

Core - Corporate Admin User Manual



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ORACLE®

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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.

Before you Begin

Kindly refer to our **Getting Started User Guide** for common elements, including Symbols and Icons, Conventions Definitions, and so forth.

Pre-requisites

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

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.

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

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.

Convention	Meaning
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

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
Back	In case you missed to specify or need to modify the details in the previous segment, click Back to navigate to the previous segment.
Cancel	Click Cancel 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.
Next	On completion of input of all parameters, click Next to navigate to the next segment.
Save	On completion of input of all parameters, click Save to save the details.
Save & Close	Click Save & Close to save the data captured. The saved data will be available in View Business Product with <i>In Progress</i> status. You can work on it later by picking it from the View Business Product .
Submit	On completing the input of all parameters, click Submit to proceed with executing the transaction.
Reset	Click Reset to clear the data entered.
Refresh	Click Refresh to update the transaction with the recently entered data.
Download	Click Download 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
	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.

Post-requisites

After finishing all the requirements, please log out from the **Home** screen.

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

-  **Onboarding** : Click this menu to manage users.
-  **Limits** : Click this menu to manage limits.
-  **File Upload** : Click this menu to create a file identifier and map it to the user.
-  **Reports** : Click this menu to generate reports and view the generated reports.
-  **Others** : (User Group Management, Alert Subscription)
-  **Mailbox** : 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

- Bill Payments
 - Date: Date of the transaction
 - Description: Description of the transaction
 - Biller Name: Name of the biller
 - Biller Location: Location of the biller
 - Details: Details of bill payment
 - From Account: Source 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
- 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
- Biller Maintenance
 - Date: Date of the transaction
 - Description: Description of the transaction
 - Biller Name : Name of the biller
 - Biller Type: The type of biller
 - Category: The category of the biller
 - Initiated By: The user who has initiated the transaction.

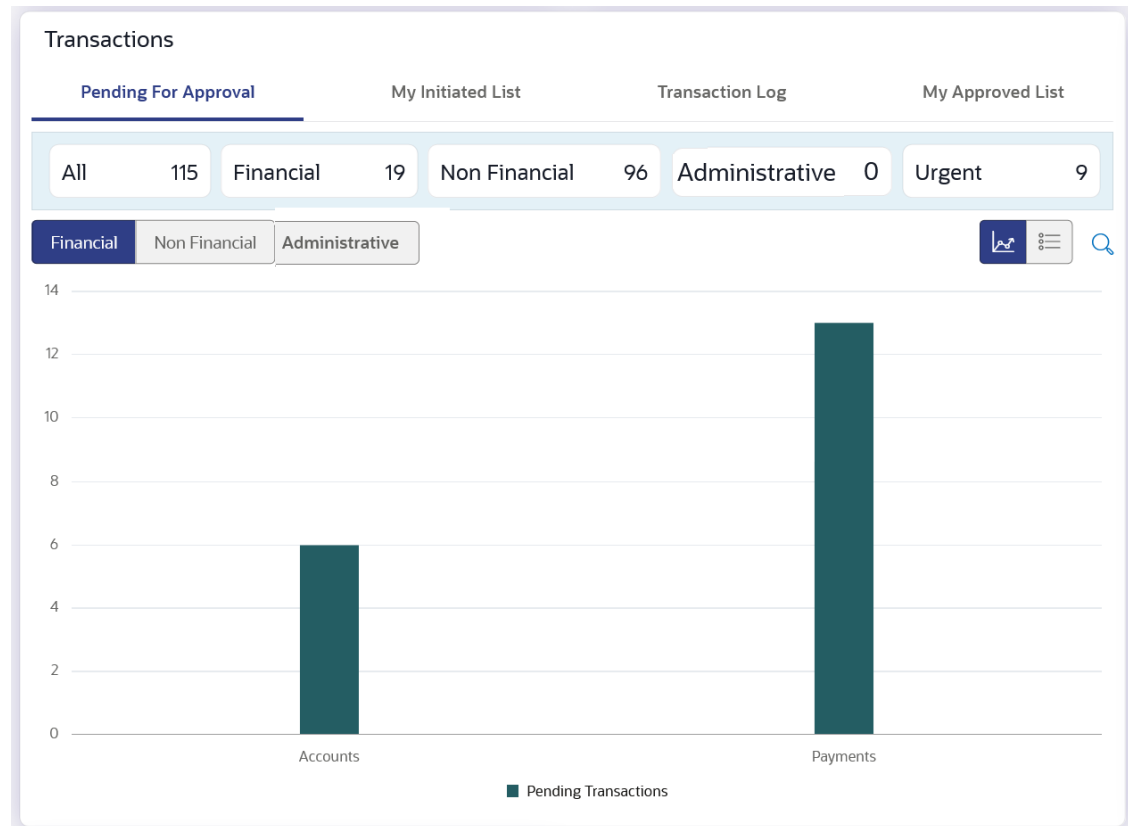
- Reference No: Reference Number of the transaction.
 - Status: Status of the transaction
- Payee and Biller
 - Date: Date of the transaction
 - Description: Description of the transaction
 - Biller Type: Type of the biller
 - Biller Category & Sub-category : Biller Category & Sub-category
 - Reference 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)

Transactions			
Pending For Approval		My Initiated List	Transaction Log
My Approved List			
All	115	Financial	19
		Non Financial	96
		Urgent	9
Financial	Non Financial		
Modules	Total	Urgent	
Accounts	6	0	
Payments	13	0	

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.

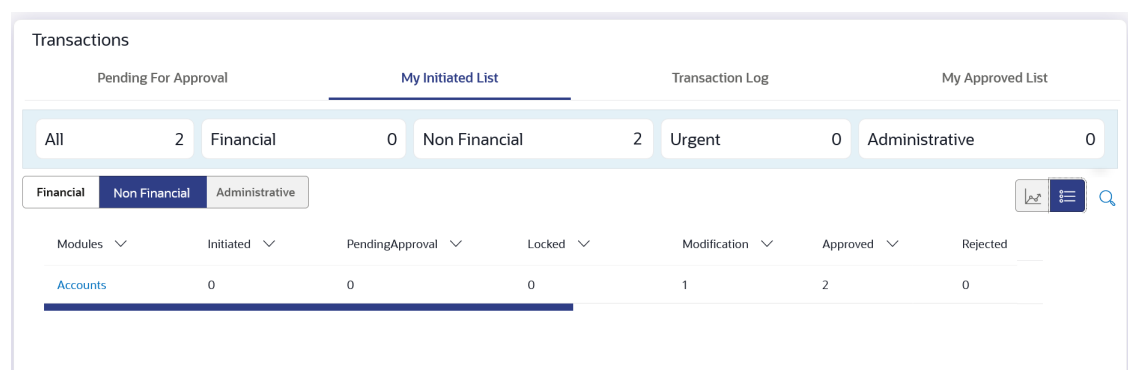
A date range (From Date and To Date) can be provided to search the transaction. Each module showcases the number of transactions belonging in each of the following statuses:

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



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 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
- Bill Payments
 - Date: Date of the transaction
 - Description: Description of the transaction
 - Biller Name: Name of the biller
 - Biller Location: Location of the biller
 - Details: Details of bill payment
 - From Account: Source Account number of the transaction
 - Amount : Amount 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

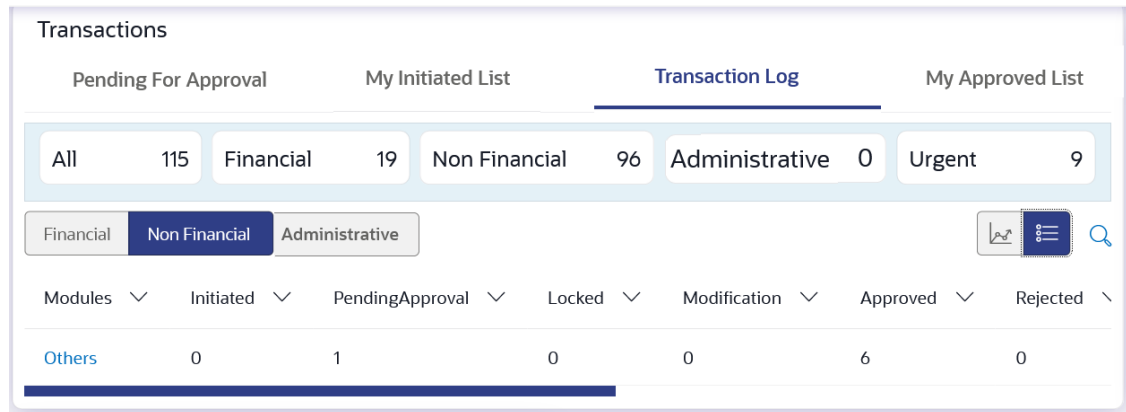
Non- Financial: This displays the non- financial transactions initiated by the maker and further categorized as below:

- 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
- Payee and Biller
 - Date: Date of the transaction
 - Payee/ Biller Name: Payee/ Biller name
 - Payee Type: Type of the payee
 - Category: Payee Category
 - 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



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

Transactions

Pending For Approval

My Initiated List

Transaction Log

My Approved List

All	2	Financial	0	Non Financial	2	Urgent	0	Administrative	0
Financial		Non Financial		Administrative					
Modules	Total	Approved	Rejected						
Biller Maintenance	1	1	0						
Others	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 be 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.

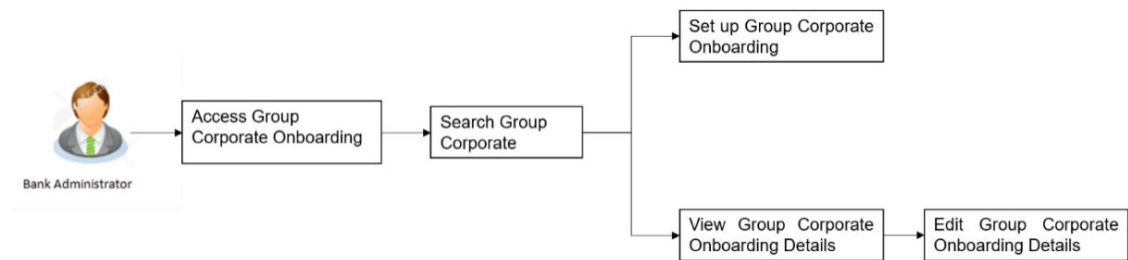
Corporate administrator can create the corporate users with any party ID as user's primary party ID from all Parties available under the Group Corporate.

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.

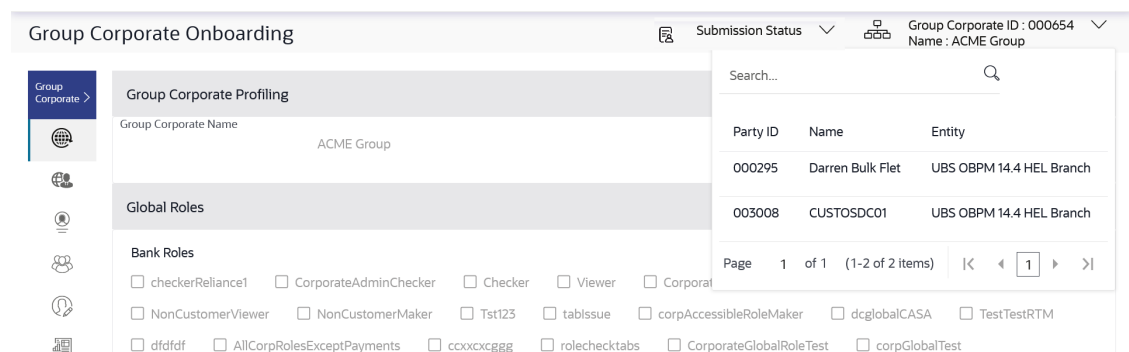
To search linked parties under GCIF:

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



Group Corporate Onboarding

Submission Status   Group Corporate ID : 000654
Name : ACME Group

Group Corporate Profiling

Group Corporate Name: ACME Group

Global Roles

Bank Roles

☐ checkerReliance1 ☐ CorporateAdminChecker ☐ Checker ☐ Viewer ☐ Corporat

☐ NonCustomerViewer ☐ NonCustomerMaker ☐ Tst123 ☐ tabissue ☐ corpAccessibleRoleMaker ☐ dcglobalCASA ☐ TestTestRTM

☐ dfdfdf ☐ AllCorpRolesExceptPayments ☐ cxxcxcggg ☐ rolechecktabs ☐ CorporateGlobalRoleTest ☐ corpGlobalTest

Search...

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

Page 1 of 1 (1-2 of 2 items) |< 1 >|

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
Search	Allows user to search for the specific Party ID and Name.
Party ID	Display Party ID of the Existing linked party for respective group corporate ID/ Name.
Name	Display Party Name of the Existing linked party for respective group corporate ID/ Name.
Entity	Display Entity of the Existing linked party for respective group corporate ID/ Name.

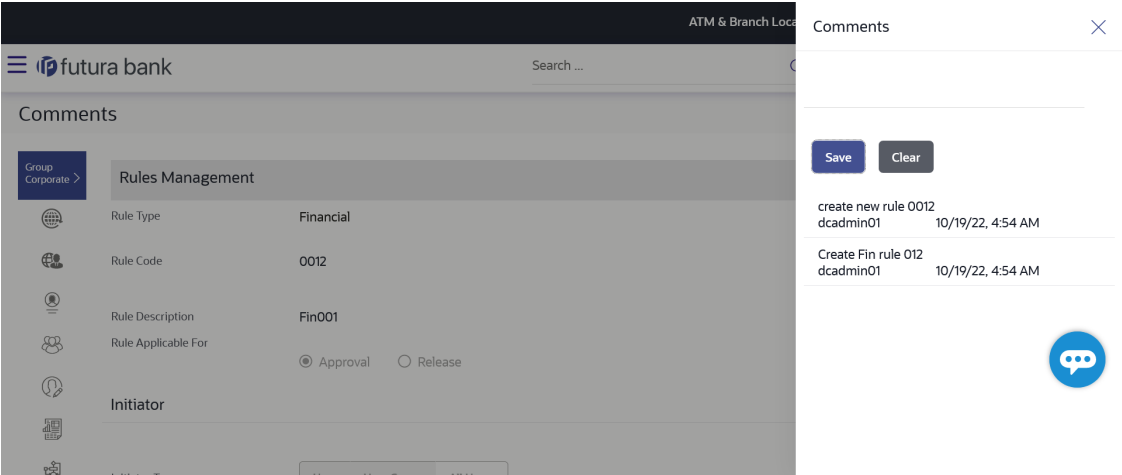
3.2 Comments

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

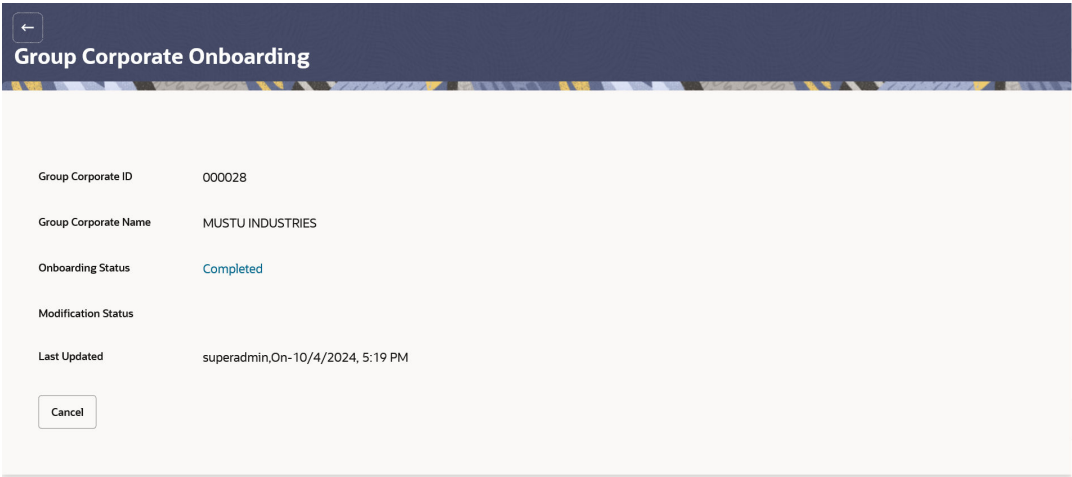


1. Enter the comments.
2. Perform one of the following actions:
 - Click **Save** to save the comments.
 - Click **Clear** to reset the data entered.

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
Group Corporate ID	Group Corporate ID for which Group Corporate onboarding is to be maintained/ viewed.
Group Corporate Name	Group Corporate Name for which Group Corporate onboarding is to be maintained/ viewed.
Onboarding Status	Onboarding status of Group Corporate in Application
Modification Status	Modification status of Group Corporate in Application
Last Updated	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..

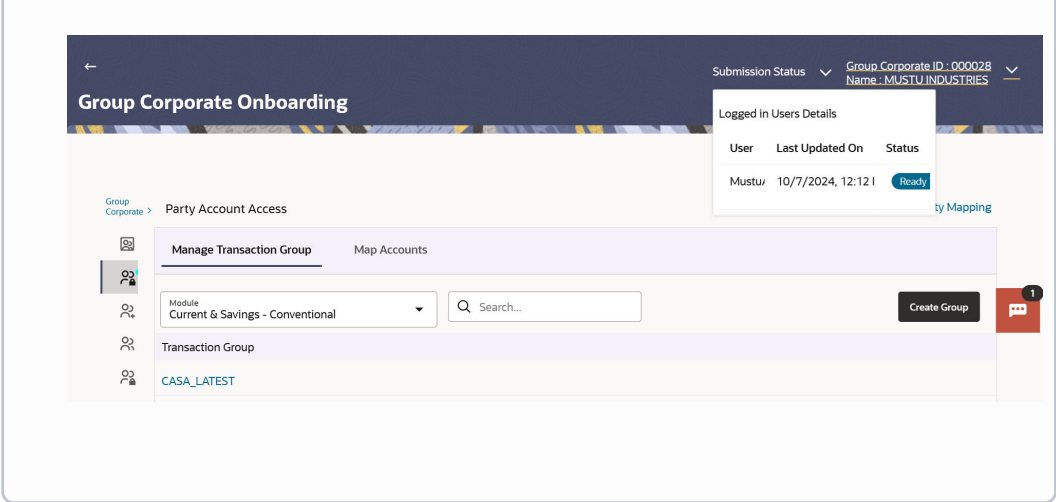
1. Update the transaction details and click **Save**.
2. On the **Group Corporate Onboarding** screen on top right corner, click the  icon adjacent to **Submission Status**.

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



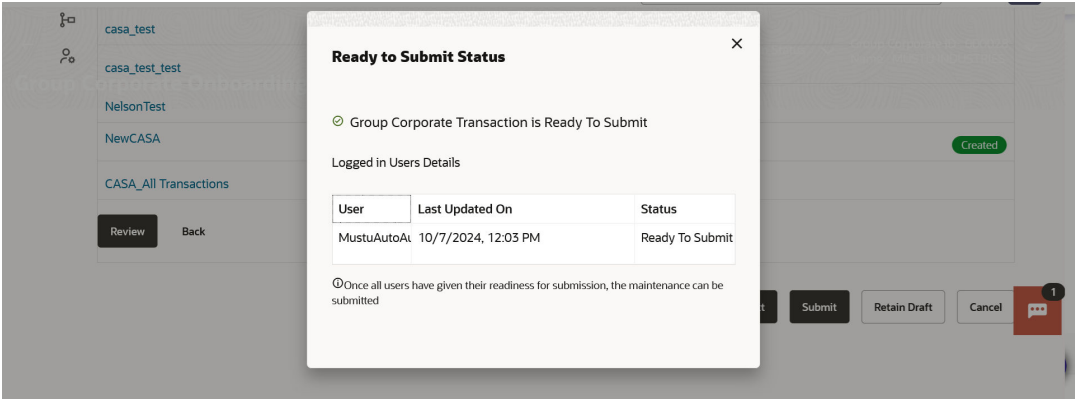
- 3. Click **Ready to Submit**.

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

Group Corporate ID : 000028
Name : MUSTU INDUSTRIES

Group Corporate Onboarding

Group Corporate > Group Corporate Profiling

Group Corporate Name
MUSTU INDUSTRIES

Global Roles

Bank Roles
Releaser, Checker, CorporateAdminChecker, Viewer, CorporateAdminMaker, Maker, and Verifier

Workflow Preferences
Corporate Level

Approval Flow
Parallel

Approval Routing Type
Auto

Release Facility
Enable

Corporate Administrator Facility
Enable

Accessible Roles for Corporate Administration
Releaser, Checker, CorporateAdminChecker, Viewer, CorporateAdminMaker, Maker, and Verifier

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 3-3 Field Description

Field Name	Description
Group Corporate Name	Name of the group corporate.
Global Role	
Bank Roles	Display all the roles mapped at Group Corporate level.
Workflow Preferences	Display the workflow preference set up to implement the workflow. Possible values will be - Corporate Level - Rule Level

Table 3-3 (Cont.) Field Description

Field Name	Description
Approval Flow	Display the Approval workflow type, Possible values will be – Sequential – Parallel – No Approval This field is enabled if Corporate Level option is selected in Workflow Preferences field.
Approval Routing Type	Displays the approval routing type. Possible value will be – Auto – Manual Note 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.
Release Facility	Displays the whether the release functionality is enabled or disabled at Group Corporate level.
Corporate Administrator Facility	Displays the flag if Corporate Administration facility is maintained for the Group Corporate.
Accessible Roles for Corporate Administrator	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

← Submission Status Group Corporate ID : 000028 Name : MUSTU INDUSTRIES

Group Corporate Onboarding

Group Corporate > Party Account Access

Mapping Summary of Party

Party Summary
003707 | ROSNEFT22 | UBS OBPM 14.4 HEL Branch | Mapped

Current & Savings - Conventional	2	2	0	☐ No	Edit
Loans - Islamic	0	0	0	☐ No	Edit
Credit Cards	10	10	0	☐ No	Edit
Liquidity Management	0	0	0	☐ No	Edit
Virtual Accounts	0	0	0	☐ No	Edit

Mapping Summary of Modified Transaction Groups

Current & Savings - Conventional	1
----------------------------------	---

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

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

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

Field Name	Description
Auto Mapped Accounts	Mapping status of the accounts. The options can be: Auto: gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future. Manual: gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided
Edit or Map	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.

4. 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

The screenshot shows the 'Group Corporate Onboarding' interface. At the top, there's a header with 'Submission Status' and 'Group Corporate ID : 000028 Name : MUSTU INDUSTRIES'. Below this, the 'Party Account Access' section is active, with a 'Delete Party Mapping' link. The 'Manage Transaction Group' tab is selected, showing a list of transaction groups. The 'Module' dropdown is set to 'Current & Savings - Conventional'. The list includes 'CASA_LATEST', 'CASA_1', 'NelsonTest', 'NewCASA' (marked as 'Created'), and 'CASA_All Transactions'. At the bottom, there are buttons for 'Review', 'Back', 'Next', 'Ready To 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 3-5 Party Account Access (Create) – Manage Transaction Group tab- Field Description

Field Name	Description
Manage Transaction Group	
Modules	Select Banking Module to setup account access.
Select Transaction Groups	Select the Transaction group to map transactions and maintaining access in Account Access screens.
Add Transaction Group	Create a new transaction group by clicking the 'ADD' button. Note - A new group can also be created by cloning/copying an existing transaction group - Multiple transaction groups can be created. - Transaction groups of one Group Corporate will be available for selection only for that Group Corporate
Following fields appears in overlay window when user click on Add to add new transaction group.	
Name of Transaction Group	Specify the new transaction group to map transactions. Click Verify to check the availability the specific Transaction Group name.

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

Group Corporate > Party Account Access Submission Status ▾ Group Corporate ID : 000028
Name : MUSTU INDUSTRIES ▾

Group Corporate Onboarding

Group Corporate > Party Account Access Delete Party Mapping

Manage Transaction Group **Map Accounts**

Party: 003707 | ROSNEFT22 | UBS OBPM 14.4 HEL Branch | Mapped

Module: Current & Savings - Conventional

Auto Map ?

Action

☒ Map Transaction Group

☐ Remove Transaction Group Mapping

Transaction Groups

CASA_LATEST X

Account Selection

☐ All Accounts

☒ Selected Accounts

☒ All 2 Accounts Selected.

☒ ROSNEFT
HELO370700010 EUR Active Mapped
Transaction Group CASA_1

☒ ROSNEFT
HELO370700021 EUR Active Mapped
Transaction Group CASA_1

Save **Review** **Back**

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

Field Name	Description
Map Accounts tab	
Party	Select the party to map accounts.
Module	Select Banking Module to setup account access.

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

Field Name	Description
Auto Map	Mapping status of the accounts. The options can be: • Auto: gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future. • Manual: gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided
Action	Select the action to be done for selected transaction group. The options are: • Map Transaction Group: 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 • Unmap: 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..  Note Only one transaction group can be unmapped at a time. A transaction group can be unmapped from All Accounts or Selected Accounts.
Transaction Group	Select one or multiple transaction group/s to be mapped to the selected accounts. Select one transaction group to be unmapped from the selected account/accounts.

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

Field Name	Description
Account Selection	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. Note a. System will show a tag as 'Modified' followed by the transaction group name after the account number. b. System displays the Account Number along with the Account Name, Account Currency, and Branch Code.
Delete Party Mapping	Click on Delete Party Mapping 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

←
Submission Status ▾ Group Corporate ID : 000028
Name : MUSTU INDUSTRIES ▾

Group Corporate Onboarding

Group Corporate > **Party Account Access**

Mapping Summary of Party

Party Summary
 003707 | ROSNEFT22 | UBS OBPM 14.4 HEL Branch | Mapped

Current & Savings - Conventional	2	2	0	☐ No	✎
Loans - Islamic	0	0	0	☐ No	✎
Credit Cards	10	10	0	☐ No	✎
Liquidity Management	0	0	0	☐ No	✎
Virtual Accounts	0	0	0	☐ No	✎

Mapping Summary of Modified Transaction Groups

Current & Savings - Conventional

1

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

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

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

Field Name	Description
Auto Mapped Accounts	Mapping status of the accounts. The options can be: Auto: gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future. Manual: gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided
Edit or Map	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

The screenshot displays the 'Mapped Accounts' section of the Oracle Future application. It features a sidebar with navigation icons and a main content area. The main area is divided into two panels. The left panel, titled 'Current & Savings - Conventional', shows a search bar for 'Enter Exact Account Number' and a list of mapped accounts. The right panel, titled 'Transaction Group Details', shows the selected account's details, including the transaction group (CSA2) and a list of transaction types with checkboxes for selection. The transaction types include 'All Transactions', 'All Domestic Payouts', 'All Internal Transfers', 'All International Low Value Payouts', 'All International Payouts', and 'All Own Account Transfers'. Each category has sub-items like 'Adhoc', 'Standing Instruction', and 'Domestic/International Payment'.

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
Modules	Display name of the product for which account access is being viewed.
Mapped Accounts	Display Account number associated with corporate party, and the mapped transaction groups 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
Transaction Groups Details	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	Off	
Current & Savings - Islamic	0	0	0	Off	
Loan	0	0	0	Off	
Term Deposit	0	0	0	Off	
Credit Card	10	0	0	Off	
Virtual Account Management - Real Accounts	0	0	0	Off	
Liquidity Management	0	0	0	Off	
Virtual Account	0	0	0	Off	

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

The screenshot shows the Oracle Futura Bank System Administrator interface. The top navigation bar includes the 'futura bank' logo and a search bar. The left sidebar contains navigation links for 'Group Corporate', 'Party Account Access', 'Manage Transaction Group', and 'Map Accounts'. The main content area is titled 'Group Corporate Onboarding' and displays search filters for 'Party' (***462 | ABZ Solutions | UBS OBPM 14...), 'Module' (Liquidity Management), and 'Auto Map' (toggle). A filter panel on the right allows users to search by 'Account Number' (Enter Exact Account Number), 'Branch Name' (Please Select), 'Transaction Groups' (Please Select), 'Account Access Status' (Please Select), and 'Currency' (Please Select). The filter panel includes an 'or' operator and 'Apply' and 'Reset' buttons.

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
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

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.
- [User Management - Search and View](#)
This topic provides the systematic instructions to search and view existing user details by user type.
 - [User Management - Edit](#)
This topic provides the systematic instructions to corporate administrators for modifying existing user details.
 - [User Management - Create](#)
This topic provides the systematic instructions for corporate administrators to create internal and external users.

3.6.1 User Management - Search and View

This topic provides the systematic instructions to search and view existing user details by user type.

Default search is available with User Name, but the user can also be searched by providing other details like First Name, Last Name, Party ID. Email ID and Mobile Number.

To search for a user:

1. Navigate to the **User Onboarding** screen.
2. Perform one of the following actions:
 - Enter the search criteria and click **Search**.
The search results appear on the **User Management** screen based on the search parameters.
 - Click **Clear** if you want to reset the search parameters.
 - Click **Cancel** to cancel the transaction.
 - Click **Create** to create the to create internal and external users.

Figure 3-18 User Management - Search

←

Submission Status ▾

Group Corporate ID : 000028 ▾

Group Corporate Name : MUSTU INDUSTRIES ▾

Group Corporate Onboarding

Group Corporate >

User Onboarding

👤

Username

👤

More Search Options ▾

🔍

Search

Clear

👤

👤

👤

👤

👤

Next

Submit

Retain Draft

Cancel

Figure 3-19 User Management - More Search Options

←

Submission Status ▾

Group Corporate ID : 000028 ▾

Group Corporate Name : MUSTU INDUSTRIES ▾

Group Corporate Onboarding

Group Corporate >

User Onboarding

👤

Username

👤

First Name

👤

Last Name

👤

Email

👤

Mobile Number

Code ▾

Mobile Number

👤

Party ID

Please select the Party ID ▾

Less Search Options ^

Search

Clear

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 3-9 User Management - Search- Field Description

Field Name	Description
User Name	To search the user with the user name. Partial search is allowed.
More Search Options	Below fields appears if you click the More Search Options link.
First Name	Allows to search based on first name or given name of the user.
Last Name	Allows to search based on last name/ surname of the user.
Email	Allows to search based on email id of the user.
Mobile Number	Allows to search based on mobile number of the user.
Party ID	Allows to search based on Party id.

To view the user details:

- Enter the search criteria and click **Search** in the **User Management screen**.

The search results appear based on the search parameters.

Figure 3-20 User Management - Search Result

Group Corporate Onboarding

Submission Status Group Corporate ID : 000028 Name : MUSTU INDUSTRIES

Group Corporate > User Onboarding

Username

First Name

Last Name

Email

Mobile Number

Party ID

Code Mobile Number

003707 | ROSNEFT22 | UBS OBPM 14.4 HEL Branch

Less Search Options ^

Search Clear

MCORPINIT	SHAIL RAM K INITIATOR
MCORPAPPRI	Shail R Approver1
rahulcorporate	Rahul
MCORPINIT1	S R Maker
karnacorp	Rahul

Page 1 of 2 (1-5 of 8 items) |< 1 2 >|

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 3-10 User Management - Search Result- Field Description

Field Name	Description
User Name	User Name of the user.
Full Name	First name and last name of the user.
Status	Status of the user.

4. Click the **User Name** link of the record for which you want to view the user details.

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

[illegible]

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 Management – View- Field Discription

Field Name	Description
User Type	Type of user. The user will be: • Corporate User
Group Corporate ID	Group Corporate ID mapped to the user is displayed.
Party ID	Party ID for which the user is created will be displayed.
Personal Information	
User Name	Name of the user (login ID) of the user.
Title	Title of the user. The options are: • Mr • Mrs • Miss • Ms • Dr • Master
First Name	First name of the user.
Middle Name	Middle name of the user.
Last Name	Last name/ surname of the user.
Date of Birth	Date of birth of the user.
Contact Details	
Email ID	Email id of the user.
Contact Number (Mobile)	Mobile number of the user.
Contact Number (Land Line)	Phone number (land line) number of the user.
Address Line 1-4	Address of the user.
Country	Country of the user.
City	City in which the user resides.
Zip Code	The postal code of the city in which the user resided.
Roles	Application roles mapped to the user. In case of multi entity setup, these roles will be for the default/home entity of the user.
User Groups And Global Roles	

Table 3-11 (Cont.) User Management – View- Field Discription

Field Name	Description
User Groups	The list of all user groups to which the selected user belongs.  Note - This information is read-only and hence cannot be modified. - If a particular user needs to be removed from a user group, then the administrator must manually go to the particular user group screen and remove the user.
Roles	The global roles which are mapped to the users.
DND Alerts	
Category	The list of categories for which DND is configured can be enabled or disabled using this option.
Primary Entity	
Entity Name	Name of the primary entity.
Map Parties	
Primary Party	Name of the primary party along with the group corporate code and entity name.
Accessible Parties	Accessible parties along with the group corporate code and entity name associated to the user.
Limits	Limits package associated to the user.
Touch Points	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
Map Roles	The roles to which the entities are mapped.
Accessible Entity Details	
Entity Name	Accessible Entity name associated to the user.
Map Parties	
Primary Party	Primary Party ID details of the user is associated with the New Entity.
Accessible Parties Name	Accessible Party Details that user has access.
Limits - Touch Point/ Groups	Limits package associated to the user for the accessible entity.
Touch Points/ Group	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
Map Roles	The roles to which the entities are mapped.

5. Perform one of the following actions:

- Click **Edit** to edit the user details.
- Click **Cancel** to cancel the transaction.
- Click **Back** to navigate back to previous screen.
- Click the  **Download Profile** to download the user details.
- 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.

3.6.2 User Management - Edit

This topic provides the systematic instructions to corporate administrators for modifying existing user details.

To edit or update a user details:

1. Navigate to the **User Onboarding** screen.

2. Perform one of the following actions:

- Enter the search criteria and click **Search**.

The search results appear on the **User Management** screen based on the search parameters.

- Click **Clear** if you want to reset the search parameters.
- Click **Cancel** to cancel the transaction.

3. In the **User Management - Search Results** section, click the **User Name** link of the record for which you want to edit the user details.

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

4. Click the **Edit** to update the user information.

Figure 3-22 User Management – Edit

Group Corporate Onboarding

Submission Status

Group Corporate ID : 001404
Name : nehlmitgcif

Group Corporate

User Onboarding

Summary

Party ID

003965|NehLimitsCust|UBS OB...

Personal Information

Username

NehLimits

Title

Ms

First Name

Nehal

Middle Name

D

Last Name

Joshi

Date of Birth

02/03/1989

Contact Details

Email ID

nehal.joshi@oracle.com

Contact Number (Mobile)

9999999999

Contact Number (Landline)

Address Line 1

12, park avenue

Address Line 2

south block

Address Line 3

alam street

Address Line 4

london

Country

United Kingdom

City

london

Zip Code

325346

User Groups And Global Roles

User Groups

No User Group Assignede to the user

Select Roles

☐ checkerReliance1

☐ CorporateAdminChecker

☒ Checker

☒ Viewer

☒ Maker

☐ NONINTERNATIONAL

Is Corporate Administrator

Yes

No

DND Alerts

Select Category

☐ Approval

☐ Term Deposit

☐ Payments

Primary Entity

Entity Name

UBS OBPM 14.4 HEL Branch

Limits

API Access

Please select Limit Package

Internet

coolLimitDefnMapping

Missed Call Banking

Please select Limit Package

Mobile Application

limitPkg123

Mobile (Responsive)

Please select Limit Package

Siri/Chatbot

Please select Limit Package

SMS Banking

Please select Limit Package

Safe Teller Access

Please select Limit Package

Note

This function enables you to onboard and manage users, their personal information and their login credentials for channel banking access.

You can also define the various Touch Points from which the user can access the application and limit package applicable for the same.

User Status change (lock/unlock) and whether the channel access has to be given to the user can be simply be managed and updated from the search results.

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 Management – Edit- Field Description

Field Name	Description
Edit	
Party ID	Party ID for which the user is created will be displayed.
Personal Information	
User Name	Name of the user (login ID) of the user.
Title	Title of the user. The options are: • Mr • Mrs • Miss • Ms • Dr • Master
First Name	First name of the user.
Middle Name	Middle name of the user.
Last Name	Last name/ surname of the user.
Date of Birth	Date of birth of the user.
Contact Details	
Email ID	Email id of the user.
Contact Number (Mobile)	Mobile number of the user.
Contact Number (Land Line)	Phone number (land line) number of the user.
Address Line 1-4	Address of the user.
Country	Country of the user.
City	City in which the user resides.
Zip Code	The postal code of the city in which the user resided.
Roles	Application roles mapped to the user. In case of multi entity setup, these roles will be for the default/home entity of the user.
User Groups And Global Roles	
User Groups	The list of all user groups to which the selected user belongs. Note • This information is read-only and hence cannot be modified. • If a particular user needs to be removed from a user group, then the administrator must manually go to the particular user group screen and remove the user.

Table 3-12 (Cont.) User Management – Edit- Field Description

Field Name	Description
Roles	The global roles which are mapped to the users.
DND Alerts	
Category	The list of categories for which DND is configured can be enabled or disabled using this option.
Primary Entity	
Entity Name	Name of the primary entity.
Map Parties	
Primary Party	Name of the primary party along with the group corporate code and entity name.
Accessible Parties	Accessible parties along with the group corporate code and entity name associated to the user.
Limits	Limits package associated to the user.
Touch Points	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
Map Roles	The roles to which the entities are mapped.
Accessible Entity Details	
Entity Name	Accessible Entity name associated to the user.
Map Parties	
Primary Party	Primary Party ID details of the user is associated with the New Entity.
Accessible Parties Name	Accessible Party Details that user has access.
Limits - Touch Point/ Groups	Limits package associated to the user for the accessible entity.
Touch Points/ Group	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
Map Roles	The roles to which the entities are mapped.

5. In the **User Name** field, enter the required details. Click **Check Availability** to check the uniqueness of the user ID. If the user ID is already used.
6. In the **Personal Information** section, enter the required details.
7. In the **Contact Details** section, enter the required details.
8. In the **Roles** section, Select the checkbox (s) against the Roles, to map to the user.
9. In the **Touch Points** section, select the touch points to be mapped to user.
10. In the **Accessible Entity Details** section, add the accessible entities for the user and select the party and limits for that entity (applicable only if Bank has Multi Entity setup).
 - a. Click **Add Entity** button, to add accessible entity to a user.
 - b. In the **Limits** section, select the appropriate limit package under the Package for each touch point column.
 - c. In the **Primary Party ID** field, select the Primary Party ID details of the user is associated with the New Entity
 - d. From the **Accessible Party** Details, select the parties to map with user.

Figure 3-23 Touch Points Group - View Details

View Details

Group Code

dcgrp1

Group Description

dcgrp1

Touch Point Group Type

☒ Internal

☐ External

Internal

Touch Points

dcctest66

testdc

Ok

Note

The fields which are marked as Required are mandatory.

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

Table 3-13 Touch Points Group - View Details- Field Description

Field Name	Description
Group Code	Group code defined for touch point group.
Group Description	Group description defined for touch point groups.
Group Type	Type of touch point i.e. whether touch point is of type internal or external.
Touch Points	List of the internal or external touch points.

11. 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 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.

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

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

The success message of updates appears.

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

3.6.3 User Management - Create

This topic provides the systematic instructions for corporate administrators to create internal and external users.

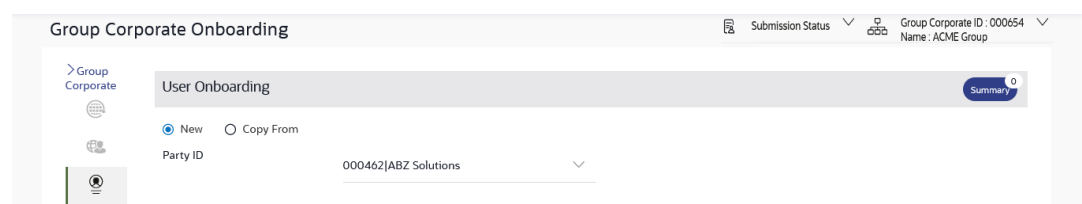
Note

In case of multi entity implementation, if the Corporate administrator has access to multiple entities, then the administrator can select the entity from the entity switcher on which the user needs to be onboarded. The selected entity of the user as part of onboarding will be the default/home entity of the user being created.

To onboard a user:

1. Navigate to the **User Onboarding** screen.
2. In the **User Management** screen, click **Create**.
3. Select the option to create a new or by copying an existing user.

Figure 3-24 Group corporate Onboarding - User Onboarding



Note

The fields which are marked as Required are mandatory.

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

Table 3-14 Group corporate Onboarding - User Onboarding- Field Discription

Field Name	Description
New	Allows selecting a Parent Party ID of the user.
Copy From	Allows to select an already created user (user created under the same Group Corporate) and screen will display the copied data for all the sections except Personal and Contact information. Corporate Administrator would require to fill Personal and Contact information and he can make the changes in the copied data as well.
Party ID	Parent Party ID of the user for mapping it to the user.

4. Perform one of the following actions:

- If you select **New** option;

- a. From the **Party ID** list, select a Parent Party ID of the user.

The **Personal Information, Contact Details, Touch Points, Roles, Limits and Accessible Entity** sections appear.

- If you select the **Copy From** option;

The **User Search** popup window appears.

- a. Enter the search criteria, and click **Search**.

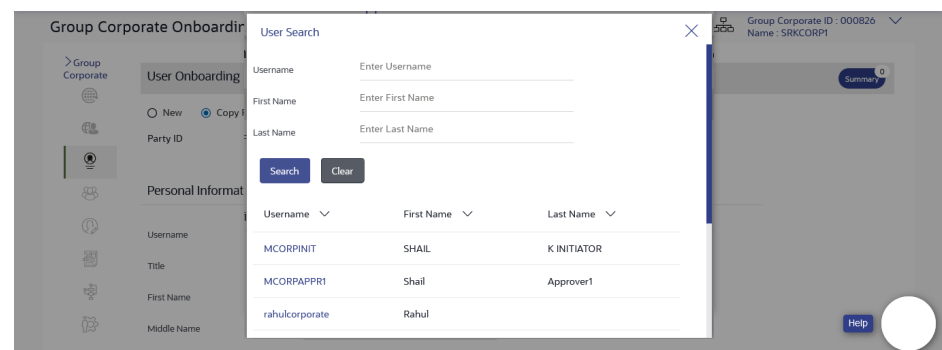
The search results appear on the **Search User** screen based on the search parameters.

Perform the following action:

- i. Click **Clear** if you want to reset the search parameters.

Note

Click  icon to refresh the detail entered in select user field.

Figure 3-25 User 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 3-15 Field Description

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

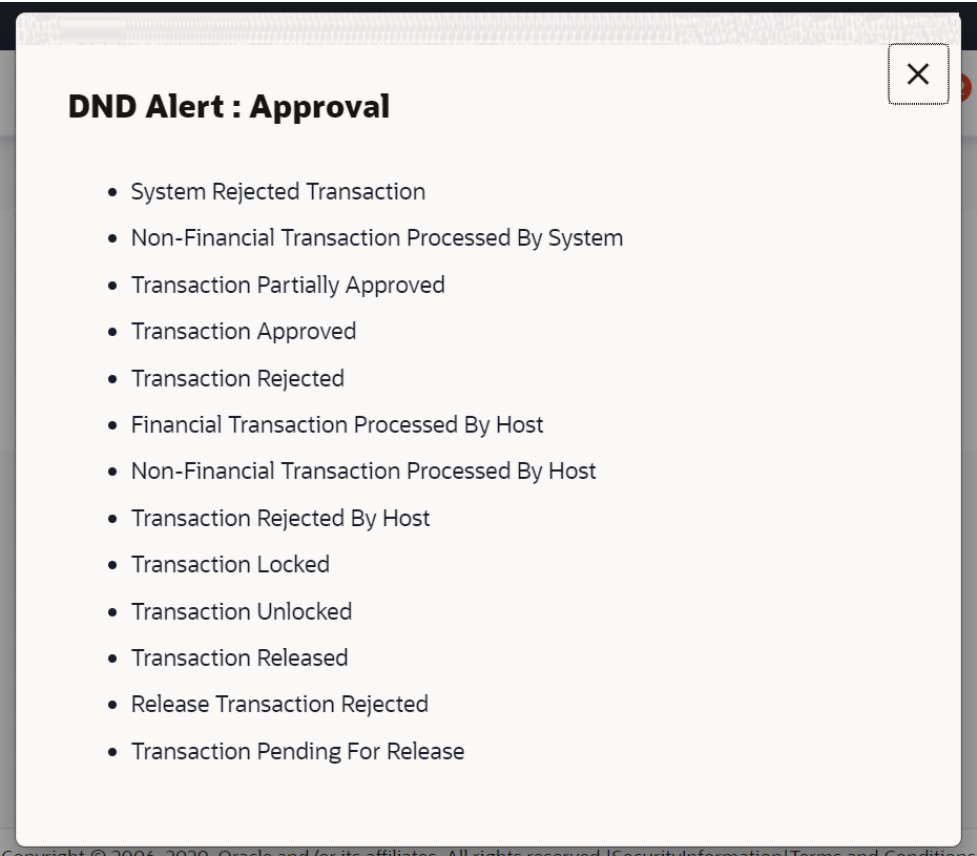
- b. Click the **User ID** link of the record for which you want to onboard.

The **Personal Information, Contact Details, Touch Points, Roles, Limits and Accessible Entity** sections appear.

Figure 3-26 User Onboarding

[illegible]

Figure 3-27 DND Alerts - Category Details



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 Onboarding- Field Discription

Field Name	Description
Create	
Party ID	Select Party ID for which the user is to be created.
Personal Information	
User Name	Name of the user (login ID) of the user.
Title	Title of the user. The options are: — Mr — Mrs — Miss — Ms — Dr — Master

Table 3-16 (Cont.) User Onboarding- Field Discription

Field Name	Description
First Name	First name of the user.
Middle Name	Middle name of the user.
Last Name	Last name/ surname of the user.
Date of Birth	Date of birth of the user.
Contact Details	
Email ID	Email id of the user.
Contact Number (Mobile)	Mobile number of the user.
Contact Number (Land Line)	Phone number (land line) number of the user.
Address Line 1-4	Address of the user.
Country	Country of the user.
City	City in which the user resides.
Zip Code	The postal code of the city in which the user resided.
Roles	Application roles mapped to the user. In case of multi entity setup, these roles will be for the default/ home entity of the user.
User Groups And Global Roles	
User Groups	The list of all user groups to which the selected user belongs. Note — This information is read-only and hence cannot be modified. — If a particular user needs to be removed from a user group, then the administrator must manually go to the particular user group screen and remove the user.
Roles	The global roles which are mapped to the users.
DND Alerts	
Select Category	The list of categories for which DND is configured can be enabled or disabled using this option.
Primary Entity	
Entity Name	Name of the primary entity.
Map Parties	
Primary Party	Name of the primary party along with the group corporate code and entity name.
Accessible Parties	Accessible parties along with the group corporate code and entity name associated to the user.
Limits	Limits package associated to the user.
Touch Points	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
Map Roles	The roles to which the entities are mapped.
Accessible Entity Details	

Table 3-16 (Cont.) User Onboarding- Field Discription

Field Name	Description
Entity Name	Accessible Entity name associated to the user.
Map Parties	
Primary Party	Primary Party ID details of the user is associated with the New Entity.
Accessible Parties Name	Accessible Party Details that user has access.
Limits - Touch Point/ Groups	Limits package associated to the user for the accessible entity.
Touch Points/ Group	Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped.
Map Roles	The roles to which the entities are mapped.

5. In the **User Name** field, enter the required details. Click **Check Availability** to check the uniqueness of the user ID. If the user ID is already used, then enter a unique valid username.
6. In the rest of the **Personal Information** section, enter the required details.
7. In the **Contact Details** section, enter the required details.
8. In the **Roles** section, select the checkbox (s) against the Roles to map to the user.
9. In the **Touch Points** section, select the touch points to be mapped to user.
10. In **Select Category** field under **DND Alerts** section, select the desired categories for which DND needs to be enabled.

The field under **DND Alerts** section, select the desired categories for which DND need to be configured.

11. In the **Accessible Entity Details** section, add the accessible entities for the user and select the party and limits for that entity (applicable only if Bank has Multi Entity setup).
 - a. Click **Add Entity** button, to add accessible entity to a user.
 - b. In the **Limits** section, select the appropriate limit package under the Package for each touch point column.
 - c. In the **Primary Party ID** field, Select the Primary Party ID details of the user is associated with the New Entity
 - d. From the **Accessible Party** Details, select the parties to map with user.

This pop-up screen appears on clicking beside a touch point group in the **Limits** section, which appears when onboarding corporate user types.

Figure 3-28 Touch Points Group - View Details

Note

The fields which are marked as Required are mandatory.

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

Table 3-17 Touch Points Group - View Details- Field Description

Field Name	Description
Group Code	Group code defined for touch point group.
Group Description	Group description defined for touch point groups.
Group Type	Type of touch point i.e. whether touch point is of type internal or external.
Touch Points	List of the internal or external touch points.

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 from the **Review** screen:

- Verify the details, and click **Submit**.
The success message of user 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.

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 3-29 User Group - Create

Group Corporate Onboarding

Submission Status

Group Corporate ID : 000654

Name : ACME Group

Group Corporate

User Groups

Group Code: Corp 1

Group Description: Corp User

User Information

nehvam

nehgci30

Add

Save

User Groups

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.

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 3-18 User Group - Create- Field Description

Field Name	Description
Group Code	To specify User Group code.
Group Description	To specify User Group description.
User Information	Search and select user to map with User Group which is being created.

Figure 3-30 Search User

Select a User

Username: neh

First Name: Enter First Name

Last Name: Enter Last Name

Search Clear

Username First Name Last Name

nehvam nehal joshi

nehgci300 nehal joshi

nehgci30 Nehal Joshi

Note

The fields which are marked as Required are mandatory.

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

Table 3-19 Search User- Field Description

Field Name	Description
Search User	
User ID	Search User by using User ID to map with user group
First Name	Search and select user by using First name and add a user to the user group. Users belonging to the same Group Corporate will be listed.
Last Name	Search and select user by using Last name and add a user to the user group. Users belonging to the same Group Corporate will be listed.
Search Result	
User ID	Display user ID of the searched user
First Name	Display First name of the searched user
Last Name	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 3-31 User Groups – Summary

Group Corporate Onboarding

Submission Status

Group Corporate ID : 000654
Name : ACME Group

> Group Corporate

User Groups

Group Code

Group Description

Group Code

Group Description

Users

nehgcif2

nehgcif2

2

nehgcif

nehgcif

1

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

User Groups

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.

Add Another

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 3-20 User Groups – Summary- Field Description

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

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

Figure 3-32 User Group – View

The screenshot displays the 'Group Corporate Onboarding' application. The top header shows 'Group Corporate Onboarding' with a 'Submission Status' dropdown and 'Group Corporate ID : 000654' and 'Name : ACME Group'. The main content area is titled 'User Groups' and includes a 'Summary' button. The left sidebar contains navigation icons. The main area shows fields for 'Group Code' (nehgcif2), 'Group Description' (nehgcif2), and 'User Information' (nehgcif300, nehvam). A right-hand panel titled 'User Groups' explains that customers are grouped into user segments for product and service offerings, and that new user segments can be created for specific maintenance. At the bottom, there are buttons for '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 3-21 User Group – View- Field Description

Field Name	Description
Group Code	Display user group code
Group Description	Display description provided to the user group
User Information	
User ID	User ID of the user who is part of the user group is displayed.
Name	Display name of the User
Mobile Number	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 3-33 User Group - Search Result

Group Corporate Onboarding

Submission Status Group Corporate ID : 000654
Name : ACME Group

> Group Corporate

User Groups

Group Code

Group Description

Group Code	Group Description	Users
nehgcif2	nehgcif2	2
nehgcif	nehgcif	1

Page 1 of 1 (1-2 of 2 items) | < 1 >

Add Another

Next Submit Retain Draft Cancel

User Groups
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.

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 Group - Search Result- Field Description

Field Name	Description
Search User Group	
Group Code	Enter User group code
Group Description	Enter Description provided to the user group.
Search Result	
Group Code	Display user group code
Group Description	Display description provided to the user group
User Count	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 3-34 User Group – Edit

The screenshot shows the 'User Groups - Edit' screen. The top bar includes 'Group Corporate Onboarding', 'Submission Status', and 'Group Corporate ID: 000654 Name: ACME Group'. The main content area has a left sidebar with icons for Group Corporate, User Groups, and other functions. The 'User Groups' section is active, showing 'Group Code' as 'nehgcf2' and 'Group Description' as 'nehgcf2'. Below this is a 'User Information' section with a dropdown arrow and a list of users: 'nehgcf300' and 'nehvam', each with a trash icon for removal. There are 'Add' and 'Save' buttons at the bottom of the list. To the right, a 'User Groups' informational box states: '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 '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 3-23 User Group – Edit- Field Discription

Field Name	Description
Group Code	Display user group code
Group Description	Enter Description provided to the user group.
User Information	The below fields provides information on User Information.
User ID	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 3-35 User Account Access – Search and Search Result

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

User Account Access Summary 1

Search...

User List

User ID	User Name	Copy Mapping from User	Status
☒ ajcorpadminchecker	AjCorp AdminMaker	-	Created
☐ rwsuer5	SWAT CHECKER	Please Select	-
☐ ADMINMAKER2531	SWAT MAKER	Please Select	-
☐ rwcheckerC	rw checkerC	-	Mapped
☐ rwcheckerB	rw checkerB	-	Mapped
☐ rwcheckerA	rw checkerA	-	Mapped
☐ ADMINCHECKER2531	SWAT CHECKER	-	Mapped
☐ ajcorpadminmaker	AjCorp Adminmaker	Please Select	-
☐ BrandonR5	S Initiator	-	Mapped
☐ rrmaker	AjCorp Adminmaker	Please Select	-

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

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 3-24 User Account Access – Search and Search Result- Field Description

Field Name	Description
Search (User)	User quick search panel so search user for setting up the account access.
Search Result	
User ID	User ID the corporate user
User Name	User name of the corporate user
Copy Mapping from User	Select this to Inherit and copy account maintenance from already setup user to new user
Status	Displays the account mapping status for the corporate user. Mapped: Corporate user for which accounts mapping is being done and authorized. Modified: Corporate user for which accounts mapping is being done but pending approval by authorizer. Deleted: Corporate user for which accounts mapping is deleted.

- 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 3-36 User Account Access – Summary

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

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	☒ On	Edit
Current & Savings - Islamic	2	0	0	☐ Off	Edit
Virtual Account Management - Real Accounts	3	0	0	☐ Off	Edit
Liquidity Management	0	0	0	☐ Off	Edit
External Accounts	0	0	0	☐ Off	Edit
Loans - Conventional	0	0	0	☐ Off	Edit
Loans - Islamic	0	0	0	☐ Off	Edit
Credit Cards	0	0	0	☐ Off	Edit
Virtual Accounts	6	0	0	☐ Off	Edit
Term Deposits - Conventional	0	0	0	☐ Off	Edit
Term Deposits - Islamic	0	0	0	☐ Off	Edit

Mapping Summary of Modified Transaction Groups

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

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

[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 User Account Access – Summary- Field Description

Field Name	Description
User ID	User ID the corporate user
User Name	User name of the corporate user
Mapping Summary of Party	The corporate party for which Party accounts access is being viewed
Modules	Banking module names.
Total Accounts	Total number of accounts available under the party that can be map with corporate user.
Mapped Accounts	Number of accounts mapped to the particular account type of corporate user.
Modified Accounts	Number of accounts modified for the particular account type of corporate user.
Auto Mapped Accounts	Mapping status of the accounts. The options can be: Auto: gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future. Manual: gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided
Mapping Summary of Modified Transaction Group	
Modules	Banking module names.
Modified Groups	Number of transaction groups modified for the particular module.
Edit or Map	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.

6. 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 3-37 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 3-26 User Account Access – Manage Transaction Group- Field Description

Field Name	Description
User ID	User ID the corporate user for whom account access in being setup.
User Name	User name of the corporate user.
Manage Transaction Group tab	

Table 3-26 (Cont.) User Account Access – Manage Transaction Group- Field Description

Field Name	Description
Module	Select Banking Module types available under the selected party to setup account access.
Select Transaction Groups	Select the Transaction group to map transactions and maintain access in Account Access screens. Note a. Transaction groups mapped to the accounts at party level will be shown on this screen. 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
Transactions Groups	Search and add the transaction groups.

Figure 3-38 User Account Access – Map Accounts Tab

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

Group Corporate >

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 X

Account Selection

☐ All Accounts

☒ Selected Accounts

☒ All

☒ All SPORTS
HEL0253100054 GBP Active Mapped

Transaction Group : CASA_NEW

☒ All SPORTS
HEL0253100043 EUR Active Mapped

Transaction Group : CASA_NEW

Save Review Back

Delete Party Mapping

User ID

ADMINMAKER2531

User Name

SWATI MAKER

2 Accounts Selected.

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 3-27 User Account Access – Map Accounts Tab - Field Description

Field Name	Description
Mapping Summary of Party	The corporate party for which user accounts access is being viewed.
Modules	Select Banking Module available under the selected party to setup account access.
Apply Party level Changes	Toggle to enable to apply party level changes automatically.
Action	Option to map/unmap the transactions and maintain access in Account Access screens of Transaction Groups. The options are: a. Map Transaction Group b. Unmap Note Only one transaction group can be unmapped at a time. A transaction group can be unmapped from All Accounts or Selected Accounts.
Transaction Groups	Select one or multiple Transaction group/s to map transactions and maintain access in Account Access screens. Note a. Transaction groups mapped to the accounts at party level will be shown on this screen. 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
Account Selection	Select accounts to map the transaction groups. The options are: • All Accounts • Selected Accounts Note System will show a tag as 'Modified' followed by the transaction group name after the account number

Table 3-27 (Cont.) User Account Access – Map Accounts Tab - Field Description

Field Name	Description
All Accounts	Click to select all the accounts available under the selected module.
Selected Accounts	
Selected Accounts	Select the desired accounts to map the transaction group.
Number of Accounts Selected	Number of accounts selected under the particular module selected transaction group of the module.
Delete Party Mapping	Click on Delete Party Mapping 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.

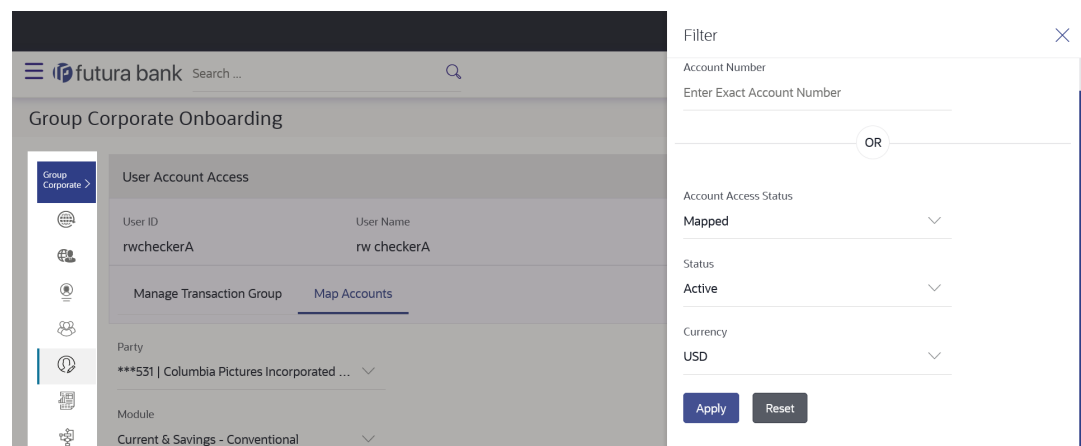
- b. In the **Apply Party Level Changes** field, toggle to enable to apply party level changes automatically.
- c. In **Action** field, select the desired option to map/ unmap the Transaction Group.
- d. If the **Map Transaction Group** option is selected;
- e. In the **Transaction Groups** list, select 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 3-39 User Account Access – Filter Criteria



The screenshot displays the 'User Account Access' interface for 'Group Corporate Onboarding'. A 'Filter' overlay is open on the right side. The main interface shows a table with columns 'User ID' and 'User Name', containing the entry 'rwcheckerA' and 'rw checkerA'. Below the table are tabs for 'Manage Transaction Group' and 'Map Accounts', and a 'Party' dropdown menu showing '***531 | Columbia Pictures Incorporated ...'. The 'Filter' overlay contains the following fields:

- Account Number:** A text input field with the placeholder 'Enter Exact Account Number'.
- OR:** A radio button option to combine filters.
- Account Access Status:** A dropdown menu with 'Mapped' selected.
- Status:** A dropdown menu with 'Active' selected.
- Currency:** A dropdown menu with 'USD' selected.
- Buttons:** 'Apply' and 'Reset' buttons at the bottom.

- 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 3-40 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
☒ ajcorpadminchecker	AjCorp AdminMaker	-	Created
☐ rwsuer5	SWAT CHECKER	Please Select	-
☐ ADMINMAKER2531	SWAT MAKER	Please Select	-
☐ rwcheckerC	rw checkerC	-	Mapped
☐ rwcheckerB	rw checkerB	-	Mapped
☐ rwcheckerA	rw checkerA	-	Mapped
☐ ADMINCHECKER2531	SWAT CHECKER	-	Mapped
☐ ajcorpadminmaker	AjCorp Adminmaker	Please Select	-
☐ BrandonR5	S Initiator	-	Mapped
☐ rrmaker	AjCorp Adminmaker	Please Select	-

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

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 3-28 User Account Access – Search and Search Result- Field Description

Field Name	Description
Search (User)	User quick search panel so search user for setting up the account access.
Search Result	
User ID	User ID the corporate user
User Name	User name of the corporate user
Copy Mapping from User	Select this to Inherit and copy account maintenance from already setup user to new user
Status	Displays the account mapping status for the corporate user. Mapped: Corporate user for which accounts mapping is being done and authorized. Modified: Corporate user for which accounts mapping is being done but pending approval by authorizer. Deleted: Corporate user for which accounts mapping is deleted.

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 3-41 User Account Access – Summary

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

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	☒ On	Edit
Current & Savings - Islamic	2	0	0	☐ Off	Edit
Virtual Account Management - Real Accounts	3	0	0	☐ Off	Edit
Liquidity Management	0	0	0	☐ Off	Edit
External Accounts	0	0	0	☐ Off	Edit
Loans - Conventional	0	0	0	☐ Off	Edit
Loans - Islamic	0	0	0	☐ Off	Edit
Credit Cards	0	0	0	☐ Off	Edit
Virtual Accounts	6	0	0	☐ Off	Edit
Term Deposits - Conventional	0	0	0	☐ Off	Edit
Term Deposits - Islamic	0	0	0	☐ Off	Edit

Mapping Summary of Modified Transaction Groups

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

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

[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 3-29 User Account Access – Summary- Field Description

Field Name	Description
User ID	User ID the corporate user
User Name	User name of the corporate user
Mapping Summary of Party	The corporate party for which Party accounts access is being viewed
Modules	Banking module names.
Total Accounts	Total number of accounts available under the party that can be map with corporate user.
Mapped Accounts	Number of accounts mapped to the particular account type of corporate user.
Modified Accounts	Number of accounts modified for the particular account type of corporate user.
Auto Mapped Accounts	Mapping status of the accounts. The options can be: • Auto: gives default access to all newly added accounts and transactions of the party as soon as the account is opened in future. • Manual: gives specific access to future accounts. The new accounts and transactions need to be mapped explicitly if access needs to be provided
Edit or Map	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 3-42 User Account Access – View

futura bank

Module

Current & Savings - Conventional

Search...

CASA_All Transactions

CASA_NEW

Transaction Group Details

CASA_All Transactions

Edit

TransactionsInquiries

Search...

All Transactions

All Domestic Payouts

Adhoc Domestic Payment

PerformViewApprove

Adhoc Domestic Standing Instruction

PerformViewApprove

Domestic Standing Instruction

PerformViewApprove

Domestic Payment

PerformViewApprove

Outward Bank Guarantee Cancellation

PerformViewCheckApproveRelease

Initiate Outward Guarantee

PerformViewCheckApproveRelease

Outward Bank Guarantee Cancellation-Islamic

PerformViewCheckApproveRelease

Initiate Guarantee Claim Lodgment

PerformViewCheckApproveRelease

Domestic Draft

Domestic Demand Draft Pay Later

Perform

Create Domestic Draft

Perform

EDX File Upload

EDX Record Level Approval

PerformViewApprove

EDX File Level Approval

PerformViewApprove

Electronic Bill Payment

Create Bill Payment

PerformViewCheckApproveRelease

International Draft

International Demand Draft Pay Now

Perform

International Demand Draft Pay Later

Perform

SaveReset

Note

The fields which are marked as Required are mandatory.

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

Table 3-30 User Account Access – View - Field Discription

Field Name	Description
Modules	Display name of the product for which account access is being viewed.
Mapped Transaction Group	Display the transaction groups selected to setup the user account access.
Transaction Groups Details	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.

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

Figure 3-43 User Account Access – Search and Search Result

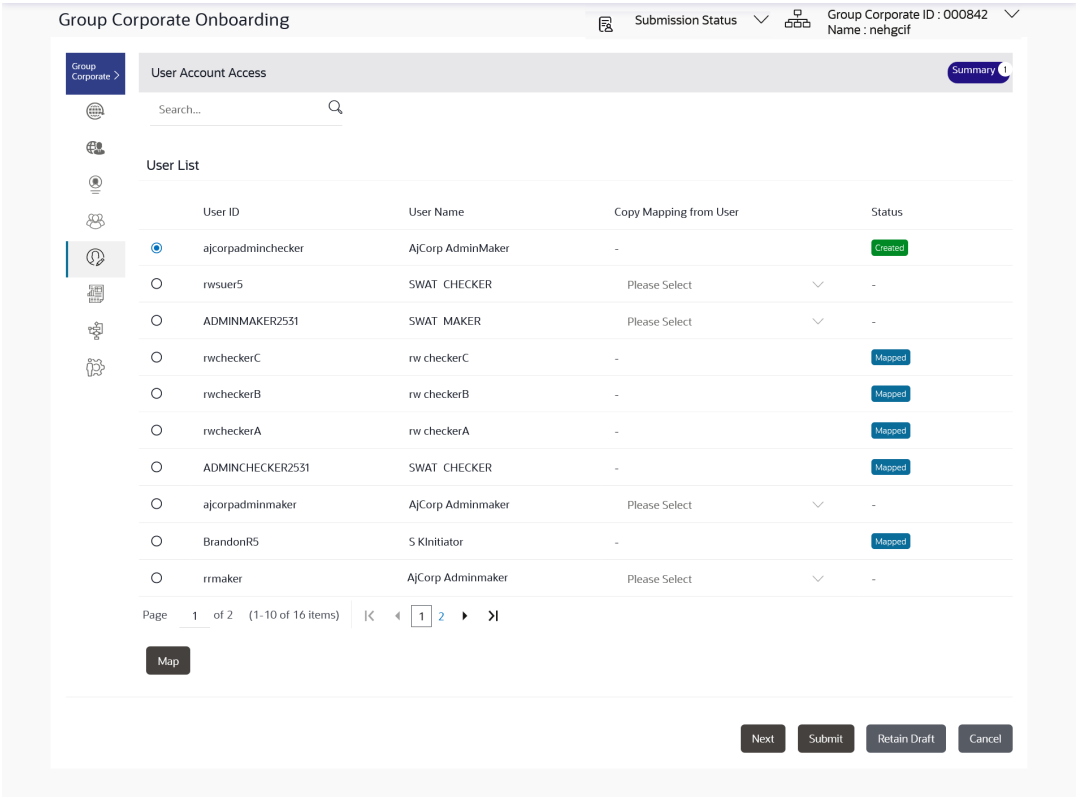


Figure 3-44 User Account Access – Summary

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	☒ On	Edit
Current & Savings - Islamic	2	0	0	☐ Off	Edit
Virtual Account Management - Real Accounts	3	0	0	☐ Off	Edit
Liquidity Management	0	0	0	☐ Off	Edit
External Accounts	0	0	0	☐ Off	Edit
Loans - Conventional	0	0	0	☐ Off	Edit
Loans - Islamic	0	0	0	☐ Off	Edit
Credit Cards	0	0	0	☐ Off	Edit
Virtual Accounts	6	0	0	☐ Off	Edit
Term Deposits - Conventional	0	0	0	☐ Off	Edit
Term Deposits - Islamic	0	0	0	☐ Off	Edit

Mapping Summary of Modified Transaction Groups

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

Map Back

Next Submit Retain Draft Cancel

Figure 3-45 User Account Access – Manage Transaction Group

Group Corporate Onboarding

Submission Status

Group Corporate ID: 000654

Name: ACME Group

Group Corporate

User Account Access

Delete Party Mapping

User ID

User Name

ajcorpadminchecker

AjCorp AdminMaker

Manage Transaction Group

Map Accounts

Module

Current & Savings - Conventional

Search...

CASA_NEW

CASA_All Transactions

Modified

Modified

Review

Back

/

Next

Submit

Retain Draft

Cancel

Figure 3-46 User Account Access – Map Accounts Tab

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

Group Corporate >

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 X

Account Selection
All Accounts
Selected Accounts

☒ All 2 Accounts Selected.

☒ All SPORTS
HELO253100054 GBP Active Mapped
Transaction Group : CASA_NEW

☒ All SPORTS
HELO253100043 EUR Active Mapped
Transaction Group : CASA_NEW

Save Review Back

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**.

8. 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.

9. 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 3-47 Virtual Account Management (Real Account) Tab

The screenshot displays the 'Virtual Account Management - Real ...' tab in the Futura Bank system. The main content area includes a search bar, a dropdown for 'Module', and a section for 'Apply party Level Changes' with a toggle switch. Below this, there are radio buttons for 'Map Transaction Group' (selected) and 'Unmap', followed by a list of 'Transaction Groups' including 'VAM_All Transactions X'. At the bottom, there is an 'Account Selection' section with radio buttons for 'All Accounts' and 'Selected Accounts' (selected). The right-hand panel, titled 'Filter', contains dropdown menus for 'Account Number' (with a hint 'Enter Exact Account Number'), 'Branch Name' (with a hint 'Please Select'), 'Account Access Status' (with a hint 'Please Select'), and 'Account Currency' (with a hint 'Please Select'). There is an 'or' button between the 'Account Number' and 'Branch Name' filters. At the bottom of the filter panel are 'Apply' and 'Reset' buttons.

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 3-48 Liquidity Management Tab

Group Corporate Onboarding

User Account Access

User ID: LMIN01 User Name: Michael Lamb

Mapping Summary of Party: ***857 | Linked Cust | UBS OBPM 14.4 H...

Select Module	Select Transaction Groups	Map Account
Modules (10)	Search...	☐ All ☐ 0 A
Current & Savings - Conventional	☒ LM_All Transactions	☐ HEL028
Current & Savings - Islamic		☐ HEL028
Loan - Conventional		
Loan - Islamic		
Term Deposit - Conventional		
Term Deposit - Islamic		
Credit Card		
Virtual Account Management - Real Accounts		
Liquidity Management		
Virtual Account		

Buttons: Save, Back

Filter

Account Number
Enter Exact Account Number

OR

Branch Name
Please Select

Account Access Status
Please Select

Currency
Please Select

Buttons: Apply, Reset

Buttons: Next, Submit, Retain Draft, Cancel

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 3-49 Virtual Accounts Tab

The screenshot displays the 'Group Corporate Onboarding' application. The 'User Account Access' tab is active, showing a user profile for 'nehv30' (nehal joshi). Below this, a 'Mapping Summary of Party' is shown for '***023 | Rudolf Creations | UBS OBPM1...'. A list of modules is provided, including 'Current & Savings - Conventional', 'Current & Savings - Islamic', 'Loan - Conventional', 'Loan - Islamic', 'Term Deposit - Conventional', 'Term Deposit - Islamic', 'Credit Card', 'Virtual Account Management - Real Accounts', 'Liquidity Management', and 'Virtual Account'. The 'Virtual Account' module is selected. A 'Filter' modal is open on the right, allowing users to filter virtual accounts by number, name, entity, branch, status, and currency. The modal includes an 'OR' operator and '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.

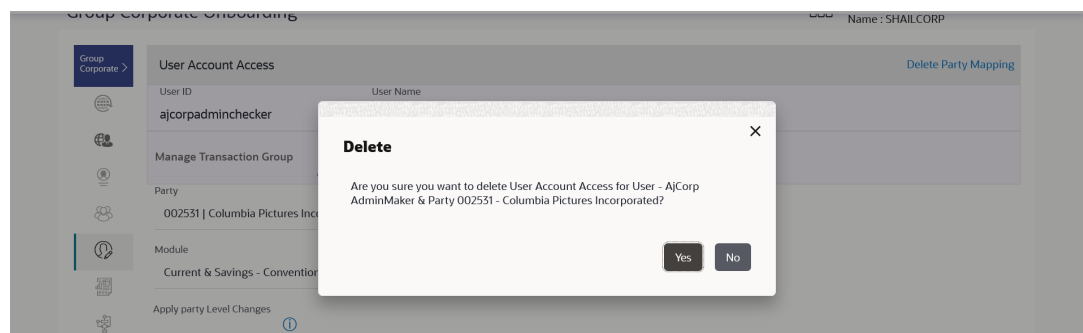
3.8.4 User Account Access – Delete

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 3-50 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 3-51 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

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

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.

Note

The fields which are marked as Required are mandatory.

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

Table 3-31 User Report Mapping - Mapping Summary (User Level)- Field Description

Field Name	Description
Map Report to	Select the appropriate option whose mapped reports to be viewed. The options are: Group Corporate User
Below fields appears if you select User option in the Map Report to field.	
User ID	To search the user with the user ID. Partial search is allowed.

Table 3-31 (Cont.) User Report Mapping - Mapping Summary (User Level)- Field Description

Field Name	Description
First Name	To search the user with the user first name. Partial search is allowed.
Last Name	To search the user with the user last name. Partial search is allowed.
Email	To search the user with the email address of the user. Partial search is allowed.
Mobile Number	To search the user with the mobile number of the user. Partial search is allowed.  Note User can select international subscriber dialing (ISD) code (country code) while selecting mobile number.
Party ID	To search the user with the party ID. Partial search is allowed.
Search Result	
Initials	The initials of the user.
User ID	User Id of the corporate user.
User Details	Name of the corporate user.
Mapping	Displays whether the file identifier is mapped to the user.  - denotes that the report is mapped to the user  - denotes that the report is not mapped to the user.

- Click on the record to view the details.

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

Figure 3-52 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

Mapping Summary

☐	Report Id	Description	Formats
☒	U3	Daily Balance Position Report	PDF
☒	C5	File Identifier wise Party User Mapping Report	PDF,CSV
☐	C6	Party User wise File Identifiers Mapping Report	PDF
☒	C3	Party wise File Identifiers Mapping Report	PDF,CSV
☐	C4	Party wise Payee Maintenance Report	PDF
☐	U2	Party wise Payee Maintenance Report	PDF
☐	C7	Party wise User Groups Report	PDF
☐	C1	Party wise Workflows Report	PDF
☐	U4	Transaction Summary Report	PDF,CSV
☐	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 ⓘ

[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 3-32 User Report Mapping – Mapping Summary (Group Corporate Level)-Field Description

Field Name	Description
User ID	User Id of the corporate user.
Mapping Summary	
Report ID	Unique id assigned to the mapped report.
Description	Description of the report.
Formats	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 3-53 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

☐	Report Id	Description	Formats
☒	U3	Daily Balance Position Report	PDF
☒	C5	File Identifier wise Party User Mapping Report	PDF,CSV
☒	C6	Party User wise File Identifiers Mapping Report	PDF
☒	C3	Party wise File Identifiers Mapping Report	PDF,CSV
☒	C4	Party wise Payee Maintenance Report	PDF
☐	U2	Party wise Payee Maintenance Report	PDF
☐	C7	Party wise User Groups Report	PDF
☐	C1	Party wise Workflows Report	PDF
☐	U4	Transaction Summary Report	PDF,CSV
☐	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 3-54 User Report Mapping - Create

Group Corporate Onboarding

Submission Status

Group Corporate ID : 000834
Name : RichardSonnu

Group Corporate

Report Mapping

Map Report to

☒ Group Corporate
 ☐ User

Mapping Summary

☐	Report Id	Description	Formats
☒	U3	Daily Balance Position Report	PDF
☒	C5	File Identifier wise Party User Mapping Report	PDF,CSV
☐	C6	Party User wise File Identifiers Mapping Report	PDF
☒	C3	Party wise File Identifiers Mapping Report	PDF,CSV
☐	C4	Party wise Payee Maintenance Report	PDF
☐	U2	Party wise Payee Maintenance Report	PDF
☐	C7	Party wise User Groups Report	PDF
☐	C1	Party wise Workflows Report	PDF
☐	U4	Transaction Summary Report	PDF,CSV
☐	C9	User Entitlement Report	PDF,CSV

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 < 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 3-33 User Report Mapping - Create- Field Description

Field Name	Description
User Name	Name of the corporate user.
User ID	User ID of the corporate user.
Mapping Summary	
Report ID	Unique id assigned to a report.
Description	Description of the report.
Formats	The format in which the report is to be generated. 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 3-55 Workflow Management – Summary

Group Corporate Onboarding

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

Workflow Management

Workflow Code

Workflow Description

Workflow Type ☒ Approval ☐ Release

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
WorkflowTest31932	testingRunits	1		APPROVAL
WorkflowTest73559	testingRunits	1		APPROVAL
RunitFlow247990	testingRunits	1		APPROVAL
RunitFlow234588	testingRunits	1		APPROVAL

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Add Another

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.

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 3-56 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 1: CR Approver, Cristiano Ronaldo, psAbzAuth, User

Level 2: UG Approver, UserGroupRUnit201, User Group

Edit

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 3-34 Workflow Management – View- Field Description

Field Name	Description
View	
Workflow Code	Workflow code is displayed.
Workflow Description	Workflow description is displayed.
Workflow Type	The type of workflow i.e. whether it is for approval or release.
Approval Details	
Approval Level	User / user group maintained at each approval level.
User / User Group	User or a user group maintained at each level of approval. 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. User can search specific user name, by using the search window on Group Details overlay.
Release Details	
User / User Group	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 3-57 Workflow Management – Create

Group Corporate Onboarding

Submission Status: Group Corporate ID: 000654 Name: ACME Group

Workflow Management

Workflow Code: DEEAUTHWF1

Workflow Description: DEEAUTHWF1

Workflow Type: ☒ Approval ☐ Release

Approval Details

Level Type	Role	User / User Group	Action
Level 1	☐ Approver ☒ Checker	User Group UserGroupRUnit4218	
Level 2	☒ Approver ☐ Checker	User Group psAugAuth	
Level 3	☒ Approver ☐ Checker	Select User AugSuppgcif	

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.

Buttons: Add, Save, 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 3-35 Workflow Management – Create- Field Description

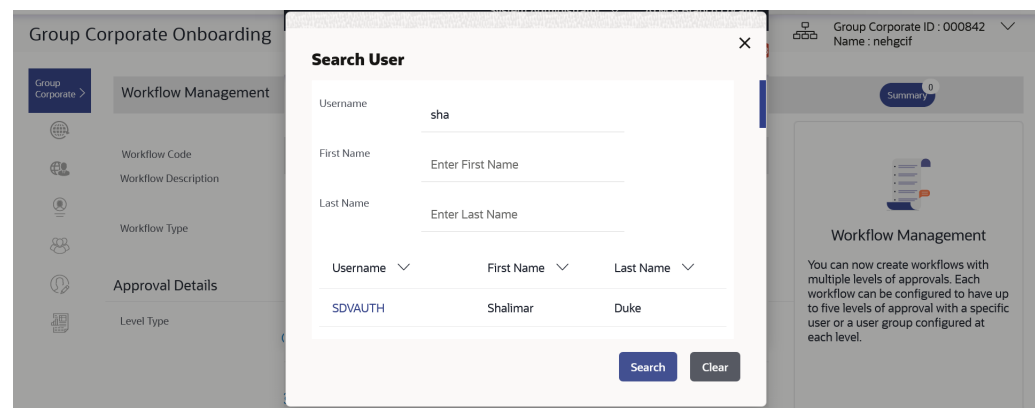
Field Name	Description
Workflow Code	To specify approval workflow code.
Workflow Description	To specify approval workflow description.
Workflow Type	Specify whether the workflow which the administrator is creating are for approval or for release functionality. The options are: • Approval • Release
Approval Details	Below fields appears if you select Approval option in the Workflow Type field.
Level Type	Specify the level type for the workflow. The options are: • Approver • Checker
Level	Approval levels for a user / user group. User can click Add for multi-level approval process.
User / User Group	To select specific user or a user group at each level of approval. Note All the users and user groups created under the Group Corporate will be made available for mapping.
Release Details	Below fields appears if you select Release option in the Workflow Type field.
User / User Group	To select specific user or a user group to release the transaction. Note - All the users and user groups created under the Group Corporate will be available for mapping. - Only one level of releaser can be configured in the workflow.

- In the **Workflow Code** field, enter the workflow code.
- In the **Workflow Description** field, enter the name of the workflow.
- If you have selected **Approval** option in the **Workflow Type** field;
 - 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 3-58 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 3-36 Workflow Management – User Search- Field Description

Field Name	Description
Search	
User Name	To search the user with the user name. Partial search is allowed.
First Name	Allows to search based on first name or given name of the user.
Last Name	Allows to search based on last name/ surname of the user.
Search Results	
User ID	User ID of the user.
Full Name	Full Name of the user.
Last Name	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 3-59 Workflow Management - Edit

Group Corporate Onboarding

Submission Status Group Corporate ID : 000842
Name : nehgcif

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

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 3-37 Workflow Management - Edit- Field Description

Field Name	Description
Edit	Workflow code is displayed.
Workflow Code	Workflow code is displayed.
Workflow Description	Workflow description is displayed in editable form.
Workflow Type	Type of workflow can be selected as Approval or Release. The options are: • Approval • Release
Approval Details	Below fields appears if you select Approval option in the Workflow Type field.
Level Type	Specify the level type for the workflow. The options are: • Approver • Checker
Level	Approval levels for a user / user group. Administrator can remove or add approval levels in a workflow.
User Name / User Groups	User or a user group maintained at each level of approval. Administrator can edit an existing user/user group maintained at each level and can also specify user/user group for additional approval level.
Release Details	Below fields appears if you select Release option in the Workflow Type field.
User / User Group	To select specific user or a user group to release the transaction.  Note All the users and user groups created under the Group Corporate will be made available for mapping.

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 3-60 Rules Management – Summary

Group Corporate Onboarding

Submission Status Group Corporate ID : 000654 Name : ACME Group

Rules Management

Rule Code

Rule Description

Rule Applicable for ☒ Approval ☐ Release

Rule Code	Rule Description	Maker	Approval Required	Change Type	Rule Applicable for
new_rule_3	new_rule_3	test_vamsi_1	No		APPROVAL
new_vam_2	new_vam_2	test_vamsi_1	No		APPROVAL
testrule123	testrule123	All Users	No		APPROVAL
testrule1233	testrule1233	All Users	No		APPROVAL
199501	199501	All Users	No		APPROVAL
new_rule_1	new_rule_1	test_vamsi_1	No		APPROVAL

Page 1 of 1 (1-6 of 6 items) |< < 1 > >|

Add Another

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 3-38 Rules Management – Summary- Field Description

Field Name	Description
Rule Code	Search with Approval rule code.
Rule Description	Search with Approval rule description.

Table 3-38 (Cont.) Rules Management – Summary- Field Description

Field Name	Description
Rule Applicable For	Search whether rule is applicable for Release or Approval.
Search Result	
Rule Code	The Approval rule code.
Rule Description	The Approval rule description.
Maker	Initiator type (User ID or User Group Code) of the transaction. This field will be displayed only if existing approval rules are available.
Approval Required	Whether approval is required for each rule maintained.
Change Type	Displays the status of the record i.e. if it is created or modified.
Rule Applicable for	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 3-61 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

Approval

Release

Initiator

Initiator Type

User

User Group

All Users

SDVMAKER

Party ID

000462|ABZ Solutions

Transactions

Accounts

Currency

Amount Range

Workflow Details

Approval Required

Yes

No

Workflow

SDVCHECKERWFL1

Level 1

MO

Approver

Mac Olivier

SDVCHECKER

User

Edit

Delete

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.

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 3-39 Approval Rules - View- Field Description

Field Name	Description
Rule Type	Transaction rule type for which the approval rule is set up. The transaction rule for corporate user are: • Financial • Non Financial • Maintenance • Non Account Financial
Rule Code	Approval rule code.
Rule Description	Approval rule description.
Rule Applicable For	Displays for which the rule is set up. It could be: • Approval • Releaser
Initiator	
Initiator Type	Initiator type specified while creating a rule. Note All Users will be displayed for Initiator Type if rule is created with Initiator type as All Users.
User Name / User Groups	Name of the user or user group defined as initiator for the rule condition.
Party ID	Displays one or multiple Party IDs mapped to the selected Group Corporate ID.
Transactions	Select the transactions for which the rule is being set up. The options are: • All Transactions • Select Specific Transactions
Accounts	Field will display the accounts along with their names mapped based on the Party ID selection for which rule being viewed is set up. The options are: • All Accounts • Select Specific Accounts This field appears if you select Financial and Non Financial in the Rule Type field.

Table 3-39 (Cont.) Approval Rules - View- Field Description

Field Name	Description
Currency	Currency type in which the financial approval rule for a corporate is defined. This field appears if you select Financial and Non Account Financial in the Rule Type field. Note a. Entity's base currency (maintained in System Configuration) will be defaulted in the currency field. b. User will be able to select the currency other than the default currency from the currency list.
Amount Range	
From Amount/ To Amount	Transactions allowed for the user between the amount range. This field appears if you select Financial and Non Account Financial in the Rule Type field.
Workflow Details	
Approval Required	Field displays whether approval is required or not. The options are: • Yes • No
Approval Type	Displays the Approval workflow type. Possible value will be: • Sequential • Parallel This field is displayed if Yes option is selected in Approval Required field and when workflow preference is set at Rule Level in Group Corporate Profiling setup.
Workflow	Displays the approval workflow details along with the defined approval levels. For release, it displays the release workflow details. This field appears if you select Yes in the Approval Required field.

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 3-62 Approval Rules - Edit

Group Corporate Onboarding

Group Corporate ID : 000842
Name : nehgcif

Group Corporate

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

Select User

000462|ABZ Solutions X

004263|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 3-40 Approval Rules - Edit- Field Description

Field Name	Description
Rule Type	Transaction rule type for which the approval rule is set up will be displayed. The transaction rule for corporate user are: • Financial • Non Financial • Maintenance • Non Account Financial
Rule Code	Approval rule code provided by the user.
Rule Description	Approval rule description provided by the user in editable form.
Rule Applicable For	The rule applicable for Release or Approval in editable form.
Initiator	
Initiator Type	Initiator type who initiates the transaction will be displayed in editable form. Note If 'All Users' is selected, then the rule being created is applicable for all users of Corporate Party
User Name / User Groups	Name of the user or user group as initiator will be displayed in editable form. If initiator is selected as User, then all the users belonging to the party will be listed for selection. If initiator is selected as User Group, then all the user groups belonging to the party will be listed for selection.
Party ID	The one or multiple Party IDs mapped to the selected Group Corporate ID will be displayed in editable form.
Transactions	The transactions to set the approval rules will be displayed in editable form. Type of transactions depends on the selection of rule type. The options are: • All Transactions – If selected, the rule can be setup for all transactions • Select Specific Transactions – Specific transactions can be selected for which the rule is applicable. The transaction type and names are listed for selection

Table 3-40 (Cont.) Approval Rules - Edit- Field Description

Field Name	Description
Accounts	Type of accounts based on the Party ID selection will be displayed in editable form. The options are: • All Accounts – If selected, the rule can be setup for all accounts within the selected Party IDs • Select Specific Accounts – 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 This field appears if you select Financial and Non Account Financial in the Rule Level field.
Currency	Currency type in which the financial approval rule for a corporate is defined.
Amount Range	
From Amount/ To Amount	Transactions allowed for the user between the defined amounts ranges will be displayed in editable form. This field appears if you select Financial and Non Account Financial in the Rule Level field.
Workflow Details	
Approval Required	Whether approval is required will be displayed in editable form. The options are: • Yes • No
Approval Type	Define the Approval workflow type. Possible value will be • Sequential • Parallel This field is enabled if Yes option is selected in Approval Required field and when workflow preference is set at Rule Level in Group Corporate Profiling setup.
Workflow	Details of the approval workflow within which different levels are available for approver and checker will be displayed in editable form. For release, the release workflow can be selected. This field appears if you select Yes in the Approval Required 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 3-63 Approval Rules – Corporate User - Create

Group Corporate Onboarding

Submission Status

Group Corporate ID : 000842
Name : nehgcif

Group Corporate

Rules Management

Summary 0

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.

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

Select User

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

Level 1

CR

Approver

Cristiano Ronaldo

psAbzAuth

User

Note

The fields which are marked as Required are mandatory.

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

Table 3-41 Approval Rules – Corporate User - Create- Field Description

Field Name	Description
Rule Type	Transaction rule type for which the approval rule needs to be set up. The transaction rule for corporate user are: • Financial • Non Financial • Maintenance • Non Account Financial
Rule Code	To specify approval rule code.
Rule Description	To specify approval rule description.
Rule Applicable For	Specify the rule applicable for Release or Approval. The options are: • Approval • Release
Initiator	
Initiator Type	Initiator type who initiates the transaction. The options are: • User - For creating an approval rule for a single user. A lookup will be provided to search for a specific user • User Group - For creating an approval rule for a User Group • All Users - For creating an approval rule of all the users of the Group Corporate
User / User Group	Name of the user or user group as initiator. If initiator is selected as User, then all the users belonging to the party will be listed for selection. If initiator is selected as User Group, then all the user groups belonging to the party will be listed for selection. If Initiator is selected as 'All Users', then the rule being created is applicable for all users of Corporate Party.
Party ID	The one or multiple Party IDs to be mapped to the selected Group Corporate ID.
Transactions	Select the transactions for which the rule is being set up. The options are: • All Transactions – Allow to select all the transactions within module • Select Specific Transactions – Allow to select specific transactions within each module Type of transactions available depends on the selection of rule type.

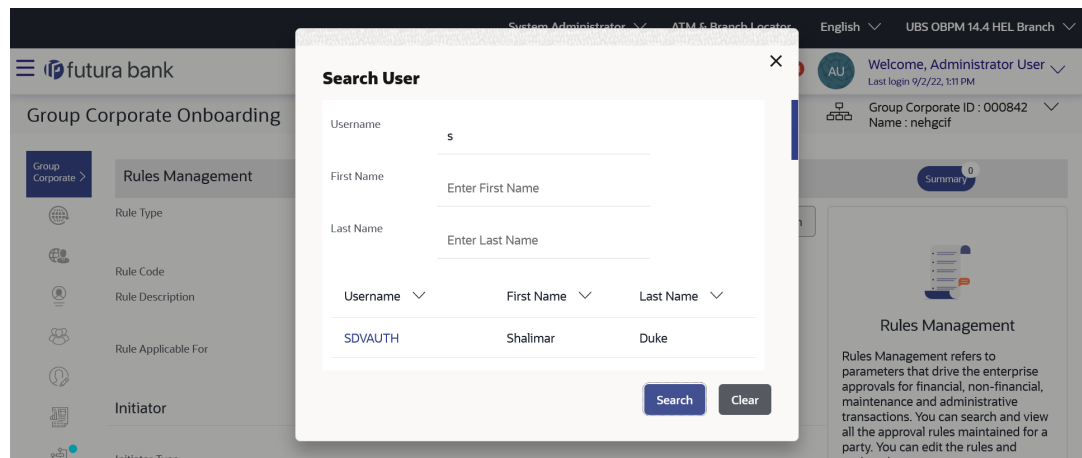
Table 3-41 (Cont.) Approval Rules – Corporate User - Create- Field Description

Field Name	Description
Accounts	Specify the accounts mapped based on the Party ID selection for which rule being viewed is set up. The options are: • All Accounts - Allow to select all the accounts of the selected Party ID • Select Specific Accounts - Allow to select specific accounts within each party ID Based on the Party ID selection, accounts associated to the party ID are available for selection. This field appears if you select Financial and Non Financial in the Rule Type field.
Counts of Accounts Mapped	Displays the number of accounts mapped to the Group Corporate.
Currency	Currency type in which the financial approval rule for a corporate is defined. This field appears if you select Financial and Non Account Financial in the Rule Type field. Note a. Entity's base currency (maintained in system configuration) will be defaulted in the currency field. b. User will be able to select the currency other than the default currency from the currency list.
Amount Range	
From Amount/ To Amount	Transactions allowed for the user between the amount range. This field appears if you select Financial and Non Account Financial in the Rule Type field.
Workflow Details	
Approval Required	Option to decide whether approval is required or not for the set condition. The options are: • Yes • No
Approval Type	Define the Approval workflow type. Possible value will be • Sequential • Parallel This field is enabled if Yes option is selected in Approval Required field and when workflow preference is set at Rule Level in Group Corporate Profiling setup.
Workflow	All workflows maintained for the party are listed here along with the defined approval level for each of them. Select one workflow within which different levels are available for approver and checker. For release, the release workflow can be selected. This field appears if you select Yes in the Approval Required field.

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 3-64 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 3-42 Approval Rules – Search User- Field Description

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

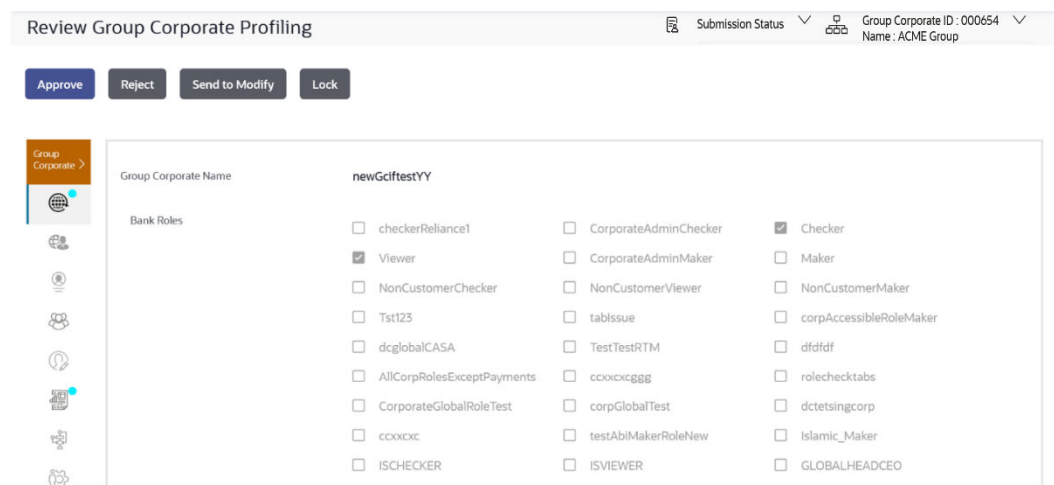
When the transaction is sent back for modification, then all the users who have access to perform modifications on GCIF onboarding will be able to view the maintenance in their activity log. Any of the users can pick up the transaction and make the necessary modification.

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 3-65 Send to Modify



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 3-66 View Updates

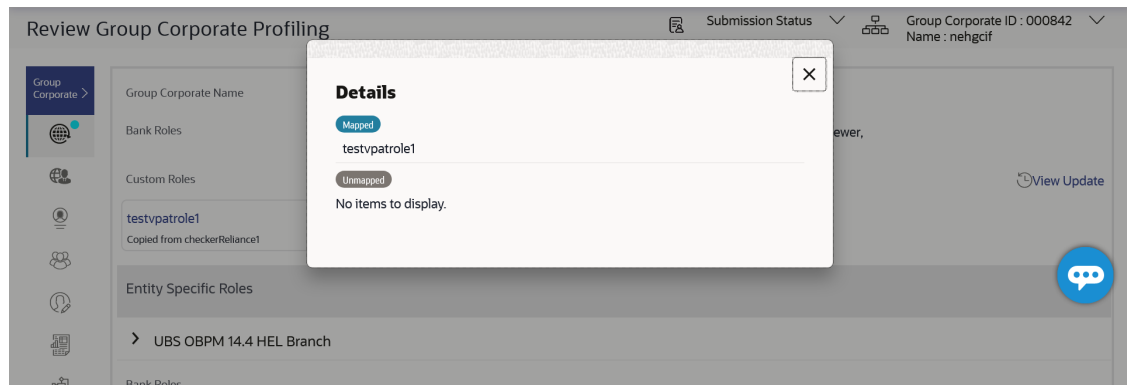


Figure 3-67 Modified data with highlight

The screenshot shows a web application interface titled "Modified Accounts". It features a table of accounts on the left and a "Transaction Group Details" panel on the right. The table lists six accounts, all with currency "GBP". The first two accounts are "Active", and the last four are "Inactive". The first account (6247000000000001) is highlighted in blue. The "Transaction Group Details" panel for the highlighted account shows "Card_All Transactions" and a list of transaction types with checkboxes: All Transactions, Credit Card Financial, Card Payment, Credit Card Inquiries, Fetch CC Bill Cycle, and Credit Card Transactions. The "Card Payment" section is expanded, showing checkboxes for Perform, View, and Approve. A "Comments" section on the right shows a message about account mappings.

Account Number	Currency	Status	Transaction Group
6247000000000001	GBP	Active	Card_All Transactions
6247000000000002	GBP	Active	Card_All Transactions
6247000000000003	GBP	Inactive	Card_All Transactions
6247000000000004	GBP	Inactive	Card_All Transactions
6247000000000005	GBP	Inactive	Card_All Transactions
6247000000000006	GBP	Inactive	Card_All Transactions

Transaction Group Details

Card_All Transactions

Transactions Inquiries Search...

☒ All Transactions

☒ Credit Card Financial

☒ Card Payment

☒ Perform ☒ View ☒ Approve

☒ Credit Card Inquiries

☒ Fetch CC Bill Cycle

☒ Perform

☒ Credit Card Transactions

Comments

Save Clear

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 Administrator, 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.

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
User Type	User type is always defaulted to 'Corporate User'.
Party Name	Enter the user ID /User name. Partial search is allowed.

- 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

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
User Type	User type is always defaulted to 'Corporate User'.
User Name	To search the user with the user name/user ID. Partial search is allowed.
First Name	Allows to search based on first name of the user.
Last Name	Allows to search based on last name of the user.
Email	Allows to search based on email id of the user.
Mobile Number	Allows to search based on mobile number of the user. Note User can select international subscriber dialing (ISD) code (country code) while selecting mobile number.
User Type	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

User Management

User Type: Corporate User

Username: a

More Search Options ▾

Search Clear

Search Results

Full Name	User Name	Status	Channel Access
Poonam Singhania	nzcorpadmaker	Unlocked	Granted
Mustu Auto	MustuCorpAdmAuto	Unlocked	Granted
Amit Jadhav	rejectmaker	Unlocked	Granted
Praveen T	praveent	Unlocked	Granted
Rahul Kandula	rahulreddykandulacorpuser1	Unlocked	Granted
Rahul Kandula	rahulreddyeworkcorpuser6	Unlocked	Granted
Rahul Kandula	rahulreddyeworkcorpuser1	Unlocked	Granted
Rishad K	rishadk2	Unlocked	Granted
Rahul Kandula	newcomponentfinaltesting3	Unlocked	Granted
Pratibha	Pratibha_321	Unlocked	Granted

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Cancel

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
Search ResultsFull Name	
Full Name	First name and last name of the user.
User Name	User Name of the user.
Status	Status of the user, Locked or Unlocked.
Channel Access	Indicates whether channel access is granted. Click to grant / revoke access rights.

Note
Channel access feature will only be available with DB authenticator as Identity Management System.

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

Map Parties

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 003705|ROSNEFT20|UBS OBPM 14.4 HEL Branch

Limits

No Limits To Display

Touch Points

Internet, Mobile Application, and Mobile (Responsive)

Roles

-

Reset Password

Back

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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
User Type	User type is always defaulted to 'Corporate User'.
Party ID	Party ID mapped to the user. Party ID is defaulted to the mapped Party ID of the Corporate Administrator.
Party Name	Party name of Party ID mapped to the user. Party name of Party ID mapped to the logged in Corporate Administrator.
Personal Information	
User Name	Name (login ID) of the user.
Title	Title of the user. • Mr • Mrs • Miss • Ms • Dr • Master
First Name	First name of the user.
Middle Name	Middle name of the user.
Last Name	Last name/ surname of the user.
Date of Birth	Date of birth of the user.
Contact Details	
Email ID	Email id of the user.
Contact Number (Mobile)	Displays mobile number of the user alongwith an international subscriber dialing (ISD) code.
Contact Number (Land Line)	Phone number (land line) number of the user.
Address Line 1-4	Address of the user.
Country	Country of the user.
City	City in which the user resides.
Zip Code	The postal code of the city in which the user resides.
Limits & Roles	
User Groups	Displays the user groups that are assigned to the user.
Limits – Touch Point/ Group	If limit check is required, assigned limit packages for applicable touch points get displayed here.
Touch Points/ Group	Name of touch points/ groups maintained for which the limit packages are mapped.
Package	Name of the limit package mapped against specific touch points / touch point groups
Roles	Application roles mapped to the user.
Touch Points	

Table 4-4 (Cont.) User Management – View- Field Description

Field Name	Description
Select Touch Points	The touch points (banking channels) allows a user to perform transactions using the touch points. The touch points could be: • Mobile Application • Mobile (Responsive) • Internet • Missed Call Banking • SMS Banking • Wearables • Snapshot • Siri / Chatbot • API Access • Soft Token Application
Device Registration	
Android Devices	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. 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.
iOS Devices	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. 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.
Push Notifications	
Android Devices	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. 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.
iOS Devices	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. 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.

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.

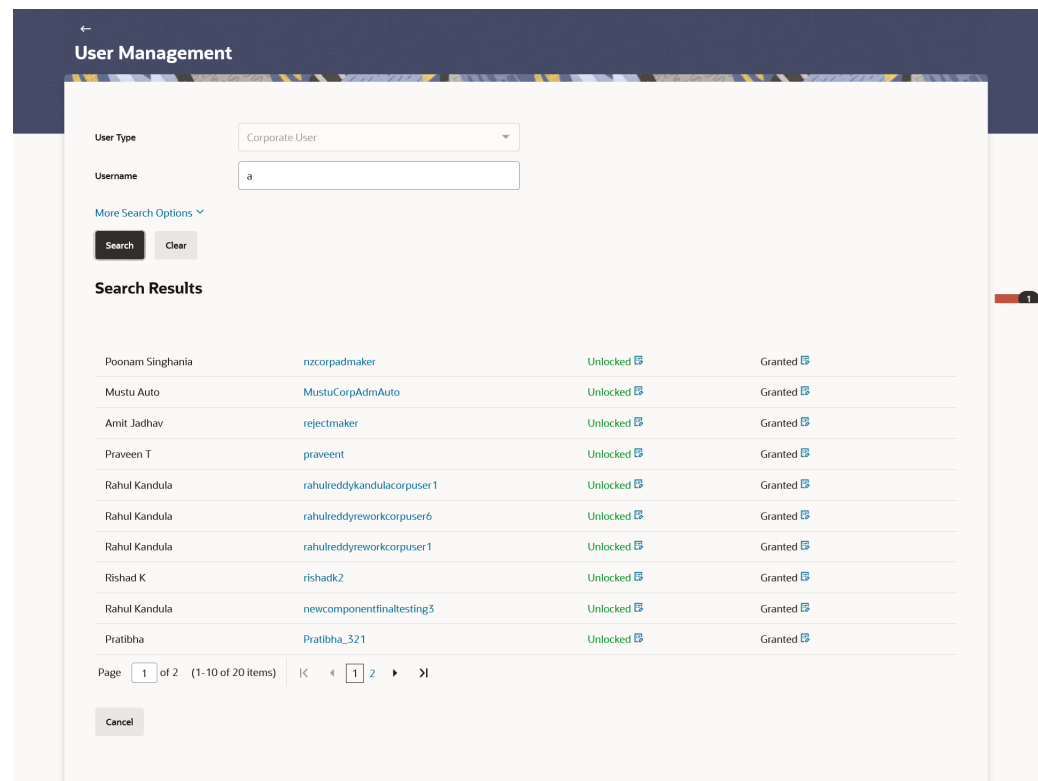
User Management - Change user status

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



User Management

User Type: Corporate User

Username: a

More Search Options

Search Clear

Search Results

Poonam Singhania	nzcorpadmin	Unlocked	Granted
Mustu Auto	MustuCorpAdmAuto	Unlocked	Granted
Amit Jadhav	rejectmaker	Unlocked	Granted
Praveen T	praveent	Unlocked	Granted
Rahul Kandula	rahulreddykandulacorpuser1	Unlocked	Granted
Rahul Kandula	rahulreddynewworkcorpuser6	Unlocked	Granted
Rahul Kandula	rahulreddynewworkcorpuser1	Unlocked	Granted
Rishad K	rishadk2	Unlocked	Granted
Rahul Kandula	newcomponentfinaltesting5	Unlocked	Granted
Pratibha	Pratibha_321	Unlocked	Granted

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Cancel

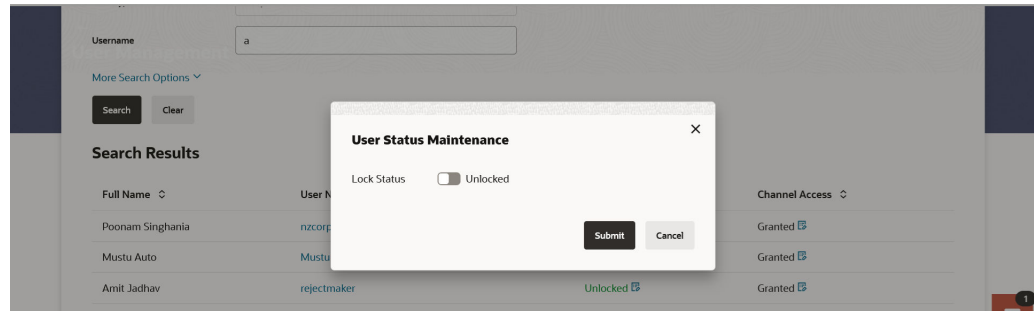
- Click the



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

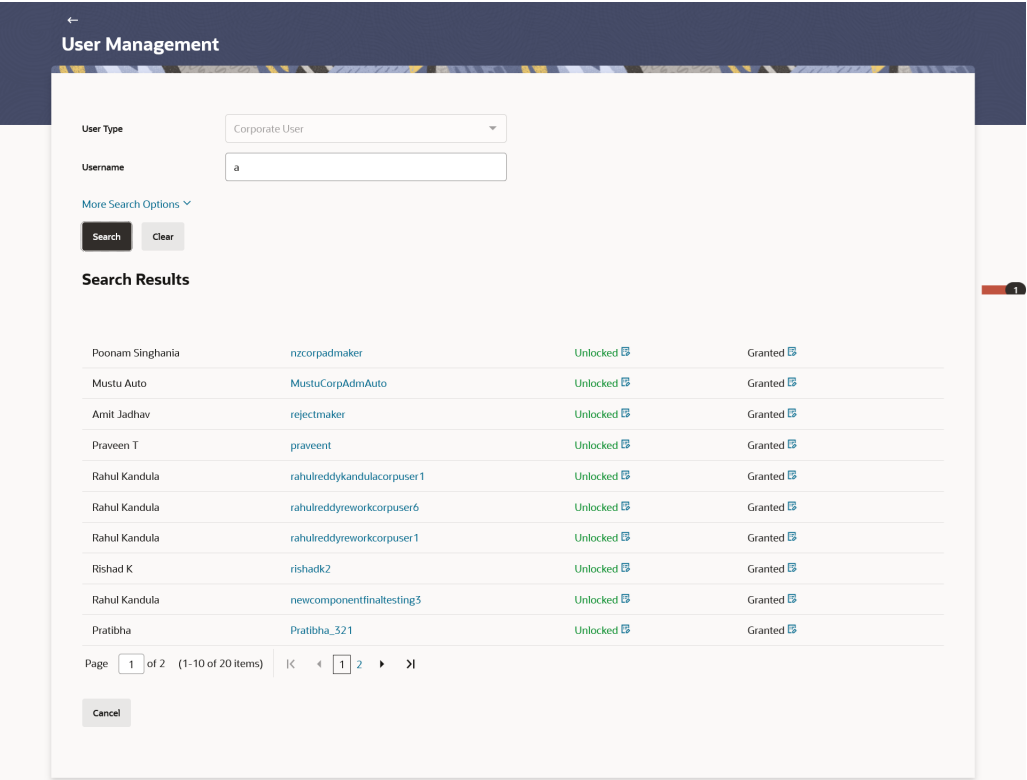
Channel Access feature is only available and displayed if the Application is configured on DB Authenticator as Identity Management system.

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

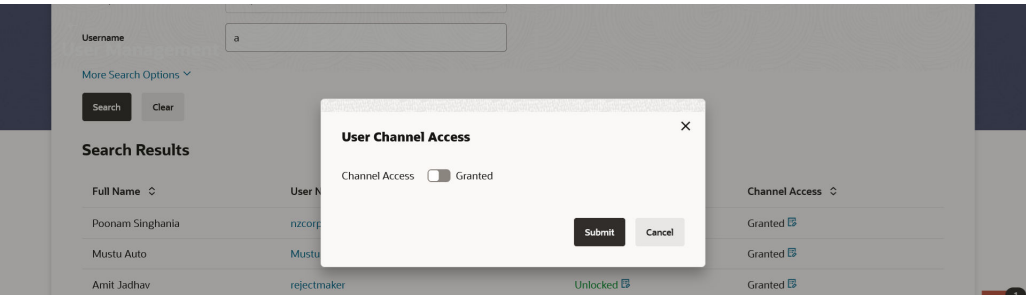


b. Click the



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:

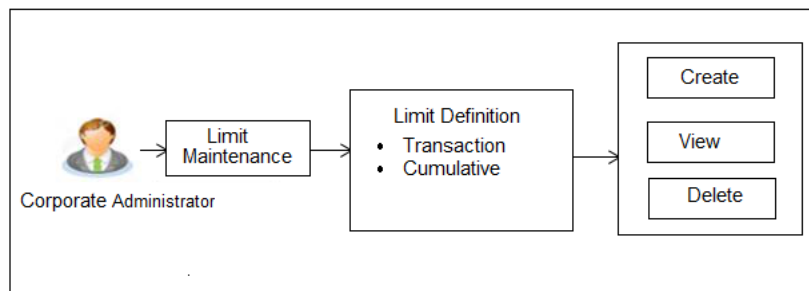
- Transaction: It is the initiation limit with minimum and maximum amount defined
- Cumulative: It is the collective transaction amount limit for all the transactions that can be performed during a day and maximum number of transaction in a day

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

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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.

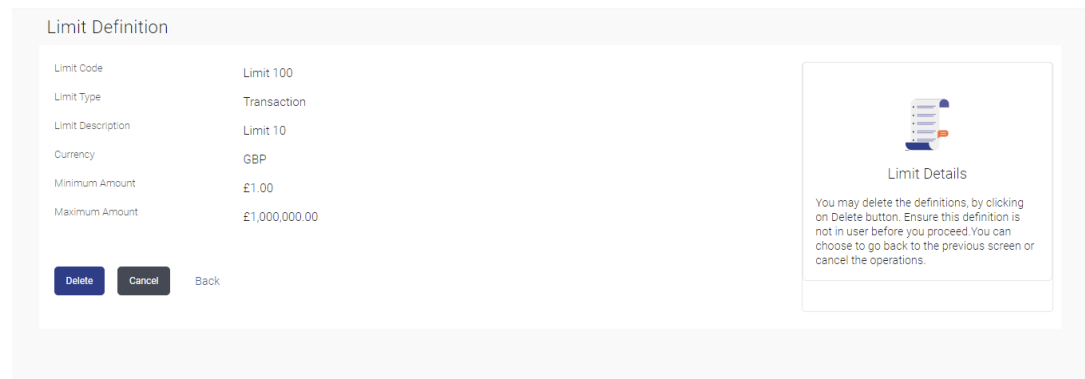
Table 5-1 Field Description

Field Name	Description
Limit Code	Name/unique identifier of the limit.
Limit Description	Description of the limit.
Limit Type	Types of limits are: • Transaction – It is the initiation limit with minimum and maximum amount • Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month
Search Results	
Limit Code	Name/unique identifier of the limit.
Limit Description	Description of the limit.
Limit Type	The limit type are: • Transaction – It is the initiation limit with minimum and maximum amount • Cumulative – It is a duration based limit with max amount

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
Limit Type	The limit type for selection are: Transaction – It is the initiation limit with minimum and maximum amount Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month
Limit Code	Name/unique identifier of the limit.
Limit Description	Description of the limit.
Currency	The currency to be set for the limit.
Minimum Amount	The minimum amount for a transaction in local currency.
Maximum Amount	The maximum amount for a transaction in local currency.

- In the **Transaction** tab screen, enter the code in the **Limit Code** field.
- In the **Limit Description** field, enter the description of the limit.
- From the **Currency** field, select the appropriate currency for the limits.
- In the **Minimum Amount** and **Maximum Amount** field, enter the minimum and maximum amount for a transaction in local currency.
- 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 'Cumulative' tab selected. The form contains the following fields and values:

- 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

At the bottom, there are 'Save', 'Cancel', and 'Back' buttons. On the right, a sidebar titled 'Create Limit Definition' provides a brief explanation of the limit types.

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
Limit Type	Limit type for selection are: – Transaction – It is the initiation limit with minimum and maximum amount – Cumulative – It is a duration based limit with maximum amount and number of transactions for a day / month
Limit Code	Name/unique identifier of the limit.
Limit Description	Description of the limit.
Frequency	The specific duration for which the limits can be utilized and available. The options are: – Daily – Monthly
Currency	The currency to be set for the limit.
Cumulative Transaction Amount	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
Maximum Transactions	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

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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

- 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.

- 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.

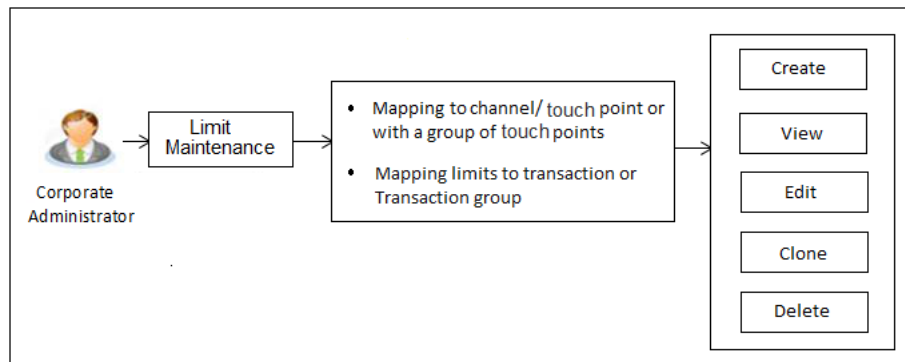
The limits packages once created can be mapped to

- 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

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

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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.

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
Package Code	The unique code /name of the limit package.
Package Description	Description of the limit package.
Touch Point / Touch Point Group	Touch Point and the group of Touch Points mapped with the limit package. The options are: Touch Point Touch Point Group
Currency	Currency in which the limit package is created.
Updated On	Date range in which limit package were updated.
Search Results	
Package Code	The unique code of the limit package.
Package Description	Description of the limit package.
Touch Point	Name of the touch point mapped to the limit package.
Currency	Currency in which the limit package is created.
Updated On	Date on which limit package was updated.

- 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	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 use 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
Limit Package Code	The unique code /name of the limit package.
Limit Package Description	Description of the limit package.
Touch Point Group	Name of the Touch Point or Touch Point group mapped to the limit package.
Currency	The currency to be set for the limit package.
Transaction Name / Transaction Group Name	Name of the transaction/transaction group that is mapped to the limit package.
Effective Date	The date from which the limit package is effective for the transaction.
Cumulative Limit Daily	Daily Cumulative Limit Definition set for the specific transaction. It displays the limit name and description.
Cumulative Limit Monthly	Monthly Cumulative Limit Definition set for the specific transaction. It displays the limit name and description.
Transaction Limit	Transaction Limit Definition set for the specific transaction. It displays the limit name and description.
Cooling Limit	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

Mobile Application: Mobile Applica...

Currency: GBP

Transaction Name: V2 Fund Transfer

Effective Date: 11 May 2020

Cumulative Limit Daily: CLDAJzGBP - CLDAJzGBP

Cumulative Limit Monthly: bulkcumummonth - bulkcumummonth

Transaction Limit: InvoiceTransaction - Invoice Transa...

Cooling Limit: coolLimit - coolLimit

Transaction Name: Create Bill Payment

Effective Date: 11 May 2020

Cumulative Limit Daily: cumDlimit - cumlatibe 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.

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
Limit Package Code	The unique code /name of the limit package.
Limit Package Description	Description of the limit package.
Touch Point	Touch points and the group of touch points mapped with the limit package. The options are: • Touch Point • Touch Point Group • Global: This a group of touch points created automatically (default touch point group has all internal and external touch points).
Touch Point	Touch points mapped to the limit package. This field is displayed and enabled if you select Touch Point option in the Touch Point field.
Touch Point Group	Touch point group mapped to the limit package. This field is displayed and enabled if you select Touch Point Group option in the Touch Point field.
Currency	The currency to be set for the limit package.
Transaction Name/ Transaction Group Name	Transaction or Transaction Group name, to which the limit has to be assigned.
Effective Date	The effective date of the limit package, for the selected transaction.
Cumulative Limit Daily	Select the Cumulative Limit Definition for the selected transaction/ transaction group for daily limits.
Cumulative Limit Monthly	Select the Cumulative Limit Definition for the selected transaction/ transaction group for monthly limits.
Transaction Limit	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		OBPMTxns	
Group Code		All Txns for OBPM	
Group Description			
Sr No.	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
Group Code	Unique code/name of the transaction group.
Group Description	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

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 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: CLMAJzGBP - CLMAJzGBP

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 use 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

Limit Package Management

Limit Package Code: Limit Pkg 01

Limit Package Description: Limit Packages 001

Currency: GBP

Transaction Name: Create Forex Deal

Effective Date: 11 May 2020

Expiry Date:

Cumulative Limit Daily: CLDAJzGBP - CLDAJzGBP

Cumulative Limit Monthly: CLMAJ2zGBP - CLMAJ2zGBP

Transaction Limit: TLAJzGBP - TLAJzGBP

Cooling Limit: coolLimit - coolLimit

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 6-5 Limit Package Management - Edit- Field Description

Field Name	Description
Limit Package Code	The unique code /name of the limit package.
Limit Package Description	Description of the limit package.
Currency	Currency in which the limit package is created.
Transaction Name/ Transaction Group Name	Name of the Transaction/ transaction group that is mapped to the limit package.
Effective Date	The date from which the limit package is effective for the transaction.
Expiry Date	Expiry date of a specific limit linked to a transaction. This field will be displayed only if expiry date is maintained for each transaction.
Cumulative Limit Daily	Daily Cumulative Limit definition set for the specific transaction. It displays the limit name and description.
Cumulative Limit Monthly	Monthly Cumulative Limit definition set for the specific transaction
Transaction Limit	Transaction Limit definition set for the specific transaction. 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		OBPMTxns	
Group Code		All Txns for OBPM	
Group Description			
Sr No.	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
Group Code	Unique Code/Name of the Transaction Groups.
Group Description	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.

- 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.

- 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: bulkcumumonth - bulkcumumonth ▾

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

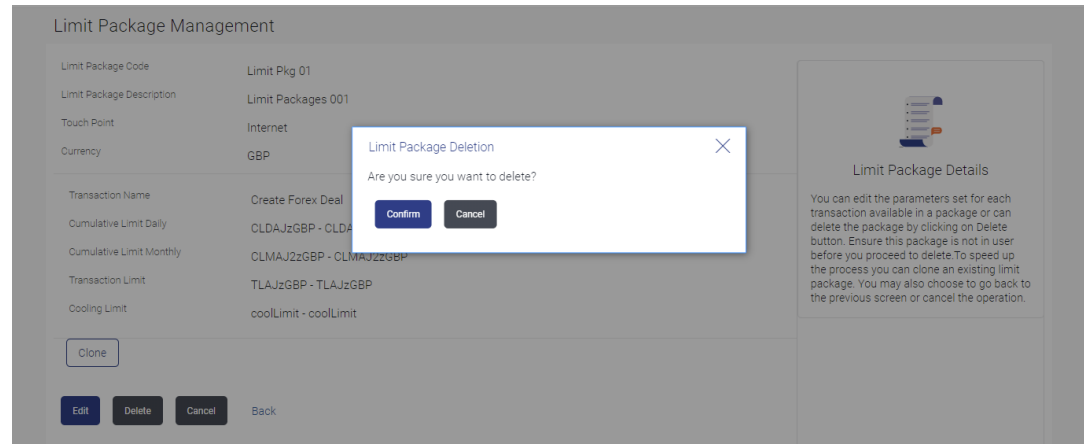
Limit Package Details

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.

4. Click **Delete**.

The **Delete Warning** screen appears.

Figure 6-15 Delete Limit Package



5. 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.

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

6.6 FAQ

1. **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.

2. **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.

3. **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.

4. **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?

5. **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

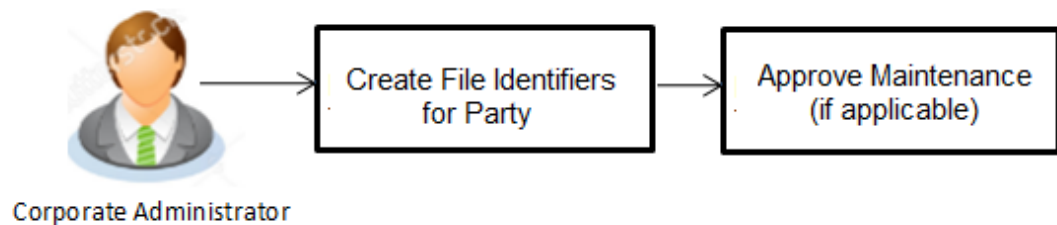
This topic describes the ability of Corporate Administrators to generate file identifiers (FIs) for their organization.

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
Party ID	Party ID of the corporate.
Party Name	Party name corresponding to the party ID.
File Identifiers	
Sr. No.	Serial number of the record.
File Identifier	Unique code/ name assigned for the party preferences for handling of payment files.
Description	File name / code description corresponding to the file upload code.

Table 8-1 (Cont.) File Identifier Maintenance - Summary- Field Description

Field Name	Description
Transaction Type	Type of transaction: The Transaction type can be: • Internal funds Transfer • Domestic Funds Transfer • International Funds Transfer • Mixed Transfer • Internal Payee • Domestic Payee • International Payee • Mixed Payee • Demand Draft Payee • Create Virtual Accounts • Create Virtual Account Structure • Create Virtual Identifiers • Delete Virtual Accounts • Mixed Payments • Create Invoices
Approval Type	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	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
Party ID	Party ID of the corporate.
Party Name	Party name corresponding to the party ID.
Details	
File Identifier	Unique code assigned to the uploaded file.
Description	Descriptions corresponding to the file upload code.
File Template	Predefined file templates. Few examples of file templates are: • Internal funds Transfer • Domestic Funds Transfer • International Funds Transfer • Mixed Transfer • Internal Payee • Domestic Payee • International Payee • Mixed Payee • Demand Draft Payee • Create Virtual Accounts • Create Virtual Accounts Structure • Create Virtual Identifier • Create Invoices
Maximum No of Records	Maximum number of records in the uploaded file.
Partial Processing Tolerance (%)	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. 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.
Debit Account Number	Debit account number. This field appears only for file templates having Account ID defined at FI level.
Transaction Type	Type of transaction.
File Type	The file type - delimited or fixed length.
Format Type	The format in which file is uploaded. The format could be CSV, XML, XLS, XLSX.
Approval Type	The approval type is at file level or record level. • File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse. • Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.

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

File Identifier Maintenance

Party Id ***308

Party Name Sunrise Coffee

Details

File Identifier Account

Description Account Details

File Template Create Virtual Accounts

Maximum No Of Records 10000

Partial Pre-processing Tolerance(%) 1

Transaction Type Virtual Account

File Type DELIMITED

Format Type CSV,XML,XLS,XLSX

Approval Type **Record Level** File Level

Save Cancel Back

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.

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
Party ID	Party ID of the corporate.
Party Name	Party name corresponding to the party ID.

Table 8-3 (Cont.) File Identifier Maintenance - Create- Field Description

Field Name	Description
Details	
File Identifier	Unique code assign to the uploaded file.
Description	Descriptions corresponding to the file upload code.
File Template	Predefined file templates. Few examples of file templates are: • Internal funds Transfer • Domestic Funds Transfer • International Funds Transfer • Mixed Transfer • Internal Payee • Domestic Payee • International Payee • Mixed Payee • Demand Draft Payee • Create Virtual Accounts • Create Virtual Accounts Structure • Create Virtual Identifier • Create Invoices
Maximum No of Records	Maximum number of records in the uploaded file.
Partial Processing Tolerance (%)	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. 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.
Debit Account Number	Account number of the account to be debited. This field appears only for file templates having Account ID defined at FI level.
Transaction Type	Type of transaction: The transaction type can be: • Internal funds Transfer • Domestic Funds Transfer • International Funds Transfer • Mixed Transfer • Internal Payee • Domestic Payee • International Payee • Mixed Payee • Demand Draft Payee • Create Virtual Accounts • Create Virtual Account Structure • Create Virtual Identifiers • Delete Virtual Accounts • Mixed Payments • Create Invoices
File Type	The file type - delimited or fixed length.
Format Type	The format in which file is uploaded. The format could be CSV, XML, XLS, XLSX.

Table 8-3 (Cont.) File Identifier Maintenance - Create- Field Description

Field Name	Description
Approval Type	The approval type is at file level or record level. • File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse • Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records

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	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
Party ID	Party ID of the file identifier is displayed.
Party Name	Party name corresponding to the party ID is displayed.
Details	
File Identifier	Unique code assign to the uploaded file is displayed.
Description	Descriptions corresponding to the file upload code.
File Template	Predefined file templates is displayed.
Maximum No of Records	Maximum number of records in the uploaded file.
Partial Processing Tolerance (%)	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. 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.
Debit Account Number	Account number of the account to be debited is displayed. This field appears only for file templates having Account ID defined at FI level.

Table 8-4 (Cont.) File Identifier Maintenance - Edit- Field Description

Field Name	Description
Transaction Type	Type of transaction is displayed. The Transaction type can be: • Internal funds Transfer • Domestic Funds Transfer • International Funds Transfer • Mixed Payments • Internal Payee • Domestic Payee • International Payee • Mixed Payee • Demand Draft Payee • Create Virtual Accounts • Create Virtual Accounts Structure • Create Virtual Identifier • Delete Virtual Accounts • Create Invoices
File Type	The file type is displayed.
Format Type	The format in which file is uploaded is displayed. The format could be CSV, XML, XLS, XLSX.
Approval Type	The approval type is at file level or record level is displayed. • File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse. • Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.

4. Edit the required file identifiers. e.g. Description, Maximum Number of Records, and Partial Processing Tolerance – if required.
5. 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.
6. 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.
7. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

8.4 FAQ

1. **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 Domestic Funds Transfer International Funds Transfer Mixed Transfer Payee Files Create Virtual Accounts, Structure, Identifier Create Invoices
2	Accounting Type	Single Debit, Single Credit (SDSC) Single Debit, Multi Credit (SDMC) Multi Debit, Multi Credit (MDMC)
3	Approval Type	File Level 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 (MDMC)	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

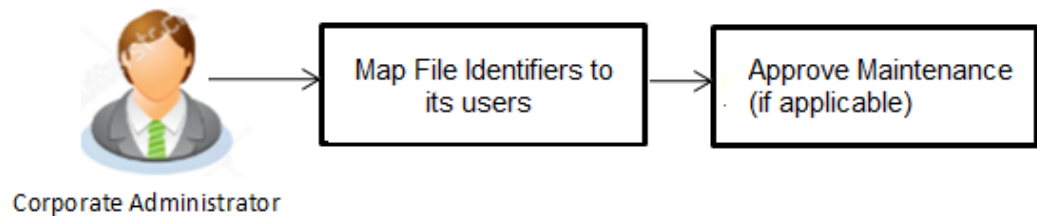
This topic describes the functionality that enables corporate administrators to map desired file identifiers to corporate users.

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 any one 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](#)

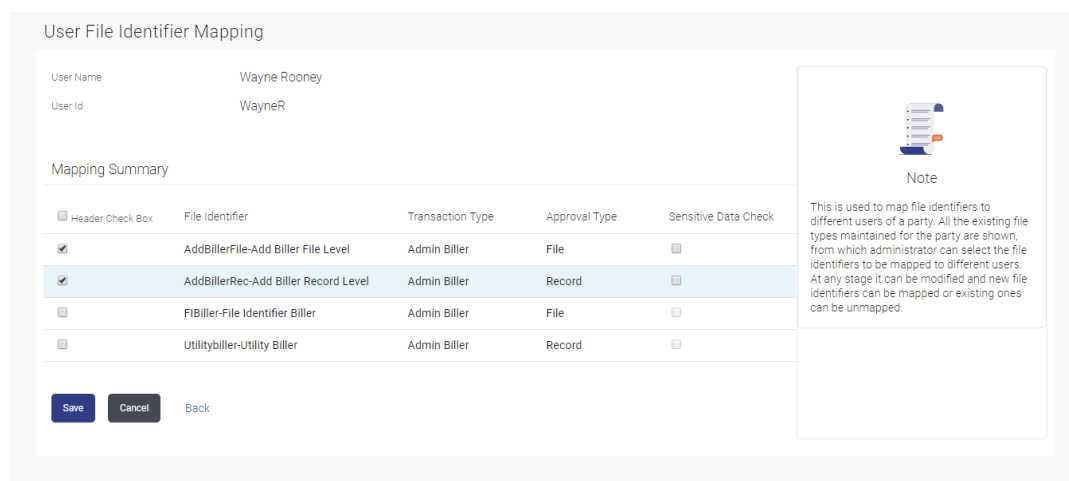
9.1 User File Identifier Mapping - Create

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

☐ Header Check Box	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
☒	AddBillerFile-Add Biller File Level	Admin Biller	File	☐
☒	AddBillerRec-Add Biller Record Level	Admin Biller	Record	☐
☐	FIBiller-File Identifier Biller	Admin Biller	File	☐
☐	Utilitybiller-Utility Biller	Admin Biller	Record	☐

 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
User Name	User name of the corporate user.
User Id	User ID of the user.
Mapping Summary	
File Identifier	Unique code assigned to the uploaded file.
Transaction Type	Type of transaction: The Transaction type can be: • Internal funds Transfer, • Domestic Funds Transfer, • International Funds Transfer, • Mixed Transfer • Internal / Domestic / International / Mixed Payees • Create Virtual Accounts • Create Virtual Accounts Structure • Create Virtual Identifier • Create Invoices
Approval Type	The approval type is at file level or record level. • File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected. • Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.
Sensitive Data Check	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
Party ID	Party ID of the corporate.
Party Name	Party name corresponding to the party ID.
Users List	
Initials	The initials of the user id.
User Details	The details of the user like user name or user id.
Contact Details	Contact number of the user.
Mapping	Displays whether the file identifier is mapped to the user. - denotes that the file identifier is mapped to the user. - denotes that the file identifier is not mapped to the user.

- 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

☐ Header Check Box	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
☒	Bhavns-Bhavns	Internal Funds Transfer	File	☐
☒	InternalFTDelSDMC-InternalFTDelSDMC	Internal Funds Transfer	File	☐
☒	InternalFTMDMC-InternalFTMDMC	Internal Funds Transfer	Record	☐

[Edit](#) [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 9-3 User File Identifier Mapping - View - Field Description

Field Name	Description
User Name	User name of the corporate user
User Id	User ID of the user.
Mapping Summary	
File Identifier	Unique code assigned to the uploaded file.
Transaction Type	Type of transaction: The Transaction type can be: • Internal funds Transfer, • Domestic Funds Transfer, • International Funds Transfer, • Mixed Transfer • Internal / Domestic / International / Mixed Payees • Create Virtual Accounts • Create Virtual Accounts Structure • Create Virtual Identifier
Approval Type	The approval type is at file level or record level. • File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected. • Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.
Sensitive Data Check	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

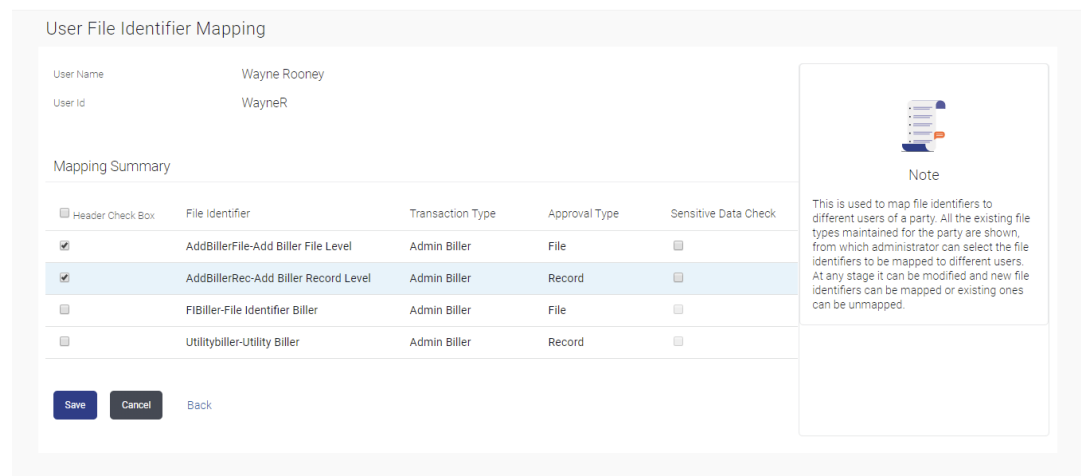
This topic provides the systematic instructions to corporate administrators for mapping the file identifiers to a specific user.

To map a user to a file identifier:

- Navigate to the **User File Identifier Mapping - View** screen.
- 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

☐ Header Check Box	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
☒	AddBillFile-Add Biller File Level	Admin Biller	File	☐
☒	AddBillRec-Add Biller Record Level	Admin Biller	Record	☐
☐	FIBiller-File Identifier Biller	Admin Biller	File	☐
☐	Utilitybiller-Utility Biller	Admin Biller	Record	☐

 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
User Name	User name of the corporate user.
User Id	User ID of the user.
Mapping Summary	
File Identifier	Unique code assigned to the uploaded file.

Table 9-4 (Cont.) User File Identifier Mapping - Create - Field Description

Field Name	Description
Transaction Type	Type of transaction: The Transaction type can be: • Internal funds Transfer, • Domestic Funds Transfer, • International Funds Transfer, • Mixed Transfer • Internal / Domestic / International / Mixed Payees • Create Virtual Accounts • Create Virtual Accounts Structure • Create Virtual Identifier • Create Invoices
Approval Type	The approval type is at file level or record level. • File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected. • Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.
Sensitive Data Check	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.

9.4 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:

1. Navigate to the **User File Identifier Mapping - View** screen.
2. 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

☐ Header Check Box	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
☒	AddBillerFile-Add Biller File Level	Admin Biller	File	☐
☒	AddBillerRec-Add Biller Record Level	Admin Biller	Record	☐
☐	FiBiller-File Identifier Biller	Admin Biller	File	☐
☐	Utilitybiller-Utility Biller	Admin Biller	Record	☐



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
User Name	User name of the corporate user.
User ID	User ID of the user.
Mapping Summary	
File Identifier	Unique code assigned to the uploaded file.
Transaction Type	Type of transaction: The Transaction type can be: • Internal funds Transfer, • Domestic Funds Transfer, • International Funds Transfer, • Mixed Transfer • Internal / Domestic / International / Mixed Payees • Create Virtual Accounts • Create Virtual Accounts Structure • Create Virtual Identifier • Create Invoice
Approval Type	The approval type is at file level or record level. • File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected. • Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records.
Sensitive Data Check	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

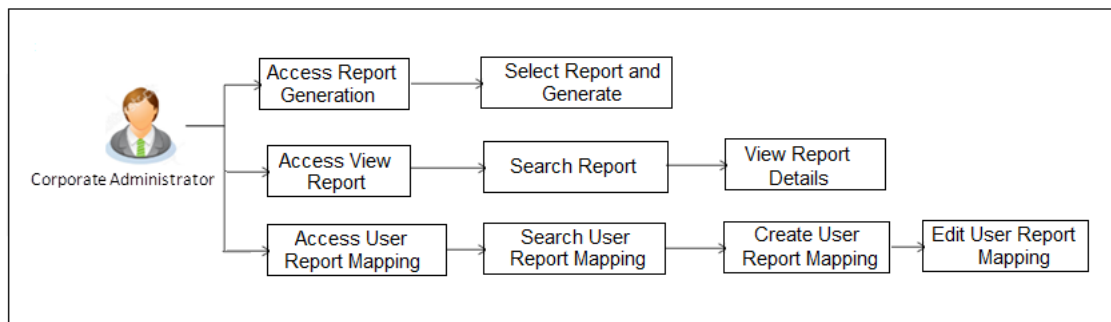
This topic describes the functionality that enables corporate administrators to generate various ad-hoc and scheduled banking reports.

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

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.

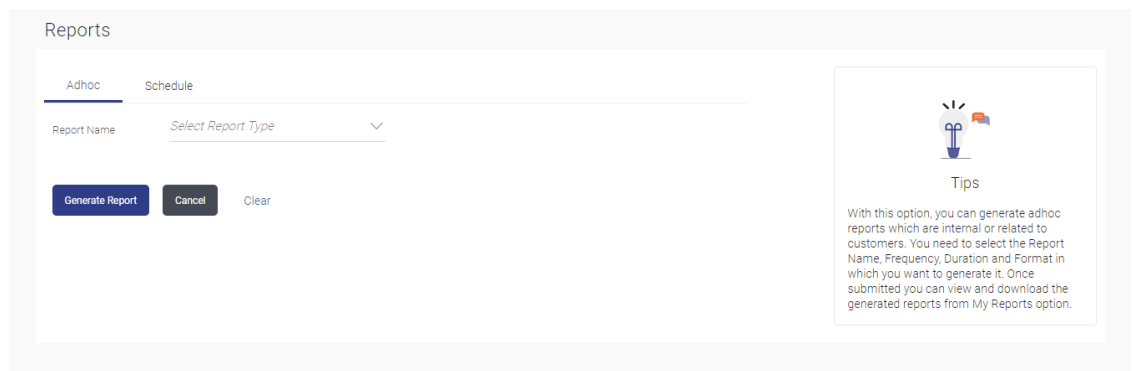
Corporate Administrator can also view all the reports that are scheduled and can view and edit the parameters of the scheduled reports, as per requirement. The changes made will be effective from next report generation cycle. Corporate Administrator approver can approve or reject the maintenance initiated 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

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

The screenshot shows the 'Reports' interface of the 'futura bank' system. It features a navigation bar with a search icon, a mail icon, and a user profile 'Welcome, Macs Admin' with a dropdown arrow. The 'Reports' section has two tabs: 'Adhoc' and 'Schedule'. Under the 'Adhoc' tab, there is a form with the following fields: 'Report Name' (a dropdown menu showing 'File Identifier wise Party User Ma...'), 'Report Format' (a dropdown menu showing 'PDF'), and 'Party ID' (a text field containing '***308'). To the right of these fields are 'Party Name' and 'Sunrise Coffee'. At the bottom of the form are three buttons: 'Generate Report' (in blue), 'Cancel', and 'Clear'. On the right side of the form, there is a 'Tips' box with a lightbulb icon. The tip text reads: '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 11-2 Adhoc Reports - Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV

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
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Start date of the date range from which you want to generate the report.
Stop Generating	End date of the date range up-to which you want to generate the report.
View Scheduled Report	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 bar with a magnifying glass icon. Below it, a 'Report Name' dropdown menu is set to 'Select'. There are three buttons: 'Search' (blue), 'Cancel' (dark grey), and 'Clear' (light grey). Below these buttons is a table with the following columns: 'Report Name', 'Report Id', 'Schedule Frequency', 'Start Date', and 'End Date'. The table contains one row: 'Billar Registration Report', '300424390012', 'DAILY', '2020-04-30T19:25:00', and '2020-05-31T19:25:00'. At the bottom, there is a pagination bar showing 'Page 1 of 1 (1 of 1 items)' and navigation icons.

Report Name	Report Id	Schedule Frequency	Start Date	End Date
Billar 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
Search	
Report Name	Name of the scheduled reports.
Search Results	
Report Name	Name of the scheduled reports.
Report ID	IDs of the reports that are scheduled.
Schedule Frequency	The frequency at which the report is scheduled.
Start Date	Date from which the report will be generated as per the frequency defined.
End Date	Date till which the report will be generated as per the frequency defined.

4. Perform one of the following actions:

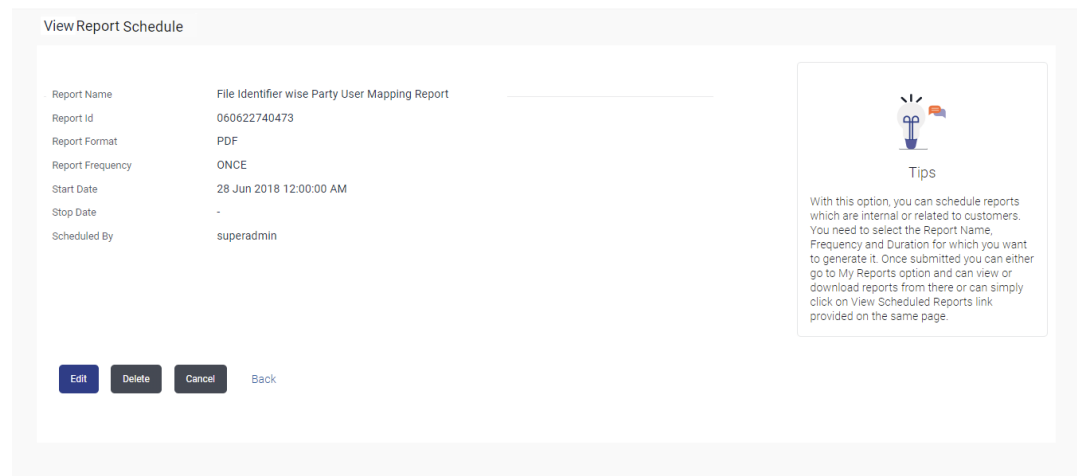
- Click on desired **Report ID** to view the details of the scheduled report.

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

[Edit](#) [Delete](#) [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 11-5 View Reports Schedule - Field Description

Field Name	Description
Report Name	Name of the scheduled report.
Report ID	ID of the scheduled report.
Report Format	The report format of the scheduled report.
Report Frequency	The frequency at which the reports are scheduled to run.
Start Date	Date from which the report will be generated as per the frequency defined.
Stop Date	Date till which the report will be generated as per the frequency defined.
Scheduled By	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

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.

Save **Cancel** [Back](#)

Note

The fields which are marked as Required are mandatory.

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

Table 11-6 Edit Reports ScheduledField Description

Field Name	Description
Report Name	Name of the scheduled reports. Name of the report will be displayed in non-editable form.
Report ID	ID of the reports that are scheduled. This is a non-editable field.
Report Format	The report format of the scheduled report.
Report Frequency	The frequency of the scheduled report. The options are: - Once - Daily - Weekly - Monthly
Start Generating	The start date of the scheduled report. This field can be edited only if the date and time is in future.
Stop Generating	The date till which the report is to be generated.
Scheduled By	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.

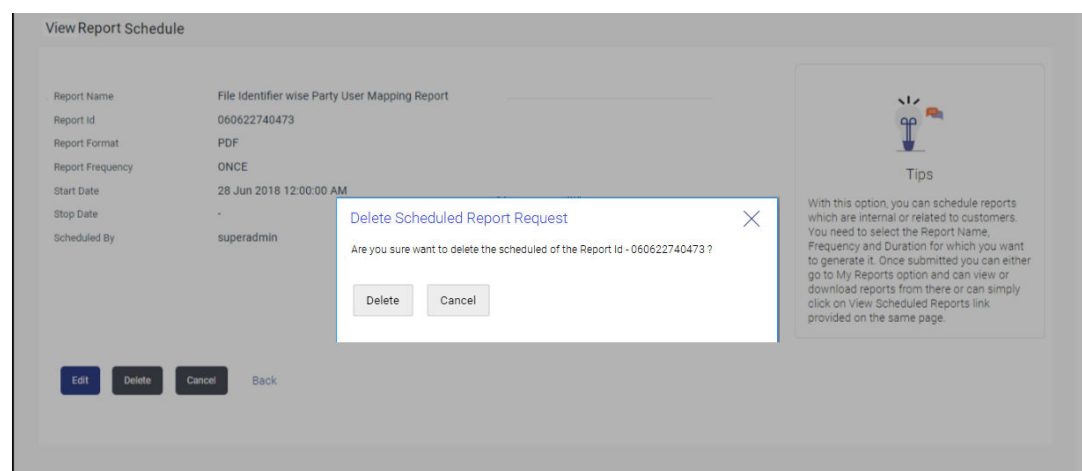
11.2.3 Delete Scheduled Reports

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
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV
Party ID	Party ID of the corporate.
Party Name	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.

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 **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
Party Id: 000981 | Party Name: Raytheon Incorporation



File Identifier Code:	FISalary	Transaction Type : International Funds Transfer	Approval Type: FILE LEVEL
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
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: • PDF • XLS The options with Internal Reporting Application are: • PDF • CSV
Party ID	Party ID of the corporate.
Party Name	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' screen 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

At the bottom left, there are buttons for 'Schedule Report', 'Cancel', and 'Clear'. Below these is a link 'View Scheduled Reports'. On the right side, there is a 'Tips' box with a lightbulb icon and text: '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 11-9 File Identifier wise Party User Mapping - Schedule Report - Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
View Scheduled Report	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.

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:** A dropdown menu showing 'Party wise File Identifiers Mapping'.
- Report Format:** A dropdown menu showing 'PDF'.
- Party ID:** A text field containing '***308'.
- Party Name:** A text field containing 'Sunrise Coffee'.
- Buttons:** 'Generate Report' (blue), 'Cancel' (grey), and 'Clear' (light grey).
- Tips Box:** A callout box on the right with a lightbulb icon. It states: '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
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV
Party ID	Party ID of the corporate.
Party Name	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								
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 11-11 Party wise File Identifiers Mapping - Adhoc Report- Generated Specimen Report - Field Description

Field Name	Description
Report Parameters	
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
Sr. No	Serial number of the records.
File Identifier Code	The file identifier codes mapped to the specific party.
Description	Description of file identifiers mapped to the party.
File Type	File type of file identifiers mapped to the party.
Transaction Type	Transaction type of file identifiers mapped to the party.
Accounting Type	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
Approval Type	Approval type of file identifiers mapped to the party.
File Template	File template of file identifiers mapped to the party.
Format Type	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

Reports

Adhoc **Schedule**

Report Name: Party wise File Identifiers Mapping

Report Format: PDF

Select Frequency: WEEKLY

Start Generating: 05/13/20 10:45

Stop Generating: 05/31/20 10:45

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 11-12 Party wise File Identifiers Mapping - Schedule Report - Field Description

Field Name	Description
Report Name	Select the type of report to be generated.

Table 11-12 (Cont.) Party wise File Identifiers Mapping - Schedule Report - Field Description

Field Name	Description
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
View Scheduled Reports	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**.

11.6 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
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
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV
Party ID	Party ID of the corporate.
Party Name	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	FI Salary	FI Salary	DELIMITED	International Funds Transfer	SDMC	FILE LEVEL	InternationalFTS DMC

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
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
View Scheduled Reports	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
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV
Party ID	Party ID of the corporate.
Party Name	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**

11.7.2 Party wise Payee Maintenance - Schedule Report

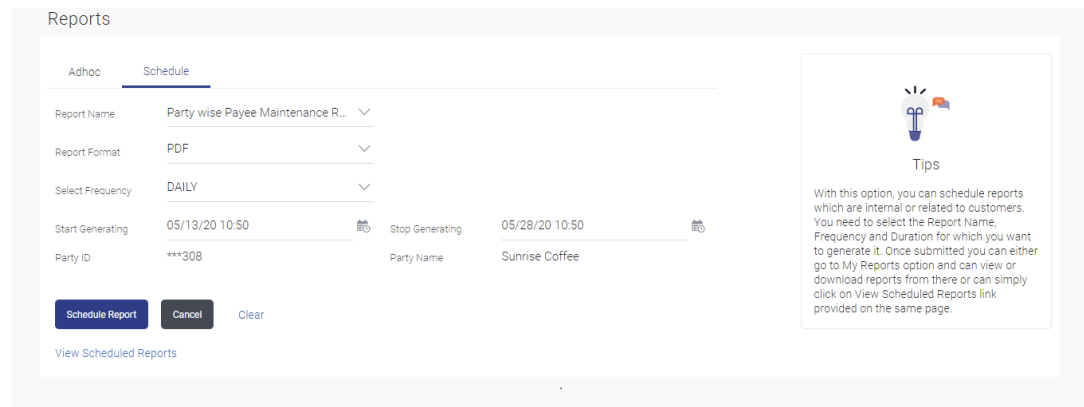
This topic provides the systematic instructions to the corporate administrators for the scheduled reports, which are generated at predetermined intervals, including daily, weekly, monthly, quarterly, and annual frequencies.

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



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
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
View Scheduled Reports	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
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV
Party ID	Party ID of the corporate.
Party Name	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 11-20 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: corpinitt1	Group Description:	Number of Users: 1	
Sr No	User Name	User Id	
1	Corp Init1	corpinitt1	

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
Report Parameters	
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
Group Code	The group code of the user groups available under a party.
Group Description	The group description of the user groups available under a party.
Number of Users	Count of the users available in a group.
Sr. No	Serial number of the records.
User Name	Name of the users available in a user group.
User ID	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

At the bottom, there are buttons for 'Schedule Report', 'Cancel', and 'Clear', along with a link 'View Scheduled Reports'. A 'Tips' box on the right provides additional information about scheduling reports.

Note

The fields which are marked as Required are mandatory.

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

Table 11-20 Party wise User Groups – Schedule Report - Field Description

Field Name	Description
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Internal Reporting Application are: • PDF • CSV
Select Frequency	Select the frequency at which the report is to be generated. The options are: • Once • Daily • Weekly • Monthly
Start Generating	Date from which the report is to be generated as per the frequency defined.
Stop Generating	Date till which the report is to be generated as per the frequency defined.
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
View Scheduled Reports	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**.

11.9 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
Search	
Report ID	Report ID to search specific report. All the report IDs will be listed.
Report Name	Report Name to search specific report. All the reports with the names will be listed.
Generation Date	To search generated reports between specific date ranges. • From date – to specify the date from which the generated reports to be searched. • To date – to specify the date till which the generated reports to be searched.
Report List	
Report Name	Report Name to search specific report. All the reports with the names will be listed.
Report Sub ID	Links of view the specific report.
Generation Date and Time	Report generation time and date.
Status	Status of generated reported. The status can be: • Processed • Pending • Error

Figure 12-1 My Reports - Adhoc

My Reports

Adhoc Scheduled

Report Id | Report Name | Select

Generation Date | From Date | To Date

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

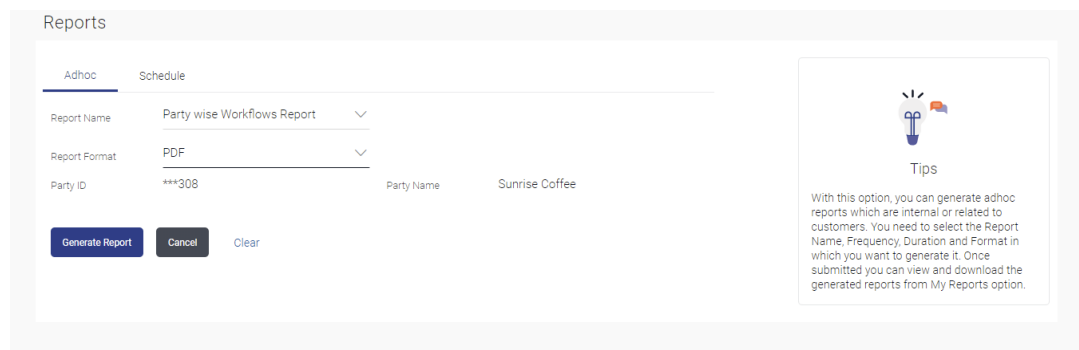
Page 1 of 5 (1-10 of 46 items) | 1 2 3 4 5 >

Cancel

Note
You can view the list of all adhoc and scheduled reports from here which are already generated, failed or still under processing.

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
Report Name	Select the type of report to be generated.
Report Format	Select the format in which the report is to be generated. The options with Oracle Analytics Publisher are: • PDF • XLS The options with Internal Reporting Application are: • PDF • CSV
Party ID	Party ID of the corporate.
Party Name	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
Report Parameters	
Party ID	Party ID of the corporate.
Party Name	Party name of the corporate.
Workflow Code	Code of the approval workflows maintained under specified party.
Workflow Description	Description of the already maintained approval workflow.
Approval levels	Number of approval levels in each workflow.
User Group/Name	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

My Reports

Adhoc Scheduled

Report ID | Report Name | Select

Generation Date | From Date | To Date

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

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

Cancel

Note

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
Search	
Report ID	Report ID to search specific report. All the report IDs will be listed.
Report Name	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
Generation Date	To search generated reports between specific date ranges. • From date – to specify the date from which the generated reports to be searched. • To date – to specify the date till which the generated reports to be searched.
Report List	
Report Name	Report Name to search specific report. All the reports with the names will be listed.
Report Sub ID	Links of view the specific report.
Generation Date and Time	Report generation time and date.
Status	Status of generated reported. The status can be: • Processed • Pending • Error

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

My Reports

Adhoc Scheduled

Report Id Report Name Select

Generation Date From Date To Date

Note
You can view the list of all adhoc and scheduled reports from here which are already generated, failed or still under processing.

Report Name	Report Sub Id	Generation Date and Time	Status
Billor Registration Report	300424390012-001	2020-04-30T19:30:02	PROCESSED
Date wise User creation Report	030201056123-004	2020-02-25T16:16:49	PROCESSED
Date wise User creation Report	030201056123-003	2020-02-18T16:01:13	PROCESSED
Date wise User creation Report	030201056123-002	2020-02-11T15:46:21	PROCESSED
Date wise User creation Report	030201056123-001	2020-02-04T01:00:07	PROCESSED
File Identifier wise Party User Mapping Report	100123157162-001	2020-01-11T00:01:36	PROCESSED
Billor Reconciliation Report	290583793310-001	2019-05-29T17:45:06	PROCESSED

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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
Search	
Report ID	Report ID to search specific report. All the report IDs will be listed.
Report Name	Report Name to search specific report. All the reports with the names will be listed.
Generation Date	To search generated reports between specific date ranges. From date – to specify the date from which the generated reports to be searched. To date – to specify the date till which the generated reports to be searched.
Report List	
Report Name	Report Name to search specific report. All the reports with the names will be listed.
Report ID	Links of view the specific report.
Generation Date and Time	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. The status can be: • Processed • Pending • Error

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	
	
☐	Subject ▼
☐	Received ▼
☐	Transaction Initiated 27 Apr 2022 11:15:42 AM
☐	Transaction Approved 18 Apr 2022 12:09:25 PM
☐	Transaction Processed By Host 18 Apr 2022 12:09:25 PM
☐	Transaction Initiated 17 Mar 2022 05:07:48 PM
☐	Transaction Initiated 15 Feb 2022 07:48:45 PM
☐	Transaction Initiated 15 Feb 2022 04:37:56 PM
☐	Transaction Rejected By Host 15 Feb 2022 04:15:50 PM
☐	Transaction Processed By Host 15 Feb 2022 04:15:50 PM
☐	Transaction Approved 15 Feb 2022 04:15:50 PM
☐	Transaction Approved 15 Feb 2022 04:15:50 PM

Page 1 of 39 (1-10 of 383 items) |< < 1 2 3 4 5 ... 39 > >|

Note

The fields which are marked as Required are mandatory.

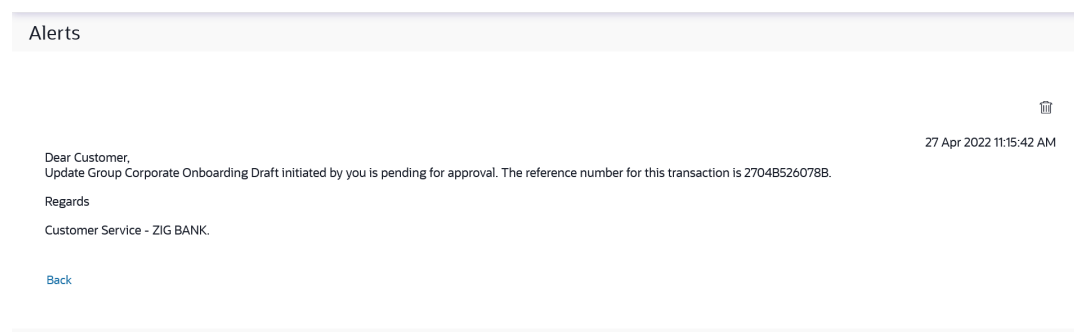
For more information on fields, refer to the field description table.

Table 13-1 Alerts- Field Description

Field Name	Description
Subject	The subject of the alert is displayed against the specific alert record.
Received	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
Alerts Details	

Table 13-2 (Cont.) Alerts Details - Field Description

Field Name	Description
Received Date & Time	The date and time on which the alert was received.
Message	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

Notifications		
		
☐	Subject	Received
☐	 Get Rs 1000 cash back	23 Apr 2022 12:05:35 AM

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

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
Subject	Subject of the alert. The  icon against the record denotes that the notification is sent at high priority.
Received	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.

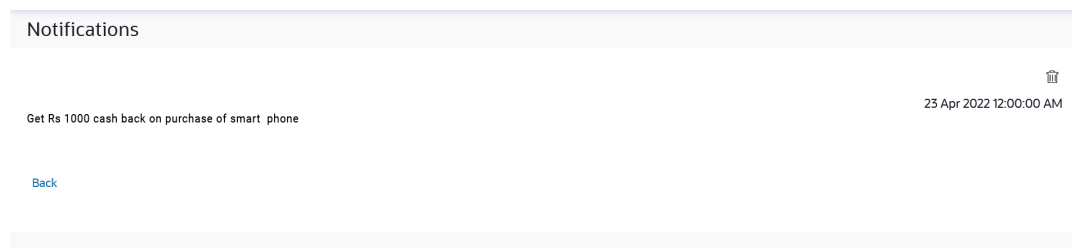
Note

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
Subject	Subject of the notification.
Received	Date and time on which the notification was received.
Message	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

Profile

Corp Admin Autoauth [Download](#)

Personal Information

Date of Birth
1/1/90

Contact Information

Communication Address
Mumbai, Mumbai, Mumbai, IN, 832839

Email Id
rah****ble@oracle.com

Phone Number
9800****23

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
User Name	First name and last name of the logged in user
Personal Information	
Date of Birth	Date of birth of the user.
Contact Information	
Communication Address	Address of the user.
Email	Email id of the user, in masked format.
Phone Number	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

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

Ok Cancel

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
Start Date & Time	The start date and time of the session.
End Date & Time	The end date and time of the session.
Channel	The channel of access for the session (Desktop Browser / Mobile / Application etc.)
IP Address	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
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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
Start Date & Time	The start date and time of the session.
End Date & Time	The end date and time of the session.
Channel	The channel of access for the session (Desktop Browser / Mobile / Application etc.).
IP Address	IP address of the channel.
Session Summary - Details	
Transaction Name	Name of the transaction, performed in the session.
Status	Status of the transaction.
Transaction Date & Time	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

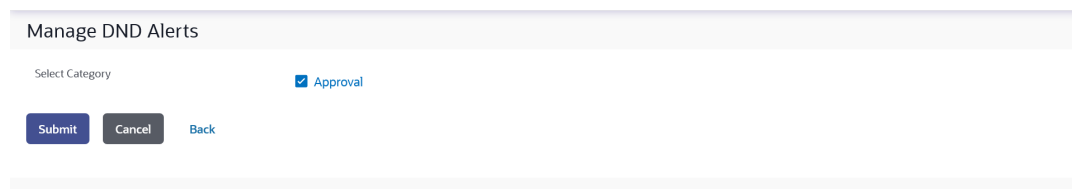
To set DND alerts to category:

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



Note

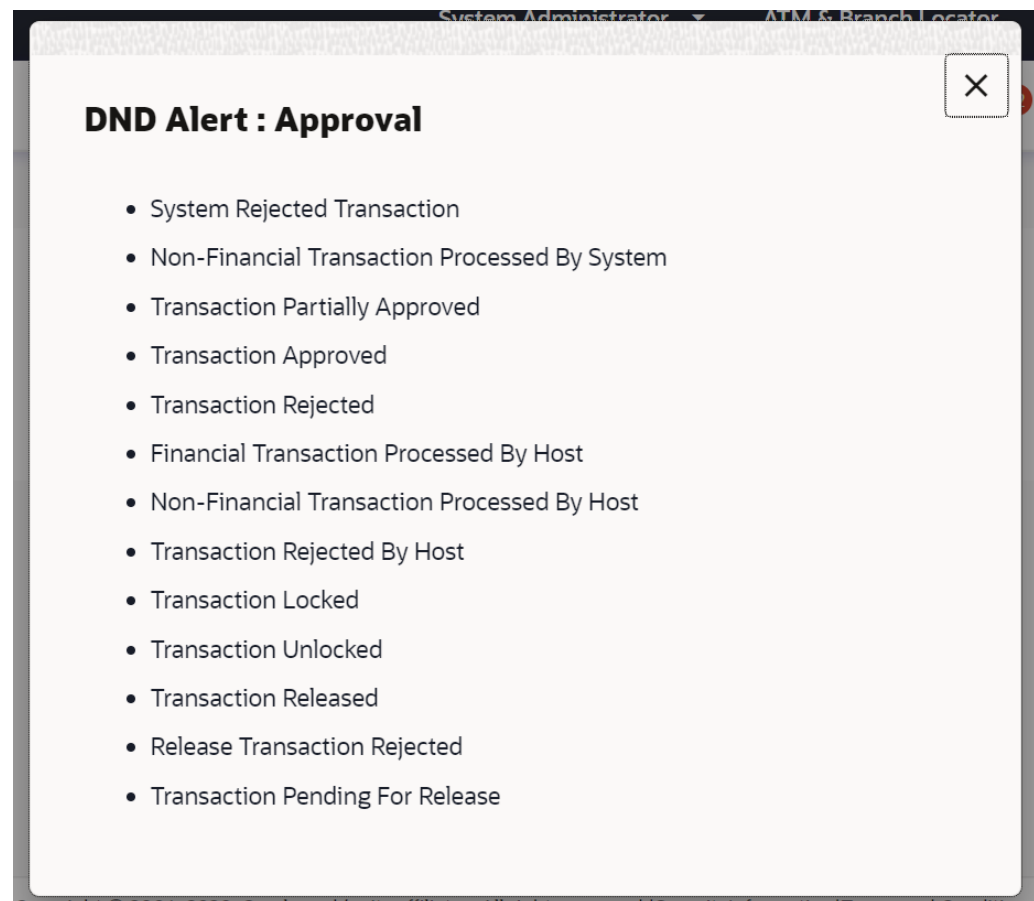
The fields which are marked as Required are mandatory.

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

Table 16-1 Manage DND Alerts- Field Description

Field Name	Description
Select Category	Select the categories for which DND need to be configured. All the categories for which DND is applicable will be available for selection. Note Click on category link to view list of all the events for which alerts will not be sent to the user.

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

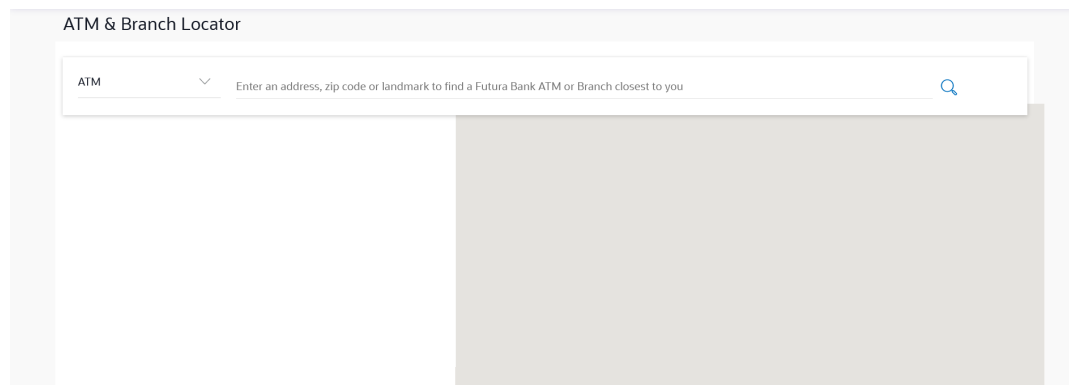
- Locate Branches
- Locate ATMs

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.

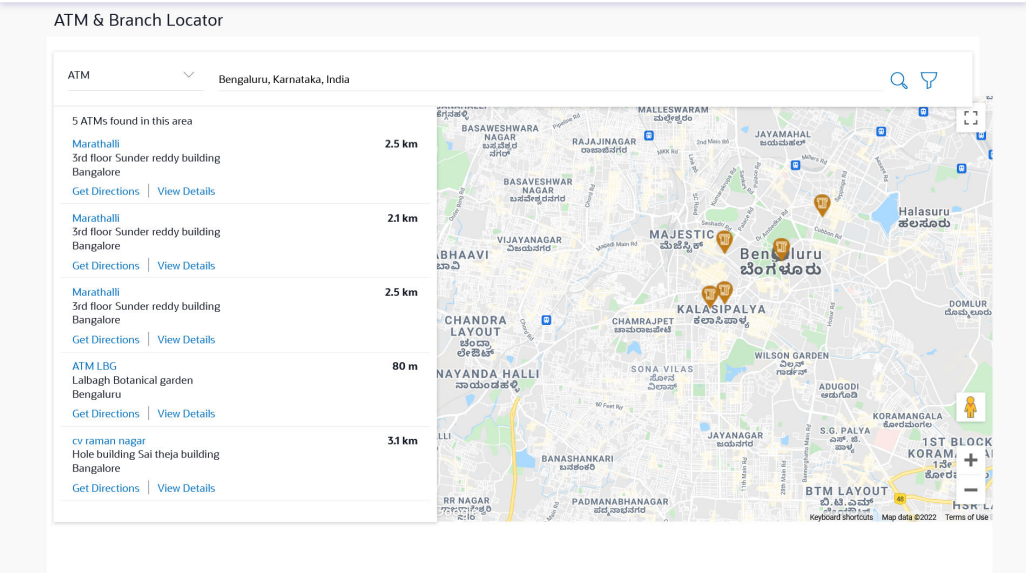
For more information on fields, refer to the field description table.

Table 17-1 ATM & Branch Locator- Field Description

Field Name	Description
ATM & Branch	Specify whether you want to search for the bank's ATMs or branches. The options are: ATM Branch

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

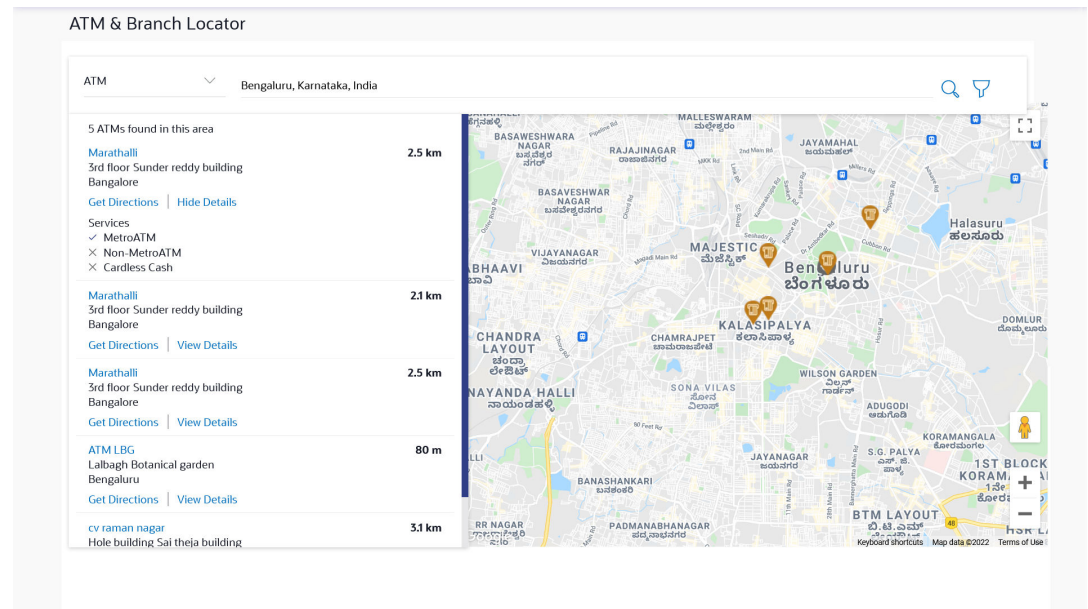
Field Name	Description
Location	Key in the address/location/pin-code or city to search for an ATM / Branch.
Number of ATMs/ Branches	A statement identifying the number of ATMs/Branches, as the case may be, will be displayed

Table 17-2 (Cont.) ATM & Branch Locator - Search- Field Description

Field Name	Description
The following will be displayed per ATM/Branch record:	
Name	The name of the ATM / branch.
Distance	The distance of the ATM / branch from the location entered.
Address	The address of the ATM / branch that you have searched for.
Get Directions	Click the link, to view the directions to the branch / ATM from your current location in the map.
View Details	Clicking this link displays the following details.
Services	The services offered by the bank's ATM / branch.
Additional Information	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 the to filter ATMs or Branches on the basis of services that the ATMs or Branches provide.

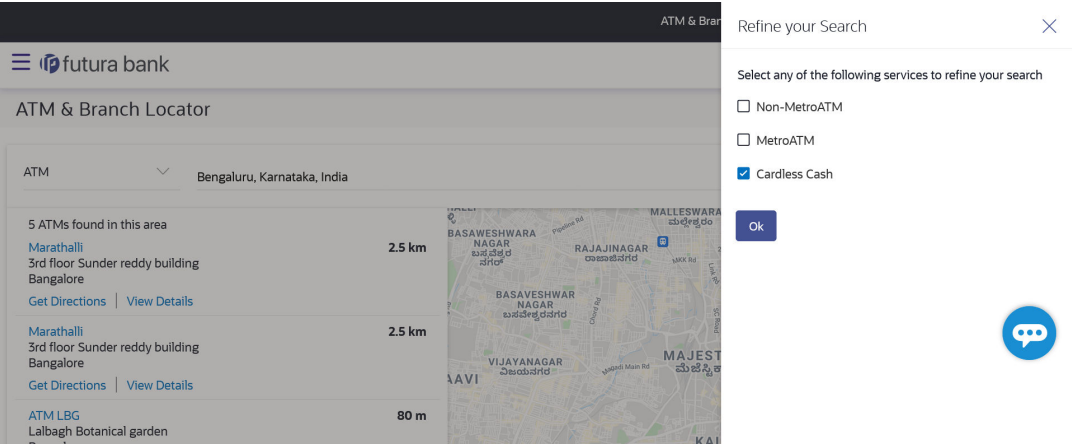
Figure 17-3 ATM & Branch Locator - View Details



- 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.

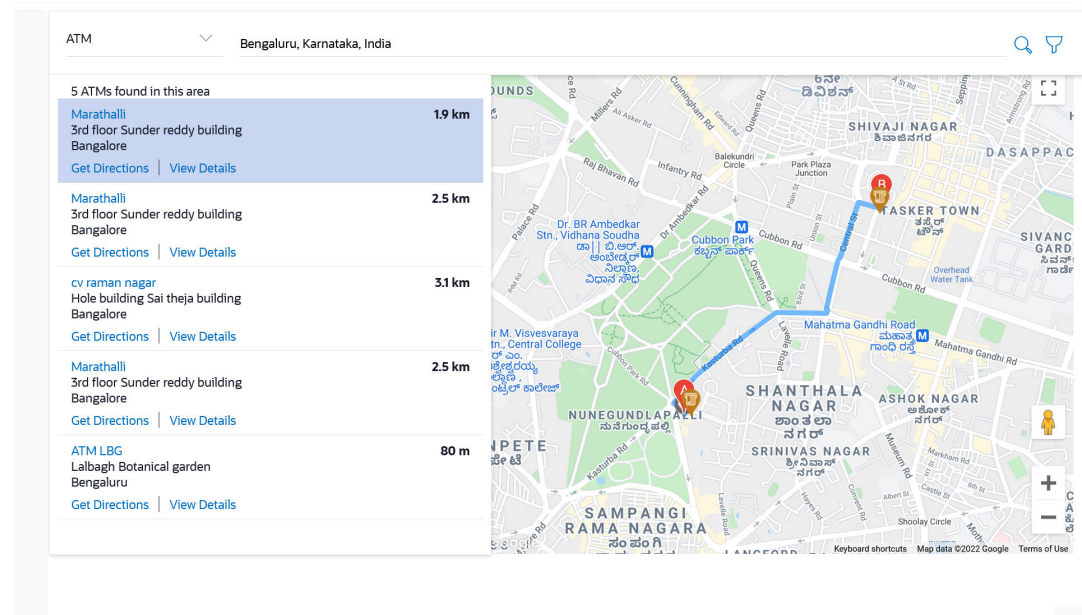
Table 17-3 ATM & Branch Locator – Refine your Search- Field Description

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 & Branch Locator – Get Directions



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

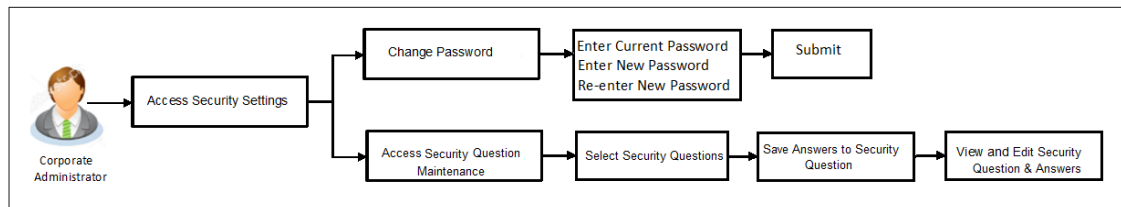
Security Settings

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.
- [Change Password](#)
This topic provides the systematic instructions to the corporate administrators to change their password.
- [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.

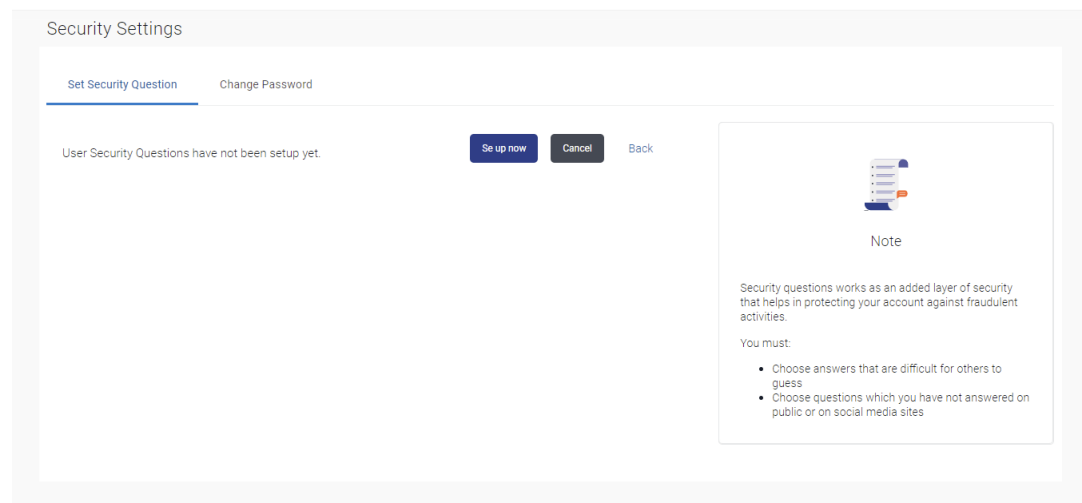
To set up security questions:

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

Security Question Maintenance

User Security Questions

Security Question

What is the brand of your first mobi... ▾

Answer

Security Question

In what county were you born? ▾

Answer

Security Question

How many siblings do you have? ▾

Answer

Security Question

What is your favourite teacher's na... ▾

Answer

Security Question

Which sport you like most? ▾

Answer

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 18-1 User Security Question- Field Description

Field Description	Field Description
User Security Questions	
Security Question	Questions available for selection to add to the set.
Answer	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, there is a table of security questions:

Security Question	Answer
What is the brand of your first mobile?	
How many siblings do you have?	
In what county were you born?	
What is your favourite teacher's name?	
Which sport you like most?	

At the bottom of the table, there are three buttons: 'Edit', 'Cancel', and 'Back'. To the right of the table, there is a 'Note' box with the following text:

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
User Security Questions - View	
Security Questions	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 mobi... ▾

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 na... ▾

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
User Security Questions-Edit	
Questions	The list of security question, which is the existing set, for the user.
Answer	The answers will appear as blank for security reasons.

- From the **Security Questions** list, view the existing questions. Modify if required.
- In the **Answers** field, enter the answers corresponding to the security question.
- 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 Change Password

This topic provides the systematic instructions to the corporate administrators to change their password.

To view audit log:

1. From **Corporate Administrator Dashboard**, click **Toggle Menu**, then click **Menu** and then click **Security & Login**.

Under **Security & Login**, click **Change Password**.

The **Security Settings - Change Password** screen appears.

Figure 18-6 Change Password

Security Settings

Set Security Question **Change Password**

Please change your password for security reasons.

Current Password

Enter New Password

Confirm New Password

Submit **Cancel** [Back](#)

Your Password can :

- ✓ Have 6 to 15 characters
- ✓ Have uppercase (Minimum 1 mandatory)
- ✓ Have lowercase (Minimum 1 mandatory)
- ✓ Have numbers (Minimum 1 mandatory)
- ✓ Have special characters (Minimum 1 mandatory)

(Allowed characters are @, #, \$, 0)

✓ Not be a common password

Note

The fields which are marked as Required are mandatory.

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

Table 18-4 Change Password- Field Description

Field Name	Description
Current Password	Old password for channel access.

Table 18-4 (Cont.) Change Password- Field Description

Field Name	Description
New Password	New password for channel access.
Re-enter Password	Re-enter the new password to confirm.

2. Perform one of the following actions:
 - In the **Current Password** field, enter the password.
 - Click the  icon to enter the password using the virtual keyboard.
3. Perform one of the following actions:
 - In the **New Password** field, enter the password.
 - Click the  icon to enter the new password using the virtual keyboard.
4. Perform one of the following actions:
 - In the **Re-enter Password** field, re-enter the password.
 - Click the  icon to re-enter the password using the virtual keyboard.
5. Perform one of the following actions:
 - Click **Submit** icon to view the status and message details.

The success message of changing the password appears.

As the login user changed his password using **Change Password** option, system will logout the user and user will be shown a confirmation message of password change along with an option to login again.

Click **Login** on confirmation screen to log in to the application.

Note

Password Conditions gets highlighted in green if the user's password is meeting the Password Policy criteria and similarly in Red if the password is not as per the Password Policy maintained.

- Click **Back** to go back to previous screen.

18.3 FAQ

1. **Can I modify the security questions already set by me?**
Yes, answer to security questions can be modified.

Forgot Password

This topic provides the systematic instructions to user to reset their login password using Forgot Password feature .

The login password is the password using which the user can log into the internet banking platform. The user cannot access his bank accounts without this password.

The user is required to enter his User ID and Date of Birth. Post successful validation of the user's details, user is asked to enter the second factor authentication details (as per the authentication mode maintained by the Bank).

Once the user is authenticated, user will receive a link to generate the new password, on his registered email ID.

Pre-requisites

- The user must have valid login credentials to access the digital banking platform.
- The system administrator must have setup 2 factor authentication for Forgot Password.

Features Supported In the Application

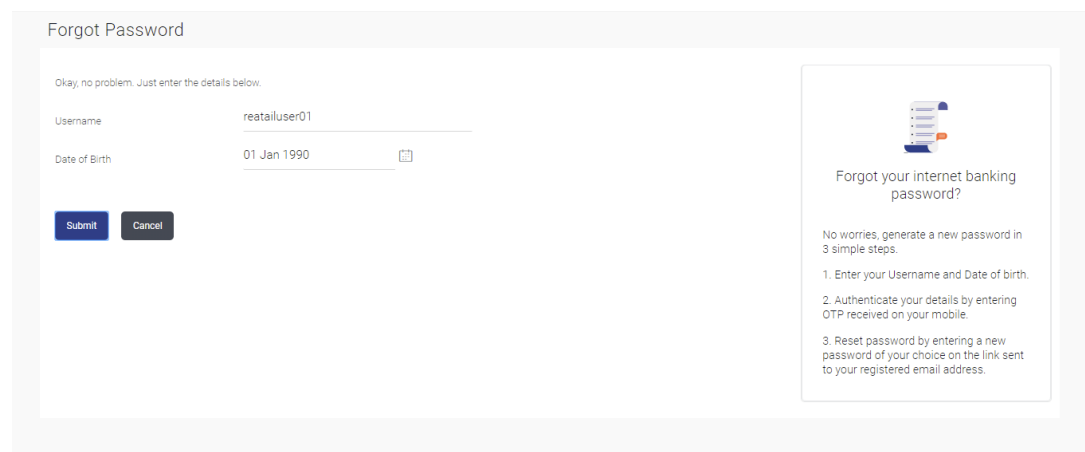
- User Verification
- New Password Creation

To reset the password:

1. From **Portal**, click **Forgot Password**.
2. In the **Login** page, click **Forgot Password**.

The **Forgot Password** screen appears.

Figure 19-1 Forgot Password - User Verification



Note

The fields which are marked as Required are mandatory.

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

Table 19-1 Forgot Password - User Verification- Field Description

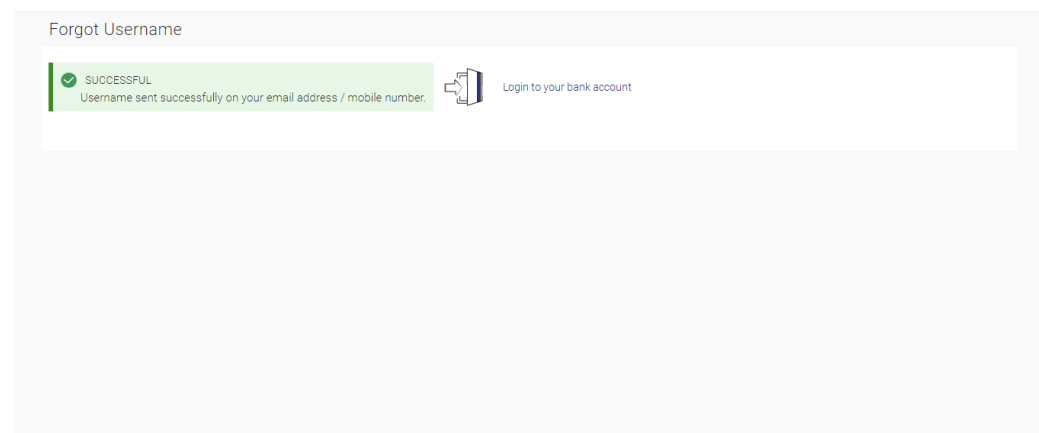
Field Name	Description
Username	Enter your login username.
Date of birth	Enter your date of birth.

3. Perform one of the following actions:
 - In the **Username** field, enter your login username.
 - Click  icon to enter the new password using the virtual keyboard.
(See Password Condition section on the application screen to view the policy of setting a new password.)
4. Perform one of the following actions:
 - In **Date of birth field**, enter your date of birth.
 - Click  icon to re-enter the password using the virtual keyboard.
5. Perform one of the following actions:
 - Click **Continue**.

The **Verification** screen appears. The user has to enter the 2factor authentication, before he can proceed. 2 factor authentication (OTP/Security question/Soft Token) will be displayed as per the setup done by the system administrator.

A **Confirmation** screen appears, along with a message stating that the link to reset password has been sent to user's registered email.

Figure 19-2 Forgot Password – New Password Creation



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

6. Click the link received in your email to reset the password.
The **Reset Password** screen appears.

Figure 19-3 Reset Password – New Password Creation

Note

The fields which are marked as Required are mandatory.

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

Table 19-2 Reset Password – New Password Creation- Field Description

Field Name	Description
Please enter your new password	
Password	Enter a new password for channel access.
Re-enter Password	Re-enter the new password to confirm the same.

7. Perform one of the following actions:
 - In the **Password** field, enter a new password.
 - Click  icon to enter a new password using the virtual keyboard.
8. Perform one of the following actions:
 - In the **Re-enter Password** field, re-enter the new password.
 - Click  icon to re-enter the new password using the virtual keyboard.
9. Perform one of the following actions:
 - Click **Submit**.

A message confirming the successful reset of the password appears.

- Click **Cancel** to cancel the transaction.
10. Click **Login** to log in to the application.

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Forgot Username

This topic provides the systematic instructions to user for retrieving a forgotten channel banking username.

Pre-requisites

- The user must have valid login credentials to access the digital banking platform.
- The system administrator must have setup 2 factor authentication for Forgot Username.

To reset the username:

1. From **Portal**, click **Forgot Username**.
2. In the **Login** page, click **Forgot Username**.

The **Forgot Username** screen appears.

Figure 20-1 Forgot Username - User Verification

Note

The fields which are marked as Required are mandatory.

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

Table 20-1 Forgot Username - User Verification- Field Description

Field Name	Description
Email	Enter your email ID that is registered with the bank.
Date of birth	Enter your date of birth.

3. In the **Email** field, enter your email ID that is registered with the bank.

4. In **Date of birth** field, enter your date of birth.
5. Perform one of the following actions:

- Click **Submit**.

The verification screen appears if the transaction is configured for 2 Factor Authentication.

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

6. Enter the details required for second factor authentication.

The **Forgot Username** confirmation screen appears.

A message stating that the username has been sent to your registered email address appears. Click the **Click here** link to log in to the application.

 Note

If a user has more than one user ID with the same email ID and DOB, then he/she will not be able to retrieve his/her User ID using the above function. In that case, the user will have to contact the bank for retrieving his/her user ID.

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