

Oracle® Banking Supply Chain Finance

Oracle Banking Getting Started User Guide



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

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Purpose

This guide helps to get started with Oracle Banking applications. It explains the basic design of Oracle and the common operations that can follow while using it. The guide must be used as a supplement and read in conjunction with Common Core, Security Management System, and other application user guides.

Module Pre-requisite

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

Audience

This guide is intended for the Customer Service Representatives (CSR) and staff responsible for setting up new products in your bank.

Basic Actions

The basic actions performed in the screens are as follows:

Table 1 Basic Actions

Actions	Description
Approve	Click Approve to approve the initiated record. <ul style="list-style-type: none"> • This button is displayed once you click Authorize.

Table 1 (Cont.) Basic Actions

Actions	Description
Audit	Click Audit to view the maker details, checker details of the record. <ul style="list-style-type: none"> This button is displayed only for the records that are already created.
Authorize	Click Authorize to authorize the record created. A maker of the screen is not allowed to authorize the same. Only a checker can authorize a record. <ul style="list-style-type: none"> This button is displayed only for the already created records. For more information on the process, refer Authorization Process.
Cancel	Click Cancel to cancel the action performed.
Close	Click Close to close a record. This action is available only when a record is created.
Collapse All	Click Collapse All to hide the details in the sections. <ul style="list-style-type: none"> This button is displayed once you click Compare.
Compare	Click Compare to view the comparison through the field values of old record and the current record. <ul style="list-style-type: none"> This button is displayed in the widget once you click Authorize.
Confirm	Click Confirm to confirm the action performed.
Expand All	Click Expand All to expand and view all the details in the sections. <ul style="list-style-type: none"> This button is displayed once you click Compare.
New	Click New to add a new record. The system displays a new record to specify the required data. The fields marked with Required are mandatory. <ul style="list-style-type: none"> This button is displayed only for the records that are already created.
OK	Click OK to confirm the details in the screen.
Reject	Click Reject to reject the initiated record. <ul style="list-style-type: none"> This button is displayed once you click Authorize.
Save	Click Save to save the details entered or selected in the screen.
Unlock	Click Unlock to update the details of an existing record. The system displays an existing record in editable mode. <ul style="list-style-type: none"> This button is displayed only for the records that are already created.
View	Click View to view the details in a particular modification stage. <ul style="list-style-type: none"> This button is displayed in the widget once you click Authorize.
View Difference only	Click View Difference only to view a comparison through the field element values of old record and the current record, which has undergone changes. <ul style="list-style-type: none"> This button is displayed once you click Compare.

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.

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.

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

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Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Icons

The list of common buttons and icons are described as follows.

Table 2 Icons - Common







Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range

Table 2 (Cont.) Icons - Common
















Symbol/Icon	Function
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 3 Icons – Audit Details






Symbol/Icon	Function
	A user
	Date and time
	Unauthorized or Closed status
	Authorized or Open status
	Rejected status

Table 4 Icons - Widget







Symbol/Icon	Function
	Open status
	Unauthorized status
	Rejected status
	Closed status
	Authorized status
	Modification Number

Table 5 Icons - Dashboard


Symbol/Icon	Function
	Bar Chart

Table 5 (Cont.) Icons - Dashboard






Symbol/Icon	Function
	Donut Chart
	Table View
	Filter
	Move Widgets
	Reset

Table 6 List of Buttons

Button	Description
New	Creates a new record for the selected screen.
Query	View all the configured records for the selected screen.
Unlock	Unlock the configured record for the selected screen.
Search	Search the configured record and select the required record for the selected screen.
Copy	Copy the configured record, modify the details, and save with a different name for the record.
Delete	Remove the configured record for the selected screen.
Reopen	Reopens a closed record for the selected screen.
Close	Closes the configured record for the selected screen.
Print	Prints the configured record for the selected screen.
Authorize	Authorizes the configured record for the selected screen.
Reject	Rejects the configured record for the selected screen.
Collapse	Minimises the opened screen to the bottom left corner of the screen.
Remove	Closes the opened screen.
Audit	Check the history of the configured records for the selected screen.
Save	Save the configured record for the selected scree
Cancel	Discard the configured record before saving it.

Related Resources

For more information, refer to the following resources:

- *Oracle® Banking Common Core User Guide*
- *Oracle® Banking Security Management System User Guide*
- *Tasks User Guide*
- *Supply Chain Finance User Guide*
- *Receivables and Payables User Guide*

Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

Module Post-requisite

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

1

Access Application

This topic describes about access application for Supply Chain Finance system.

The user can access any application using the link provided by the administrator. Please contact the administrator for URL and the login credentials.

For more information on Users and Roles, refer to **Oracle Banking Security Management System User Guide**.

- [Sign In](#)
This topic provides systematic instructions to sign in to the application.
- [Sign Out](#)
This topic provides systematic instructions to sign out from the application.

1.1 Sign In

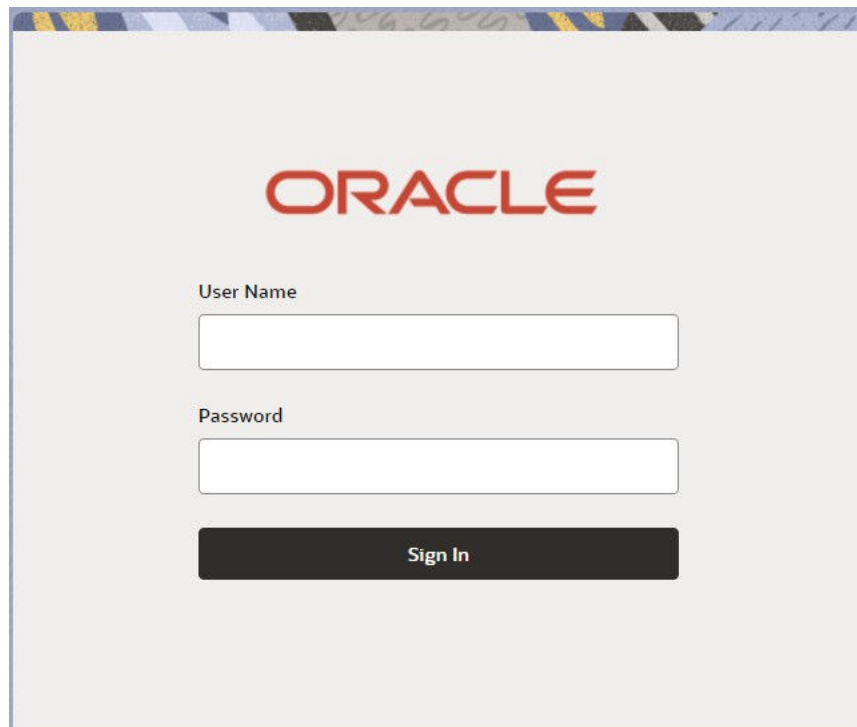
This topic provides systematic instructions to sign in to the application.

Make sure that a valid user name and password is created for the user.

1. Specify the URL in the browser address and press **Enter**.

The **Sign In** screen displays.

Figure 1-1 Sign In



The screenshot shows a sign-in interface with the Oracle logo at the top. Below the logo, there are two input fields: 'User Name' and 'Password'. A 'Sign In' button is located at the bottom center of the form area.

- Specify the required fields on **Sign In** screen.

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

Table 1-1 Sign In – Field Description

Field	Description
User Name	Specify the user name provided by the administrator.
Password	Specify the password provided by the administrator.

- Click **Sign In** to login to the application.

The **Home** screen displays.

1.2 Sign Out

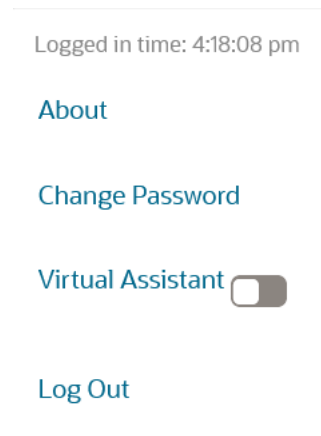
This topic provides systematic instructions to sign out from the application.

Make sure that all the fields are entered and saved.

- In the selected application, navigate to toolbar.
- From toolbar, click user name logged into the application.

The **User Profile** fly-out screen displays.

Figure 1-2 User Profile



- Click **Log out** to sign out from the application.

The application logs out.

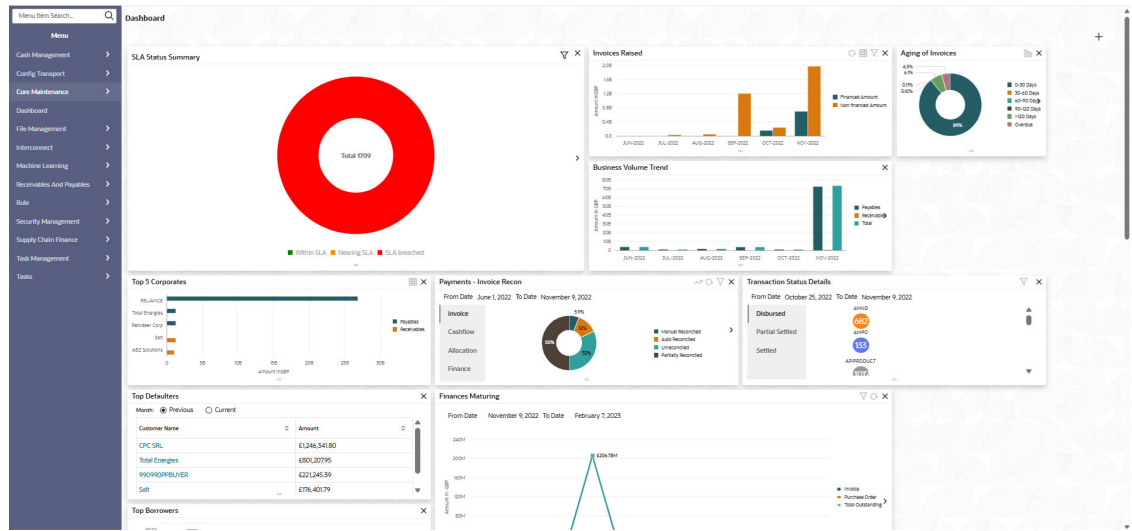
2

Application Environment

This topic describes about the various fields available in the application environment.

On successful login, the application environment screen appears depending on the user privileges.

Figure 2-1 Application Environment



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

Table 2-1 Application Environment - Field Description

Field	Description
Hamburger Menu	Click to expand/collapse the menu.
Menu	Click to navigate/open the screens associated with the application.
Sub-Menu	Click to navigate/open the screens associated with the application. These screens are associated with the menu depending on the user privileges.
Display Grid	Displays the screens/dashboards.

- [Screen Environment](#)
This topic describes about the various components in the screen environment.

2.1 Screen Environment

This topic describes about the various components in the screen environment.

There are three types of screens in the application.

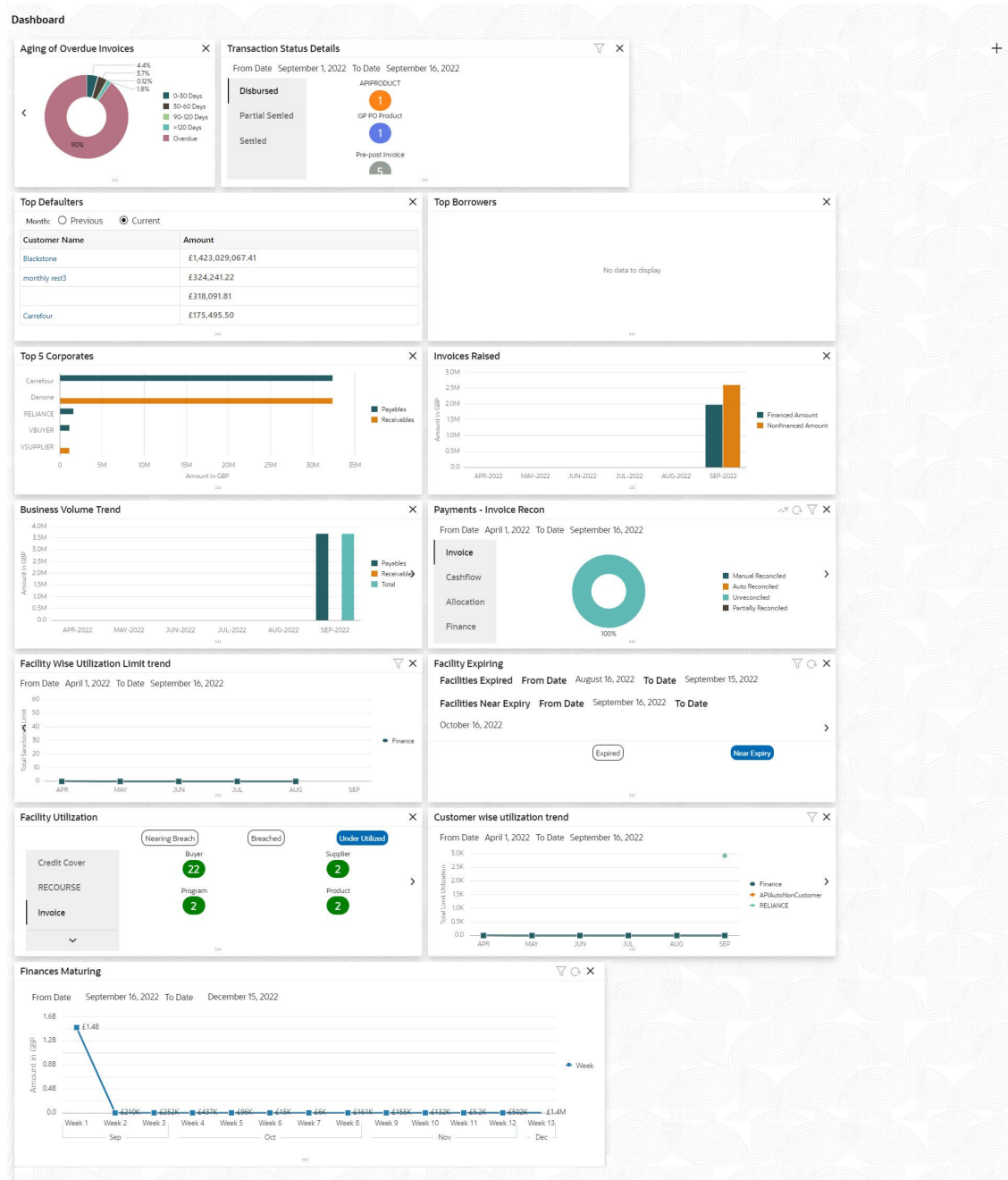
- [Dashboard](#)
This topic describes about the various components in the dashboard.
- [Maintenance Screen](#)
This topic describes about the various components in the Maintenance screen.
- [Summary Screen](#)
This topic describes about the various components on the summary screen.

2.1.1 Dashboard

This topic describes about the various components in the dashboard.

Depending on the access/permission provided to the logged-in user, the user can view the dashboards associated with the user. These dashboard helps the user to analyze the situation and take the necessary actions.

Figure 2-2 Dashboard



2.1.2 Maintenance Screen

This topic describes about the various components in the Maintenance screen.

Depending on the access/permission provided to the logged-in user, the user can access the Maintenance screen. The Maintenance screen allows the user to create/configure the new records using the fields associated with the selected create screen. These new records can also be saved.

Figure 2-3 Maintenance Screen

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

Table 2-2 Maintenance Screen – Field Description

Field	Description
Fields	Displays the fields associated with the selected create screen. There are several types of fields such as text box, drop-down, and so on. These fields are either mandatory or options fields. For more information, refer to Mandatory and Optional Fields .
Tile bar	Displays the name of the screen, minimize, and remove actions. For more information, refer to Minimizing Records and Close the Records .
Save	Click to save the entered details.
Cancel	Click to cancel the entered details.

2.1.3 Summary Screen

This topic describes about the various components on the summary screen.

Depending on the access/permission provided to the logged in user, the user can access the summary screen. The summary screen provides information about the configured records, where the user can perform few common actions and view the records.

3

How to's

This topic describes about the different types of actions that the user can perform.

As a new user, you need to perform a set of tasks that are similar in all the screens such as view, edit, delete existing records, and more.

When the user is working with records, it is important to remember that any records that user create, view, edit, delete, and more are determined by administrator settings such as user profile or permission set. Work with the administrator to ensure that the user have access to the records and data.

- [Access the Records](#)
This topic provides systematic instructions to access the records.
- [View the Records](#)
This topic describes about the various formats to view the records.
- [Search the Records / Transactions](#)
This topic describes the instruction to search the records/transactions.
- [Refresh the Records](#)
This topic provides systematic instructions to refresh the records.
- [Create / Configure the Records](#)
This topic provides systematic instructions to create / configure the records.
- [Copy the Records](#)
This topic provides systematic instructions to copy the record.
- [Unlock the Records](#)
This topic provides systematic instructions to unlock the record.
- [Reopen the Records](#)
This topic provides systematic instructions to reopen the record.
- [Delete the Records](#)
This topic provides systematic instructions to delete the record.
- [Print the Records](#)
This topic provides systematic instructions to print the record.
- [Authorize the Records / Transactions](#)
This topic describes the instruction to authorize the records/transactions.
- [Minimize and Maximize the Records](#)
This topic provides systematic instructions to minimize and maximize the screen.
- [Close the Records](#)
This topic provides systematic instructions to close the record.
- [Audit the Records](#)
This topic provides systematic instructions to audit the record.

3.1 Access the Records

This topic provides systematic instructions to access the records.

The user can access the screens on the permissions/rights provided for the user.

1. Navigate to the hamburger menu.

By default, the hamburger menu is expanded.

2. Click <sub-menu>, and click <name of the screen>.

The screens associated with the sub-menu appears.

3. Click Create <name of the screen>.

The Create <name of the screen> screen displays. The user can create/configure the new records.

4. Click View <name of the screen>.

The View <name of the screen> screen displays. The user can view the configured records.

3.2 View the Records

This topic describes about the various formats to view the records.

The user can view the summary of all configured records in the selected summary screen. This helps you to find the required record faster.

The various formats to view the records are as follows:

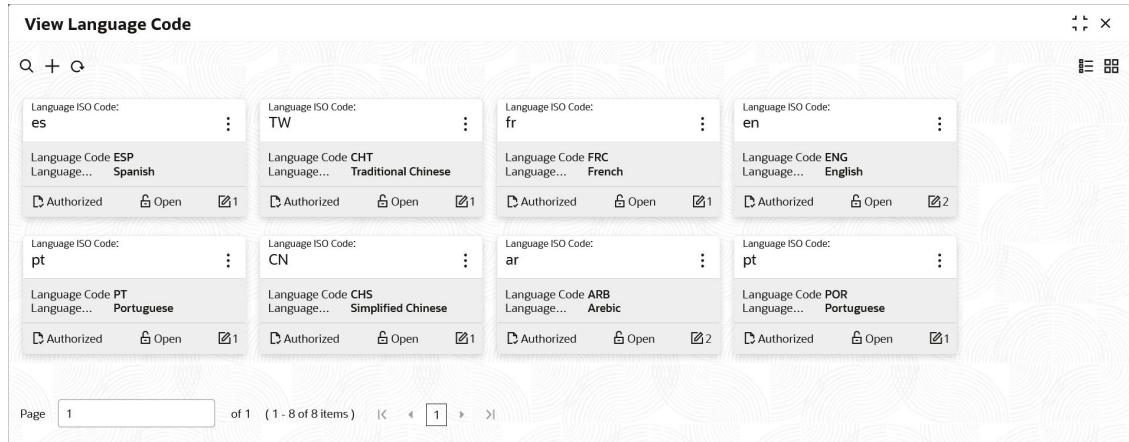
- [Tile View](#)
This topic describes about viewing the records in tile view.
- [Tile View with Context Menu](#)
This topic describes about viewing the records in tile view with context menu.
- [List View](#)
This topic describes about viewing the record in list view.

3.2.1 Tile View

This topic describes about viewing the records in tile view.

The default summary view of the records are tile view. Displays the configured records in a tile format with few key fields that are associated with the screen. The user can click a tile to open a record in a full screen and view the details.

Figure 3-1 Tile View

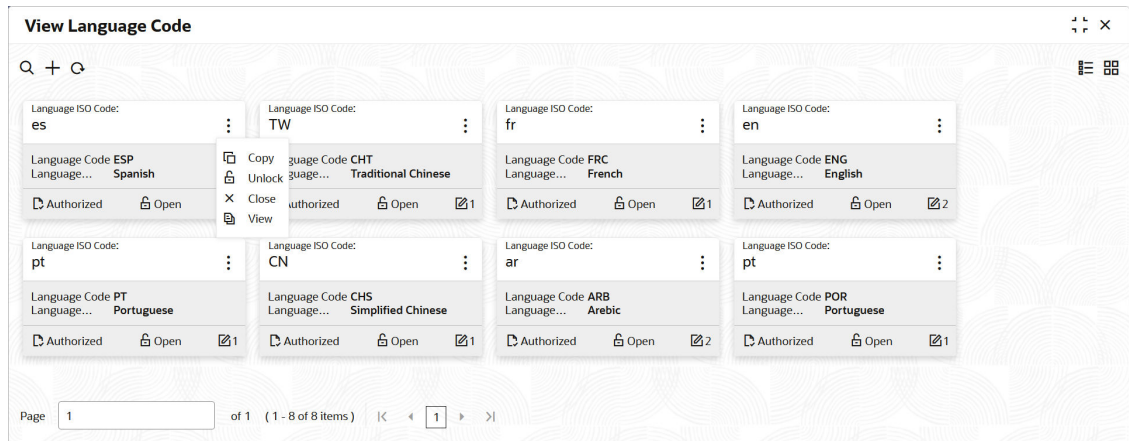


3.2.2 Tile View with Context Menu

This topic describes about viewing the records in tile view with context menu.

Tile view with context menu is similar to any tile view summary record. The context menu allows the user to perform any actions that are associated with the records.

Figure 3-2 Tile View with Context Menu



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

Table 3-1 Tile View with Context Menu - Field Description

Field	Description
Context Menu	The context menu allows the user to perform actions that are associated with the record.
Context Menu Flyout	A list of all actions appears. The list of actions depend on the status of the record.

3.2.3 List View

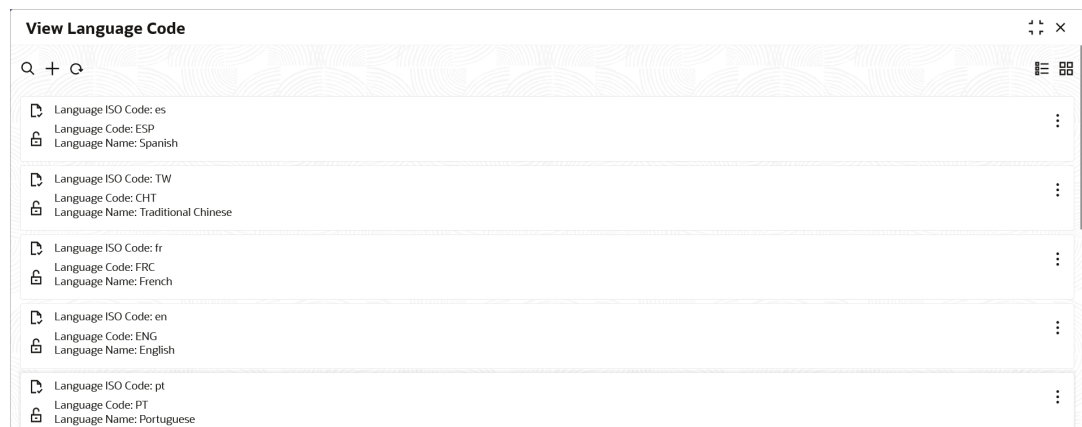
This topic describes about viewing the record in list view.

The list view displays the configured records in a list format.

1. Navigate to **View** screen.
2. Click **List View** on the action toolbar to view the details.

The **List View** displays with the details.

Figure 3-3 List View



3.3 Search the Records / Transactions

This topic describes the instruction to search the records/transactions.

This topic consists the following sub-topics:

- [Search the Records](#)
This topic provides systematic instructions to search the records.
- [Search the Transactions](#)
This topic provides the systematic instructions to search the transactions.

3.3.1 Search the Records

This topic provides systematic instructions to search the records.

1. Navigate to **Summary - Maintenance** screen.
2. Click **Search** button.

The fields associated with the screen displays.

Figure 3-4 Search - Maintenance

Search Filter ✕

Language Code

Language Name

Authorization Status

Record Status

Search
Reset

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

Table 3-2 Search - Field Description

Field	Description
<Specific Search Parameters>	Specify the applicable search parameters for the respective summary screen.
Authorization Status	Select the authorization status to filter the records. The available options are: <ul style="list-style-type: none"> • Authorized • Unauthorized • Rejected
Record Status	Select the record status to filter the records. The available options are: <ul style="list-style-type: none"> • Open • In Progress • Closed

3. Specify the required fields.
4. Click **Search**.
The requested record displays.

3.3.2 Search the Transactions

This topic provides the systematic instructions to search the transactions.

1. Navigate to **Summary - Transaction** screen.

- Click **Search**.
The fields associated with the screen displays.

Figure 3-5 Search - Transaction

Search Filter
✕

Branch

Reference

Source Reference

Authorization Status

Transaction Status

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

Table 3-3 Search - Field Description

Field	Description
<Specific Search Parameters>	Specify the applicable search parameters for the respective summary screen.
Authorization Status	Select the authorization status to filter the transactions. The available options are: <ul style="list-style-type: none"> • Authorized • Unauthorized • Rejected
Transaction Status	Select the transaction status to filter the transactions. The available options are: <ul style="list-style-type: none"> • Active • Reversed • Pending • Expired

- Specify the required fields.
- Click **Search**.
The requested transaction displays.

3.4 Refresh the Records

This topic provides systematic instructions to refresh the records.

1. Navigate to **Summary** screen.
2. Click **Refresh**.

The records associated with the screen is updated with the latest details.

3.5 Create / Configure the Records

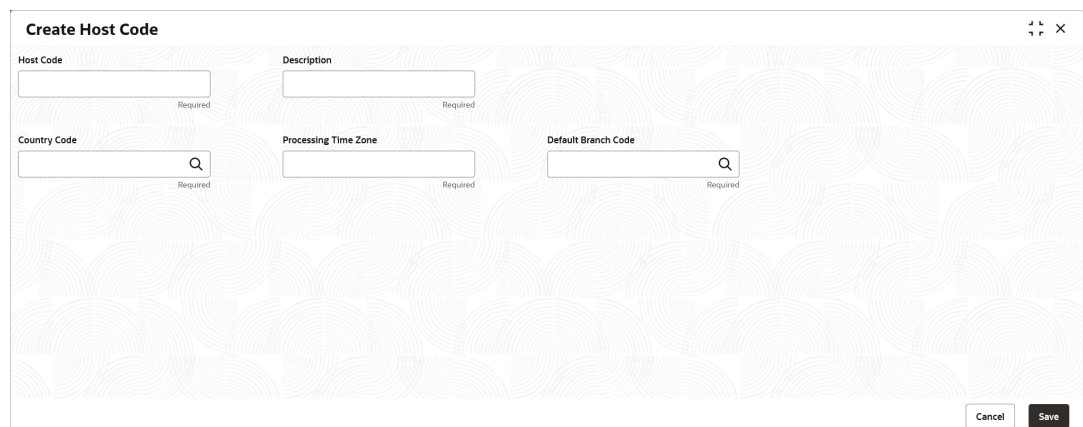
This topic provides systematic instructions to create / configure the records.

The user can create / configure records in any of the three ways:

1. In the selected **Summary** screen, click **Add** to create / configure a record.
2. On the **menu**, select a **sub-menu** and click **<Create name of the screen>**.

The **Create Host Code** screen shown for reference.

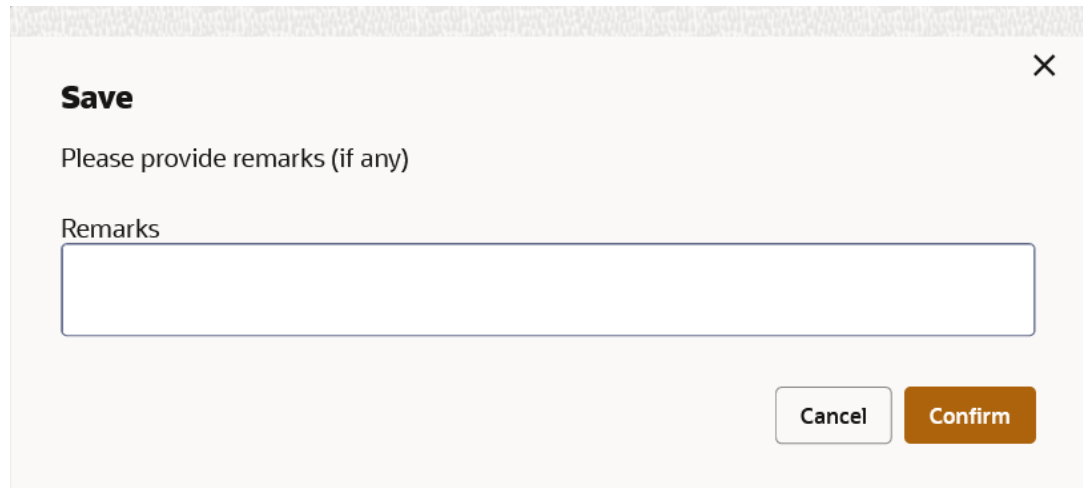
Figure 3-6 Create Host Code



The screenshot shows a web form titled "Create Host Code". The form has a title bar with a maximize, refresh, and close icon. It contains five required input fields: "Host Code", "Description", "Country Code", "Processing Time Zone", and "Default Branch Code". Each field has a search icon and the word "Required" below it. At the bottom right, there are "Cancel" and "Save" buttons.

3. Specify the required details in the respective fields.
4. Click **Save**.

The **Save - Confirmation Message** pop-up screen displays.

Figure 3-7 Save - Confirmation Message

5. Specify the remarks on the **Remarks** field.

6. Click **Confirm** to save the details.

The record is created and the maker remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) topic for the detailed explanation.

7. Click **Cancel** to discard the changes.

3.6 Copy the Records

This topic provides systematic instructions to copy the record.

1. Navigate to **Summary** screen.
2. Click on the record that needs to be copied.
3. Click **Copy** to copy the selected record details and do the required changes to the record.
4. Click **Save**.

The modified record is saved.

3.7 Unlock the Records

This topic provides systematic instructions to unlock the record.

1. Navigate to **Summary** screen.
2. Click the record that needs to be unlocked.
3. Click **Unlock** to unlock the selected record details and do the required changes to the record.
4. Click **Save**.

The modified record is saved.

3.8 Reopen the Records

This topic provides systematic instructions to reopen the record.

1. Navigate to **Summary** screen.
2. Click the record that needs to be reopened.
3. Click **Reopen**.
The **Confirmation** screen displays.
4. Specify a remark.
5. Click **Confirm** to reopen the record.

3.9 Delete the Records

This topic provides systematic instructions to delete the record.

Note

Make sure that the user have privileges and know the guidelines to delete the records.

1. Navigate to **Summary** screen.
2. Click the **Record** that needs to be deleted.
3. Click **Delete**.
The selected record is deleted.

3.10 Print the Records

This topic provides systematic instructions to print the record.

1. Navigate to **Summary** screen.
2. Click the record that needs to be printed.
3. Click **Print** to view the record in a print format.
The selected record is printed.

3.11 Authorize the Records / Transactions

This topic describes the instruction to authorize the records/transactions.

This topic consists the following sub-topics:

- [Authorize the Records](#)
This topic provides systematic instructions to authorize the record.
- [Authorize the Transactions](#)
This topic provides the systematic instructions to authorize the transaction.

3.11.1 Authorize the Records

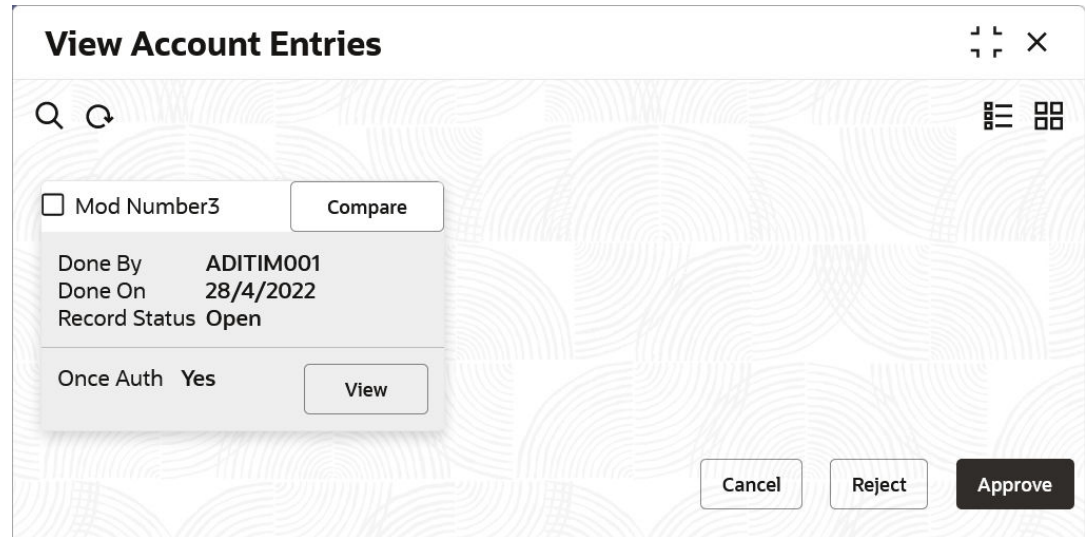
This topic provides systematic instructions to authorize the record.

1. Navigate to **Summary - Maintenance** screen.
2. Click **Action** icon on the unauthorized record which needs to be authorized.

3. Click **Authorize**.

The **Authorization** screen displays.

Figure 3-8 Authorization



4. Click **View** to view the record.

Note

If the **Enforce View before Authorize** toggle is enabled in **External Bank Parameter Maintenance** screen, the user must view the record before approving or rejecting.

5. Click **Cancel** to cancel the authorization of the record.
6. Select the required modification number that must be approved/rejected.

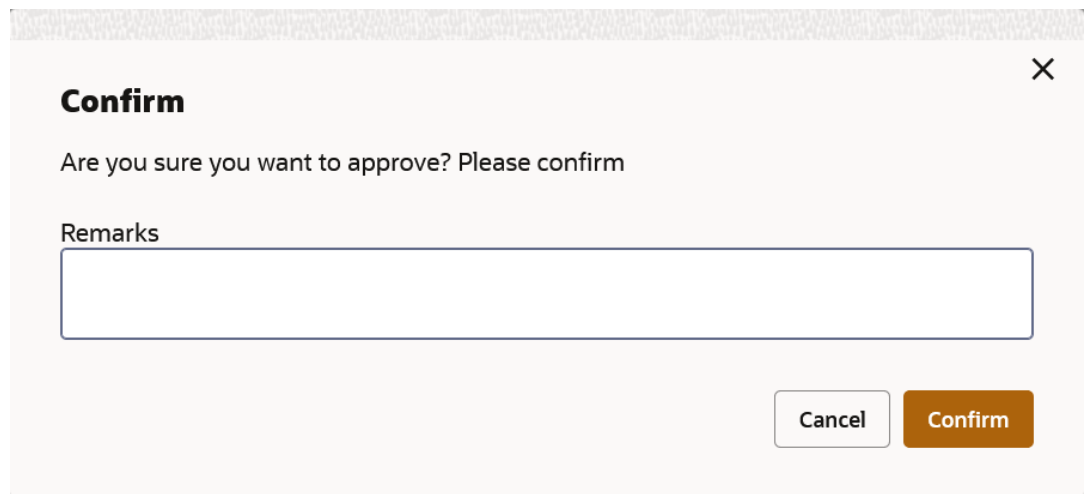
Note

- If the lower modification has to be rejected, all the higher modifications (if any) must also be rejected.
- If the higher modification has to be approved, all the lower modifications (if any) must also be approved.

To approve the record:

7. Click **Approve** to approve the record.

The **Approval Confirmation** pop-up screen displays.



Confirm ✕

Are you sure you want to approve? Please confirm

Remarks

8. Specify the approval remarks in the **Remarks** field.

9. Click **Confirm** to approve the record.

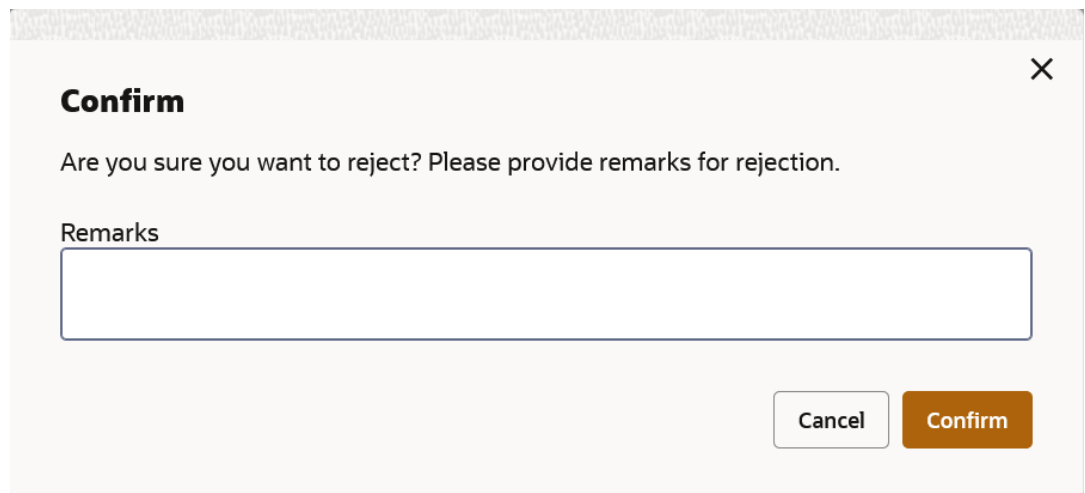
The selected record is approved and the approval remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) topic for the detailed explanation.

10. Click **Cancel** to discard the approval.

To reject the record:

11. Click **Reject** to reject the record.

The **Rejection Confirmation** pop-up screen displays.



Confirm ✕

Are you sure you want to reject? Please provide remarks for rejection.

Remarks

12. Specify the rejection remarks in the **Remarks** field.

Note

The **Remarks** is mandatory while rejecting the record.

13. Click **Confirm** to reject the record.

The selected record is rejected and the rejection remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) topic for the detailed explanation.

- Click **Cancel** to discard the rejection.

3.11.2 Authorize the Transactions

This topic provides the systematic instructions to authorize the transaction.

- Navigate to **Summary - Transaction** screen.
- Click **Action** icon on the unauthorized transaction which needs to be authorized.
- Click **Authorize**.

The **Authorization** screen displays.

Internal Transfer			
Booking Reference Number	Booking Date	Value Date	Source Code
000ZVIB1809700mP	April 7, 2018	April 7, 2018	OBVAM
Source Reference Number	Customer Number	Real Account Number	Real Account Branch
	000462	HEL0046200046	000
Original Reference Number			
Transaction Details			
Virtual Account Number	Amount	Transaction Code	Debit/Credit
1000381	GBP 500.00	CRE	Debit Credit

To approve the transaction:

- Click **Approve** to approve the transaction.

The **Approval Confirmation** pop-up screen displays.

Confirm

Are you sure you want to approve? Please confirm

Remarks

Cancel Confirm

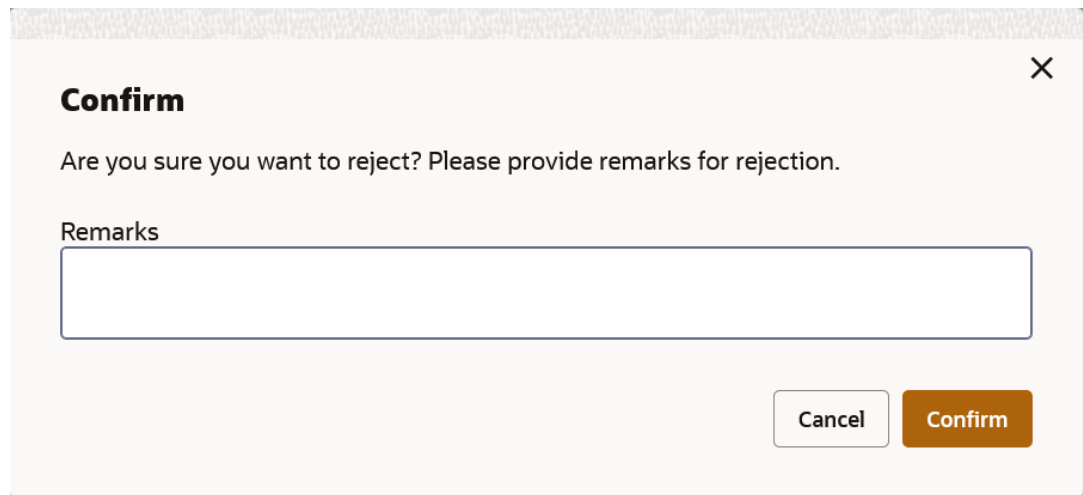
- Specify the approval remarks in the **Remarks** field.
- Click **Confirm** to approve the transaction.

The selected transaction is approved and the approval remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) topic for the detailed explanation.

- Click **Cancel** to discard the approval.

To reject the transaction:

- Click **Reject** to reject the transaction.
The **Rejection Confirmation** pop-up screen displays.

A screenshot of a 'Confirm' dialog box. The title bar says 'Confirm' with a close button (X) in the top right corner. The main text asks, 'Are you sure you want to reject? Please provide remarks for rejection.' Below this is a text input field labeled 'Remarks'. At the bottom right, there are two buttons: 'Cancel' (white with grey border) and 'Confirm' (orange).

- Specify the rejection remarks in the **Remarks** field.

Note

The **Remarks** is mandatory while rejecting the transaction.

- Click **Confirm** to reject the transaction.
The selected transaction is rejected and the rejection remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) topic for the detailed explanation.
- Click **Cancel** to discard the rejection.

3.12 Minimize and Maximize the Records

This topic provides systematic instructions to minimize and maximize the screen.

- Navigate to **Summary** screen.
- Click **Collapse** to minimize the screen.
The minimized screen appears at the bottom left corner of the screen.
- Click **Maximize** button to maximize the screen.
The screen is maximized.

3.13 Close the Records

This topic provides systematic instructions to close the record.

- Navigate to **Summary** screen.
- Click **Remove** button to close the record.
The selected record is closed.

Note

If the user is in the middle of creating/modifying the records, an error/warning message appears prompting to save the changes.







3.14 Audit the Records

This topic provides systematic instructions to audit the record.

1. Navigate to **Summary** screen.
2. Click **Options** icon and click **Unlock** or **View** button to modify/view the record.
3. On **Maintenance** screen, click **Audit** to view the change history of the record.

The **Audit** detail pop-up screen appears.

Figure 3-9 Audit

Maker	Checker
 ADMINUSER1	 ADMINUSER2
 2018-04-09 11:50:44	 2018-05-09 12:54:48
AMOUNT INCREASED FROM 10000 USD TO 20000 USD	AMOUNT VERIFIED
Status	Modification No
 Unauthorized	3
 Open	Show History

4. Click **Show History** hyperlink to view the modification history of the record.

Note

This hyperlink appears only if the Modification Number is greater than 1.

The **Modification History** pop-up screen displays in the reverse chronological order.

Figure 3-10 Modification History[Back](#)

Modification No: 3 Authorization Status: Unauthorized Record Status: Open	Maker: ADMINUSER1 Maker Remarks: AMOUNT CHANGED Maker Date Time: April 9, 2018 at 11:50:44 AM	Checker: Checker Remarks: AMOUNT VERIFIED Checker Date Time:
Modification No: 2 Authorization Status: Authorized Record Status: Closed	Maker: ADMINUSER1 Maker Remarks: close Maker Date Time: April 9, 2018 at 6:30:03 PM	Checker: ADMINUSER1 Checker Remarks: Auto Authorize Checker Date Time: April 9, 2018 at 6:30:03 PM
Modification No: 1 Authorization Status: Authorized Record Status: Open	Maker: ADMINUSER1 Maker Remarks: - Maker Date Time: April 9, 2018 at 4:20:33 AM	Checker: ADMINUSER1 Checker Remarks: - Checker Date Time: April 9, 2018 at 4:20:33 AM

Page 1 of 1 (1-3 of 3 items) < < 1 > >

5. Click **Back** to navigate to the previous screen
6. Click anywhere in the screen to close the audit detail pop-up screen.

4

Screen / Dashboard

This topic describes about Screen / Dashboard.

This topic consists the following sub-topics:

- [Pagination](#)
This topic describes about the pagination details in the screen.
- [Mandatory and Optional Fields](#)
This topic describes about the mandatory and optional fields in the screen.
- [Remove Tile](#)
This topic describes the systematic instructions to remove the tile.
- [Reorder Tile](#)
This topic describes the systematic instructions to reorder the tile.
- [Expand Tile](#)
This topic describes the systematic instructions to expand the tile.
- [Add Tile](#)
This topic describes the systematic instructions to add the tile.

4.1 Pagination

This topic describes about the pagination details in the screen.

The pagination displays the number of records on the bottom left corner of the selected view screen. The number of pages appears depending on the records available. The user can navigate to the first page, last page, previous page, or next page by using the number options.

4.2 Mandatory and Optional Fields

This topic describes about the mandatory and optional fields in the screen.

There are mandatory and optional fields available for any screen. The user can identify the mandatory field with the **Required** text. Once the value is captured, the **Required** text will disappear. If the user tries to save the record without providing all the mandatory fields, the fields are highlighted with the error message at the bottom.

4.3 Remove Tile

This topic describes the systematic instructions to remove the tile.

- Click **Remove** to remove the dashboard widget from the landing page.
The removed widgets are available under the **Add Tiles** option.

4.4 Reorder Tile

This topic describes the systematic instructions to reorder the tile.

- Select and drag the **Drag to Reorder** to drop the dashboard widget at the desired place. The page is automatically refreshed and displays the updated order.

4.5 Expand Tile

This topic describes the systematic instructions to expand the tile.

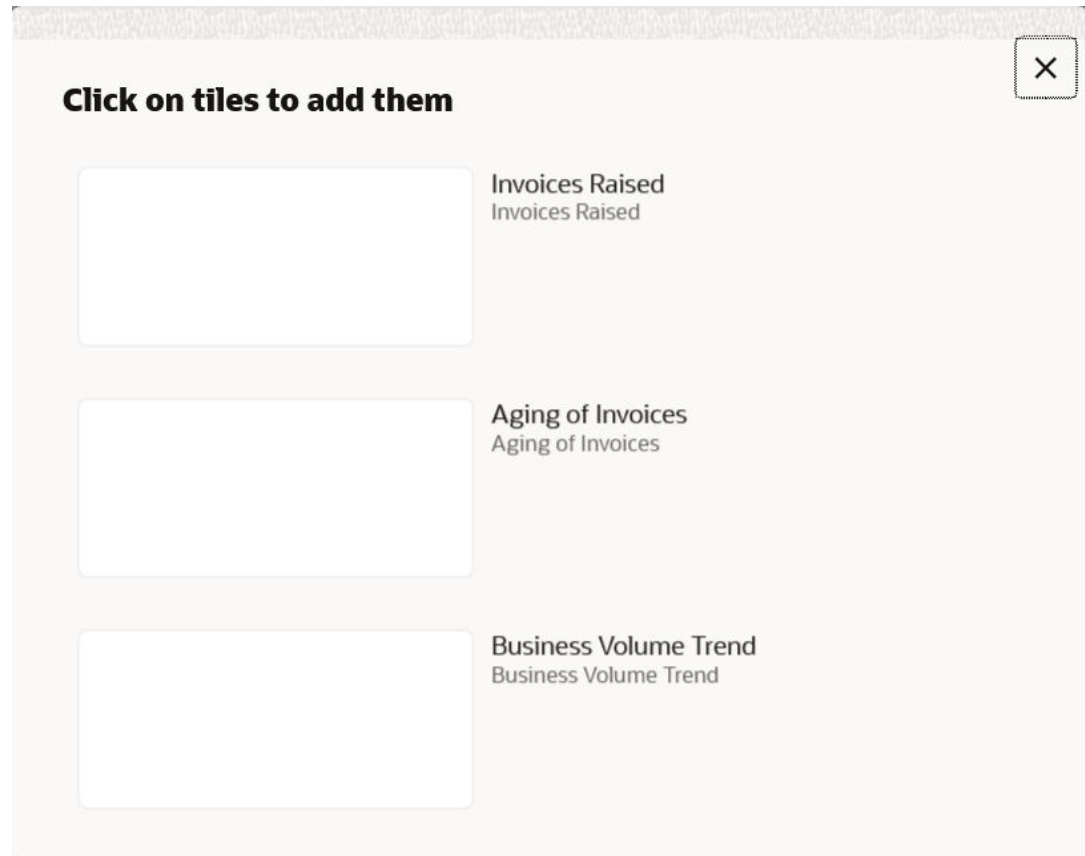
- Click **Expand Tile** to view all the information of the dashboard widget. The expanded widget appears on a complete row to view more information.

4.6 Add Tile

This topic describes the systematic instructions to add the tile.

1. Click **Add Tiles to Dashboard** to add more available dashboard widget to the dashboard landing page.

The **Click on tiles to add them** screen displays.



2. Click on the dashboard that the user wants to add to the dashboard-landing page. The page is automatically refreshed and displays the added dashboard widget.

5

Common Fields

This topic provides information about all the common fields used in the application.

The list of common fields are as follows.

Table 5-1 Common Fields

Fields	Description
Branch Code	The user can select a configured branch code which the user wants to associate with the selected screen.
Maker	Displays the name of the logged in user who created the record.
Customer Number	The user can select a configured customer number which the user wants to associate with the selected screen. The user can configure the customer number using the Create External Customer screen.
Account Number	The user can select a configured account number which the user wants to associate with the selected screen. The user can configure the account number using the Create External Customer Account screen.
Source System	The user can select a configured source system which the user wants to associate with the selected screen. The user can configure the source system using the Create Upload Source screen.
Host Code	The user can select a configured host code which the user wants to associate with the selected screen. The user can configure the host code using the Create Host Code screen.
Currency	The user can select a configured currency which the user wants to associate with the selected screen. The user can configure the currency using the Create Currency Definition screen.
Status	Displays the status of the record: <ul style="list-style-type: none">• Authorized: The record is verified and authorized.• Unauthorized: The record is not verified.• Rejected: The record is rejected.• Open: The record is open and waiting for verification.• Locked: The record is locked.• Closed: The record is closed.

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