Oracle Banking Trade Finance Cloud Service

Procedures User Guide

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Oracle Banking Trade Finance Cloud Service Procedures User Guide, Release 14.8.1.0.0

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Preface

- Purpose
  This manual helps you get started with Oracle Banking Trade Finance Cloud Service (OBTFCS). This manual explains the basic design of OBTFCS and the common operations that you will follow while using it.
- Audience
  This manual is intended for the Customer Service Representatives (CSRs) and staff in charge of setting up new products in your bank.
- Documentation Accessibility
- Critical Patches
- Diversity and Inclusion
- Organization
- Related Documents
- Conventions
- Screenshot Disclaimer
- Symbols and Icons

Purpose

This manual helps you get started with Oracle Banking Trade Finance Cloud Service (OBTFCS). This manual explains the basic design of OBTFCS and the common operations that you will follow while using it.

This user manual is a supplement to the Common Core - Core Entities and Services User Manual and contains only specific functionalities and information related to OBTF Procedures. Hence, this document should be read in conjunction with the Common Core - Core Entities and Services User Manual from the perspective of completeness in flow and understanding.

Audience

This manual is intended for the Customer Service Representatives (CSRs) and staff in charge of setting up new products in your bank.

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Organization

This manual is organized as follows:

Topics	Description
Preface	This topic gives information on the intended audience. It also lists the various chapters covered in this User Manual.
Getting Started with Oracle Banking Trade Finance Cloud Service	This topic tells you can log into the OBTFCS system.
Keyboard Compatibility	This topic gives information on the keyboard compatibility of OBTFCS.
Common Operations	This topic explains the procedure to perform the most common operations while using the different modules in OBTFCS.
Function ID Glossary	Function ID Glossary has alphabetical listing of Function/Screen ID's used in the module with page references for quick navigation.

Related Documents

For further information on procedures discussed in the manual, refer to the Oracle Banking Trade Finance manuals on:

- Procedures

Conventions

The following text conventions are used in this document:

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

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.

Symbols and Icons

The list of symbols and icons available on the screens are as follows:

Table 1 Symbols and Icons - Common

Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record

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Table 1 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	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

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1

Getting Started with Oracle Banking Trade Finance Cloud Service

This topic explains the features of Oracle Banking Trade Finance Cloud Service login window and the methods to change the user password. You will also find the features of OBTFCS Application Browser.

This topic contains the following sub-topics:

- Logging into Oracle Banking Trade Finance Cloud Service
- Changing User Password
  Oracle Banking Trade Finance Cloud Service users can change their user passwords whenever required. The Control Clerks may also enable force password change and set a reminder to be displayed for the users whose password change is due.
- The Application Browser
- Application Toolbar
- Home
- Preferences
- Toolbar in Oracle Banking Trade Finance Cloud Service Screens
  All the maintenance and detailed screens in Oracle Banking Trade Finance Cloud Service are facilitated with a unique toolbar. The toolbar displays the action icons along with their labels.
- Some Common Icons and their Usage
  There are some icons, which represent functions that are common across all modules of Oracle Banking Trade Finance Cloud Service.
- Supported Date Formats
- Supported Amount Formats
- Minimizing Main Screens

1.1 Logging into Oracle Banking Trade Finance Cloud Service

You will see the **Login** window on accessing OBTFCS. To get started, you need to login, using the appropriate **User ID** and **Password**. The **User ID** is defined in the user profile created for you by your system administrator.

When you access the system, you will see the '**Login**' screen.

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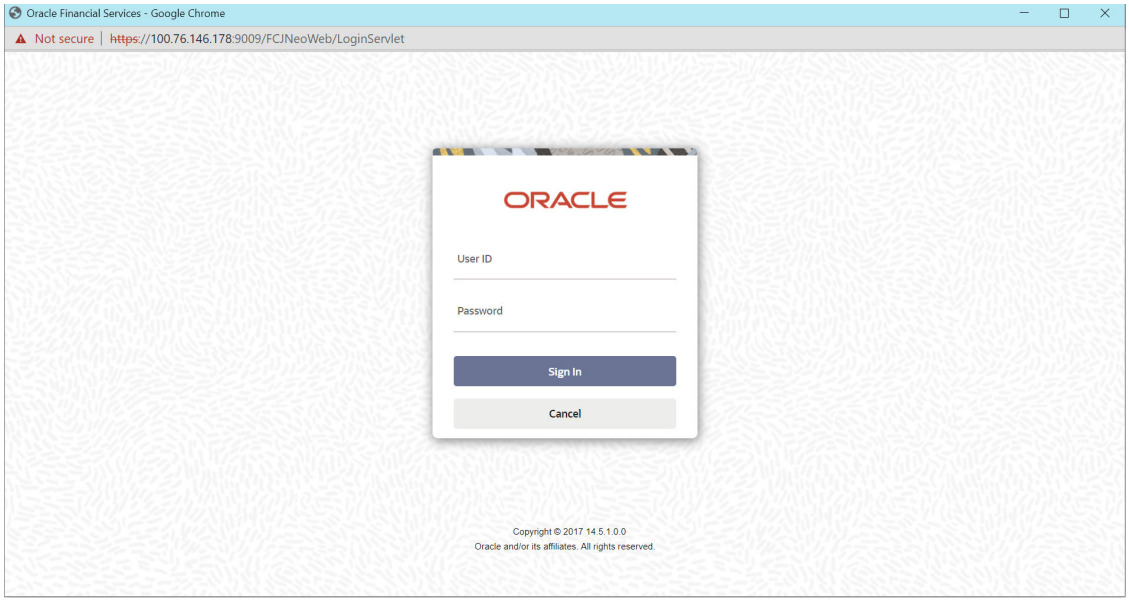

To login to Oracle Banking Trade Finance Cloud Service, you need to specify the following details:

User ID

Specify the **User ID**. You can log into Oracle Banking Trade Finance Cloud Service using the user ID provided by your system administrator. This field is not case-sensitive.

Password

Enter the **Password** for the **User ID** specified in the above field. This field is case sensitive.

Once you have specified the above details, click '**Sign In**' button.

If you have entered the correct user ID and password, the system will log you in and display the '**Home**' tab of the '**Application Browser**' screen. If the user ID or password is incorrect, the system will display the appropriate error message.

While creating the user profile, if the option '**Force Password Change**' is checked, then the system forces you to change your password on first login. However, if the option is not checked, you may continue to use the same password.

The system disables the user profile under the following circumstances:

- The number of successive invalid login attempts reaches the maximum defined for your user ID.
- The cumulative number of invalid login attempts reaches the maximum defined for your user ID.

In case the user ID is disabled on any of the above grounds, the system displays a message that your user profile has been disabled. The users designated as Control Clerks can enable your user profile for you to use again. If you want to exit the system, click exit icon.

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1.2 Changing User Password

Oracle Banking Trade Finance Cloud Service users can change their user passwords whenever required. The Control Clerks may also enable force password change and set a reminder to be displayed for the users whose password change is due.

User passwords in Oracle Banking Trade Finance Cloud Service can be changed in two ways:

Periodic Password Change

A specific interval can be defined in Oracle Banking Trade Finance Cloud Service for the user password change. Once the password change is due, on the immediate login attempt by the user, the system will display the ‘Password Change for User’ screen.

Manual Password Change

The user may also change the passwords at will. When you mouse over the logged user name, you will find the ‘**User Action**’ menu. Click the link ‘**Change Password**’. The system will display the ‘**Change Password**’ screen.

In the bank level parameters table, (accessible to users designated as Control Clerks), it can be indicated that a reminder or message should be displayed a fixed number of days before a password change is due.

For example, you may set at the bank level parameters that a password change reminder be displayed three days before the change is due. In that case, three days before the password change due date, you will see a reminder when you log into the system. The system will display this message at every login until the user changes the password.

- Procedure to Change Password

1.2.1 Procedure to Change Password

Oracle Banking Trade Finance Cloud Service allows you to change the user password at will. On the application toolbar, mouse over the logged user name. You will find the ‘**User Action**’ menu. Click the link ‘**Change Password**’.

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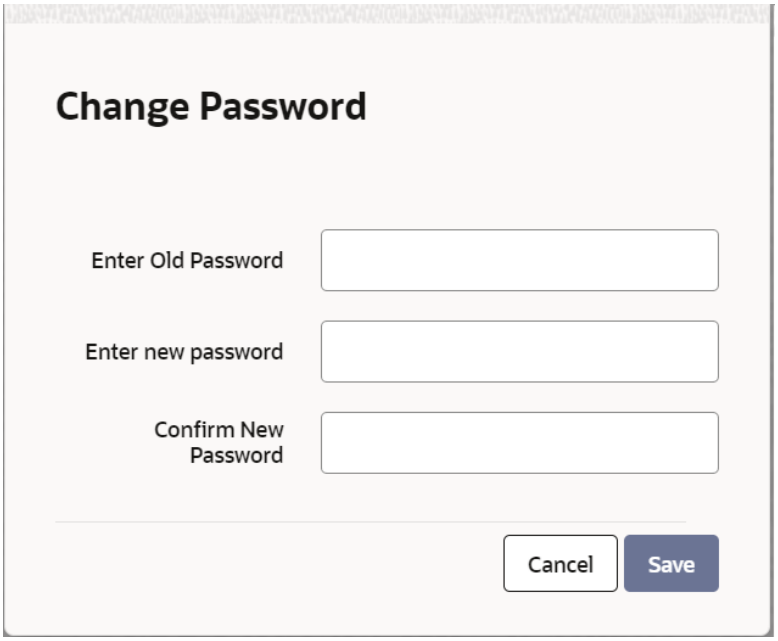

Specify the following details, refer the Field Description table given below:

Table 1-1 Change Password - Field Description

Field	Description
Enter Old Password	Specify the current user password.
Enter New Password	Specify the new user password.
Confirm New Password	Specify the new user password again. The system will match it with the new password entered in the above field. If the password does not match with the password entered in the above field, the password change will not be successful. The system will display an error message. You will be prompted to repeat the password change process. Once you have entered the above details, click '**Save**' button. On a successful password change, the system logs you out. You need to log in to the system again using the new password. You may click '**Cancel**' button to cancel the password change process anytime before saving it.

The system validates the new password based on the following criteria:

- New password should be different from old password.
- Password should not have any blanks before it or after it.
- Password should not have any spaces between the characters.
- Password should contain a minimum of 1 upper case character. The only characters allowed for a password are:
  - A to Z (in upper or lower case).
  - 0 to 9 numbers, and_ (Underscore).
- Password should not be the same as 'n' number of previous passwords defined in the Password Repetition field of the Bank Level Parameters screen (here, 'n' stands for the number of previous passwords that cannot be used).

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For example, at the Bank level the password repetition has been set to three. This means that your new password cannot be any of the last three passwords used by you.

- It should not be one of the passwords in the Restrictive Password list defined for your user profile, the role profile you are attached to (if there is any), or the Bank.

1.3 The Application Browser

After you login to the application, the system displays the browser, also referred to as 'Landing Page' of the application browser.

The Landing page is divided into 3 sections:

- Application Toolbar - Tabs and Menu actions.
- Left hand side pane - Menu and search criteria based on the tabs selected in toolbar. You can minimize or maximize this pane by clicking and , respectively.
- Right hand side pane - Records matching the search criteria specified in the left hand side pane.

The following tabs are available for selection in the '**Toolbar**' of the landing page:

- **Home** - Select to view '**Menu**' on the left hand side window and '**Dashboard**' on the right hand side. When you login to the system, the '**Home**' tab is displayed by default.
- **Interactions** - Select to view alerts, reminders and conversations that require your attention.
- **Preferences** - Select to view the user details and dashboards.
- **Menu Options**

1.4 Application Toolbar

The application toolbar is placed at the top frame of the application browser.

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The application toolbar has the following details:

- Brand name/logo
- Current branch code
- Current system date
- Current user session duration
- Window button to go to the open window
- Help
- Logged user name
- Signoff button
- Function ID input box

The brand name/logo is displayed on the top left corner. You can set the required brand/logo in the properties file.

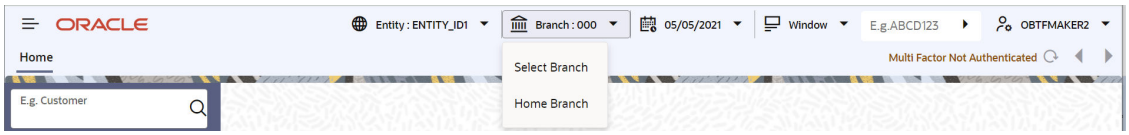
This section contains the following topics:

1. Changing Branch
2. Current User Session
3. Window
4. Default User
5. Executing User Actions
6. Sign off

- Changing Branch
- Current User Session
  The system displays the duration of the current user session.
- Window
- Default User
- Executing User Actions
- Sign off

1.4.1 Changing Branch

Keep the mouse over the branch code on the Application toolbar.



Under '**Branch**' the following options are available:

- **Select Branch** - Select the branch that you need to access
- **Home Branch** - Go to the home branch

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1.4.2 Current User Session

The system displays the duration of the current user session.

The session continues as long as the user is active. However, if the user is inactive, the session will automatically end after a certain period of time, based on the settings in the properties file.

One minute before the session time out, you will get the following prompt:

“Your Oracle Banking Trade Finance Cloud Service Universal Banking session will expire in 1 minute. Please initiate a transaction or close this screen to reactivate.”

If you do not close the prompt screen within the next one minute, the session will expire. However, if you close the prompt, the session is considered to be active and will continue until you become inactive for the duration required for session time out.

1.4.3 Window

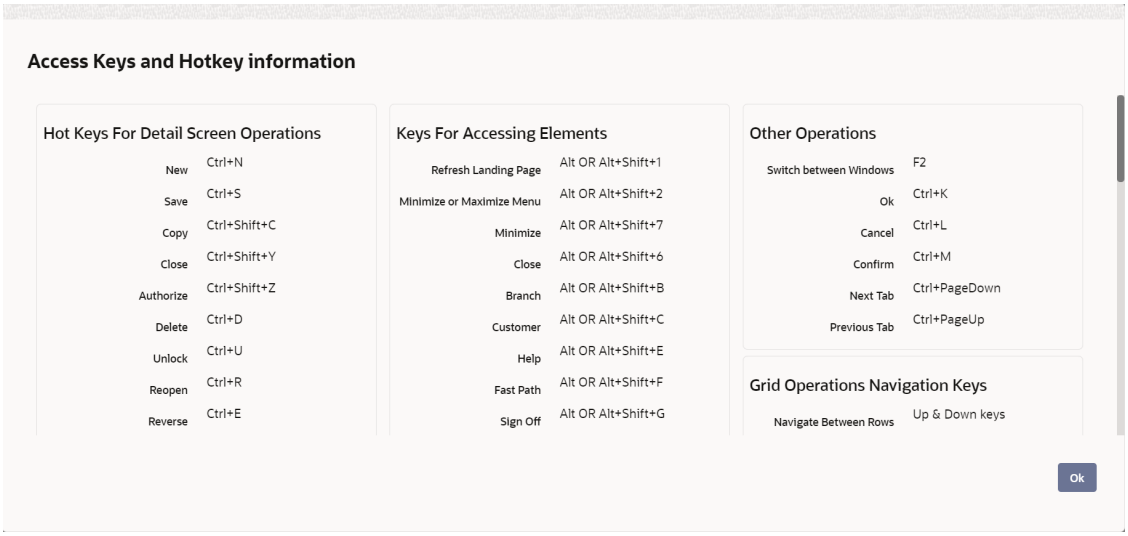
When you launch a screen from the application, the system enables the ‘**Window**’ tab. If you launch more than a single screen, you can navigate to the screen of your choice through this tab. Click the tab, a drop down list appears from which you can select the screen you need to navigate to.

1.4.4 Default User

In the Application toolbar, you can find the option Default User option. Under Default User, the following options are available:

- Accessibility
- About

On selecting ‘**Accessibility**’ the following screen is displayed where you can see the access keys and the hot keys for the application. For further details on this screen and the accessibility options, refer to the ‘**Accessibility**’ user manual.



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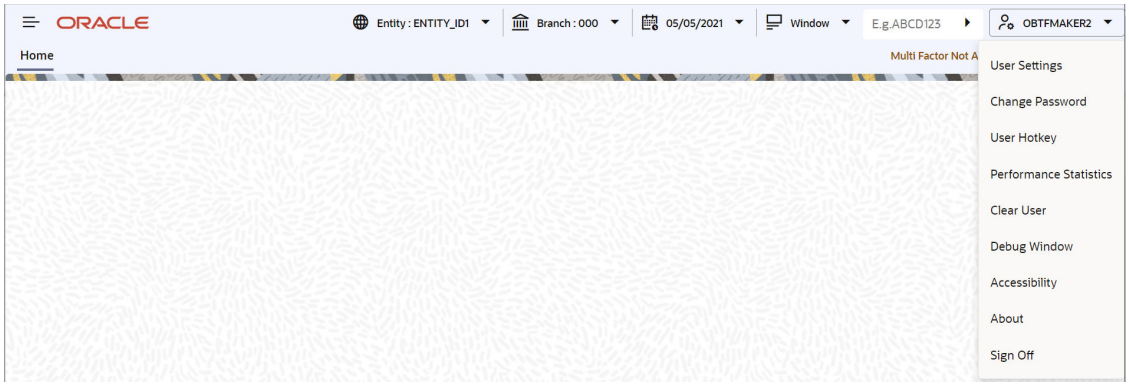
On selecting '**About**' option the version and license details about the application (Oracle Banking Trade Finance Cloud Service) are displayed.

1.4.5 Executing User Actions

Oracle Banking Trade Finance Cloud Service allows you to execute certain user actions from the Application Browser. Mouse over the user name displayed on the Application toolbar. You will get the following drop-down list.



You can perform the following user actions:

- Set user hotkeys
- User Settings
- Change user password
- Performance statistics
- Debug Window
- Clear User

These user actions are discussed in detail under the following headings:

- Setting User Hotkeys (Custom Shortcuts)
  This topic provides the systematic instructions to setting user hotkeys (custom shortcuts).
- User Settings
  This topic provides the systematic instructions to load user settings.
- Changing Password
- Unlocking Screen Lockout
- View Performance Statistics
  This topic provides the systematic instructions to view performance statistics.
- Debug Window
- Clearing Users
  This topic provides the systematic instructions to clear users.

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1.4.5.1 Setting User Hotkeys (Custom Shortcuts)

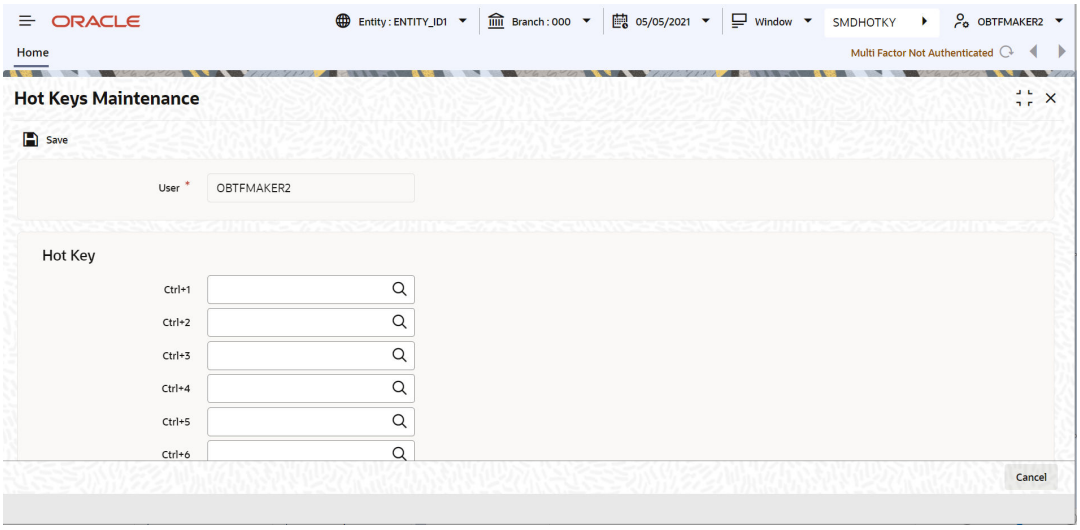
This topic provides the systematic instructions to setting user hotkeys (custom shortcuts).

Oracle Banking Trade Finance Cloud Service allows you to configure hotkeys or shortcut keys for specific function IDs that are frequently used. Once you configure such hotkeys, you can launch a specific screen using the hotkeys set for the corresponding function ID.
You need to map each required function ID to a hotkey using the '**Hot Key Maintenance**' screen.

Specify the **User ID** and **Password**, and login to Homepage.

1. Under '**User Action**', click '**User Hotkey**' link. Or on the Homepage, type **SMDHOTKY** in the text box, and click the next arrow.

   The **Hot Keys Maintenance** screen is displayed.



2. On **Hot Keys Maintenance** screen, specify the following details.

   For information fields, refer to Table 1-2:

Table 1-2 Hot keys Maintenance - Field Description

Field	Description
User ID	The system displays your user ID. The hotkeys configured using this screen will be applicable to the user ID displayed here.
Hot Key Details	You can map a function ID against each hotkey. The option list displays all valid function IDs available in Oracle Banking Trade Finance Cloud Service. You can choose the appropriate one.

1.4.5.2 User Settings

This topic provides the systematic instructions to load user settings.

Specify the **User ID** and **Password**, and login to Homepage.

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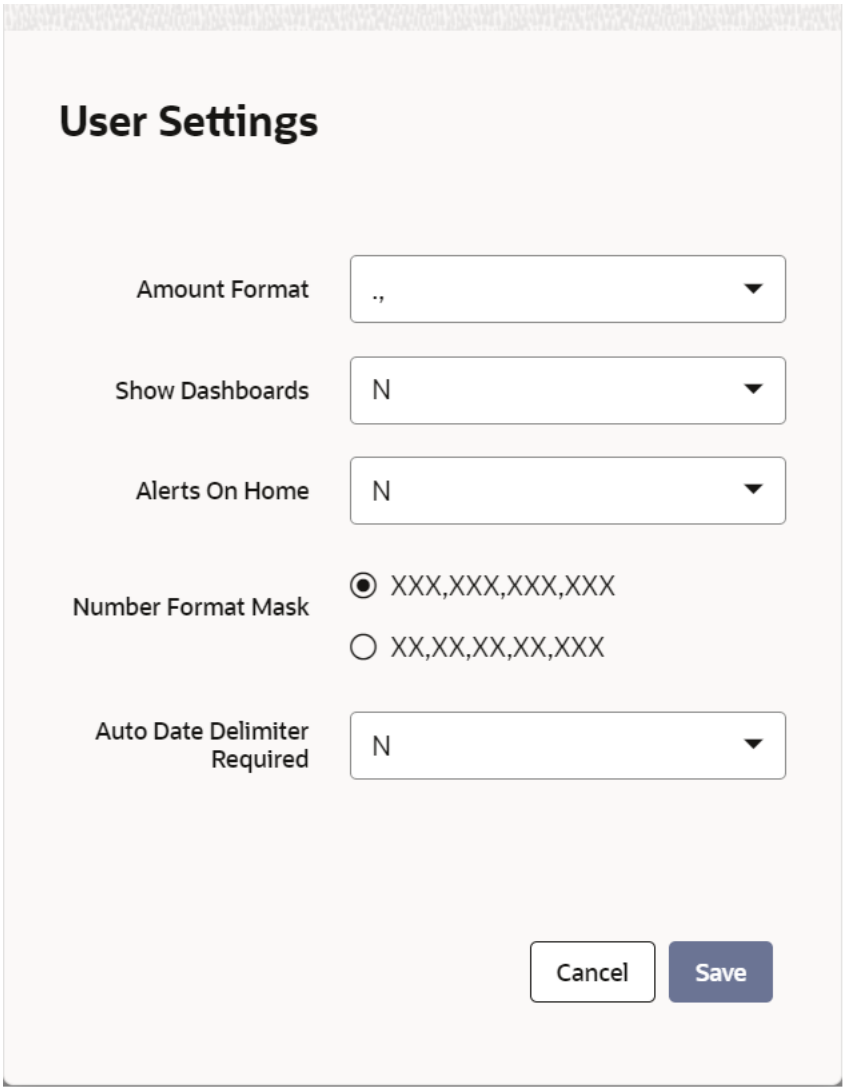
1. Under '**User Action**', click the '**User Setting**' to load '**User Settings**' screen.,

   The **User Settings** screen is displayed.



2. On **User Settings** screen, specify the following details.

   For information on fields, refer to Table 1-3:

Table 1-3 User Settings - Field Description

Field	Description
Amount Format	Specify the amount format. Choose the appropriate one from the drop-down list.
Date Format	Specify the date format. Choose the appropriate one from the drop-down list.
Font Size	Select the font size from the drop-down list. The system displays the following values: • Medium • Small • Large

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Table 1-3 (Cont.) User Settings - Field Description

Field	Description
Theme	Specify the theme. Choose the appropriate one from the drop-down list.
Show Dashboards	Select an appropriate option to view the Dashboards assigned to you on the landing page, from the adjoining drop-down list. This list displays the following values: • N - Select if you do not want to view the Dashboards • Y - Select if you want to view the Dashboards
Alerts On Home	Select an appropriate option to view the Alerts on the landing page, from the adjoining drop- down list. This list displays the following values: • N - Select if you do not want to view the Alerts • Y - Select if you want to view the Alerts
Screensaver Intervals (in seconds)	The system defaults the screensaver interval based on the value maintained at the '**SMS Bank Parameters Maintenance**' screen. However, you can modify it.
Number Format Mask	Select the number field format of mask number either in Million or in / Lakh from the following options: • XXX,XXX,XXX,XXX • XX,XX,XX,XX,XXX This option is applicable on number field only if FORMAT_REQD is enabled in ODT for the required field. For further details on enabling the format in ODT refer ODT user manual.

Note

Once you have set your preferences, click '**Save**' button to apply the changes. The changed value for the screensaver interval gets reflected in User creation screen.
To exit the screen without changing the preferences, click '**Cancel**' button.
The system does not support the screensaver functionality if SSO is enabled.

1.4.5.3 Changing Password

Oracle Banking Trade Finance Cloud Service allows you to change the user password at will. Under '**User Action**', click the link '**Change Password**'.

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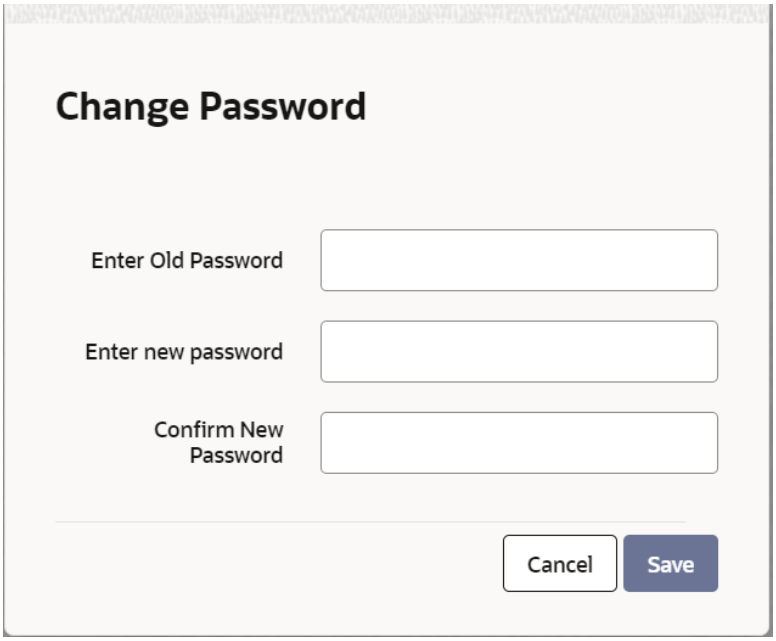
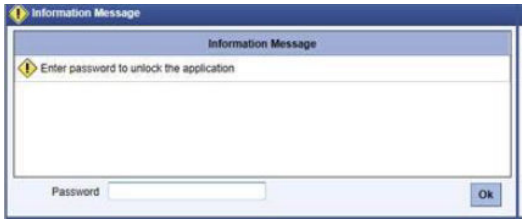


1.4.5.4 Unlocking Screen Lockout

You can unlock the locked-out screen by entering the user password again. The account is locked after a certain number of incorrect passwords.



1.4.5.5 View Performance Statistics

This topic provides the systematic instructions to view performance statistics.

You can view the performance statistics for function IDs and actions using '**MBean**' screen. The '**MBean**' screen displays the information available in the server (MBean) and the information from the database.

Specify the **User ID** and **Password**, and login to Homepage.

1. Under **User Action**, click the '**Performance Statistics**'. Or on the Homepage, type **SMDMBEAN** in the text box, and click the next arrow.

   The **MBean** screen is displayed:

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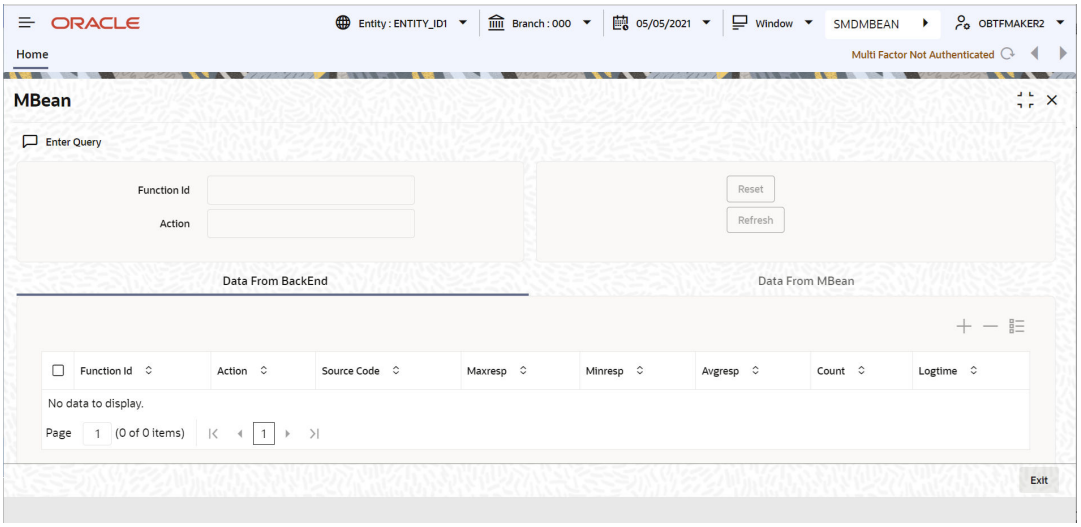

2. On **MBean** screen, specify the fields.

   For information on fields, refer to Table 1-4:

Table 1-4 Performance Statistics - Field Description

Field	Description
Function ID	Specify the function ID of the screen whose performance you want to view. The system will display the performance statistics of the function ID specified here.
Action	Specify the action. The system will display the performance details of the above function ID for the action specified here. The system displays the following details based on the specified values: • Function ID - function ID of the screen • Action - action performed for this function id. • Source Code - FCUBS_UI_MBEAN • Maxresp - maximum time taken for a particular action • Minresp - minimum time taken for a particular action • Avgresp - average time taken for a particular action • Count - number of occurrences of a particular action • Logtime - log time of the action • Menu Options

1.4.5.6 Debug Window

Click '**Debug Window**' under the user actions to load the debug window.

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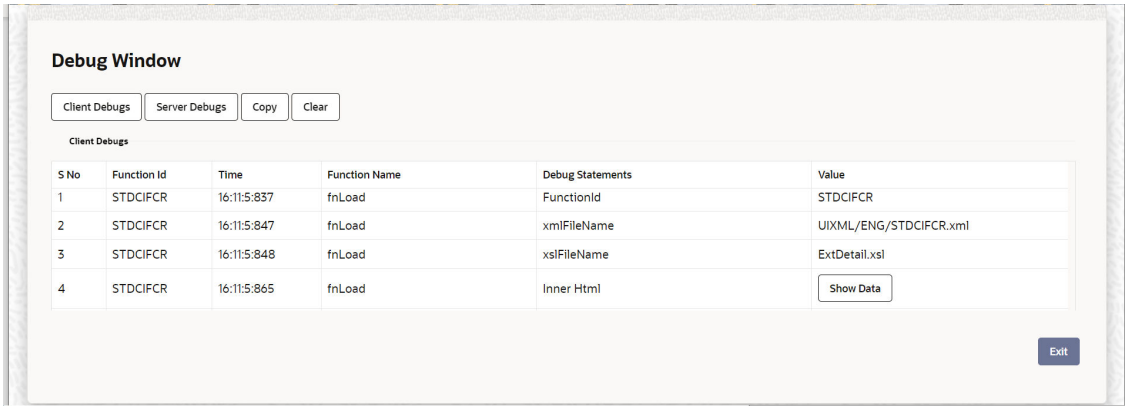


The **Debug Window** option will be visible only to users who will have front end debug rights maintained.

1.4.5.7 Clearing Users

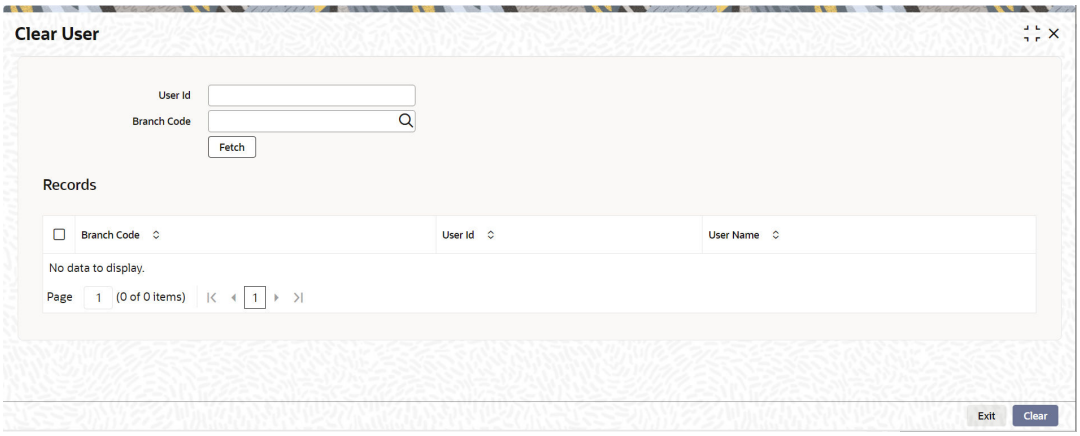
This topic provides the systematic instructions to clear users.

You can clear the users who are logged into the system using the '**Clear User**' screen.

Specify the **User ID** and **Password**, and login to Homepage.

1. Under the '**User Actions**', click '**Clear User**' button to load the screen. Or on the Homepage, type **CLRU** in the text box, and click the next arrow.

   The **Clear User** screen is displayed.



2. Check the checkbox adjacent to the **User ID** you need to clear and then click '**Clear**' button to clear the **User ID**.

   For further details on Clearing User ID, refer to the section 'Clearing a User ID' in 'Associated Functions' chapter of SMS User Manual.

1.4.6 Sign off

Click 'Sign off' button on the Application toolbar to log out from the application.

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1.5 Home

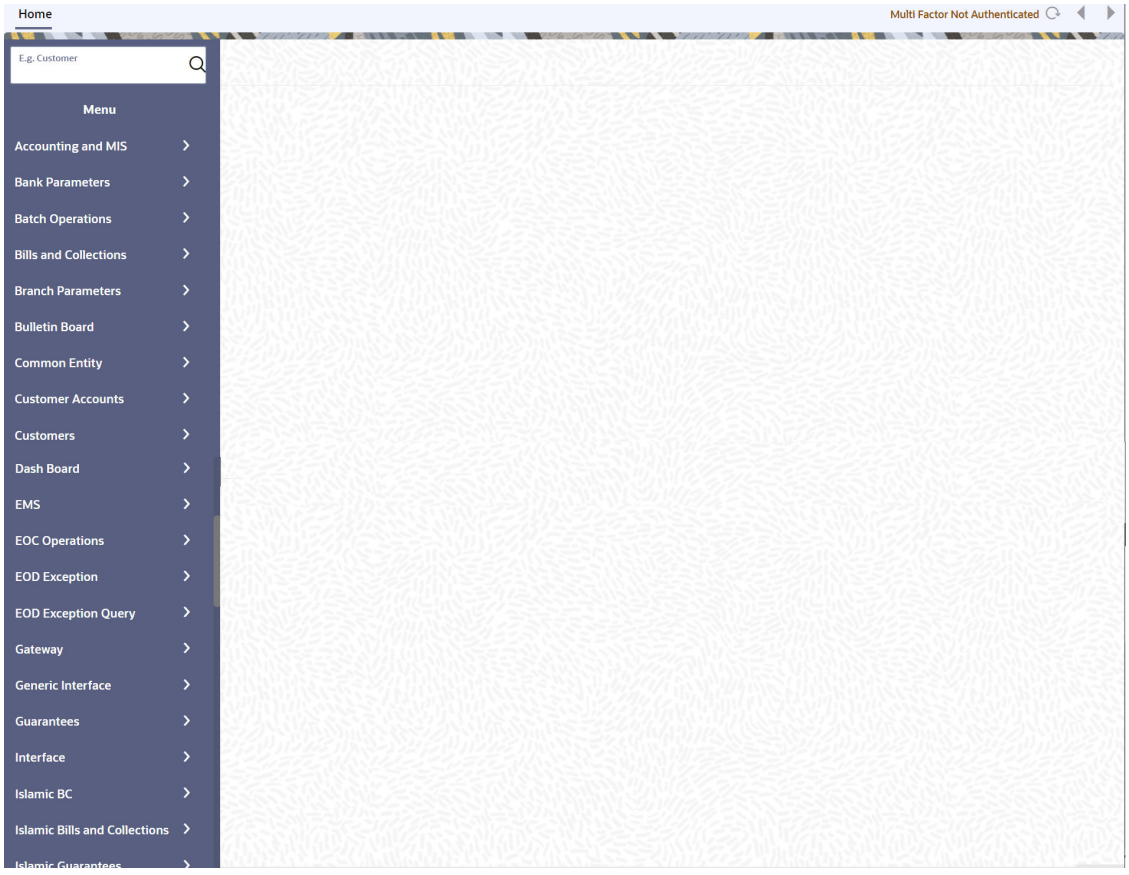
This section contains the following topics:

1. Menu
2. Function Search

- Menu
- Function Search

1.5.1 Menu

Under '**Menu'**, you will be able to access the various Transaction screens, Queries, Maintenances etc. through this menu based on your user profile eligibility.



To begin with, only the names of the modules are displayed. To go to a particular screen, position your mouse pointer on the module and click on it. A list of functions available for that particular module will be displayed. Click on the particular function, a list of sub-functions or options available for that particular function will be displayed in an adjacent box.

Click on the option that you want to go to. The screen for the particular option will be displayed. If there are no options for a particular function, the function will be activated.

Only those functions to which you have access rights in a module are displayed. If you do not have access rights to the module then the module is not displayed.

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When you invoke an existing record using the Application Browser, you cannot make modifications to it as the screen which you have invoked will be in the view mode. In case you want to make modifications to a record, you should click on unlock button to unlock this record. This will enable you to make the desired modifications.

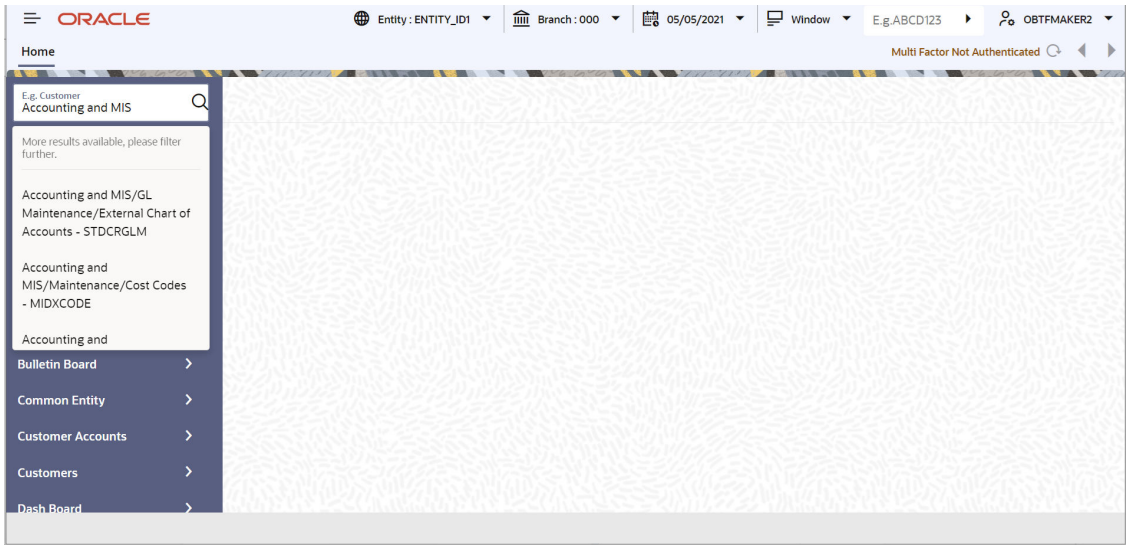
When you click on the unlock button, you will observe all action buttons become disabled except the **Save** button. After you have made the required changes, click save icon to save your record. If you do not want to save the changes, click '**Exit**' button and the message “Do you want to cancel the operation?” gets displayed.

Click **OK** to save and you will be returned to the ‘**Application Browser**’ or the screen from where you invoked this action without saving the changes.

1.5.2 Function Search

You can search for Oracle Banking Trade Finance Cloud Service functions and screens using the search option provided in the left pane of the **Home** tab.

Enter the search phrase in the search box provided above the menu and click the adjoining arrow button. The system displays the search results in a separate window.



The system displays the function IDs whose descriptions match with the search term that you have entered. The results also displays the location of each function in the Oracle Banking Trade Finance Cloud Service menu and the name of the function as available in the menu.

The number of total search results is displayed at the top of the screen on the right hand side. Each page on this screen displays ten results. You can navigate to the other pages using the ‘**Next**’ button, ‘**Previous**’ button and the page number links provided at the bottom of the screen.

Click a result to view the corresponding screen. The system will open the screen in a separate window. You may carry out the regular operations that you can perform on the particular function screen.

Click ‘**Exit**’ button to exit from the search results screen.

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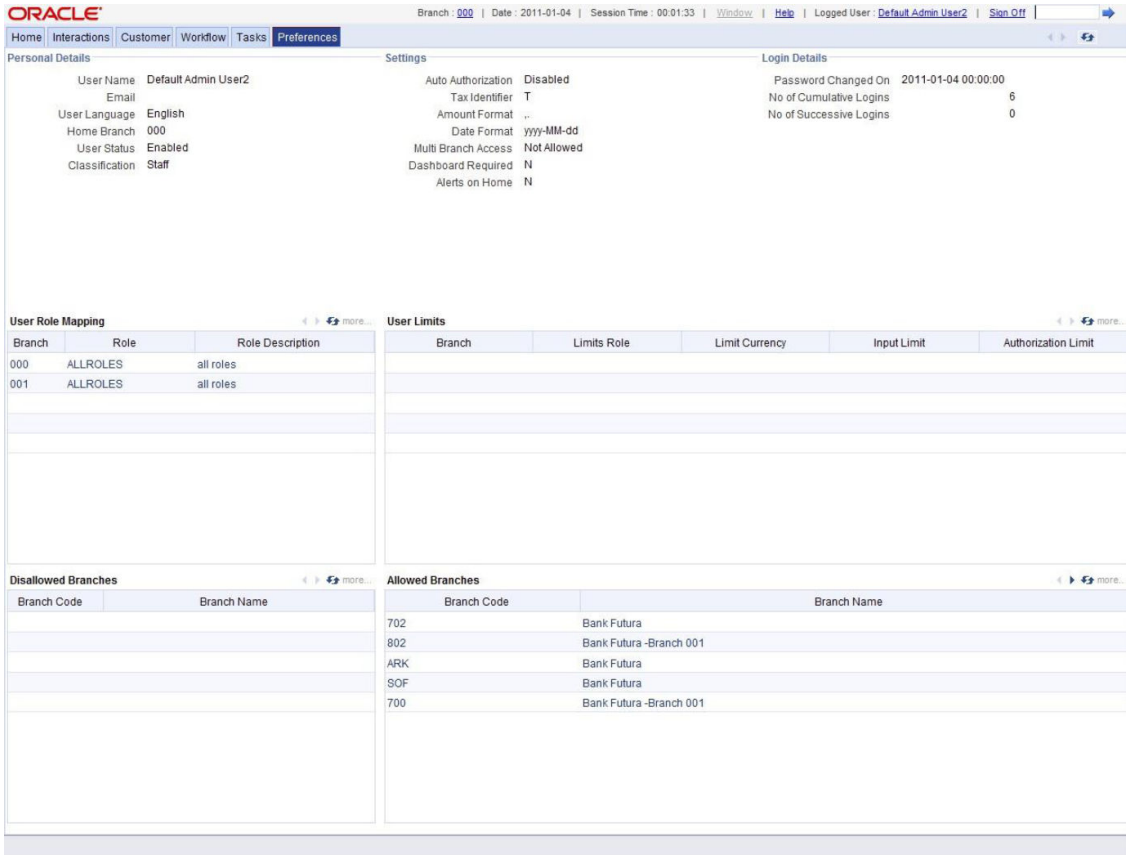
1.6 Preferences

Under '**Preferences**' tab, you can view the user details and dashboards. Click '**Preferences**' tab on the Application Browser.



The '**Preferences**' tab has two panes. The left pane displays the user details and user actions. The right pane displays the user dashboard and other relevant information based on the selections made on the left pane.

This section contains the following topics:

1. Viewing User Details
2. View User Dashboard

- Viewing User Details
- View User Dashboard
  This topic provides the systematic instructions to view user dashboard.

1.6.1 Viewing User Details

The '**User Details**' frame is at the top of the '**Preferences**' tab.

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You can view the following user details.

- Personal Details
  - User name
  - Email ID of the user
  - Home branch code of the user
  - User status
  - Classification
- Settings
  - Auto authorization enabled or not
  - Tax identifier
  - Amount format
  - Date format
  - Multi branch access allowed or not
  - Dashboard required or not
  - Alerts on home
- Login Details
  - Date of last password change
  - Number of cumulative logins
  - Number of successive logins

1.6.2 View User Dashboard

This topic provides the systematic instructions to view user dashboard.

Specify the **User ID** and **Password**, and login to Homepage.

1. On the Homepage, view the user dashboard on the right side of the '**Preferences**' screen.

   This dashboard displays the details of role mapping, limits and branches pertaining to the selected user.

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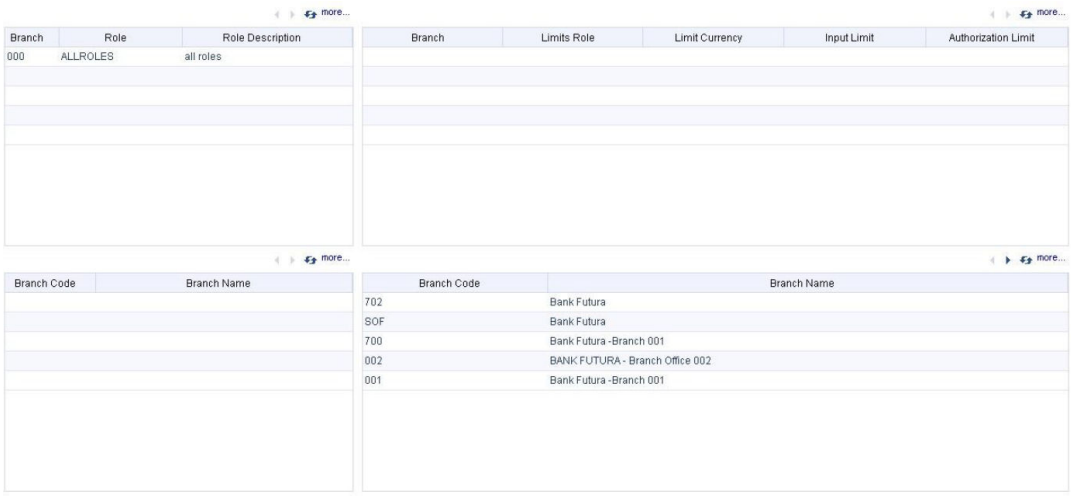

2. On this screen, specify the fields.

   For information on fields, refer to Table 1-5:

Table 1-5 Field Description

Field	Description
Role Mapping Details	This section displays the user role mapping details. You can find the following details pertaining to the selected user: • Branch code • User role • Description of the user role
User Limits	This section displays the user limits details. You can find the following details pertaining to the selected user: • Branch code • Limits role of the user • Limit currency • Input limit applicable to the user • Authorization limit applicable to the user
Branch Details	This section displays the branches that are accessible by the user. You can find the following details pertaining to the selected user: • Allowed Branches - Branch codes that are accessible by the user and the corresponding branch names. • Disallowed Branches - Branch codes that are not accessible by the user and the corresponding branch names.

> **Note**
>
> This screen displays the first five records under each section. You can use the '**Previous**' and '**Next**' links provided in each section to view the remaining records.

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1.7 Toolbar in Oracle Banking Trade Finance Cloud Service Screens

All the maintenance and detailed screens in Oracle Banking Trade Finance Cloud Service are facilitated with a unique toolbar. The toolbar displays the action icons along with their labels.

Icons	Description
New	Displays a record with no data so that you can enter data to create a new record. As soon as you click on this button, the '**Exit**' button on a screen changes to '**Cancel**' button.
Enter Query	Enables you to enter query parameters.
Copy	Copies the details of the record on display on to a new record.
Save	Enables you to save the new record/changes you have made on the record on display.
Delete	Deletes the details from the record on display.
Unlock	Unlocks a record enabling you to make changes.
Print	Prints details of the record on display.
Close	Closes a contract.
Reopen	Re-opens a closed contract.
Reverse	Reverses an authorized contract.
Rollover	Rolls over or renews a contract.
Hold	Places a contract on hold. You can specify the reason for placing the contract on hold in the '**Comment**' screen, which is loaded on clicking the '**Hold**' button.
Authorize	Activates the authorization function. Authorization has to be done by a user other than the one who has created or modified a record. Authorization is normally done during End of Day processing.
Liquidate	Activates the liquidation function.
Confirm	Confirms an action.
Execute	Executes query operation based on entered query parameters.
Details	After querying the records from summary screens, you can select one or more records and click '**Details**' button to view the detailed screen for that record. If you select more than one records, then the system will display the detailed screen of the first record. You can click the **Next** and **Previous** buttons on the top right side of the screen to navigate to the other records.
Export	After querying the records from summary screens, click '**Export All**' button to create a request to extract all the records summary to Excel format.
	Click '**Previous**' button to navigate to the previous record. This but- ton is disabled when you are on the first record.
	Click '**Next**' button to navigate to the next record. This button is disabled when you are on the last record.

All the above actions are not displayed in the toolbar, only the ones that are allowed for a function ID at given point of time are displayed. For an instance;

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Load a new screen:

The system displays,

- New - When you click '**New**' to create a new account, contract or transaction, then the system shows actions '**Save**' and '**Hold'**. When you click '**New'** to create a new product or maintenance, system shows the action '**Save'**.
- Enter Query - When you click to enter a query, then the system replaces all actions with '**Execute Query**'

Load an authorized record which is open, from a summary screen

The system displays,

- New
- Copy - When you click to copy the details, then the system replaces all actions with '**Save**'
- Close - When you click to close the record, then the system replaces '**Close**' and '**Unlock**' with '**Delete**' and '**Authorize**'
- Unlock - When you click to amending the details, then the system replaces all actions with '**Save**'
- Print
- Reverse - Displayed only for a transaction screen
- Rollover - Displayed only for a transaction screen
- Enter Query

Load an authorized record which is closed, from a summary screen

The system displays,

- New
- Copy
- Reopen - When you click to reopen the record, then the system replaces '**Reopen**' with '**Close**' and '**Unlock**'
- Enter Query

Load an authorized record which is closed, from a summary screen

The system displays,

- New
- Print
- Enter Query

Load an unauthorized record from a summary screen

The system displays,

- New
- Copy
- Delete
- Unlock

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- Authorize
- Enter Query

A new record is not available for use till its creation is authorized by another user. Similarly, you cannot make any modification on a record till the previous modification, if any, has been authorized.

> **Note**
>
> '**Template**' function is not supported.

1.8 Some Common Icons and their Usage

There are some icons, which represent functions that are common across all modules of Oracle Banking Trade Finance Cloud Service.

This topic contains the following sub-topics:

- Adding and Deleting Rows
- The Save and Exit Icons
- Fetching Values from List of Values (LOV)

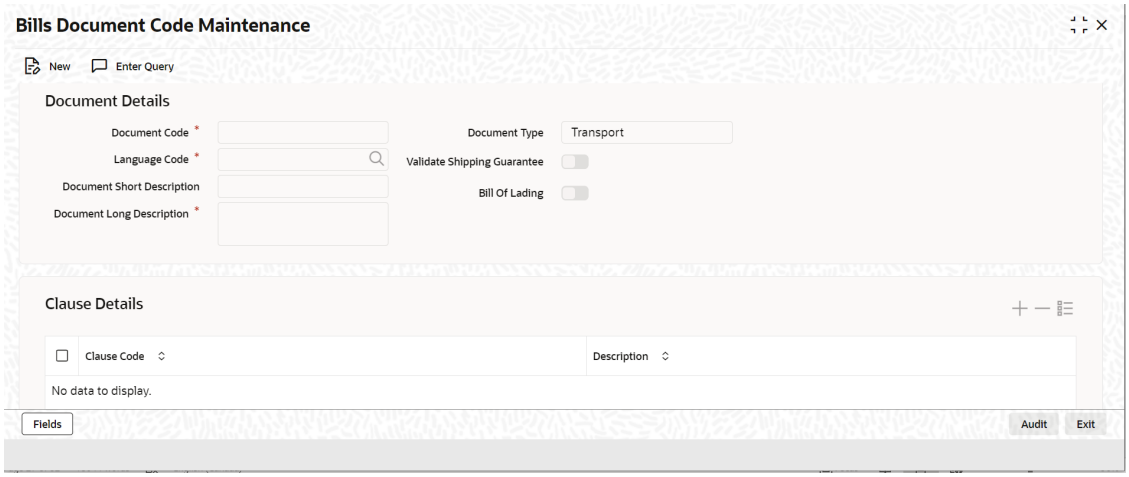
1.8.1 Adding and Deleting Rows

The Add row and Delete row icons are used when you have to enter or fill up rows of data in a screen.

Let us take the example of the '**Bills Document Code Maintenance screen**', which is loaded by providing the function id **BCDDOCCD**.

You have to add various clause codes to the **Document Code**. To do this, you will first choose the **Clause Code** from the option list. Both Clause code and description will get populated.

Now the first row is complete. Click add icon. This will save the data in the first row and take you to the next row.



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Suppose you realize that you have allotted the wrong Clause and you do not want to save the data in the first row. Click delete icon. The data will not be saved in the row and you can fill it with the correct data.

1.8.2 The Save and Exit Icons

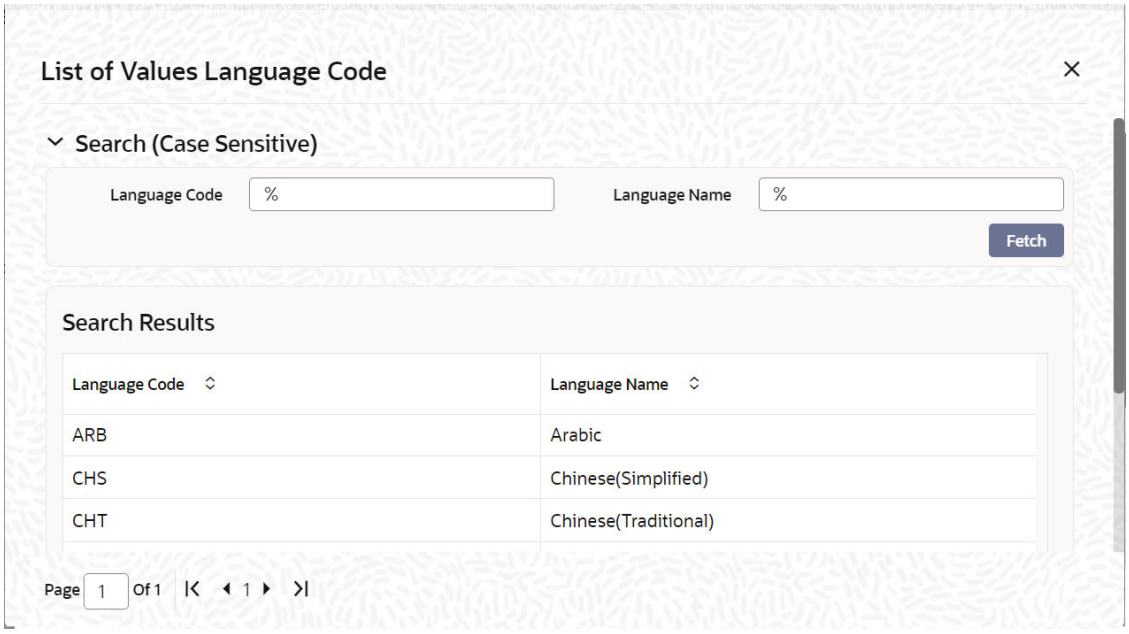
- After you have entered data in a screen you may want to save the data. Click '**Ok**' button.
- If you do not want to save the data in a screen, click '**Cancel**' button.
- To exit from a screen, click '**Exit**' or '**Cancel**' button which takes you to the Application Browser.

1.8.3 Fetching Values from List of Values (LOV)

You can fetch data from an option list or list of values (LOV -), if the LOV value is keyed in and tabbed out in its input field.

System opens the LOV window in the following scenarios:

- If more than one value exists for the value keyed in the input field of LOV.
- If no value exists for the value keyed in the input field of LOV.



The number of values and the total pages displayed in the LOV screen is based on the number of records matching the search criteria. Hence,

- If the value that you have keyed in the input field has only one matching value in the LOV, then system will not open the LOV on tabbing out and all the return fields for that LOV will be automatically updated.
- If more than one record is available, then the system displays the first 10 pages of the records. Click '**Next**', '**Previous**', '**Last**' and '**First Page**' to view the next set of records, previous set of records, last set of records, and first set of records, respectively.

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- If the total number of pages is less than 10, then the page count is displayed as ‘Current Page of Exact Total Page Count’. Else, the page count is displayed as ‘Current Page of 10’.
- For both extensible and non-extensible screens, you can also maintain a query; in addition to existing LOV, for a particular column.

> **Note**
>
> You can use wild card character (%) to search records in List of Values. If ‘Minimum Search Character Length’ is enabled for a List of Values field, then you need to enter the minimum number of search characters along with wild card character to get valid results.
> If Exact Fetch is enabled for the field, then you must enter the exact text to get the value in the field.
>
> For details on options to set Minimum Search Character Length or Exact Fetch for fields, *refer to Open Development Tools User Guide*.

The system displays the following messages at the bottom of the screens, at different scenarios:

- OK - if less than or equal to 10 records are fetched.
- Please reframe your Search criteria - if more than 10 records are fetched.
- No Records found - if no records are found matching the search criteria.
- Error message - if the query fails

> **Note**
>
> The LOV reduction field is case sensitive.

1.9 Supported Date Formats

The following date formats are supported in Oracle Banking Trade Finance Cloud Service:

- M/d/yyyy
- M/d/yy
- MM/dd/yy
- MM/dd/yyyy
- yy/MM/dd
- yyyy-MM-dd
- dd-MMM-yy
- dd-MMM-yyyy

1.10 Supported Amount Formats

The following amount formats are supported in Oracle Banking Trade Finance Cloud Service:

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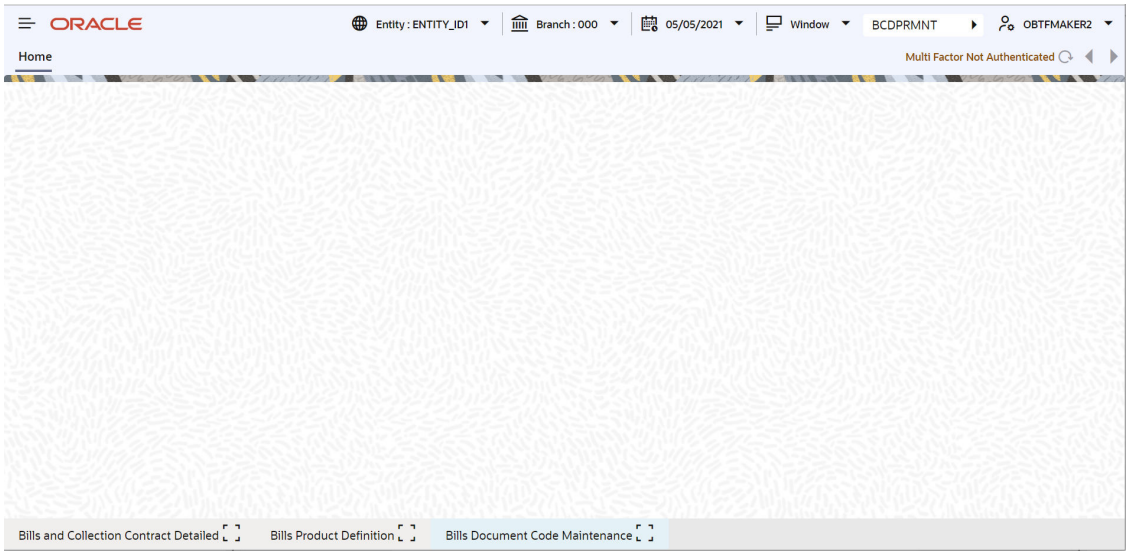
(The first symbol is the decimal separator and the second one is for digit grouping)

- .,(Dot Comma)
- ,.(Comma Dot)
- , (Comma Space)

1.11 Minimizing Main Screens

You can minimize main screens by clicking minimize button. The minimized screens reside in the provided taskbar. These minimized screens can be maximized either from the taskbar or from the windows menu option.



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2

Keyboard Compatibility

Oracle Banking Trade Finance Cloud Service is compatible with keyboard. You can comfortably navigate using arrow keys and tab keys.

You can use the appropriate keyboard shortcuts to navigate through the following sections:

- Landing Page
  - Side Bar Menu
  - Toolbar
- Custom Windows
  - Detail Screen
  - Summary Screen

This topic contains the following sub-topics:

- Landing Page - Keyboard Compatibility
  Oracle Banking Trade Finance Cloud Service provides keyboard compatibility in navigating through Side Bar and Toolbar of the Application Browser.
- Custom Window - Keyboard Compatibility
  Oracle Banking Trade Finance Cloud Service provides keyboard compatibility to navigate through Detailed and Summary screens.

2.1 Landing Page - Keyboard Compatibility

Oracle Banking Trade Finance Cloud Service provides keyboard compatibility in navigating through Side Bar and Toolbar of the Application Browser.

This topic contains the following sub-topics:

- Navigating through Side Bar
  Side bar menu refers to the menus available in the Application Browser. You can navigate through the side bar menus using Tab Key, Shift and Tab Key, and Arrow Keys. The side bar menus include Menu, Workflow, Customer, My Dashboard, etc.
- Navigating through Toolbar
  You can even navigate through the toolbar options using keyboard.

2.1.1 Navigating through Side Bar

Side bar menu refers to the menus available in the Application Browser. You can navigate through the side bar menus using Tab Key, Shift and Tab Key, and Arrow Keys. The side bar menus include Menu, Workflow, Customer, My Dashboard, etc.

Tab Key

- To move from the selected side bar menu header to the first element of the selected side bar menu container.
- To move the focus to the selected side bar menu at any point inside the side bar container.

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- To move the focus to the first enabled Action key in the toolbar from any of the side bar menu.

> **Note**
>
> If the action keys are hidden, then it moves to the first drop-down menu.

Shift + Tab Key

- To move the focus at the selected side bar menu header.
- To move the focus to the selected side bar menu header, when the focus is on any of the side bar.
- To shift the focus to the last side bar menu.

Arrow Keys

- To navigate within the elements of the side bar menu container.
- To navigate between the side bar menus.

2.1.2 Navigating through Toolbar

You can even navigate through the toolbar options using keyboard.

- Action Key
  You can navigate through Action Keys using keyboard.
- Drop-down Menu
  You can navigate through drop-down menus using keyboard.

2.1.2.1 Action Key

You can navigate through Action Keys using keyboard.

Tab Key

- To move the focus to the first drop-down menu.

Shift + Tab Key

- To move the focus to the selected side bar menu header.

Arrow Keys

- To navigate between the action keys that are enabled.

2.1.2.2 Drop-down Menu

You can navigate through drop-down menus using keyboard.

Tab Key

- To move the focus to the fast-path.

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Shift + Tab Key

- To move the focus to the first action key in the toolbar that is enabled.

> **Note**
>
> If the action keys are hidden, then it moves the focus to the last side bar menu.

Arrow Keys

- To navigate between the drop-down menus.
- To navigate between the items of the selected drop-down menu.

2.2 Custom Window - Keyboard Compatibility

Oracle Banking Trade Finance Cloud Service provides keyboard compatibility to navigate through Detailed and Summary screens.

This topic contains the following sub-topics:

- Detail Screen Navigation
- Summary Screen Navigation
  Summary screens display details related to a specific query based on the selected criteria available in the screen. Navigation through these criteria can be handled through keyboard keys.

2.2.1 Detail Screen Navigation

Detail screens contain Tabs and Buttons. Clicking them opens a sub-screen. Hence, navigation in these screens is handled in different stages.

- Generic Navigation
  Generic navigation involves navigating through the general fields available.
- Data Table Navigation
  Data Table navigation involves navigating through the rows and cells of the rows in the table.
- Single View Screen Navigation
  You can open single view screen by using ‘Ctrl + I’ shortcut key.
- LOV Navigation
  You can open LOV window by pressing ‘F4’ key. LOV navigation involves navigating through the list of values available.
- Calendar Navigation
  You can open Calendar window by pressing ‘F4’ key. Calendar navigation involves navigating through the years, months, and days.
- Editor Navigation
  You can open Editor window by pressing ‘F4’ key.

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2.2.1.1 Generic Navigation

Generic navigation involves navigating through the general fields available.

Tab Key

- To navigate through the fields.
- To move the focus from the first field to the next.

Shift +Tab Key

- To move the focus to the previous fields.

Shortcut keys

- To navigate through LOV, Calendar, Pop-up editor buttons.

Tabs Navigation

- Tabs navigation involves navigating through the tabs available.

Tab Key

- To focus on the first element of the same tab.

Shift +Tab Key

- To move the focus to the first text field in the header of the screen.

Arrow Keys

- To navigate through multiple tabs.

2.2.1.2 Data Table Navigation

Data Table navigation involves navigating through the rows and cells of the rows in the table.

Tab Key

- To navigate to the next cell in the row.

Shift +Tab Key

- To navigate to the previous cell in the row.

Up and Down Arrow Keys

- To navigate through Data Table rows.

Shortcut Keys

To avoid focusing on pagination, adding row, deleting row, and single view buttons of data table; the following shortcut keys are available:

- First page - Home
- Previous page - Page Up
- Next Page - Page Down

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- Last Page - End
- Add Row - Ctrl + Insert
- Delete Row - Ctrl + Delete
- Single View - Ctrl + i
- Navigation to the form field after data table - Ctrl + Tab
- Navigation to the form field before data table - Ctrl + Shift + Tab

2.2.1.3 Single View Screen Navigation

You can open single view screen by using ‘Ctrl + I’ shortcut key.

Tab Key

- To navigate between the fields.

Esc

- To close the window.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- Previous Record - Down Arrow Key
- Next Record - Up Arrow Key

2.2.1.4 LOV Navigation

You can open LOV window by pressing ‘F4’ key. LOV navigation involves navigating through the list of values available.

Tab Key

- To navigate through reduction fields.
- To move focus to the cross button in the window title bar.

Shift +Tab Key

- To move focus to the first element of the header of result block.

Esc

- To close the LOV window.

Arrow Keys

- To navigate between the elements of the result block.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- First page - Home
- Previous page - Page Up
- Next Page - Page Down

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- Last Page - End

2.2.1.5 Calendar Navigation

You can open Calendar window by pressing ‘F4’ key. Calendar navigation involves navigating through the years, months, and days.

Tab Key

- To move focus to the exit button in the window title bar.

Shift +Tab Key

- To move focus to the first navigation button.

Esc

- To close the calendar window.

Arrow Keys

- To navigate between the dates.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- Previous Year - Home
- Previous Month - Page Up
- Next Month - Page Down
- Next Year - End

2.2.1.6 Editor Navigation

You can open Editor window by pressing ‘F4’ key.

Tab Key

- To navigate between the text area and buttons.

Esc

- To close the editor window

2.2.2 Summary Screen Navigation

Summary screens display details related to a specific query based on the selected criteria available in the screen. Navigation through these criteria can be handled through keyboard keys.

Tab Key

- From any element of the header key to move focus to the first element of the first row of the result block.
- If the result block is empty, then moves focus to the exit button.
- From any element of any row to shift focus to the exit button.

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Shift +Tab Key

- To move focus to the previous enabled field.
- To move the focus to the first element of the result block header.

Arrow Keys

- To navigate through header of the result block.
- To navigate between the elements of the rows in the result block.

Shortcut Keys

To avoid focusing on navigation buttons, the following shortcut keys are available:

- First page - Home
- Previous page - Page Up
- Next Page - Page Down
- Last Page - End
- Advance Search Navigation
  Advance search navigation involves navigating through Query criteria and Other Fields listed in the window.

2.2.2.1 Advance Search Navigation

Advance search navigation involves navigating through Query criteria and Other Fields listed in the window.

Tab Key

- To navigate between other fields listed in the window.

Arrow Keys

- To navigate between query criteria.

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3

Common Operations

Help topics are available for some of the operations that are common to most modules in Oracle Banking Trade Finance Cloud Serviceand can be performed on:

- Product
- Contract
- Record in a table

Besides these, some other operations like changing your branch of operation; viewing different versions of a contract; reassigning a contract to different users; static data and its maintenance; types of fields; and making a query on the ‘Contract On-line Summary’ screen are also discussed.

As soon as you launch any screen, a processing icon will be displayed. You need to wait for it to disappear before entering details.

This topic contains the following sections:

1. Product Group ID
2. Entering a New Contract
3. Automatic Authorization
4. Dual Authorization
5. Retrieving Information
6. Static Data
7. Copy Parameterization Data
8. Performing Multi Branch Operations
9. Other Operations

- Product Group ID
- Entering a New Contract

- Automatic Authorization
  If automatic authorization has been enabled for a function, branch and user profile, and such a user has rights for both input and authorize operations, any record maintained by such a user in the corresponding function (maintenance or online) screens will be automatically authorized when the Save operation is performed.
- Dual Authorization
  This topic provides the systematic instructions to load dual authorization.
- Retrieving Information
  The details of a contract can be retrieved either as a display or in print.
- Static Data
  This section contains the following topics:
- Copy Parameterization Data
  This topic provides the systematic instructions to copy parameterization data.

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- Performing Multi Branch Operations
  The user can perform all multi-branch operations without changing the branch. To invoke the screen of a multi-branch operation, type the corresponding function ID in the field at the top right corner of the Application tool bar; and click the adjoining arrow button.
- Other Operations
  This section contains the following topics:

3.1 Product Group ID

This section contains the following topics:

1. Creating a Product Group ID
2. Modify or Amend the Group ID Description
3. Deleting a Product Group ID
4. Closing a Product Group ID
5. Authorizing a Product Group ID
6. Creating a New Product
7. Delete a Product
8. Copying a Product
9. Closing a Product
10. Amending an Existing Product
11. Authorizing a Product
12. Retrieving Information about a Product
13. Summary View of a Product

- Creating a Product Group ID
  From the Application Browser, click on your module name, (for example, Funds Transfer, Data Entry, etc,). All the operations for which you have access rights for the module will be displayed. Click on Product Group and on Detail under it. Click new icon. The ‘Trade Finance Product Group Maintenance’ screen will be displayed without any values.
- Modify or Amend the Group ID Description
  This topic provides the systematic instructions to modify or amend the group ID description.
- Deleting a Product Group ID
  You can delete a Group ID only before it has been authorized. When you delete a Group ID, it is removed from the system completely. It will not be available to you for future use. You need to define it again, if you need it.
- Closing a Product Group ID
  You cannot delete a Group ID once it has been authorized. However, you have the option of closing it. A closed Group ID will not be available to you for use, although it will remain in the system.
- Authorizing a Product Group ID
  A Group ID should be authorized by a user other than you (if it has been initiated by you) before it is available for use. Modifications to the Group ID have to be authorized before they take effect.

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- Creating a New Product
  From the Application Browser, click on the relevant module name like Data Entry, Funds Transfer, etc. All the operations for which you have access rights for the module will be displayed in an adjoining box. Click on Product Group and Detail under it. Click new icon. The ‘Trade Finance Product Group Maintenance’ screen will be displayed without any values in the fields.
- Delete a Product
  This topic provides the systematic instructions to delete a product.
- Copying a Product
  Often, you may have a situation where you need to create a product that closely resembles an existing product. In such a case, instead of entering all the details for the product, you can copy the details of one product on to another, changing only those attributes that are different for the new product.
- Closing a Product
  You cannot delete a product once it has been authorized. However, you have the option of closing it. A closed product will not be available to you for use, although it will remain in the system.
- Amending an Existing Product
  Certain attributes of an authorized product can be changed depending on whether a contract has been input for the product:
- Authorizing a Product
  The creation and modification of a product should be authorized before it can be used to input a contract.
- Retrieving Information about a Product
  The details about a product can be retrieved either as a display or in print. The details are available in two forms:
- Summary View of a Product
  You can go to the Summary View by highlighting the module name in the Application Browser; all the functions associated with that module will be displayed in an adjoining box. Similarly highlight a function, the options (Detailed or Summary) available for the particular function will be displayed in an adjacent box. Click on **Summary**, the ‘Summary View’ screen is displayed.
- Detailed View of a Product
  You can retrieve information about all the attributes of a product through the Product Detailed View. To view the details of the product, click on the respective icons. The status of the product will be indicated along with the details.

3.1.1 Creating a Product Group ID

From the Application Browser, click on your module name, (for example, Funds Transfer, Data Entry, etc,). All the operations for which you have access rights for the module will be displayed. Click on Product Group and on Detail under it. Click new icon. The ‘Trade Finance Product Group Maintenance’ screen will be displayed without any values.

In the ‘**Product Group Definition**’ screen, enter a unique Group ID (an ID for which no record has been opened). Give it a description and then save the record by clicking save icon. Click ‘**Exit**’ or ‘**Cancel**’ button to go back to the Application Browser.

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> **Note**
>
> If automatic authorization has been enabled for the product group maintenance function, as well as the logged in branch, profile of the user who is saving the record, and the user also has rights for both input and authorize operations, the record will be automatically authorized when the Save operation is performed.

After you save the Product Group ID, your user-ID will be displayed at the '**Input By**' field and the date and time at which you saved the product will be displayed at the '**Date Time**' field. At this point, the Product Group ID is still unauthorized. It will be available for use only after it has been authorized by a user other than you.

3.1.2 Modify or Amend the Group ID Description

This topic provides the systematic instructions to modify or amend the group ID description.

The description of a Group ID can be modified even after it has been authorized.

Specify the **User ID** and **Password**, and login to Homepage.

1. Click unlock icon:
   - When the Group-ID is highlighted in the Product Group Summary View.
   - When the Group ID is displayed in the Product Group Detailed View.
2. Change the description and save it by clicking save icon. A user other than you should authorize the modification.

> **Note**
>
> If automatic authorization has been enabled for the product group maintenance function, as well as the logged in branch, profile of the user who is saving the record, and the user also has rights for both input and authorize operations, the record will be automatically authorized when the Save operation is performed.

3.1.3 Deleting a Product Group ID

You can delete a Group ID only before it has been authorized. When you delete a Group ID, it is removed from the system completely. It will not be available to you for future use. You need to define it again, if you need it.

Click delete icon:

- When the Group ID is highlighted in the Summary View
- When it is displayed in the Detailed View

You will be prompted to confirm the deletion. If you cannot delete a Group ID you can close it.

3.1.4 Closing a Product Group ID

You cannot delete a Group ID once it has been authorized. However, you have the option of closing it. A closed Group ID will not be available to you for use, although it will remain in the system.

A Product Group ID can be closed only under the following circumstances:

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- It should not have any Products linked to it. (A product, which has active contracts involving it cannot be closed. Only when all the contracts involving the product are liquidated can the product be closed. Only when such products are closed can a group be closed).
- It should have been authorized for the last activity that was performed on it.

Click close icon:

- When the Group-ID is highlighted in the Summary View.
- When it is displayed in the Detailed View.

You will be prompted to confirm the closing.

3.1.5 Authorizing a Product Group ID

A Group ID should be authorized by a user other than you (if it has been initiated by you) before it is available for use. Modifications to the Group ID have to be authorized before they take effect.

Click authorize icon in the Application toolbar:

- When the Group ID is highlighted in the Summary View
- When it is displayed in the Detailed View

You will be prompted to confirm the authorization.

3.1.6 Creating a New Product

From the Application Browser, click on the relevant module name like Data Entry, Funds Transfer, etc. All the operations for which you have access rights for the module will be displayed in an adjoining box. Click on Product Group and Detail under it. Click new icon. The 'Trade Finance Product Group Maintenance' screen will be displayed without any values in the fields.

Enter the details of the record in the respective fields and click save icon.

> **Note**
>
> If automatic authorization has been enabled for the product definition function, as well as the logged in branch, profile of the user who is saving the record, and the user also has rights for both input and authorize operations, the record will be automatically authorized when the Save operation is performed.

3.1.7 Delete a Product

This topic provides the systematic instructions to delete a product.

You can delete a product that has been created, prior to its authorization. To delete the unauthorized details of a product.

Specify the **User ID** and **Password**, and login to Homepage.

1. Click **Delete** icon when you are in '**Trade Finance Product Group Maintenance**'.

   You will be prompted to confirm the deletion. If you want to go ahead with the deletion, click '**Yes**' button from the message window that pops up.

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When you delete a product the details of the unauthorized product are removed from the system.

(Optional) Enter the result of the step here.

2. Click '**No**' button in the message box, if you do not want to delete the product.

   You will be returned to the Product Detailed View and the product details will not be deleted.

3.1.8 Copying a Product

Often, you may have a situation where you need to create a product that closely resembles an existing product. In such a case, instead of entering all the details for the product, you can copy the details of one product on to another, changing only those attributes that are different for the new product.

To copy the details of a product from the Product Detailed View, click copy icon.

All the attributes of the old product, barring the Product Code, will be copied. You will be prompted to enter a new Product Code. Enter the Code and click on save icon. You can make relevant changes to the fields that have had the inputs copied on to them from the old product and you can again save your new product.

3.1.9 Closing a Product

You cannot delete a product once it has been authorized. However, you have the option of closing it. A closed product will not be available to you for use, although it will remain in the system.

A product can be closed only under the following circumstances:

- It should not have any contracts linked to it. (A product, which has active contracts involving it, cannot be closed. Only when all the contracts involving the product are liquidated can the product be closed).
- It should have been authorized for the last activity that was performed on it.

Click close icon:

- When the product is highlighted in the Summary View
- When it is displayed in the Detailed View

You will be prompted to confirm the closure. If you want to go ahead with the closure, click '**Yes**' button from the message window that pops up. If you do not want to close the product, click '**No**' button in the message box.

3.1.10 Amending an Existing Product

Certain attributes of an authorized product can be changed depending on whether a contract has been input for the product:

- If no contracts have been input for the product, you can amend the inputs to any of the fields.
- If contracts have been input for the product (even if all of them have been liquidated) you can amend only those attributes that do not affect the financial information of a contract.

The changed attributes will be applied to all contracts that are entered or rolled over after the amendment is authorized.

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To Amend a Product:

- Click unlock icon in the Application tool bar.

The latest version of the product will be displayed and you can make the changes to the inputs.

Save the changes by:

- Clicking on save icon in the Application tool bar.

All the validations that were done when you created the product will be carried out again by the system and error messages and override messages will be displayed. The modification will be displayed in the 'Modification No.' field of the audit trail.

> **Note**
>
> If automatic authorization has been enabled for the product definition function, as well as the logged in branch, profile of the user who is amending the record, and the user also has rights for both input and authorize operations, the record will be automatically authorized when the Save operation is performed.

After the amendment is stored, your User-ID will be displayed at the Input By field. The date and time at which you saved the product will be displayed at the Date/Time field. The Status of the product will be shown as unauthorized. The changes to the product have to be authorized before you enter a contract for it. The version of the product with all the changes you made in this session will be the latest version.

If you click delete icon in any of the screens, you will see a message that will prompt you to confirm whether the changes have to be saved. You can choose to do one of the following:

- Save the changes by clicking '**Yes**' button in the message
- Not save the changes by clicking '**No**' button in the message
- Click '**Cancel**' to get back to the screen from where you selected '**Unlock**'.

3.1.11 Authorizing a Product

The creation and modification of a product should be authorized before it can be used to input a contract.

To authorize the details of a Letter of Credit Product, from the '**Letter of Credit Product Definition**' screen:

- Click authorize icon on the Toolbar

Remember that you cannot authorize an event that was input by you. It should be done by another user who has access rights for authorization.

If you are authorizing changes, the new value and the old value of the fields will be displayed. The '**Authorization**' screen will be displayed with the modification number. Click '**View Changes**' button to view the changes done on the record.

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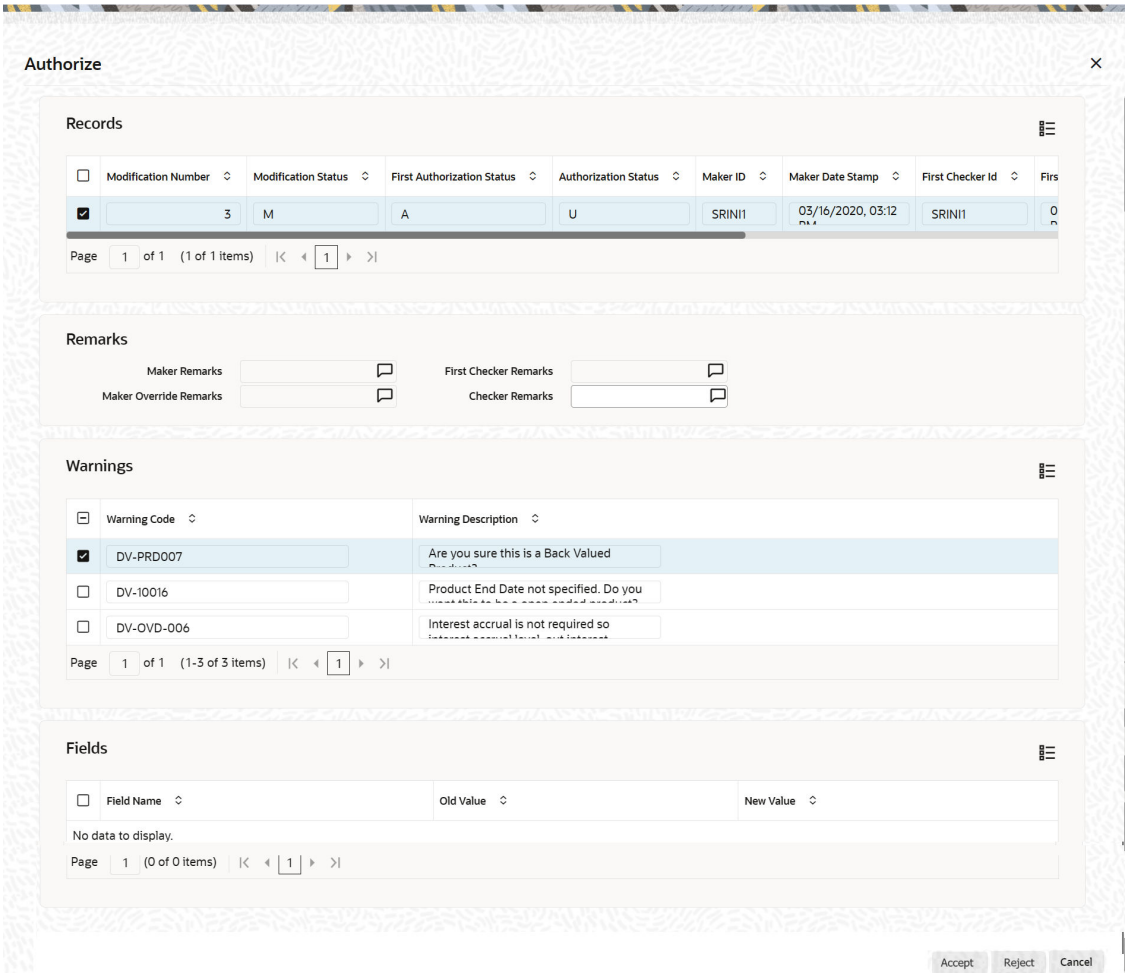

Check the records to be authorized and then click '**Accept**' button to accept the changes and authorize the record else click '**Reject**' button. Your User-ID, the date and the time at which you did the authorization will be displayed in the Maker ID and Maker Date Stamp fields at the top of the screen. The Status of the record will be updated as authorized

If you click '**Reject**' button the selected modification numbers are marked as 'Rejected'. If the authorizer selects a particular modification number and click 'Reject', all the modification numbers beyond the selected modification number will be marked as 'Rejected' and the authorizer can enter remarks in the 'Checker Remarks' column. Once all the tanked modifications are rejected the record is marked as 'Rejected'.

If the authorizer rejects a record because of a correction, the maker cannot correct the changes in the same record but has to re-do the required changes again.

> **Note**
>
> You can 'Reject' the modifications done to a maintenance record only if the record belongs to a function id for which 'Tanking Required' is checked.

The maker remarks, override remarks and warnings are displayed during authorization. The first level authorizer can enter remarks against 'First Checker Remarks' and the next level authorizer can enter remarks against 'Checker Remarks'.

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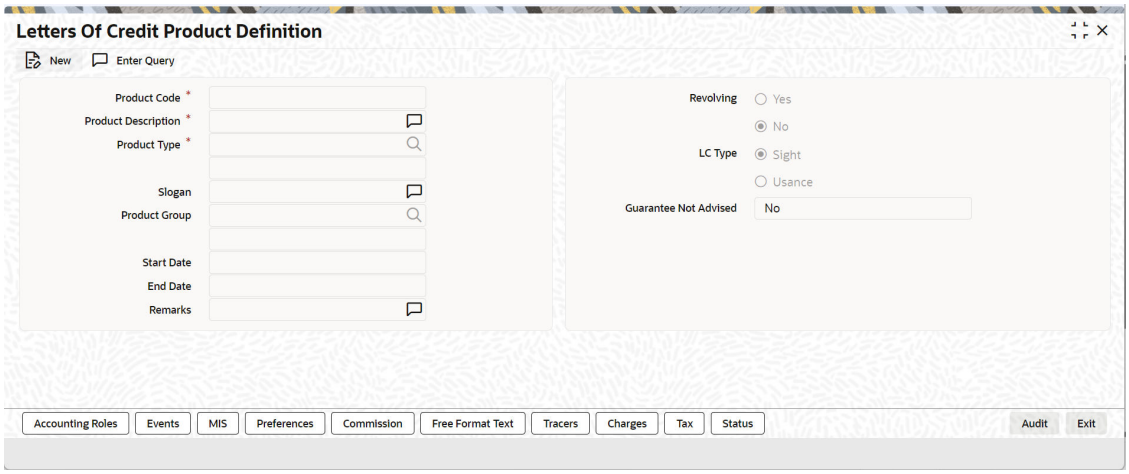
Click '**View Changes**' button to view the modification. The following screen will be displayed.



The changed details will be highlighted.

Click '**Exit**' button to go back to '**Authorization**' screen. Select the modification that needs to be authorized and click '**Ok**' button to authorize the transaction.

If you do not want to confirm the authorization, click '**Exit**' button. You will be taken back to the Tax Summary View. The record will not be authorized.

3.1.12 Retrieving Information about a Product

The details about a product can be retrieved either as a display or in print. The details are available in two forms:

- The Product Summary View gives a list of the attributes of all the products.
- The Product Detailed View gives you all the attributes about a specific product.

You can print the details of a product from any of these screens.

3.1.13 Summary View of a Product

You can go to the Summary View by highlighting the module name in the Application Browser; all the functions associated with that module will be displayed in an adjoining box. Similarly highlight a function, the options (Detailed or Summary) available for the particular function will be displayed in an adjacent box. Click on **Summary**, the 'Summary View' screen is displayed.

The following attributes of all the products will be displayed in the Summary View:

- Product Code
- Description
- Group (Product)
- Start Date
- End Date
- Record Status (Open/Closed)
- Authorization Status (Authorized/Unauthorized)

To begin with, the information will be sorted on the Product Code, in the ascending order. You can choose to sort it on any of the attributes that are displayed.

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- Invoke Detailed Screen from Summary View
  From the Summary View you can go to the ‘Product Detail View’ screen by double clicking on the required record.
- Lock Columns of Results
  You can lock the columns in the results while viewing the records from Summary screens.

3.1.13.1 Invoke Detailed Screen from Summary View

From the Summary View you can go to the ‘Product Detail View’ screen by double clicking on the required record.

You may also select one or more records from Summary View and click ‘**Details**’ button to view the detailed screens of all selected records. When you click ‘**Details**’ button after selecting multiple records, the system displays the detailed screen of the first record. You can navigate to the next record by clicking the navigation buttons provided at the top right corner of the detailed screen.

3.1.13.2 Lock Columns of Results

You can lock the columns in the results while viewing the records from Summary screens.

Select the number of columns o be frozen while scrolling the results to the right. You can freeze upto four columns of the results using this option. When you select the number of columns, freezes that many columns from first, leaving scrolling enabled for the remaining columns.

To go back to the screen from where you invoked the Product Summary View, click ‘**Exit**’ button.

> **Note**
>
> If recommended fields search is enabled for a summary screen, then it is mandatory to specify the minimum required search parameters to search the summary records. Refer to Open Development Tools user guides for details.

3.1.14 Detailed View of a Product

You can retrieve information about all the attributes of a product through the Product Detailed View. To view the details of the product, click on the respective icons. The status of the product will be indicated along with the details.

From the Product Detailed View, you can choose to do the following operations:

- Input a new product
- Amend the product whose details are being displayed
- Delete the product whose details are being displayed, if it is unauthorized
- Copy the details of the product that is being displayed onto a new product
- Authorize the product that is being displayed, if it is unauthorized
- Print the details of the product that is being displayed

You can carry out any of these operations by choosing them from the Toolbar. For example:

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To input a new product:

- Input a new product by highlighting the product, and:
  - Clicking new icon in the Toolbar
- Authorize a product, by highlighting the product and:
  - Clicking authorize icon in the Toolbar
- Close a product by highlighting the product, and:
  - Clicking close icon in the Toolbar
- Copy the details of one product onto another by highlighting the product, and:
  - Clicking copy icon in the Toolbar
- Print the details of one product onto another by highlighting the product, and:
  - Clicking on print icon in the Toolbar
- Click '**Exit**' button to go back to the screen from where you invoked the Product Detailed View.

3.2 Entering a New Contract

To input a new contract in the 'Contract Details' screen:

- Click on new icon in the Toolbar

This section contains the following topics:

1. Unlocking a Contract
2. Amending a Contract
3. Deleting a Contract
4. Copying the Details of a Contract
5. Placing a Contract on Hold
6. Removing the Hold Status on a Contract
7. Reversing a Contract
8. Saving a Contract
9. Authorizing a Contract

- Unlocking a Contract
- Amending a Contract
  You can amend certain details of a contract depending upon its authorization status:
- Deleting a Contract
- Copying the Details of a Contract
  Often, you may have a situation where you need to create a contract that closely resembles an existing one. In such a case, instead of entering all the details for the contract, you can copy the details of one contract on to another, changing only those attributes that are different for the new contract.
- Placing a Contract on Hold
  There may be a situation where you do not have the complete details of the contract you are entering. In such a case you can enter the details you have on hand and place the

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contract on Hold instead of saving it. You can perform this operation from the Contract Detailed View.

- Removing the Hold Status on a Contract
  When all the details of the contract are available, you can remove the Hold status on the contract by either:
- Reversing a Contract
  Using the Contract Reversal function you can reverse out an authorized contract. Typically, you would use the contract reversal function, if the details of an authorized contract are erroneous. All accounting entries that were passed for the original contract will be reversed.
- Saving a Contract
  To save a contract after having captured its details, made modifications, copied it, etc. either:
- Authorizing a Contract

3.2.1 Unlocking a Contract

If you want to change the details of an Authorized Contract you can open the record by:

- Click unlock icon in the Toolbar

A record that is unlocked by a user cannot be opened by any other user.

3.2.2 Amending a Contract

You can amend certain details of a contract depending upon its authorization status:

- When you have captured the details of a contract and it is yet to be authorized for the first time you can change all its attributes - financial as well as non-financial, even if the details have been saved once. If accounting entries are involved in the change, the old entries are deleted and new ones passed.
- Once a contract has been authorized, changes can be made only to the non-financial details of the contract, or the details that do not affect the accounting entries passed by the system.

From the Detailed View:

- Click unlock icon in the Toolbar

Make your amendments and save them. If you do not wish to save changes, exit the contract. It will retain the old values.

> **Note**
>
> If automatic authorization has been enabled for the contract function, as well as the logged in branch, profile of the user who is saving the amended contract record, and the user also has rights for both input and authorize operations, the record will be automatically authorized when the Save operation is performed.

For each amendment, a new version of the contract will be generated.

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3.2.3 Deleting a Contract

You can delete a contract that has been:

- Input and stored, stored, but yet authorized
- That has been put on hold
- That has been modified but not authorized

The Contract Detailed View:

- Click delete icon in the Toolbar

You will be prompted to confirm the deletion. Once you confirm it, all the entries that have not been authorized will be deleted.

3.2.4 Copying the Details of a Contract

Often, you may have a situation where you need to create a contract that closely resembles an existing one. In such a case, instead of entering all the details for the contract, you can copy the details of one contract on to another, changing only those attributes that are different for the new contract.

From the Contract Detailed View you can copy the details of a contract onto a new one.

To copy a contract either:

- Click **Copy** icon in the Toolbar.

When you copy a contract:

- A new Reference Number will be allotted to the contract.
- The User Reference field will default to the Contract Reference number.
- The Contract Start Date will be given a value of today and the Contract End Date will be left blank.

After you have made the relevant changes to the fields that have had the inputs copied on to them from the old product you can save your new product.

To Save either:

- Click save icon on the Toolbar

3.2.5 Placing a Contract on Hold

There may be a situation where you do not have the complete details of the contract you are entering. In such a case you can enter the details you have on hand and place the contract on Hold instead of saving it. You can perform this operation from the Contract Detailed View.

You need not authorize a contract that is on hold. During information retrieval, such a contract will be reported as Held.

To put a product on Hold either:

- Click hold icon on the Toolbar

No accounting entries and advices will be generated for a contract on Hold and the incomplete contract details will remain in the system. When all the details of the contract are available, you can lift the Hold status on the contract and process it like any other contract.

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3.2.6 Removing the Hold Status on a Contract

When all the details of the contract are available, you can remove the Hold status on the contract by either:

- Clicking unlock icon in the Toolbar

After you have unlocked a contract put on Hold you can enter the necessary details and process the contract like any other contract.

3.2.7 Reversing a Contract

Using the Contract Reversal function you can reverse out an authorized contract. Typically, you would use the contract reversal function, if the details of an authorized contract are erroneous. All accounting entries that were passed for the original contract will be reversed.

> **Note**
>
> The limits utilized by the original contract will be released.

The Contract Detailed View:

- Click reverse icon in the Toolbar

You will be prompted to confirm the reversal. Once you confirm it, all the accounting entries that have been passed for the contract will be reversed (this is done by passing the entries with a negative sign). These entries could be the contract initiation entries or any liquidation entries (interest, tax, etc.).

After the reversal has been done, you will be returned to the '**Contract Detail View**' screen.

3.2.8 Saving a Contract

To save a contract after having captured its details, made modifications, copied it, etc. either:

- Click save icon in the Toolbar

> **Note**
>
> If automatic authorization has been enabled for the contract function, as well as the logged in branch, profile of the user who is saving the contract record, and the user also has rights for both input and authorize operations, the record will be automatically authorized when the Save operation is performed.

3.2.9 Authorizing a Contract

Any operation on a contract - input, copying, modification, value-dated changes, manual liquidation, rollover, reversal, etc., - has to be authorized by a user other than the one who performed the operation. All the contracts should be authorized before End of Day operations can begin. A contract on Hold does not need authorization.

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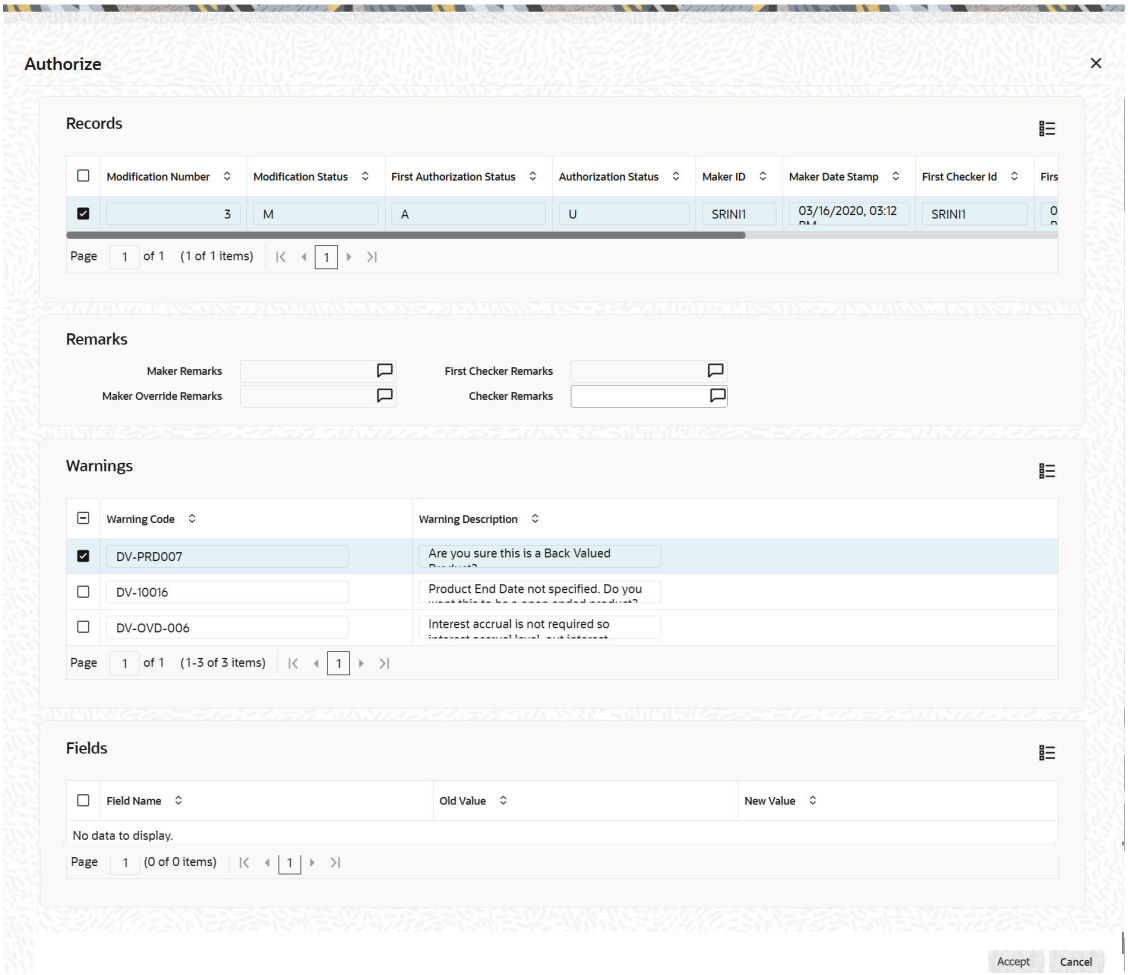
From the Contract Summary View (when the contract is highlighted), or the Contract Detailed View (when the contract details are displayed), you can load the '**Contract Authorization**' screen either by:

- Clicking authorize icon in the Toolbar



If the contract involves a product for which some Re-key fields have been defined, the details of the contract will be displayed only after you input the values in those fields. If no Re-key fields have been defined, the details of the contract will be displayed in the '**Authorization**' screen.

All the overrides that were given during the operation will be displayed when the contract is being authorized.

If you are authorizing an amendment, the old values are replaced by the amended values, which will be available for subsequent processing.

The old values, however, will still be available in an earlier version of the contract. Click on '**Ok**' button to authorize the contract. Click on '**Exit**' button if you do not want to authorize the contract.

After the contract has been authorized, the accounting entries passed during this stage will also be marked as authorized and advises, if any have been specified for the operation, will be generated.

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You will be returned to the screen from where you loaded the ‘Contract Authorization’ screen (Contract Summary View or Contract Detailed View).

The audit trail of the screen will display the following details:

- User ID of the person who input/modified contract details - ‘Input By’ field
- Date and time of data input - ‘Date Time’ field
- User ID of the person who authorized contract details - ‘Authorized By’ field
- Date and time of authorization - ‘Date Time’ field
- Contract Status (Open or Closed)
- Authorization status - Authorized or not

> **Note**
>
> If the record has changed after the data was fetched for authorization, when you click ‘**Authorize**’ button, the system displays an alert message ‘Snapshot ID too old. Retry the operation after a re-query’.
> This override is shown when you try to amend, delete, close or authorize a record created. With this alert, you can ensure that the latest modified record is available for you to view before any of these actions are performed.

3.3 Automatic Authorization

If automatic authorization has been enabled for a function, branch and user profile, and such a user has rights for both input and authorize operations, any record maintained by such a user in the corresponding function (maintenance or online) screens will be automatically authorized when the Save operation is performed.

When automatic authorization takes place,

- The authorization screen is not opened. Authorization is considered as full or complete authorization, which would mean that all unauthorized changes to the record would be authorized.
- The re-key fields configured for authorization in respect of the function are not required to be entered by the user.
- Messages in respect of overrides are not displayed, but are internally authorized. Similarly, overrides requiring confirmation are also automatically confirmed.
- Any applicable online message are generated and displayed. The user can respond based on the error type - For ‘Ignore’ error types, the system automatically generates the messages; for ‘Override’ error types, the user is prompted about whether message generation is required; for ‘Error’ error types, messages are not generated.
- The user’s authorization limit is checked when automatic authorization takes place.
- The maker/checker validation is not performed when automatic authorization takes place.

Section Title

(Optional) Enter conceptual text here.

Example 3-1 Example Title

(Optional) Enter an example here.

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3.4 Dual Authorization

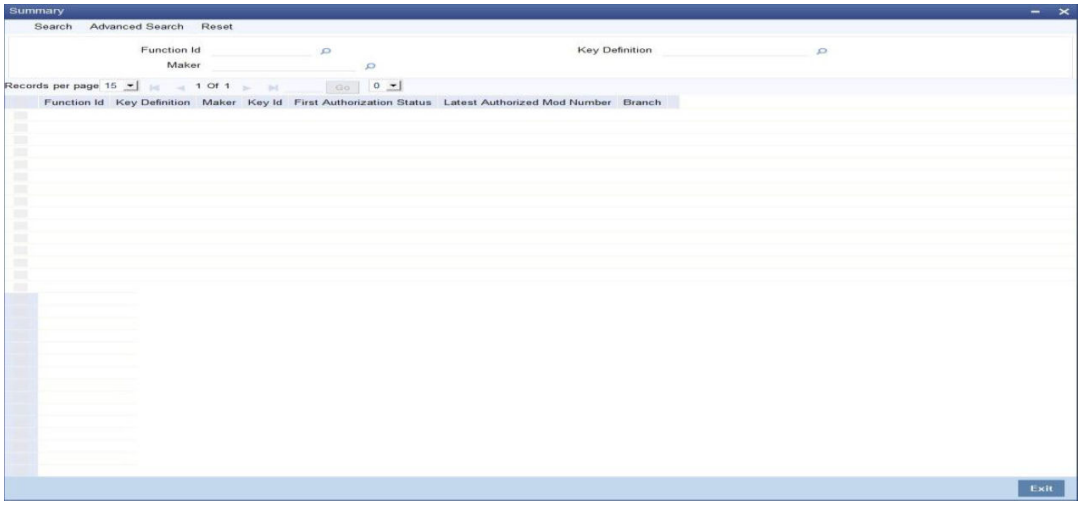
This topic provides the systematic instructions to load dual authorization.

After creation or modification of maintenance records belonging to a function, for which Dual authorization has been enabled, an intermediate verifier (First Authorizer) has to verify the record before the record can be actually authorized. Only after the first authorization, system allows you to actually authorize the record.

Specify the **User ID** and **Password**, and login to Homepage.

1. on the Homepage, type **CSSVERFY** in the text box, and click the next arrow.

   The first level authorization is done using the '**Verify**' screen.



   In the '**Verify**' screen you can query the modifications pending for verification (First Authorization) and do the first level authorization for selected modifications. Based on the search criteria entered system queries and displays all the records that meet the search criteria.

2. Double click on a particular record you can view the details of all the modifications pending for verification for that record in a separate screen (**CSDVERFY**).

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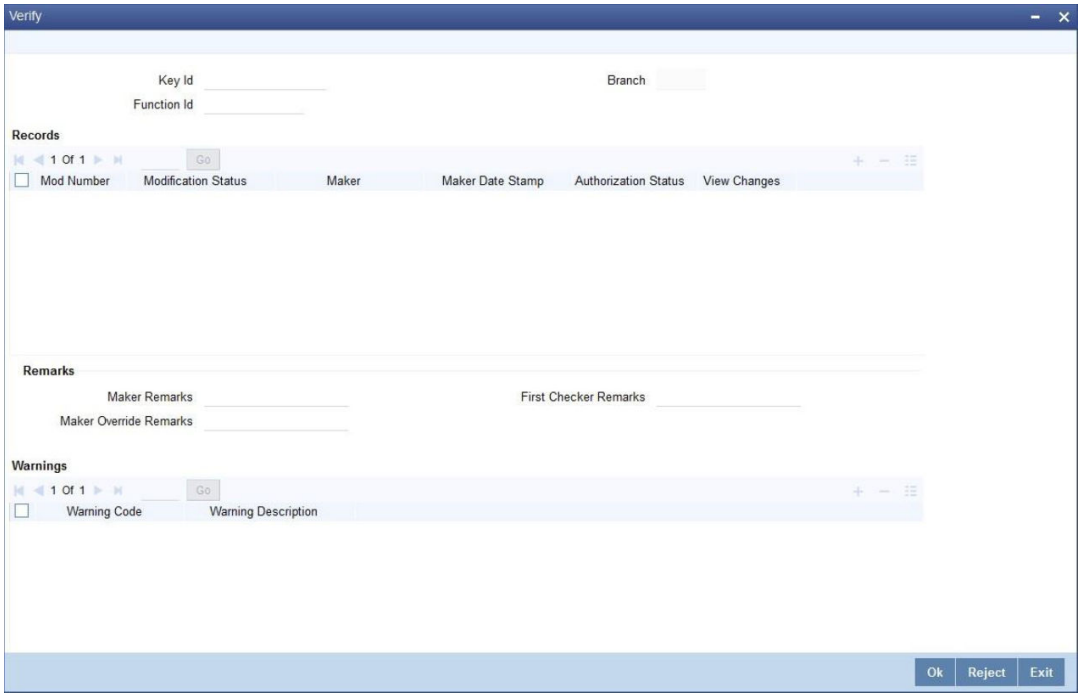

All the modifications pending will be shown and you can select a modification and verify all the modifications till the selected modification number.

For examples if there are 3 modifications (Modification numbers 2, 3 and 4) pending for verification and if you select Modification number 3, system marks modification numbers 2 and 3 as ‘Verified’. Similarly if you select Modification number 4, modification number 2,3 and 4 will be marked as ‘Verified’.

The following details are captured here:

Field	Description
Key Id	Specify the key identification based on which the record can be queried. Alternatively, you can select the key Id from the option list. This list displays the following values: • Branch - To query the record based on input branch • Maker ID - To query the record based on maker ID • Function ID - To query the record based on function ID through which the record was submitted. For example, STDCIF, STDCUSAC • Key ID - To query the record based on unique key ID **Note** You can search for a specific record using any of the above combination. To authorize a record, you should select the record and click the ‘**Accept**’ button.
Branch	The system displays the branch for the selected record.

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Field	Description
Records The following details pertaining to the records are displayed: • Modification No • Modification Status • Maker • Maker Date Stamp • Authorization Status • View Changes	
Remarks The following details are captured here:	
Maker Remarks	The remarks entered by the maker of the record are displayed here.
First Checker Remarks	Specify remarks if any as part of first level authorization.
Maker Override Remarks	The Override remarks entered by the maker of the record are displayed here.
Warnings The system displays the error or warning codes for which dual authorization is enabled.	
Warning Code	The warning message or override messages logged for the record is displayed here.
Fields The following details are captured here:	
Field Name	The field name is displayed here.
Old Value	The old value of the field is displayed here.
New Value	The new value of the field is displayed here.

For every record you can click '**View Changes**' button which will launch the function id screen and highlights the changes.

3.5 Retrieving Information

The details of a contract can be retrieved either as a display or in print.

The details are available in two forms:

- The Contract Summary View gives a gist of the attributes of all the contracts under various products
- The Contract Detailed View gives you all the attributes about a specific contract

From any of these screens, you can print the details of a contract.

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This section contains the following topics:

1. Contract Detailed View
2. Viewing the Summary of a Contract
3. Confirming a Contract
4. Viewing the Different Versions of a Contract

- Contract Detailed View
  You can retrieve information about all the attributes of a contract through the Contract Detailed View.
- Viewing the Summary of a Contract
  To go to the Summary View you can highlight the module name in the Application Browser, all the functions associated with that module will be displayed in an adjoining box. Similarly highlight a function, the options (Detailed or Summary) available for the particular function will be displayed in an adjacent box. Click on Summary, the ‘Summary View’ screen is displayed.
- Confirming a Contract
  Events on certain types of contracts like Letters of Credit or foreign exchange contracts need to be Authoriser or counterparty to confirm by the counterparty or the broker.
- Viewing the Different Versions of a Contract
  When you are in the Contract Detailed View, you can view the different versions by clicking on the following buttons:

3.5.1 Contract Detailed View

You can retrieve information about all the attributes of a contract through the Contract Detailed View.

To view the details of a contract from the Contract Summary View you can double click on the contract or choose Detailed from the View Menu. The status of the contract is displayed along with the authorization details.

From the Contract Detailed View, you can choose to do the following operations:

- Input a new contract
- Amend the contract whose details are being displayed
- Delete the contract whose details are being displayed, if it is unauthorized
- Copy the details of the contract that is being displayed onto a new contract
- Authorize an operation on the contract being displayed
- Print the details of the contract that is being displayed
- Close and Re-open a contract that has been authorized
- Process the contract. Thus, you can:
  - Reverse a contract. That is, reverse out its accounting entries
  - Roll a contract over if it has been defined with manual rollover
  - Record counterparty confirmation for a contract
  - Liquidate some components of a contract
  - Hold a contract if you do not have its complete details

You carry out any of these operations by choosing them from the Toolbar.

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- To input a new contract either:
  - Click new icon in the Toolbar

Click '**Exit**' button to go back to the screen from where you invoked the Contract Detailed View.

3.5.2 Viewing the Summary of a Contract

To go to the Summary View you can highlight the module name in the Application Browser, all the functions associated with that module will be displayed in an adjoining box. Similarly highlight a function, the options (Detailed or Summary) available for the particular function will be displayed in an adjacent box. Click on Summary, the 'Summary View' screen is displayed.

If you are in the Contract Detailed View, choose Summary from the View Menu. Typically, the following details of all contracts will be displayed:

- Branch
- Reference Number
- Counterparty
- Contract Amount
- Currency
- Value Date
- Maturity Date
- Product
- User Reference Number
- Related Reference Number
- Status
- Payment Method
- Rate Code
- Rate Spread
- Interest Amount

> **Note**
>
> If recommended fields search is enabled for a summary screen, then it is mandatory to specify the minimum required search parameters to search the summary records. Refer to Open Development Tools user guides for details.

When you load this function, all the contracts will be displayed. The unauthorized contracts, the liquidated ones and those on Hold will be displayed.

The contracts will be sorted on their product codes (alphabetical order of the product code). You can choose to sort them on any of the fields displayed.

To view all the details of a contract, do one of the following:

- Double click on the contract
- Choose Contract Detailed View when the contract is highlighted

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> **Note**
>
> - The system displays only 5 pages of records, when you click search. The system displays the page numbers as <Current Page of ..>. However; if the total number of pages is less than 5, then the system displays page count as <Current Page of Exact Number of Pages>.
>
> - Before searching, you may also set the number of records to show per page, and the number of columns to lock/freeze.
>
> - The system enables the last button and displays the total count only when you navigate to the Last page.

- Saving Queries
  You can save query criteria and advanced search query criteria in the summary screen based on the user and function id combination.

3.5.2.1 Saving Queries

You can save query criteria and advanced search query criteria in the summary screen based on the user and function id combination.

To save a query do the following:

- Enter the query criteria in the summary screen and on click of '**Search'**, the '**Save**' option is enabled.
- On click of **Save**, the criteria searched can be saved by entering:
  - Query Criteria Name
  - Remarks
- The saved query is then displayed on click of 'Saved Queries' with the following details:
  - Query Name - Displays the name of the query as you have saved on click of which the system populates the saved criterion and search results in the summary screen.
  - Query Type - Displays whether the query is normal or advanced.
  - Action - You can edit or delete the saved query.
  - On click of **Edit**, the system populates the query criteria on summary screen. You can modify the criteria search and on click of **Save**, the criteria name and remarks are displayed. On click of **OK**, the system will prompt for confirmation of modifying the criteria and on click of **OK**, the system saves the modified query.

3.5.3 Confirming a Contract

Events on certain types of contracts like Letters of Credit or foreign exchange contracts need to be Authoriser or counterparty to confirm by the counterparty or the broker.

Load the contract that has to be confirmed. Click **Confirm** button in the Application toolbar under processing to confirm the contract or the event on the contract.

3.5.4 Viewing the Different Versions of a Contract

When you are in the Contract Detailed View, you can view the different versions by clicking on the following buttons:

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Button	Function
	To move to previous version of the record
	To move to next version of the record
	To move to first version of the record
	To move to the last version of the record

> **Note**
>
> These buttons are specific to certain modules of Oracle Banking Trade Finance Cloud Service only.

You can also click on the following options under View in the Main Menu:

- Move First (to move to the first version of the record)
- Rewind (to move backward until you find the version you are looking for)
- Move Previous (to move to the previous version of the record)
- Move Next (to move to the next version of the record)
- Fast Forward (to move forward until you find the version you are looking)
- Move Last (to move to the last version of the record).

3.6 Static Data

This section contains the following topics:

1. Maintaining Static Data
2. Types of Fields
3. Adding a New Record in a Table
4. Deleting a Record in a Table
5. Copying the Details of a Record
6. Authorizing a Record in a Table
7. Modifying a Record in a Table
8. Close a Record in a Table
9. Viewing the Details of a Record
10. Maker and Authorizer Details
11. Printing the Details of a Record

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- Maintaining Static Data
  Data that remains constant over a period of time is called static data. Usually, such data will be commonly accessed by more than one module. The following are some typical examples of static data:
- Types of Fields
  You will encounter three types of fields in most screens:
- Adding a New Record in a Table
  To add a new record in a table, click **New** icon when the 'Detailed View' screen of the table is loaded.
- Deleting a Record in a Table
  A record that has been defined will be available for any functional operation only after it has been authorized. Before the addition of a record is authorized, you can delete it. A record can be deleted only from the detailed view of a record.
- Copying the Details of a Record
  Very often, you may have to enter into a table a record that closely resembles an existing record. In such a case, you can copy the details of the record that has already been defined. You can then change the attributes that are different for the new record.
- Authorizing a Record in a Table
  Whenever you add, modify, close or re-open a record, the activity should be authorized before the End of Day operations (EOD) can begin. Authorization can be carried out only by a user other than the one who carried out the activity being authorized. For example, if you have added a new record in the Broker Master table it should be authorized by some other user.
- Modifying a Record in a Table
  Certain attributes that have been defined for a record can be changed after it has been stored and even authorized. However, you may not be able to modify the inputs in all the fields under certain circumstances. If there is a restriction on modifying the input to a field, it will be mentioned in the on-line help for the field. <F1> at any field gives you the on-line help on the field.
- Close a Record in a Table
  This topic provides the systematic instructions to close a record in a table.
- Viewing the Details of a Record
  Two types of view screens are available for records in a table. The 'Summary View' screen displays the value in the main fields of the table, in a tabular column. To move to the Detailed View for the record, do the following:
- Maker and Authorizer Details
  When you save a record, your User-ID will be displayed in the Entry By field. The date and time at which the record was created will be displayed in the Date/Time field. These fields will always show the details of the latest action on the record - addition or modification.
- Printing the Details of a Record
  The Print function lets you print the details of record(s) in a table. You can choose to print only a specific record, a range of them or all of them in a table.

3.6.1 Maintaining Static Data

Data that remains constant over a period of time is called static data. Usually, such data will be commonly accessed by more than one module. The following are some typical examples of static data:

- The details about the currencies that are used in your bank.

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- The details of End of Cycle functions that should be executed automatically.

Such data is maintained in tables. Once the data is entered in a table, it has to be authorized before it can be used by any function. Each item in a table is called a record. Each record has a key that uniquely identifies it.

3.6.2 Types of Fields

You will encounter three types of fields in most screens:

- Mandatory fields
- Optional fields
- Conditional fields
- Mandatory Fields
  Of the many fields in a screen, the inputs to some may be mandatory. This means that you cannot save the record without giving a valid input in such fields.
- Optional Fields
- Conditional Fields
- Option lists
  Inputs to certain fields can be picked up from the option list provided with the field. The option list will contain values that are valid inputs to the field.

3.6.2.1 Mandatory Fields

Of the many fields in a screen, the inputs to some may be mandatory. This means that you cannot save the record without giving a valid input in such fields.

3.6.2.2 Optional Fields

The inputs to some of the fields in a screen may be optional. You may or may not give an input to such fields. Further, an optional field may have a default value; a value that the system puts in the field if you do not enter anything. Unless you change this default value, it will be taken as the input to the field. However, please note that all optional fields need not have default values. It is possible that some fields can be left blank.

3.6.2.3 Conditional Fields

There are some fields, which take input based on data in some other field(s).

3.6.2.4 Option lists

Inputs to certain fields can be picked up from the option list provided with the field. The option list will contain values that are valid inputs to the field.

After you have made all your inputs, save the record by clicking save icon.

Click ‘**Exit**’ button to exit this screen.

3.6.3 Adding a New Record in a Table

To add a new record in a table, click **New** icon when the ‘Detailed View’ screen of the table is loaded.

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> **Note**
>
> Certain tables are attached to a specific branch. Which means that a record defined in the table will be applicable only for the branch in which it was opened. For such tables, the Branch Code will be displayed along with the key of the record. This Branch Code will be that of the branch where the record was defined and you cannot change it. If you want to open a record in a different branch, you should sign-on to that branch (by invoking the 'Change Branch' screen from the main menu).

Enter a unique value in the key field and go on to define its attributes. At each field, press <**F1**> for help on what the field is about and the inputs it takes. If you give an invalid input to any field, an error message will be displayed.

3.6.4 Deleting a Record in a Table

A record that has been defined will be available for any functional operation only after it has been authorized. Before the addition of a record is authorized, you can delete it. A record can be deleted only from the detailed view of a record.

In the 'Detailed View' screen the table will be displayed with all the values that have been defined for the record. You can click **Delete** icon. You will be prompted to confirm the deletion before the record is deleted.

> **Note**
>
> In the 'Summary View' screen you can only print the details of the highlighted record. Any operation on a record like deletion, modification, cancellation etc. will have to be carried out through the 'Detailed View' screen.

3.6.5 Copying the Details of a Record

Very often, you may have to enter into a table a record that closely resembles an existing record. In such a case, you can copy the details of the record that has already been defined. You can then change the attributes that are different for the new record.

At the 'Summary View' or the 'Detailed View' screen of the table, click **Copy** icon when the record you want to copy is highlighted. The input screen for the table will be displayed with all the details except those in the key field(s). Enter the appropriate value(s) in the key field(s) that are applicable for the new record you are defining. You can change the input in any field. The validations that are done when you are defining a new record will be done for the fields you change. Save the new record by clicking **Save** icon.

3.6.6 Authorizing a Record in a Table

Whenever you add, modify, close or re-open a record, the activity should be authorized before the End of Day operations (EOD) can begin. Authorization can be carried out only by a user other than the one who carried out the activity being authorized. For example, if you have added a new record in the Broker Master table it should be authorized by some other user.

At the 'Summary View' screen of the table, click authorize icon, when the record you want to authorize is highlighted. You will be prompted to confirm the authorization. The record will be authorized only if you give the confirmation.

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After you confirm the authorization, your User-ID will be displayed at the Auth By field. The date and time of authorization will be displayed in the Date/Time field. These fields will always show the details of the latest authorization.

3.6.7 Modifying a Record in a Table

Certain attributes that have been defined for a record can be changed after it has been stored and even authorized. However, you may not be able to modify the inputs in all the fields under certain circumstances. If there is a restriction on modifying the input to a field, it will be mentioned in the on-line help for the field. <F1> at any field gives you the on-line help on the field.

You can choose to modify a record by, either:

- Clicking **Unlock** icon in the Toolbar when the details of the record are being displayed in the ‘Detailed View’ screen for the table.

or

- After you have indicated your modifications, save them by clicking **Save** icon.

Your User-ID will be displayed at the Entry By field. The date and time at which you saved the modification will be displayed next to it. The record has to be authorized by a user other than you

3.6.8 Close a Record in a Table

This topic provides the systematic instructions to close a record in a table.

When a record is closed, it will not be available for use by any function. You can reopen the record if it has to be used again. A record can be closed only if it is not linked to any other table.

1. Click **Close** icon when the details of the record are being displayed in the ‘Detailed View’ screen for the table.

2. Click **OK**. You will be prompted to confirm the closing of the record. The closing should be authorized by a user other than you, before you can begin the End of Day operations.

3.6.9 Viewing the Details of a Record

Two types of view screens are available for records in a table. The ‘Summary View’ screen displays the value in the main fields of the table, in a tabular column. To move to the Detailed View for the record, do the following:

- Double click on the record

From the Summary or Detailed view for a record, you can choose any action from the application toolbar.

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> **Note**
>
> - The system displays only 5 pages of records, when you click **Search** on summary screen. The system displays the page numbers as <Current Page of ..>. However; if the total number of pages is less than 5, then the system displays page count as <Current Page of Exact Number of Pages>.
>
> - The system enables the last button and displays the total count only when you navigate to the Last page.

3.6.10 Maker and Authorizer Details

When you save a record, your User-ID will be displayed in the Entry By field. The date and time at which the record was created will be displayed in the Date/Time field. These fields will always show the details of the latest action on the record - addition or modification.

A record that has been defined should be authorized before it is available for a function. This authorization should be made by a user other than the one who defined the record. All the new records that were defined during the day and the ones that were modified should be authorized before you can begin the End of Day operations for the day. You can however delete a record before it is authorized.

The User-ID of the authorizer will be displayed in the Auth By field. The date and time at which the record was authorized will be displayed in the Date/Time field. As with the Entry By field, this field will be for the latest action that was authorized.

3.6.11 Printing the Details of a Record

The Print function lets you print the details of record(s) in a table. You can choose to print only a specific record, a range of them or all of them in a table.

3.7 Copy Parameterization Data

This topic provides the systematic instructions to copy parameterization data.

You can copy parameterization data from Oracle Banking Trade Finance Cloud Service environment to any other environment and vice versa. The data from Oracle Banking Trade Finance Cloud Service can be exported into an excel sheet or an XML format.

Specify the **User ID** and **Password**, and login to Homepage.

1. If ‘Excel Export Required’ option is checked for a function Id in the ‘Function Description Maintenance’ (**SMDFNDSC**) screen then an ‘**Export**’ button is enabled in the summary screen of that function Id.

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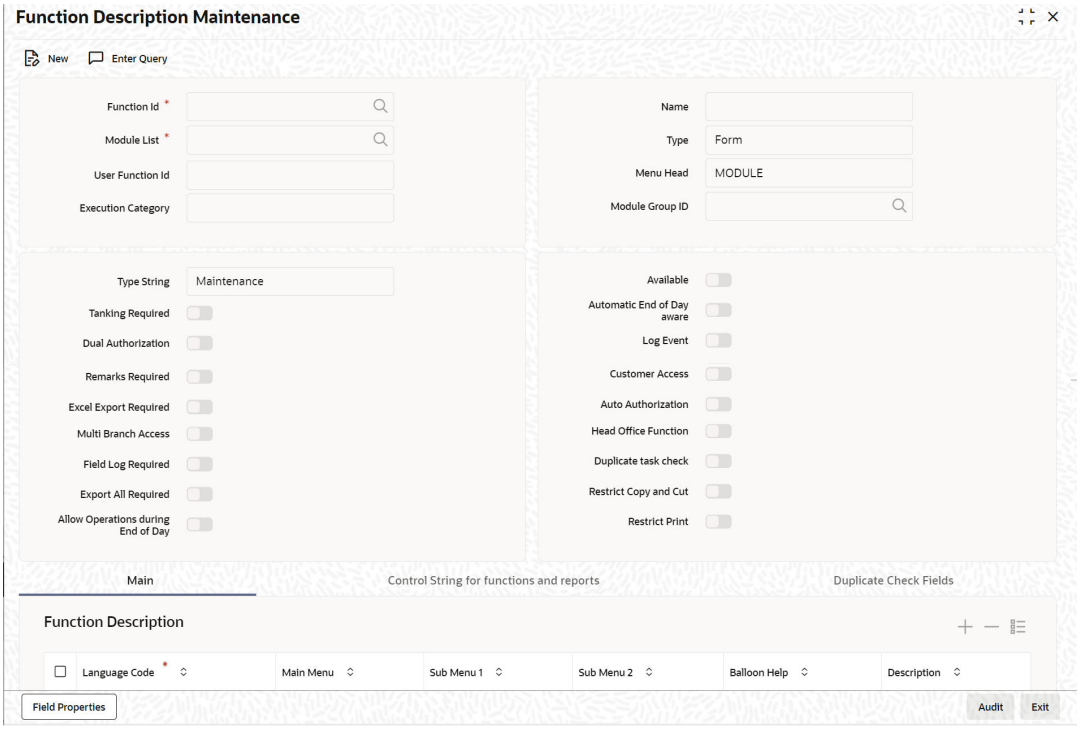

In the Summary screen you can query records based on the query parameters available and then select the required records to be exported and click '**Export**' button. On clicking '**Export**' button, system would export the data into an excel sheet and opens the excel sheet with data populated. You can then save the excel sheet.

> **Note**
>
> The records can be exported either in .XLS or .XLSX format. The format of the export file must be maintained in 'CSTB_PARAM' against the parameter 'EXCEL_FORMAT'.

You can also import data into Oracle Banking Trade Finance Cloud Service environment using the '**Excel Import**' screen. You can load this screen by typing the function id '**CSDXLUPD**' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

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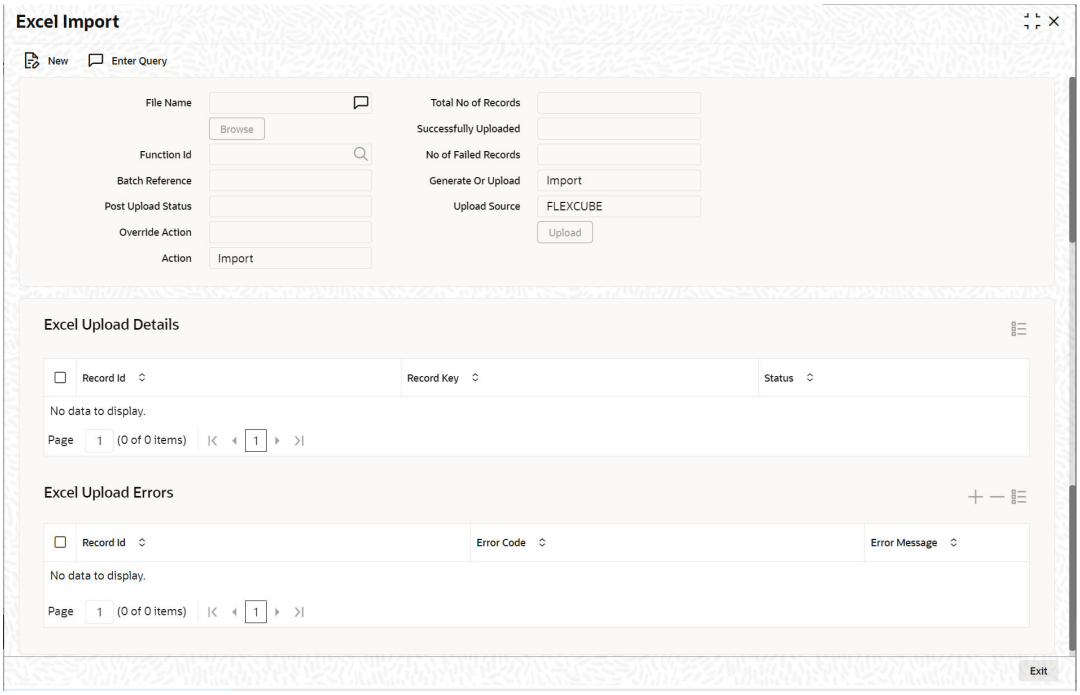

2. On **Excel Import** screen, specify required details.

   For information on fields, refer to :

Table 3-1 Excel Import -Field Description

Field	Description
File Name	Select the excel file to be imported by clicking '**Browse**' button.
Total No of Records	The total number of records to be uploaded is displayed here.
Function Identification	The function id mentioned in the excel file chosen is displayed here.
Batch Reference	The unique reference number generated for an upload is displayed here.
Post Upload Status	Select the status to be set for the file post upload, from the drop-down list. The following statuses are available in the drop-down list: • Authorized • Unauthorized • Hold
Override Action	Select the action to be taken if an override message is encountered, from the drop-down list. The following options are available: • Ignore • Error
Action	The action is displayed here.
No of failed records	The total number of records which failed to get uploaded is displayed here.

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Table 3-1 (Cont.) Excel Import -Field Description

Field	Description
Generate or Upload	Select the action to be taken for importing the file, from the drop-down list. The following options are available for selection: • Generate - Select this option if an XML has to be generated from the imported file. • Upload - Select this option if the data has to be uploaded as an excel file itself. **Note** To start the upload process click '**Upload**' button. Once you click this button system starts importing the data from the excel file.
Source	Specify the source code of the file to be used for generating the XML file. You need to specify the source if you have chosen '**Generate**' option in the '**Generate or Upload**' field.
Excel File Upload Details The following details are captured here:	
Record Id	The unique number of the record uploaded is displayed here.
Record Key	The record key is displayed here.
Status	The upload status of the record is displayed here.
Excel Upload Errors	
Record Id	The unique number of the record, which encountered error while uploading, is displayed here.
Error Code	The error code corresponding to the error encountered during upload is displayed here.
Error Message	The error message corresponding to the error code displayed is defaulted here.

3.8 Performing Multi Branch Operations

The user can perform all multi-branch operations without changing the branch. To invoke the screen of a multi-branch operation, type the corresponding function ID in the field at the top right corner of the Application tool bar; and click the adjoining arrow button.

While updating Transaction Branch and Transaction Branch Date:

- The system validates the access rights of the user for the selected function and branch.
- If you do not have appropriate rights on the selected function and branch, the system displays an error message.
- If you select a valid branch, the system updates the same as transaction branch; and posts the transaction into this branch.
- Transaction branch date is updated as system date.
- Multi Branch Operational Functions
  The following module transaction screens do not require change of branch for multi branch operations:

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3.8.1 Multi Branch Operational Functions

The following module transaction screens do not require change of branch for multi branch operations:

Table 3-2 Conventional Letters of Credit

Function ID	Transaction screen
LCDAMEND	Letters of Credit Amendment Confirmation Input
LCDAVMNT	Letters Of Credit Availment Detail
LCDEPMNT	Letters of Credit Deferred Payment
LCDTRANF	Letters of Credit Transfer Input
LCDTRAUT	Letters Of Credit Contract Authorization
LCDTREAS	Letters of Credit Contract Reassign
LCDTRONL	Letters Of Credit Contract Detailed
LCDTRPAY	Letters of Credit Payment Input
LCSAMEND	LC Amendment Summary
LCSAVMNT	LC Summary
LCSTRONL	LC Contract Summary

Table 3-3 Conventional Bills and Collections

Function ID	Transaction screen
BCDAMEND	Bills & Collections Amount Amendment Input
BCDTRAUT	Bills & Collections Contract Authorization
BCDTRDOC	Bills & Collections Document Arrival Notice Input
BCDTREAS	Bills & Collections Contract Reassign
BCDTRGON	Bills & Collections Registration Input
BCDTRONL	Bills and Collection Contract Detailed
BCDTRPAY	Bills & Collections Payment Input
BCSTRONL	BC Contract Summary

Table 3-4 Message Screens

Function ID	Transaction screen
MSSTFOBR	Message Outgoing Browser
MSDTFFFT	Free Format Messages

Table 3-5 Islamic Letters of Credit

Function ID	Transaction screen
LIDAMEND	Islamic Letters of Credit Amend Confirmation
LIDAVMNT	Islamic Letters of Credit Availment Input
LIDEPMNT	Islamic Letters of Credit Deferred Payment Input
LIDTRANF	Islamic Letters of Credit Transfer Input
LIDTRAUT	Islamic Letters of Credit Contract Authorization

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Table 3-5 (Cont.) Islamic Letters of Credit

Function ID	Transaction screen
LIDTREAS	Islamic Letters of Credit Contract Reassign
LIDTRONL	Islamic Letters of Credit Contract Input
LIDTRPAY	Islamic Letters of Credit Payment Input

Table 3-6 Islamic Bills and Collections

Function ID	Transaction screen
IBDAMEND	Islamic Bills & Collections Amount Amendment Input
IBDTRAUT	Islamic Bills & Collections Contract Authorization
IBDTRDOC	Islamic Bills & Collections Document Arrival Notice Input
IBDTREAS	Islamic Bills & Collections Contract Reassign
IBDTRGON	Islamic Bills & Collections Registration Input
IBDTRONL	Islamic Bills & Collections Contract Detailed
IBDTRPAY	Islamic Bills & Collections Payment Input

> **Note**
>
> When you launch a function ID with multi branch access using ‘User ID’ with dual access rights and set the transaction branch, the calendar present on the function ID displays the holiday list of the corresponding transaction branch.

3.9 Other Operations

This section contains the following topics:

1. Change the Branch of Operation
2. Making a Query
3. The Procedure with an Example
4. Making a Query Based on More than One Criterion
5. Selecting the Same Criterion to Apply One or More Conditions
6. Ordering
7. Using Wildcards to Make a Query
8. Viewing Errors and Overrides

- Change the Branch of Operation
  This topic provides the systematic instructions to change the branch of operation.
- Making a Query
  When you are in the Contract On-line Summary view, all the contracts involving all the products defined for the module are displayed. This may amount to hundreds of contracts. To avoid wading through this mass of data, you can make a query to see only those contracts, which are relevant to you at a particular time.
- The Procedure with an Example

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- Making a Query Based on More than One Criterion
  Suppose you want to see Letter of Credit based on more than one criterion - that is, you may want to see all USD Letter of Credit with a value date (which come into effect) beyond 31 December 1999 and an interest rate greater than 10%.
- Selecting the Same Criterion to Apply One or More Conditions
  Now, you may want to make a query to see the Letters of Credit (LC) involving three different products . This involves specifying the products one by one all of which come under the same criterion - Product (listed out under Fields) and indicating a rate range for them.
- Ordering
  You can see a display of the fields in the Contract Summary View either based on the ascending order or the descending order.
- Using Wildcards to Make a Query
  You need not always specify the criteria. You can use Wildcards such as * or%, to see a particular set of criteria. For instance, in the LC module, you have defined both loan products. All LC products have a Product Code that starts with LD (LD01, LD02 etc.), and all deposit products have a Product Code that begins with DP (DP01, DP (DP01, DP02, etc.).
- Viewing Errors and Overrides

3.9.1 Change the Branch of Operation

This topic provides the systematic instructions to change the branch of operation.

You can change the branch of operation to a branch other than the one you are signed on to, using this function. The branches to which you can change will be defined in your user profile. You can change your branch of operation only when a function that has been initiated by you in the current branch has been completed.

Specify the **User ID** and **Password**, and login to Homepage.

1. In the Application tool bar, place the cursor over '**Branch Online**' icon and then select the option '**Select Branch**'. The '**List of Values Branch Code**' screen is displayed in which you can query and select branches maintained in the system.

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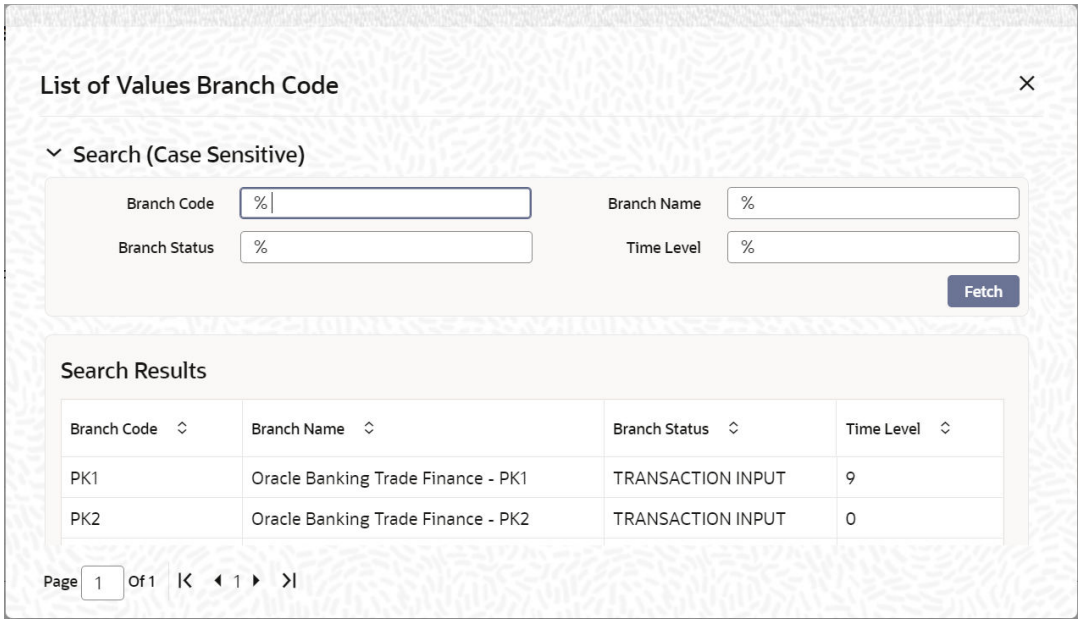
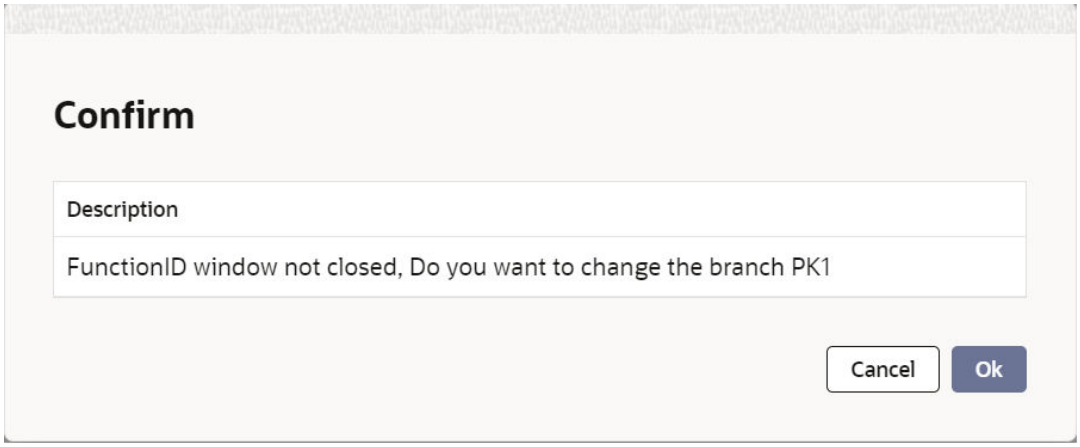
Figure 3-1 List of Values Branch Code



2. Specify the query parameters and click '**Fetch**' button. The records meeting the query criteria are displayed in the lower grid.
3. To change the current branch, click the branch code to which you want to change to from the list of displayed records.

   System displays a '**Confirmation Message**' window in which the following confirmation message is displayed:
   Do you want to change the branch to: <<Selected Branch Code>>



4. Click '**Ok**' to continue with the change branch operation else click '**Cancel**'.

   To change to a branch, select the branch code from the option list of the branch code text field and click on the **Change Branch** button. This branch becomes your Host branch. When you are in the Host branch, load this screen again and click on **Home Branch** to return to your Home branch.

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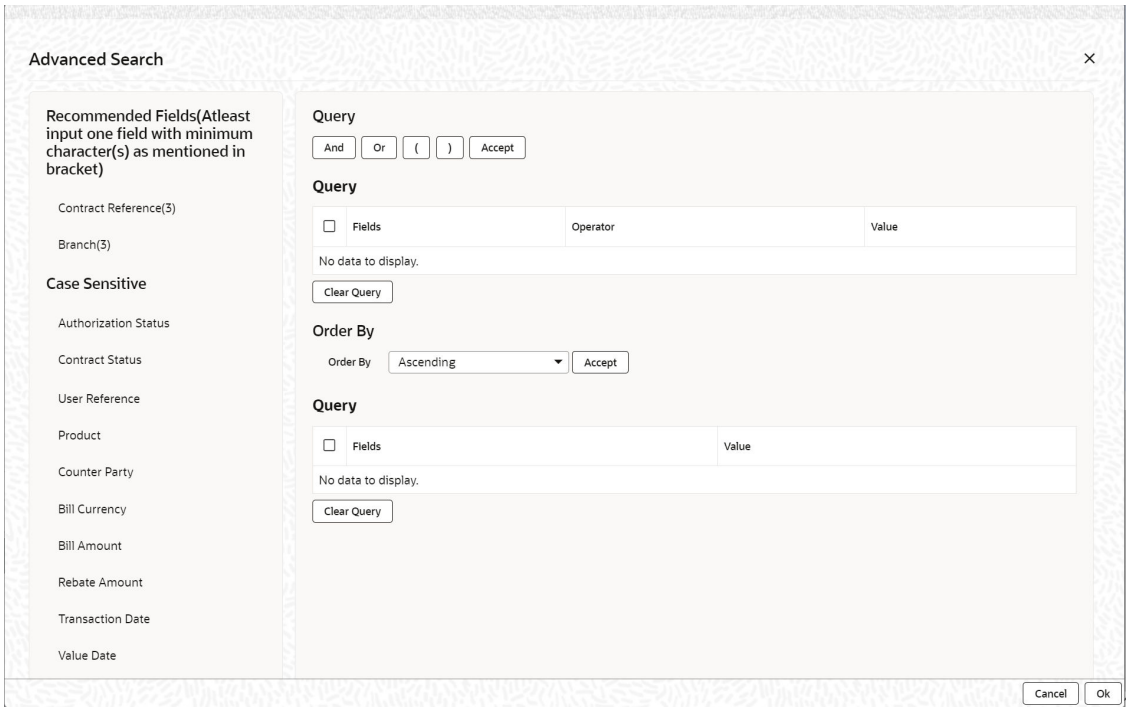
> **Note**
>
> When you change your branch through the Change Branch function, you become a **GUEST** in the branch you have changed into. Your user profile will be the one created for a User ID called **GUEST** in that branch. However, if you are defined as an End of Day operator, your user profile in your branch will be applicable in the branch you change into.

3.9.2 Making a Query

When you are in the Contract On-line Summary view, all the contracts involving all the products defined for the module are displayed. This may amount to hundreds of contracts. To avoid wading through this mass of data, you can make a query to see only those contracts, which are relevant to you at a particular time.

For example, you may want to see the contracts for just three customers of your choice, maturing on a specific date. Or you may want to see all contracts across products, defined with a specific rate of interest. The ‘Query’ screen makes this possible.

Figure 3-2 Advanced Search



> **Note**
>
> If recommended fields search is enabled for a summary screen, then it is mandatory to specify the minimum required search parameters in the advanced search.
> Recommended fields will be displayed separately at the top foe easy input.
> Refer to Open Development Tools user guides for details.

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3.9.3 The Procedure with an Example

Example 3-2 Example

In the ‘Summary View’ screen for on-line contracts, the fields displayed are the criteria by which you can make a query.

Suppose you want to see all the loans (in the Loans module) with a specific Maturity date:

- Click on Maturity Date in the Fields list.
- From the Operator option list, click on Equal To.
- To specify the Maturity Date (28 December 1999), pick the date from the option list under Value.
- Click ‘**Accept**’ button.
- You will see the query appearing in the ‘Query’ screen.
- If you wish to go ahead with the original query, click ‘**Ok**’ button. You will see the ‘**Contract Summary**’ screen, with a display of the details of only those contracts maturing on the date you have specified.
- If you do not wish to carry the query through, then click ‘**Clear Query**’ button. The ‘**Query**’ screen is cleared and you can proceed to make a new query.

3.9.4 Making a Query Based on More than One Criterion

Suppose you want to see Letter of Credit based on more than one criterion - that is, you may want to see all USD Letter of Credit with a value date (which come into effect) beyond 31 December 1999 and an interest rate greater than 10%.

To make such a query, first click on Currency under Fields, choose Equal To under Operator and USD under Value. Click ‘**Accept**’ button. Now click ‘**AND**’ button. Repeat the procedure with the criteria value date and rate, click ‘**Accept**’ button and ‘**AND**’ button in the sequence described for the first criteria currency. You will see the query displayed in the ‘**Query**’ screen.

Check it for correctness and click ‘**Ok**’ button. You will see the ‘**LC Contract Summary**’ screen showing only USD contracts with a value date beyond 31 December 1999 and a rate of interest over 10 per cent.

3.9.5 Selecting the Same Criterion to Apply One or More Conditions

Now, you may want to make a query to see the Letters of Credit (LC) involving three different products . This involves specifying the products one by one all of which come under the same criterion - Product (listed out under Fields) and indicating a rate range for them.

Click on Product in the Fields list, specify the Operator as Equal To and pick out the product from the Value option list, say LDSP and click ‘**Accept**’ button. To select another product, click ‘**OR**’ button and then click Product in the Fields list, specify the Operator as Equal To and pick out the product from the Value option list, say LL05. Repeat the process for the third product, LL07.

You will see the following query in the ‘**Query**’ screen:

PRODUCT = `LDSP OR PRODUCT = `LL05 OR PRODUCT = `LL07

Now click ‘**Ok**’ button to see the query through. You will see displayed in the ‘**LC Contract Summary**’ screen, all the LC with three products you have specified.

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3.9.6 Ordering

You can see a display of the fields in the Contract Summary View either based on the ascending order or the descending order.

Suppose you want to see the Contract Amounts for all the LC in the Letter of Credit module in the descending order, highlight the field Contract Amount from the Fields list in the screen and click on it. In the Operator option list, choose Order By.

Once you do this, the Value list will contain the two options:

- Ascending
- Descending

1. Click the option of your choice, say, Descending. Click '**Accept**' button.
2. Click '**Ok**' button. You will see all the contract amounts of all the LC in the Letter of Credit module, in the descending order, in the '**LC Contract Summary**' screen.
3. Click '**Clear Query**' button to cancel the ordering. The screen clears and you can specify a new order.

3.9.7 Using Wildcards to Make a Query

You need not always specify the criteria. You can use Wildcards such as * or%, to see a particular set of criteria. For instance, in the LC module, you have defined both loan products. All LC products have a Product Code that starts with LD (LD01, LD02 etc.), and all deposit products have a Product Code that begins with DP (DP01, DP (DP01, DP02, etc.).

Now suppose you want to see only the LC products and you know that they all begin with LD, instead of specifying each from the list of Values, you can give the Operator as Like and in the Value field key in LD%.

Once you click **Accept** and make a query, the '**Contract Summary**' screen displays all the LC products.

3.9.8 Viewing Errors and Overrides

The system throws up messages while performing a task to either point out an error, or to issue a warning that can be overridden or just to give some information.

Based on the type of message, the screen will be displayed as under.

- Error
- Override
- Information

3.9.8.1 Error

The following error message is displayed.

For Example: No Function ID available for execution.

Click '**Ok**' button to close the window.

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3.9.8.2 Override

The following override message is displayed.

For Example: Provisioning Details should be manually modified, if required.

Check the box adjoining the required message and click '**Accept**' button to proceed with the transaction. Click '**Cancel**' button to close the window.

The maker can view the override messages and can enter remarks before accepting the same. The maker remarks along with the overrides are displayed during authorization.

3.9.8.3 Information

The following Information message is displayed.

For Example: The Account is not valid for the particular operation.

Click '**Ok**' button to close the window.

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Glossary

CLRU

Clear User - Clearing Users

CSDXLUPD

Excel Import - Copy Parameterization Data

CSSVERFY

Verify - Dual Authorization

SMDHOTKY

Hot Key Maintenance - Setting User Hotkeys (Custom Shortcuts)

SMDMBEAN

MBean - View Performance Statistics

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