Oracle Banking Trade Finance Process Management Cloud Service

Getting Started Guide

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Oracle Banking Trade Finance Process Management Cloud Service Getting Started Guide, Release 14.8.2.0.0

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Contents

Preface

Purpose

This manual is designed to help you quickly get acquainted with the getting started of Oracle Banking Trade Finance Process Management Cloud Service and explains the basic design of Oracle and the common operations that you can follow while using it. The guide must be used as a supplement and must be read in conjunction with Common Core, Security Management System, and other application user guides.

Audience

This document is intended for the following audience:

- Customer Service Representatives (CSRs)
- Staff in charge of setting up new products in a bank

Documentation Accessibility

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

Access to Oracle Support

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

Diversity and Inclusion

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

Related Documents

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

- Oracle Banking Security Management System User Guide.
- Oracle Banking Common Core User Guide.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
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

Not Applicable

Acronyms and Abbreviations

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

Table 1 Acronyms and Abbreviations

Abbreviation	Description
OBTFPM	Oracle Banking Trade Finance Process Management
OBTFPMCS	Oracle Banking Trade Finance Process Management Cloud Service
LC	Letter of Credit
BC	Bankers Cheque
FX	Foreign Exchange
CCY	Currency

Table 1 (Cont.) Acronyms and Abbreviations

Abbreviation	Description
LCY	Local Currency
FCY	Foreign Currency
LOV	List of Values
CIF	Customer Information File
UDF	User Defined Fields
FFT	Free Format Text
SBLC	Standby Letter of Credit

Basic Actions

Not Applicable

Symbols and Icons

Not Applicable

1

Welcome to Oracle Cloud

Oracle Cloud provides the industry's broadest and most integrated cloud platform. It offers flexible deployment options, from the public cloud to your own data center. Oracle Cloud delivers best-in-class services across Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS).

About Oracle Cloud

Oracle Cloud provides a complete set of cloud services to meet enterprise computing needs.

Oracle Infrastructure as a Service (IaaS) allows you to quickly provision virtual machines, storage, and networking resources to run a wide range of workloads. Oracle manages, hosts, and supports the infrastructure.

Oracle Platform as a Service (PaaS) provides ready-to-use environments for IT and development teams. Teams use these environments to build and deploy applications with Oracle databases and application servers.

Oracle Software as a Service (SaaS) helps organizations run business operations in the cloud. Oracle offers cloud-based solutions for Human Capital Management (HCM), Enterprise Resource Planning (ERP), Supply Chain Management (SCM), and many other business applications. Oracle manages, hosts, and supports these services.

Supported Web Browsers

Oracle Financial Services Cloud Services support the latest version of Google Chrome, Microsoft Edge and Mozilla Firefox.

> **Note**
>
> For more details, refer Oracle Software Web Browser Support Policy Oracle Software Web Browser Support Policy.

Order Oracle Cloud Applications

You can order Oracle Cloud Applications (Software as a Service) offerings by contacting Oracle Sales. After your order is processed, you can then activate your services.

To order a subscription to Oracle Cloud Applications:

1. Scroll down and select the Cloud Service that you are subscribed to.
2. Review the features and capabilities of the service and read the Datasheet.
3. When you are ready to order, scroll up and click Request a Demo.
4. You can either write an email or click Request Now to receive a call from Sales.
5. Enter your Business email, select the confirmation check box, and click Continue.
6. Provide a description and click Request Now.

2

Welcome to Oracle Cloud Service

To get started, you must activate the subscribed Cloud Service.

After activating the cloud service, you can log in as an administrator and perform the following tasks.

- Create and Activate New Cloud Account
- Access the Cloud Account
- Access Oracle Identity and Access Management (IAM) Console
- Onboard new application users for the subscribed cloud services.

After the administrator successfully adds an application user, they can log in and activate their cloud account and use the subscribed cloud services provisioned by the administrator.

This topic contains the following sub-topics:

2.1 Select a New or Existing Cloud Account

Every administrator in a cloud account (tenancy) can access all subscriptions within that account.

To prevent new administrators from accessing existing subscriptions, create a new Oracle Cloud Account and activate new subscriptions in a separate tenancy.

If you do not require separate access controls, add new subscriptions to an existing Oracle Cloud Account.

2.2 Create and Activate New Cloud Account

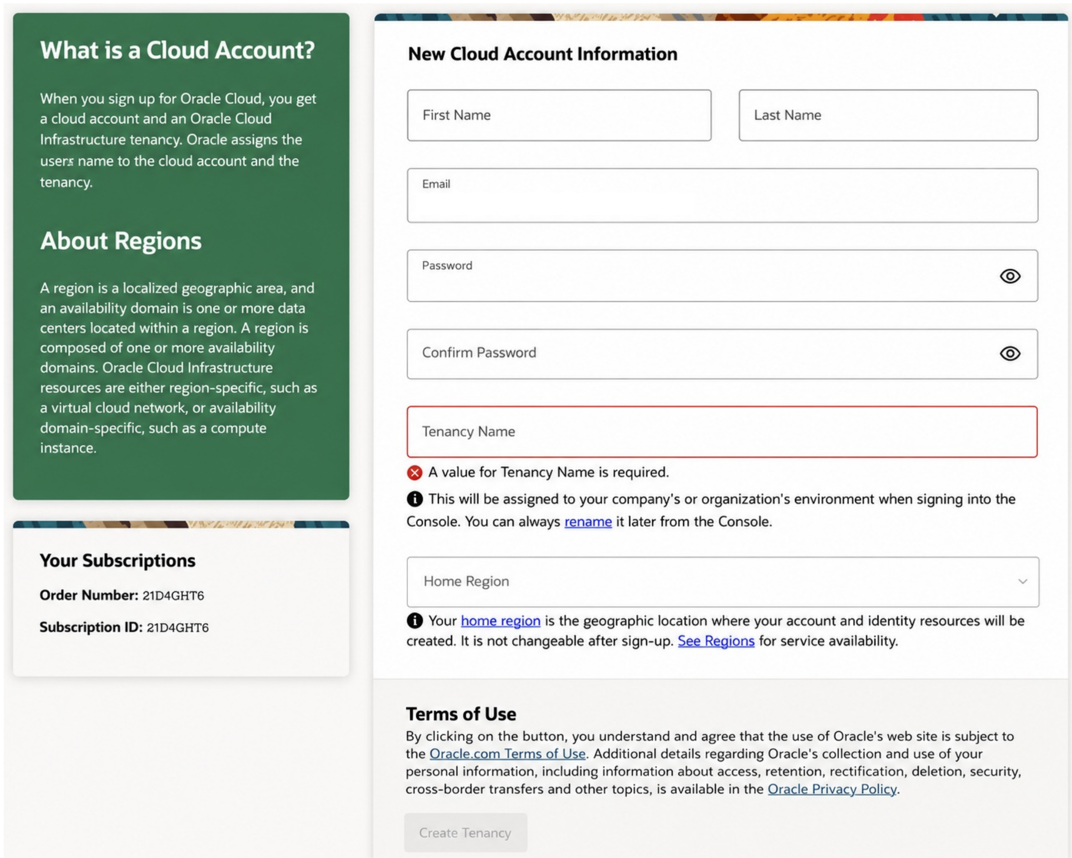
After you subscribe to the cloud service, you will receive a Welcome to Oracle Cloud email with details to create and activate your new cloud account.

To create and activate a new cloud account

1. Click **Create New Cloud Account** in the email.

The **New Cloud Account Information** screen displays.

Figure 2-1 New Cloud Account Information



2. Specify the following details to sign up.

Table 2-1 New Cloud Account Information

Field	Description
First Name	First name of the person who will be the cloud administrator.
Last Name	Last name of the person who will be the cloud administrator.
Email Address	Email address of the person who will be the cloud administrator. **Note** Instructions to log into the new Oracle Cloud Account will be sent to this email address.
Password	Specify the password to access the new cloud account.

Table 2-1 (Cont.) New Cloud Account Information

Field	Description
Confirm Password	Specify the confirm password. **Note** Both **Password** and **Confirm Password** must be matched.
Tenancy Name	Specify the tenancy name to be associated with the cloud account. **Note** You cannot modify the tenancy name after it is created. Hence, ensure to provide a valid tenancy name, based on your organization's requirements and naming conventions.
Home Region	Select the Home Region, where the account is located. Check the service availability before selecting the home region. For assistance regarding home region selection, contact Oracle support. Existing customers have to ensure that the identity resources are located in the home region. **Note** You can subscribe to additional regions but you cannot modify the home region, after provisioning your tenancy.

3. Click **Create Tenancy** to access the New Cloud Creation Confirmation page.

   After successful activation, the cloud account administrator will receive a Get Started Now with Oracle Cloud email.

2.3 Add to an Existing Oracle Cloud Account

If you already have a cloud account associated with your administrator user name, you can add the newly subscribed cloud service to that account.

To add an existing Cloud account:

1. In the welcome email, click **Add** to an existing cloud account.
2. Perform the steps as mentioned in the Access the **Oracle Cloud Infrastructure Identity and Access Management** (IAM) console.

2.4 Access the Cloud Account

An Administrator can access the Cloud Account activated and associated with their email address.

After your new cloud account is created and activated, you will receive a **Get Started Now with Oracle Cloud** email, to the email address provided while creating the account.

To access your Cloud account:

1. In the **Get Started Now with Oracle Cloud** email, click **Sign In**.
2. Specify the Tenancy name and click **Continue**.
3. Specify the **Username** and **Password** to log in to the OCI Console.
   Use the same Username and the Password that you provided during activation setup.
4. After successful login, proceed with the multi-factor authentication. Select the configured authentication mode and enter the OTP generated using the Oracle Mobile Authenticator application.

Once the MFA is successfully completed, you can access the Environment Page.

2.5 Create Co-Administrator Users

After you log in to the IAM console, the first task is to create additional user accounts.

You should assign specific user groups to the user accounts that you are creating. There are seeded user groups available that represent the services, users must be mapped to one or more of the user groups, depending on the role that they perform.

For example, you can create a user for each member of your team. Each member can then sign into the account with their credentials. You can also assign each user to specific user groups and apply specific security policies or roles to each group.

You can create the users and map the users to groups for your service. After creating the users, they will receive a Welcome email. The users must activate their accounts and enter a new password to access the services.

> **Note**
>
> A co-administrator will have the same privileges as the existing administrator.

To create a co-administrator user in the IAM Console:

1. In the IAM Console, select Domains (Identity domain) to view the list existing domains.
2. Click the required Domain Name, to access the Domain Details page.
3. In the left pane, click Users and select Create user, to proceed with the user creation.
4. Enter the following details:
   - First Name, Last Name and a valid Username and the Email ID

     > **Note**
     >
     > The username should be alphanumeric and cannot exceed 20 characters. You can enter only hyphen (-) and underscore (_) as special characters. Check the Use the email address as the username check box, as you can only set the username as the login ID and currently setting the email address as the login ID is not supported.

5. Select the Administrator Group.

> **Note**
>
> After a user logs in to a specific cloud service, the user to user-group mapping created in the IAM Console will onboard into the master and mapping tables. Later, if you deselect (remove) a user from a group in Assign User to Groups after provisioning, ensure that you also unmap the user from the corresponding user-group in the Admin Console. This is a mandatory step to complete the unmapping process.

6. After entering the required information, click Create to create and add the new user to the User Summary.

You can also batch import several users using a .CSV file.

2.6 Subscribe to a Disaster Recovery Infrastructure Region

In Oracle Cloud Infrastructure (OCI), a Disaster Recovery (DR) region is a secondary, geographically separated region that helps ensure service continuity.

To maintain high availability, you must subscribe to a DR region as part of your disaster recovery strategy.

For information on how to subscribe to a DR Infrastructure region, see Subscribing to an Infrastructure Region.

2.7 Create an Environment

After logging into the Oracle Cloud Infrastructure Console, an Administrator can create one or multiple environments/instances for different user groups.

To create an environment/instance:

1. Log in to Oracle Cloud Infrastructure Console (OCI).

   You can view the list of all the environments (instances) provisioned for the one or multiple cloud applications, with the following details:

   - **Name**: The cloud application's instance name.
   - **Type**: The instance type.
   - **Life cycle status**: The instance status.
   - **Region**: The region from where the specific instance is active.
   - **Application URL**: The URL to access the instance.
2. From **My Applications**, click the application in which you want to create an environment. Example: Oracle Financial Services Crime and Compliance Management Anti Money Laundering.
3. On the **Overview** page, click **Environments**.
4. From the Compartments drop-down list, select the compartment in which you want to create an environment.
5. Click **Create**, to access the list of cloud services to which the customer has subscribed and the region from where these services are operated.
6. (Optional) Select the Region to host the OCI environment/instance, from the drop-down list.

If you are not sure about the region, contact My Oracle Support (MoS).

> **Note**
>
> You can select the region only for the first environment/subscription and for the additionally added instances, the region cannot be modified.

7. Enter the following Environment Details, and click Create.
   - **Name**: The name of the new environment or instance.

     > **Note**
     >
     > You cannot modify the environment name after the environment is created. Hence, ensure to provide a valid environment name, based on your organization's requirements and naming conventions.

   - **Instance type**: Select one of the following instances:
     – **Production**: If the environment is used for Production activities.
     – **Non-production**: If the environment is used for testing and development purposes. For example, a sandbox environment.
   - **Admin email**: The administrator email ID used to log in to the Cloud Console. You can also enter a different email ID that needs to be part of the cloud tenancy. For more details, see Managing Users.
   - Admin first name and Admin last name: The first and last names of the Administrator.

   The environment details are added to the Oracle Cloud Infrastructure Classic Console under the Environments tab (LHS menu). It may take a few hours for the status to change to Active. If there are any issues, you can raise a service ticket with My Oracle Support (MoS).

   After the environment is set to Active, click the environment name to view Environment details. Click the Service console URL under Environment Information to create users and groups.

2.8 Access Oracle Identity and Access Management

Oracle Cloud Infrastructure Identity and Access Management (IAM) provides identity and access management capabilities, including authentication, single sign-on (SSO), and identity lifecycle management. It supports Oracle Cloud services as well as Oracle and non-Oracle applications, whether they run as SaaS, in the cloud, or on-premises.
Employees, business partners, and customers can securely access applications anytime, from anywhere, and on any device.

IAM integrates with existing identity stores, external identity providers, and applications across cloud and on-premises environments. This integration simplifies user access management.

IAM provides the security platform for Oracle Cloud. It allows users to access, develop, and deploy business applications such as Oracle Human Capital Management (HCM) and Oracle Sales Cloud, as well as platform services such as Oracle Java Cloud Service and Oracle Business Intelligence (BI) Cloud Service.

Administrators and users use IAM to create, manage, and access a cloud-based identity management environment securely and efficiently. They do not need to manage the underlying infrastructure or platform components.

To add users to your Cloud Services, navigate to the Oracle Identity and Access Management (IAM) Console.

To access the IAM Console:

1. Log in to Cloud.Oracle.com, to view all the details pertaining to your cloud order.

   Access the service link from the console to start using your subscribed cloud service.
2. Enter the Cloud Account Name and click Next to access the IAM Console.
3. Click Change tenancy option if you want to use a different tenancy.
4. Ensure that the displayed identity domain matches the expected value.

   > **Note**
   >
   > Cloud environments are created under the Default identity domain. If you need to assign your environment to a different identity domain, raise a Service Request.
5. Log in with your Username and Password.

   As an Administrator, you can create and manage users with different access rights to the Cloud Service.
   For example, the IAM Administrator has superuser privileges for an Oracle Identity and Access Management Domain. This administrator can create users, groups, group memberships, and so on.

2.9 Activate Application User Account

A user provisioned by their administrator can use the specific cloud services they have subscribed to.
When an administrator completes provisioning an application user, the user receives an account activation email from Oracle.

To log in and activate your application user account:

1. Open the email received from Oracle and review the information about your service in the email.
2. Click Activate Your Account. You will be prompted to change your password on the initial log in.
3. Enter your new credentials in the Reset Password window to activate your account. After the password is successfully reset, a Congratulations message is displayed.
4. Access the Application URL shared by the administrator.
5. Enter your credentials to sign in to your account and access the Welcome Page.

3

Getting Started

Welcome to Getting Started user guides. This guide provides an overview on the Oracle Banking Trade Finance Process Management application and explains basic design of Oracle and the common operations that you can follow while using it.

This topic contains the following sub-topics:

- Access Application
- Application Environment
  This topic describes about the various fields available in the application environment.
- How to's
  This topic describes about the different types of actions that the user can perform.
- Screen / Dashboard
  This topic describes about Screen / Dashboard.
- Common Fields
  This topic provides information about all the common fields used in the application.
- Common Buttons
  This topic provides information about all the common buttons used in the application.

3.1 Access Application

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

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

- Sign In
  This topic provides systematic instructions to sign in to the application.
- Sign Out
  This topic provides systematic instructions to log out from the application.

3.1.1 Sign In

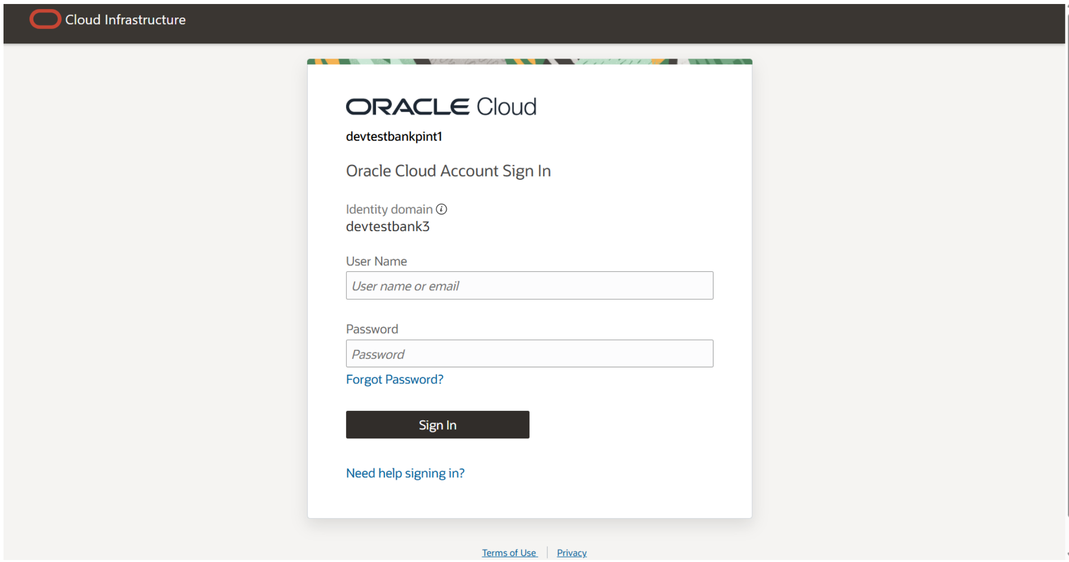
This topic provides systematic instructions to sign in to the application.

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

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

   The **Sign In** screen displays.

Figure 3-1 Sign In



2. Specify the fields **User Name** and **Password**.

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

Table 3-1 Sign In – Field Description

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

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

   The **Home** screen displays.

Figure 3-2 Home Screen

3.1.2 Sign Out

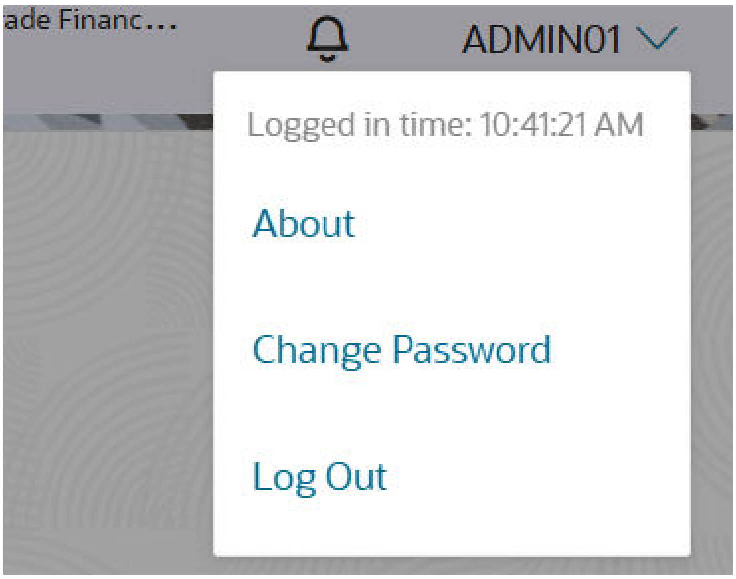
This topic provides systematic instructions to log out from the application.

Make sure that all the fields are entered and saved.

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

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

   Figure 3-3 User Profile

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

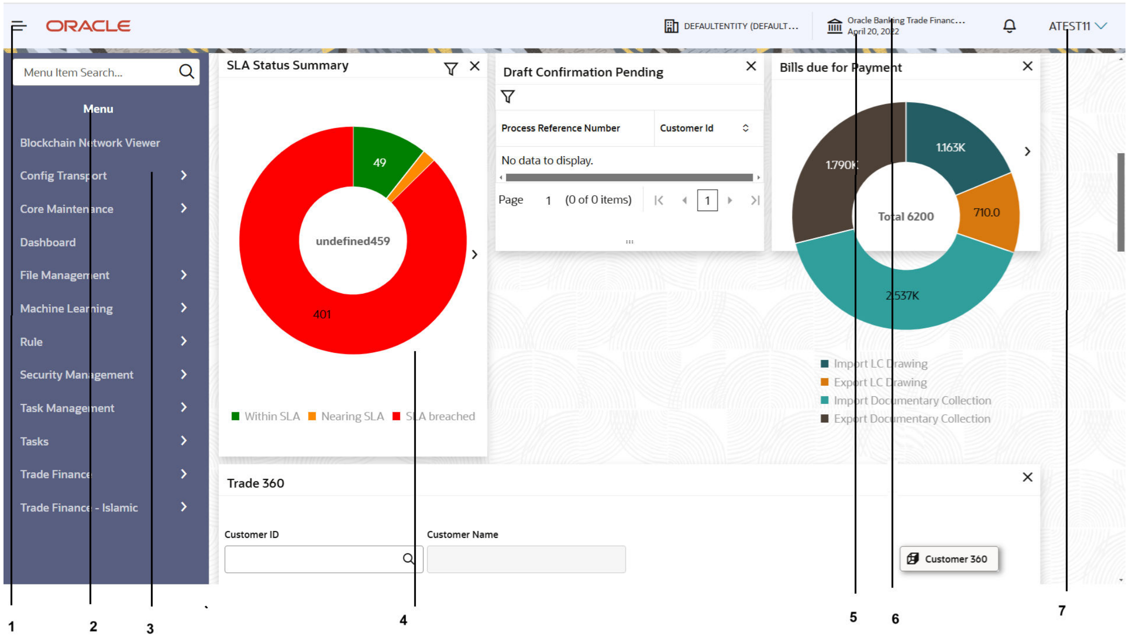
   The application logs out.

3.2 Application Environment

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

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

Figure 3-4   Application Environment



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

Table 3-2   Application Environment – Field Description

Field	Description
1. Hamburger Menu	Click expand/collapse the menu.
2. Menu	Click to navigate/open the screens associated with the application.
3. Sub-Menu	Click to navigate/open the screens associated with the application. These screens are associated with the menu depending on the user privileges.
4. Display Grid	Displays the screens/dashboards.
5. Application Date	Displays the last performed application date of branch’s EOD.
6. Bank Name	Displays the name of the bank and its branch code. Click to select the branches associated with the logged in user. **Note** Depending on the logged in user and the branches associated, the user can switch between branches and view the records.
7. User Profile	Displays the user profile related options and actions.

- Screen Environment
  This topic describes about the various components in the screen environment.

3.2.1 Screen Environment

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

There are three types of screens in the application.

- Dashboard
- Maintenance Screen
- Summary Screen

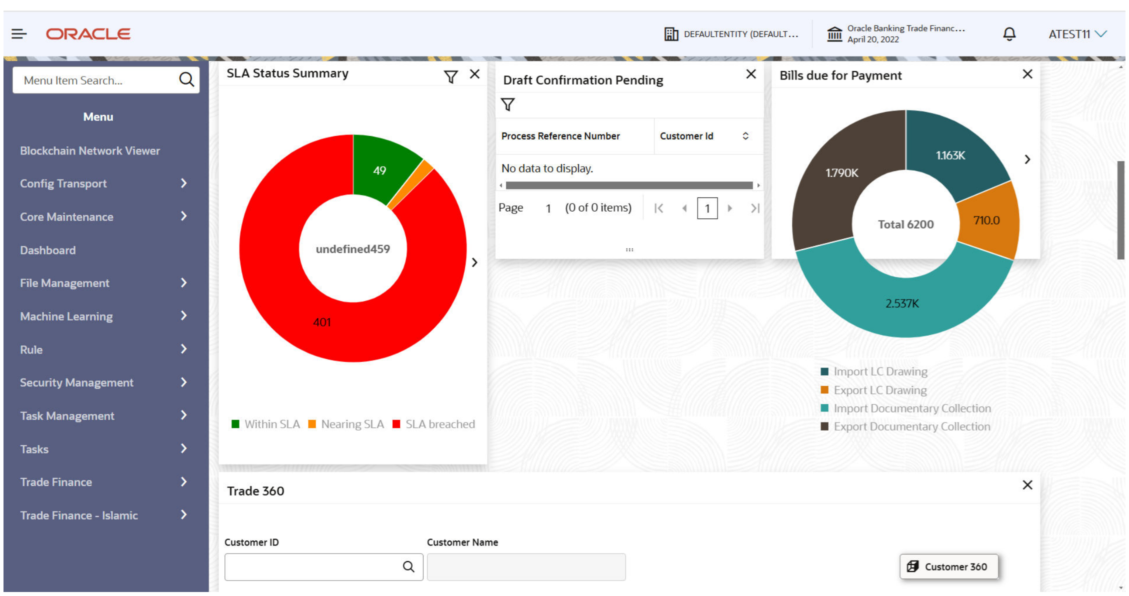
- Dashboard
  This topic describes about the dashboard.
- Maintenance Screen
  This topic describes about the various components in the maintenance screen.
- Summary Screen
  This topic describes about the various components on the summary screen.

3.2.1.1 Dashboard

This topic describes about the dashboard.

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

Figure 3-5 Dashboard

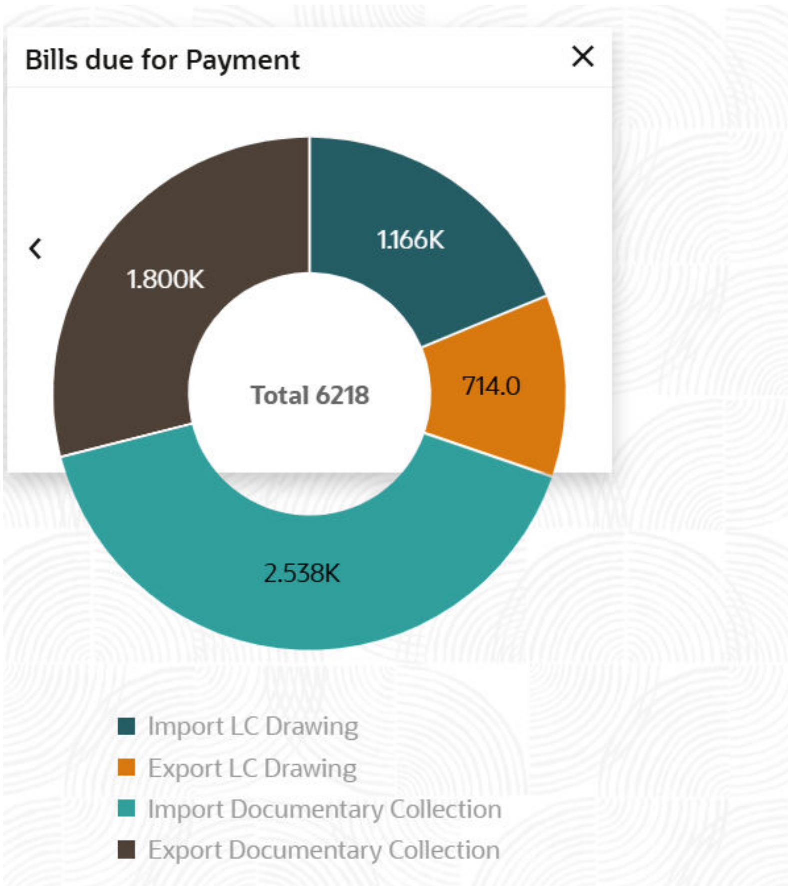


- Dashboard Widget

3.2.1.1.1 Dashboard Widget

This topic contains the following subtopics:

- Exception Approval Widget
- RM Widget
- Bills Due for Payment Widget
- Exception Approval Widget
- RM Widget
- Bills Due for Payment Widget
  Authorized users will be able to view LC as well Collection bills due for liquidation using the Bills due for payment widget. Authorized users will also be able to initiate liquidation process from within the widget.

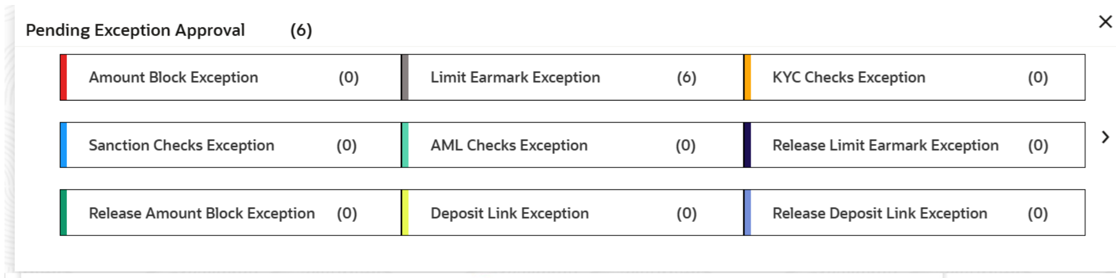


3.2.1.1.1.1 Exception Approval Widget

The user can view the Pending Exception Approval Tasks Widget in the Dashboard in the Exception Approval Widget, to know the Exception Tasks pending for approval and acquire them and work on them if he has the user rights.

The widget list view indicates the no. of items against each of the exception stages.

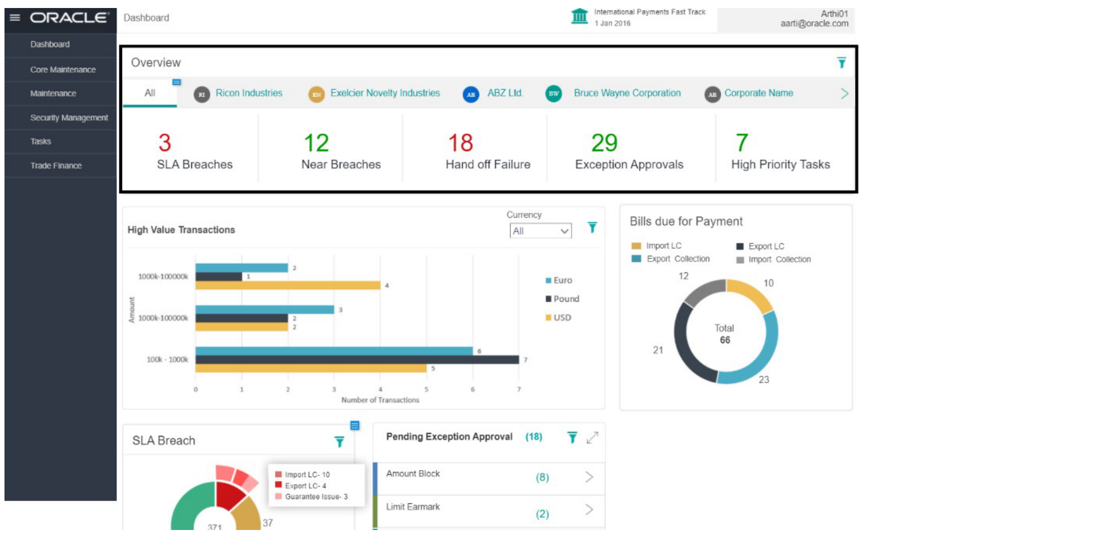
When the user clicks on one of the exception stages, the system should display all the items in the stage in a table view as per the filter applied.



3.2.1.1.1.2 RM Widget

RM widget is a separate panel and is available to Relationship Managers (RM) in banks, who takes care of a given number of customers and is the primary point of contact between the bank and the customer.

RM user can see the transactions of their customers in the dashboard.

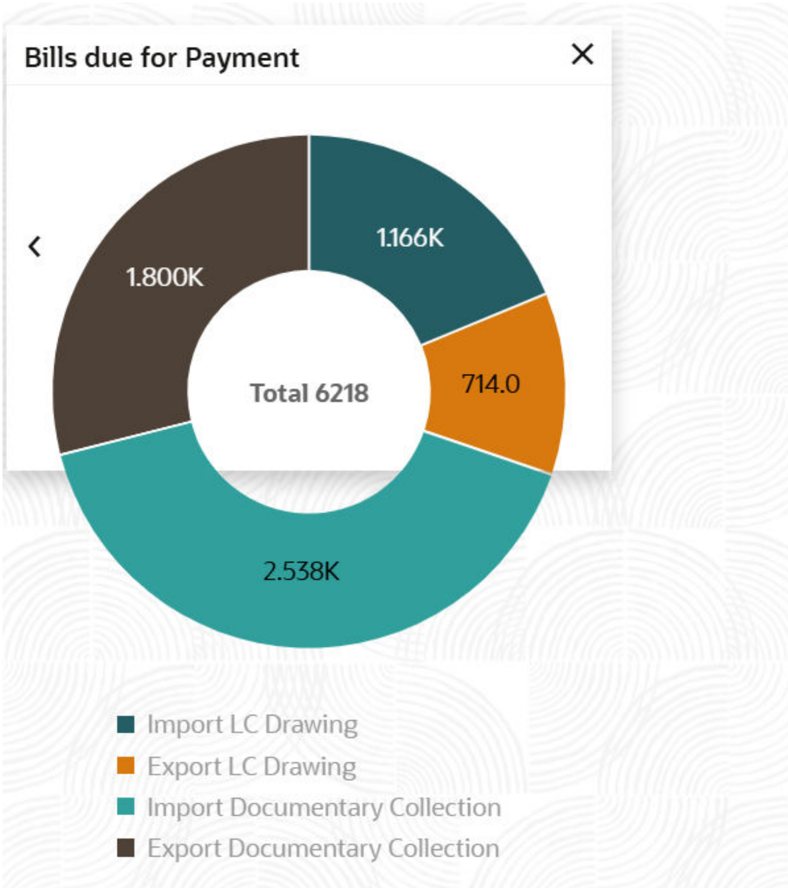


1. The widget can contain the overview of critical activities/tasks customers.
2. The widget can filter only the customers attached to me as an RM.
3. The widget can support view of All customers.
4. The widget can also support display of select customers that are configurable.
5. The widget can auto-refresh on a pre-decided schedule.
6. The widget should allow me to drilldown and work on the individual tasks as required.

The individual widget below RM widget displays details of all customers and the RM has to filter specific customers to find more information.

3.2.1.1.1.3 Bills Due for Payment Widget

Authorized users will be able to view LC as well Collection bills due for liquidation using the Bills due for payment widget. Authorized users will also be able to initiate liquidation process from within the widget.

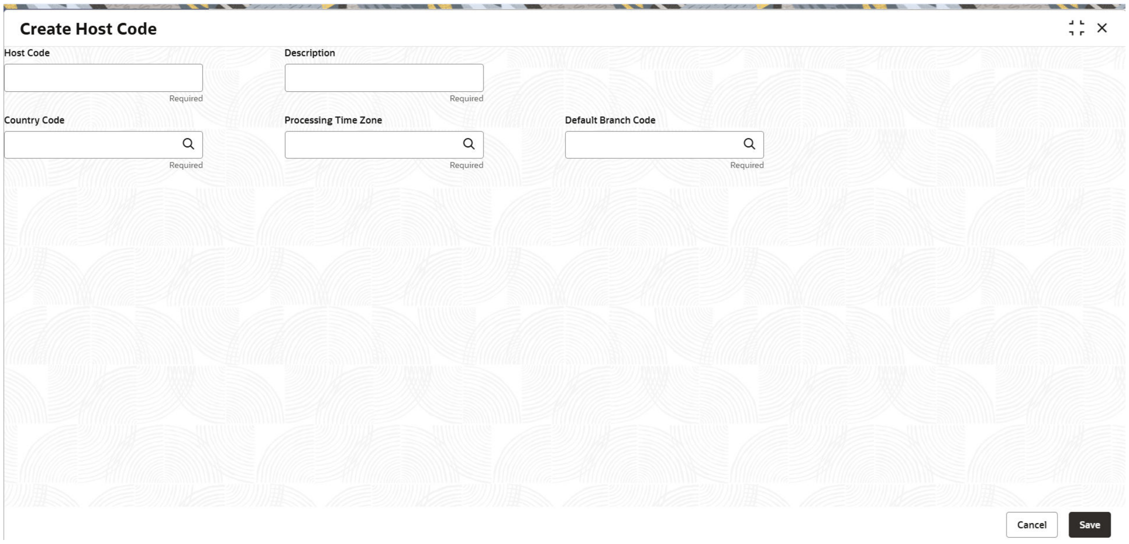


3.2.1.2 Maintenance Screen

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

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

Figure 3-6 Maintenance Screen



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

Table 3-3 Maintenance Screen – Field Description

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

3.2.1.3 Summary Screen

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

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

Figure 3-7 Summary Screen

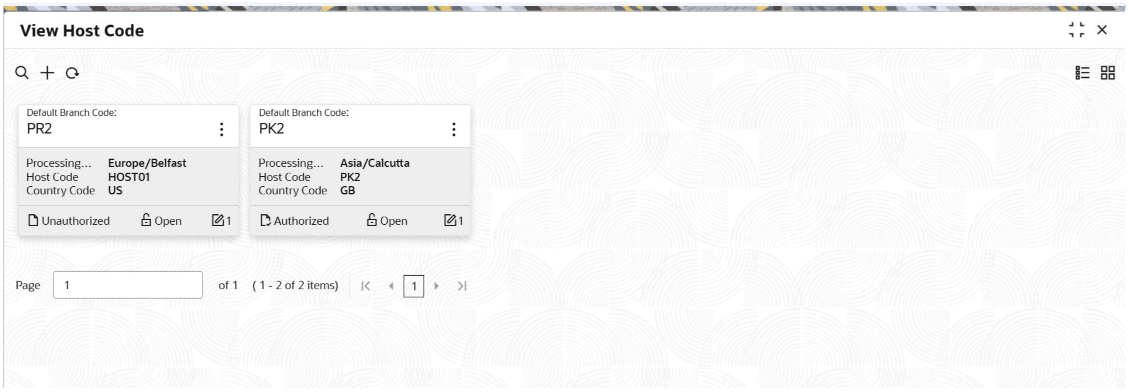


Table 3-4 Summary Screen – Field Description

Field	Description
Search	Click to search/view a record.
Refresh	Click to refresh all configured records.
Add	Click to create/configure a new record.
Pagination	Displays the number of items available and its page numbers.
Title bar	Displays the name of the screen, minimize, and remove actions. For more information, refer to **Minimizing Records** and **Closing Records**.
Records	Displays the configured records. The user can view the records in different format. For more information, refer to **Viewing Records**.
Tile view	Displays the configured records in the tile format.
List view	Displays the configured records in the list format.

3.3 How to's

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

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

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

Now, you have learned how to work with your records, you might want to explore more advanced features.

- Access the Records
  This topic provides systematic instructions to access the records.
- View the Records
  This topic describes about viewing the records.
- Search the Records
  This topic provides systematic instructions to search the records.
- Refresh the Records
  This topic provides systematic instructions to refresh the records.

- Create / Configure the Records
  This topic provides systematic instructions to create / configure the records.
- Edit the Records
  This topic provides systematic instructions to edit the record.
- Copy the Records
  This topic provides systematic instructions to copy the record.
- Unlock the Records
  This topic provides systematic instructions to unlock the record.
- Reopen the Records
  This topic provides systematic instructions to reopen the record.
- Delete the Records
  This topic provides systematic instructions to delete the record.
- Print the Records
  This topic provides systematic instructions to print the record.
- Authorize the Records
  This topic provides systematic instructions to authorize the record.
- Minimize and Maximize the Records
  This topic provides systematic instructions to minimize and maximize the screen.
- Close the Records
  This topic provides systematic instructions to close the record.
- Audit the Records
  This topic provides systematic instructions to audit the record.

3.3.1 Access the Records

This topic provides systematic instructions to access the records.

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

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

1. Navigate to the hamburger menu.

   By default, the hamburger menu is expanded.
2. Click sub-menu, <name of the screen>.

   The screens associated with the sub-menu appears.
3. Create <name of the screen>.

   The screen appears. The user can create/configure the new records.
4. View <name of the screen>.

   The screen appears. The user can view the configured records.

3.3.2 View the Records

This topic describes about viewing the records.

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

A few different formats to view the records are as follows:

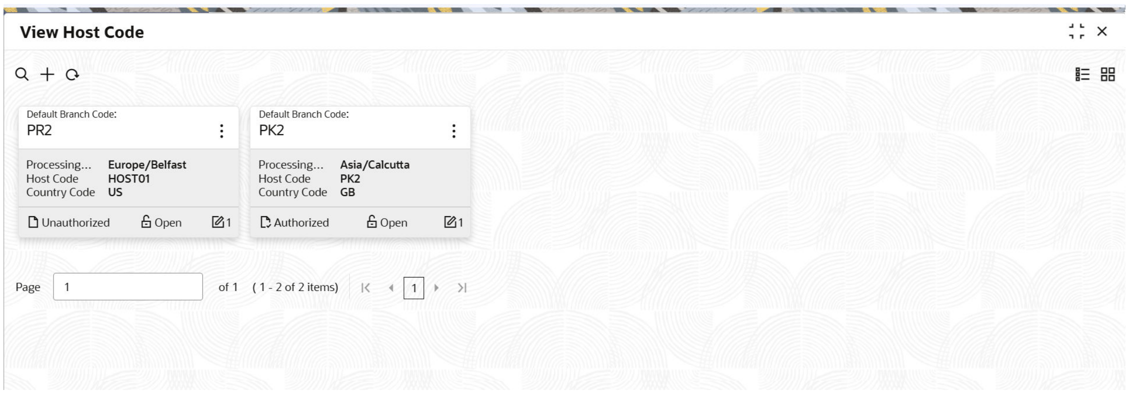
- Tile View
  This topic describes about view the record in tile view.
- Tile View with Context Menu
  This topic describes about view the record in tile view with context menu.
- List View
  This topic provides systematic instructions to view the record in list view.

3.3.2.1 Tile View

This topic describes about view the record in tile view.

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

Figure 3-8 Tile View



3.3.2.2 Tile View with Context Menu

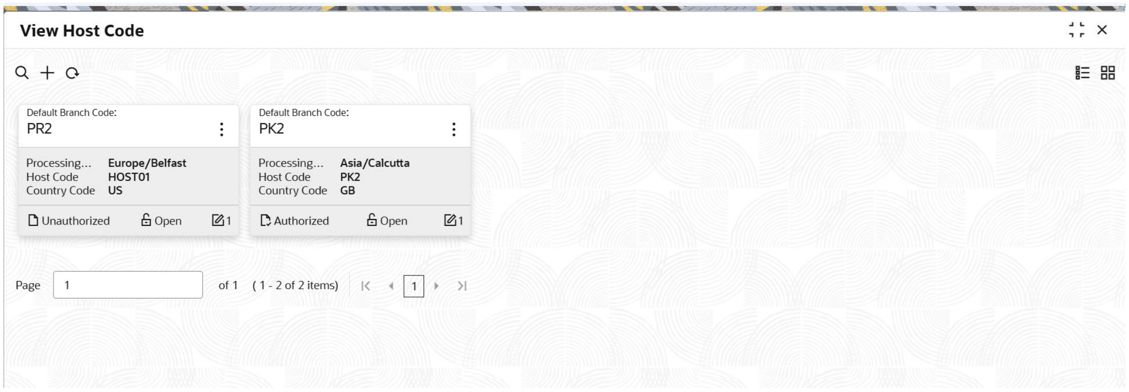
This topic describes about view the record in tile view with context menu.

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

The content menu is available for:

- View Account Input
- View Account Closure
- View Account Product
- View Internal Credit Line
- View Line Account Linkage
- View Bank Parameters
- View Virtual Entity
- View Corporate Specific Account Number Range

Figure 3-9 Tile View with Context Menu



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

Table 3-5 Tile View with Context Menu - Field Description

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

3.3.2.3 List View

This topic provides systematic instructions to view the record in list view.

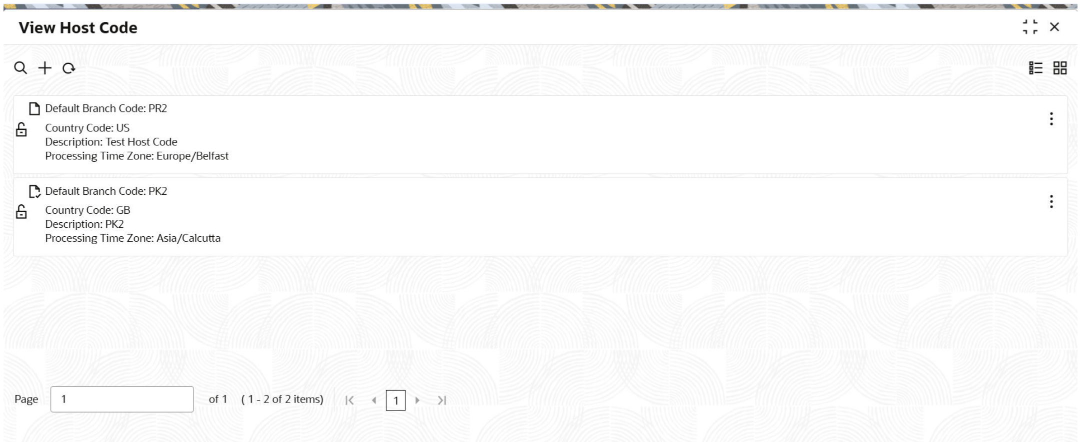
Specify **User ID** and **Password**, and login to **Home** screen.

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

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

   The details in the screen appears in list view.

Figure 3-10 List View



3.3.3 Search the Records

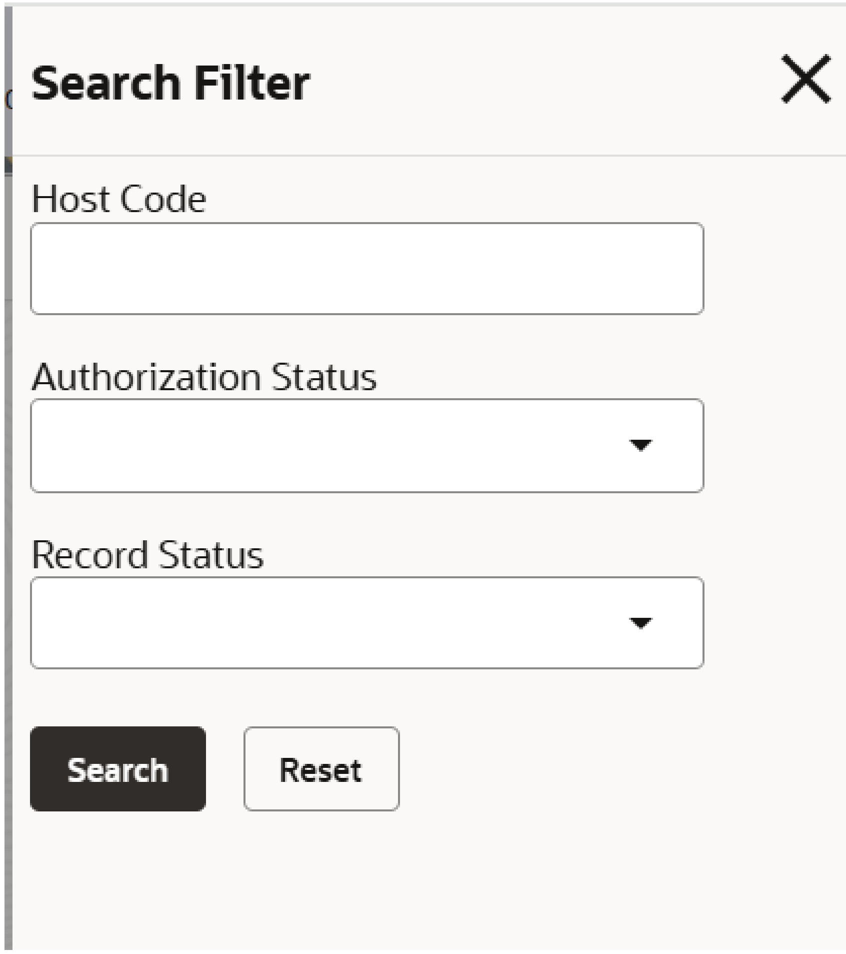
This topic provides systematic instructions to search the records.

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

1. Navigate to **View** screen.
2. Click **Search** button.

   The fields associated with the screen displays.

Figure 3-11 Search



3. Specify the required fields.
4. Click **Search**.

   The requested record displays.

3.3.4 Refresh the Records

This topic provides systematic instructions to refresh the records.

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

1. Navigate to **View** screen.
2. Click **Refresh** button.

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

3.3.5 Create / Configure the Records

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

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

1. In the selected **View** screen, click **Add** to create / configure a record.

2. In the selected **View** screen, click on a **configured record** and click **New** to create / configure a record.
3. On the **menu**, select a **sub-menu** and click **<Create name of the screen>**.

3.3.6 Edit the Records

This topic provides systematic instructions to edit the record.

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

> **Note**
>
> Ensure you have the privileges and know the guidelines to modify the records.

1. Navigate to **View** screen.
2. Click the **Record** that need to EDIT.
3. In a selected screen, click a record and make the required changes to the record.
4. Click **Save**.

   The modified record is saved.

3.3.7 Copy the Records

This topic provides systematic instructions to copy the record.

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

1. Navigate to **View** screen.
2. Click the record that need to copy.
3. Click **Copy** to copy the selected record details and do the required changes to the record.
4. Click **Save**.

   The modified record is saved.

3.3.8 Unlock the Records

This topic provides systematic instructions to unlock the record.

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

1. Navigate to **View** screen.
2. Click the record that need to unlock.
3. Click **Unlock** to unlock the selected record details and do the required changes to the record.
4. Click **Save**.

   The modified record is saved.

3.3.9 Reopen the Records

This topic provides systematic instructions to reopen the record.

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

1. Navigate to **View** screen.
2. Click the record that need to reopen.
3. Click **Reopen**.

   The **Confirmation** screen appears.
4. Specify a remark.
5. Click **Confirm** to reopen the record.

3.3.10 Delete the Records

This topic provides systematic instructions to delete the record.

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

> **Note**
>
> Make sure that the records have privileges and know the guidelines for deleting the records.

1. Navigate to **View** screen.
2. Click the **Record** that need to delete.
3. Click **Delete**.

   The selected record is deleted.

3.3.11 Print the Records

This topic provides systematic instructions to print the record.

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

1. Navigate to **View** screen.
2. Click the record that need to print.
3. Click **Print** to view the record in a print format.

   The selected record is printed.

3.3.12 Authorize the Records

This topic provides systematic instructions to authorize the record.

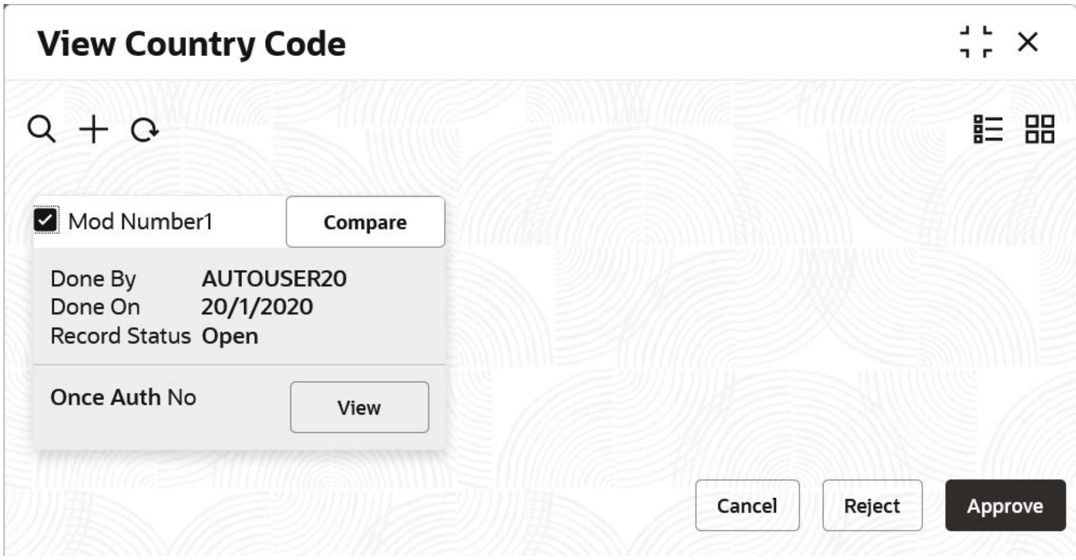
Specify **User ID** and **Password**, and login to **Home** screen.

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

2. Click icon on the unauthorized record which needs to be actioned.
3. Click **Authorize**.

   The **Authorization** screen displays..

Figure 3-12 Authorize



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

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

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

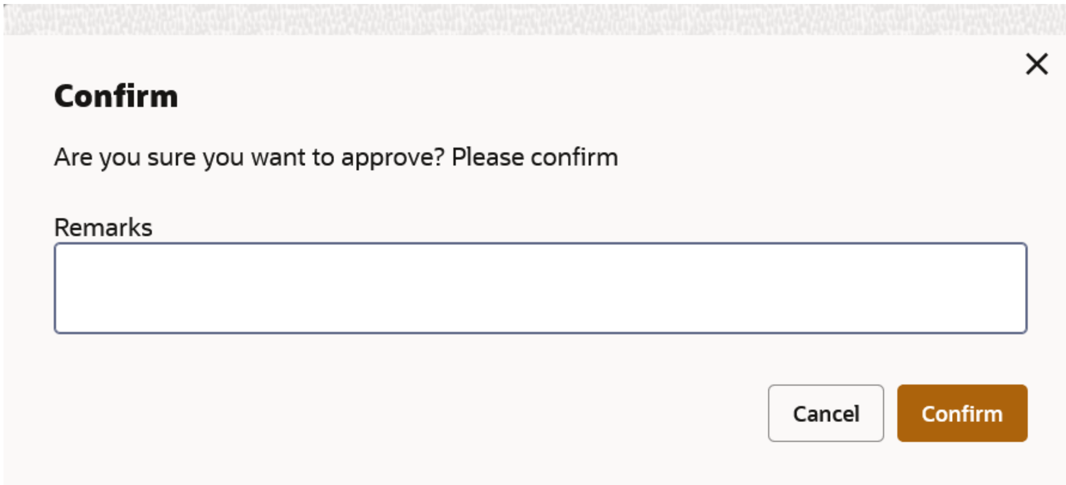
> **Note**
>
> - If the lower modification has to be rejected, all the higher modifications (if any) must also be rejected.
> - If the higher modification has to be approved, all the lower modifications (if any) must also be approved.

To approve the record:

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

   The **Approval Confirmation** popup screen displays.

Figure 3-13 Approval Confirmation



8. Specify the approval remarks in the **Remarks** field.
9. Click **Confirm** to approve the record.

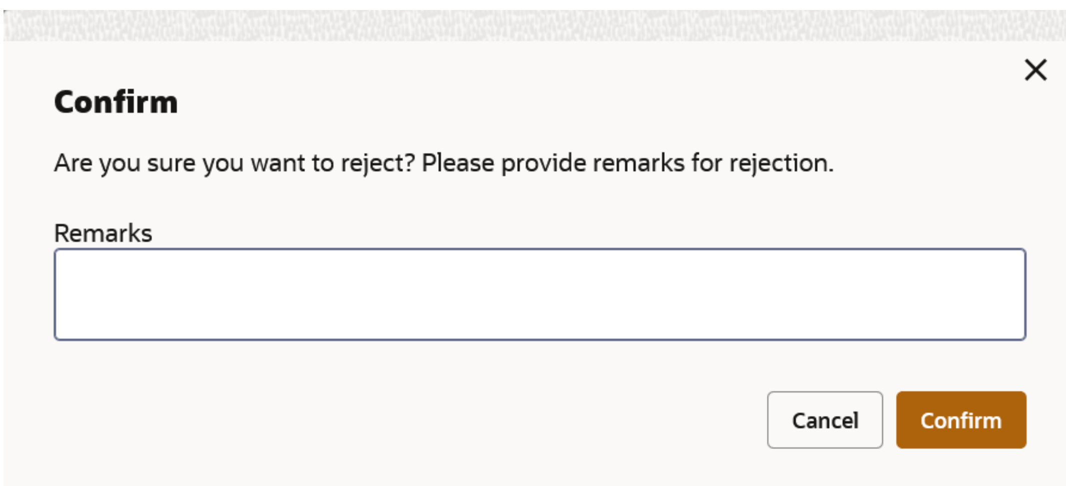
   The selected record is approved and the approval remarks can be viewed in **Audit** screen. Refer **Audit the Record** topic for the detailed explanation.
10. Click **Cancel** to discard the approval.

To reject the record:

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

    The **Rejection Confirmation** popup screen displays.

Figure 3-14 Rejection Confirmation



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

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

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

    The selected record is rejected and the rejection remarks can be viewed in **Audit** screen. Refer Audit the Records topic for the detailed explanation.
14. Click **Cancel** to discard the rejection.

3.3.13 Minimize and Maximize the Records

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

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

1. Navigate to **View** screen.
2. Click **Collapse** to minimize the screen.

   The minimized screen appears at the bottom left corner of the screen.
3. Click **Maximize** button to maximize the screen.

   The screen is maximized.

3.3.14 Close the Records

This topic provides systematic instructions to close the record.

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

1. Navigate to **View** screen.
2. Click **Remove** button to close the record.

   The selected record is closed.

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

3.3.15 Audit the Records

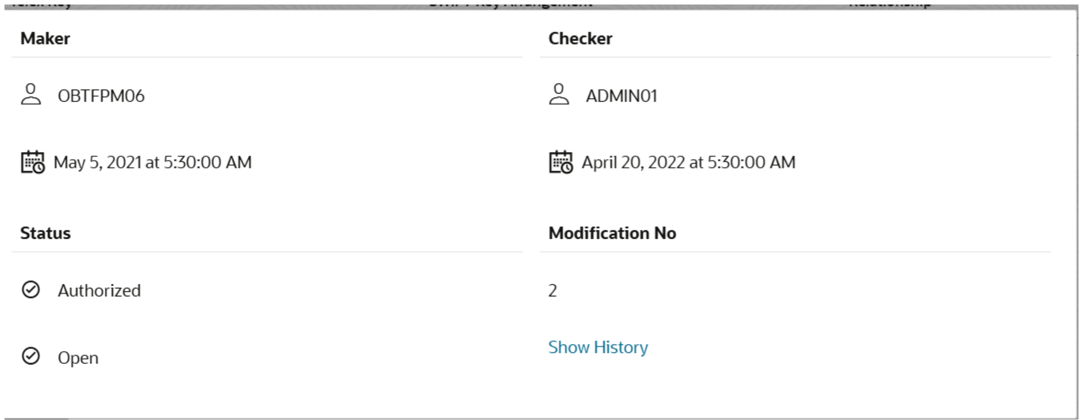
This topic provides systematic instructions to audit the record.

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

1. Navigate to **View** screen.
2. Click **Audit** to view the change history of the record.

   The audit detail screen appears.

Figure 3-15 Audit



3. Click on the screen to close the audit detail screen.

3.4 Screen / Dashboard

This topic describes about Screen / Dashboard.

- Pagination
  This topic describes about pagination.
- Mandatory and Optional Fields
  This topic describes about mandatory and optional fields.
- Remove Tile
  This topic describes the systematic instructions to remove the tile.
- Reorder Tile
  This topic describes the systematic instructions to reorder the tile.
- Expand Tile
  This topic describes the systematic instructions to expand the tile.
- Add Tile
  This topic describes the systematic instructions to add the tile.

3.4.1 Pagination

This topic describes about pagination.

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

3.4.2 Mandatory and Optional Fields

This topic describes about mandatory and optional fields.

There are mandatory and optional fields available for any screen. The user can identify the mandatory field with the **Required** text. If the user tries to save the record without providing all the mandatory fields, a red exclamation mark or an error appears against the field to update the details.

3.4.3 Remove Tile

This topic describes the systematic instructions to remove the tile.

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

- Click **Remove** to remove the dashboard widget from the landing page.

  The removed widgets are available under the **Add Tiles** option.

3.4.4 Reorder Tile

This topic describes the systematic instructions to reorder the tile.

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

- Select and drag the **Drag to Reorder** to drop the dashboard widget at the desired place.

  The page is automatically refreshed and displays the updated order.

3.4.5 Expand Tile

This topic describes the systematic instructions to expand the tile.

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

- Click **Expand Tile** to view all the information of the dashboard widget.

  The expanded widget appears on a complete row to view more information.

3.4.6 Add Tile

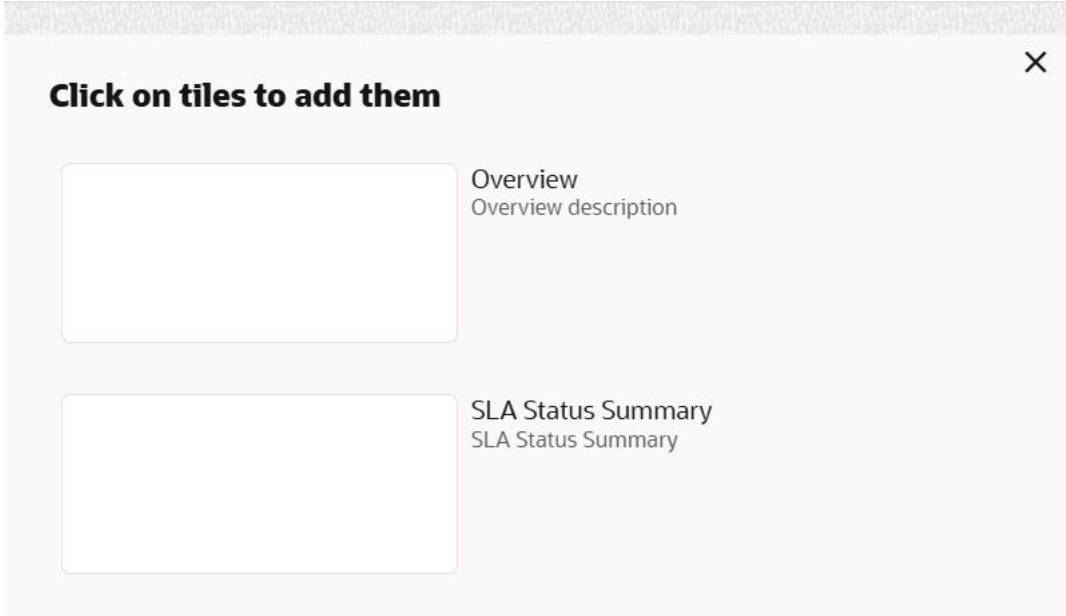
This topic describes the systematic instructions to add the tile.

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

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

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

Figure 3-16   Click on tiles to add them



2. Click on the dashboard that the user wants to add to the dashboard-landing page.

   The page is automatically refreshed and displays the added dashboard widget.

3.5 Common Fields

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

The list of common fields are as follows.

Table 3-6   Common Fields

Fields	Description
Branch Code	The user can select a configured branch code which the user wants to associate with the selected screen.
Maker	Displays the name of the logged in user who created the record.
Customer Number	The user can select a configured customer number which the user wants to associate with the selected screen. The user can configure the customer number using the **Create External Customer** screen.
Account Number	The user can select a configured account number which the user wants to associate with the selected screen. The user can configure the account number using the **Create External Customer Account** screen.
Source System	The user can select a configured source system which the user wants to associate with the selected screen. The user can configure the source system using the **Create Upload Source** screen.
Host Code	The user can select a configured host code which the user wants to associate with the selected screen. The user can configure the host code using the **Create Host Code** screen.
Currency	The user can select a configured currency which the user wants to associate with the selected screen. The user can configure the currency using the **Create Currency Definition** screen.

Table 3-6 (Cont.) Common Fields

Fields	Description
Status	Displays the status of the record: • **Authorized**: The record is verified and authorized. • **Unauthorized**: The record is not verified. • **Open**: The record is open and waiting for verification. • **Locked**: The record is locked. • **Closed**: The record is closed.

3.6 Common Buttons

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

The list of common buttons are as follows.

Table 3-7 List of Buttons

Button	Description
New	Creates a new record for the selected screen.
Query	View all the configured records for the selected screen.
Unlock	Unlock the configured record for the selected screen.
Search	Search the configured record and select the required record for the selected screen.
Copy	Copy the configured record, modify the details, and save with a different name for the record.
Delete	Remove the configured record for the selected screen.
Reopen	Reopens a closed record for the selected screen.
Close	Closes the configured record for the selected screen.
Print	Print view the configured record for the selected screen.
Authorize	Authorize the configured record for the selected screen.
Collapse	Minimises the opened screen to the bottom left corner of the screen.
Remove	Closes the opened screen.
Audit	Check the history of the configured records for the selected screen.
Save	Save the configured record for the selected scree
Cancel	Discard the configured record before saving it.
+	Add a row in the grid to provide the required record for the selected screen.
-	Remove a row in the grid for the selected screen.
>	Select a record and move it to the required selected list grid.
<	Select a record and move it back to the available list grid.
>|	Move all the available list of records to the selected list of grid.
|<	Move back all the selected list of records to the available list of grid.

Glossary

Hamburger Menu

Available in the top corner of the application. You can click to access the menu and sub-menu associated with the application.

Display Grid

It is a container that consists of fields and action buttons that allows you to view/perform actions.

Menu

It is a list of features that are organized for easy access. Generally, there are several sub-menus associated with a menu, each sub-menu has a set of features either in a sequence or non-sequence manner.

User Profile

Provides information associated with the logged in user and provides few action that a user can perform.

Sign In

Log in to an application to access the application/records.

Sign Out

Log out/leave the application.

Records

It is a piece of information that is configured using the application.

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